

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, September 16, 2021, at 7:30 a.m. in Council Chambers of City Hall. The following were in attendance (GoToMeeting – GTM):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Sanitary Superintendent	Bryan “Buck” Samples	Present
Plant Engineer	Sam Ludlow	Absent
Entry Level Engineer	Ethan Crosten	Present
City Attorney	Tom O’Neill	Absent

Guests – Shelia Sines

*To Participate in this Utility Board Meeting remotely, participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.*

***City of Buckhannon Sanitary Board – 7:30am at City Hall in Council Chambers  
Meeting Agenda for Thursday, September 16, 2021***

- 
- A. Call to Order**
    - A.1 Moment of Silence
    - A.2 Pledge to the Flag of the United States of America
  - B. Recognized Guests**
    - B.1
  - C. Finance Report-Amby**
    - C.1 August 2021
  - D. Department Report**
    - D.1 33 West Extension North
    - D.2 33 West Extension South-JF Allen Co
    - D.3 Plant Operations-Testing
    - D.4 Maintenance Crew
    - D.5 Line Crew #1
    - D.6 Line Crew #2
  - E. Stormwater**
    - E.1 Buck’s Report
  - F. Correspondence and Information**
    - F.1 Tennerton P.S.D. Meeting Minutes –August 2021
  - G. Consent Agenda**
    - G.1 Approval of Minutes 08/19/21
  - H. Strategic Issues for Discussion and/or Vote**
    - H.1 Discussion/Possible Vote Sewer Backup Policy
    - H.2 Discussion Storm Drain on Gaston St
    - H.3 Approval to Purchase Spare Pumps
    - H.4 Position of Sanitary Superintendent due to Sample’s Retirement
  - I. Board Members Comments and Announcements**
  - J. Adjournment**

Posted 09/10/2021

**A. Call to Order** - The meeting was called to order by Mayor Robbie Skinner who asked all to join him in a Moment of Silence. The Pledge to the Flag of the United States of America was led by the Mayor.

**B. Recognized Guests**

**B.1 None**

**C. Finance Report - Amby Jenkins**

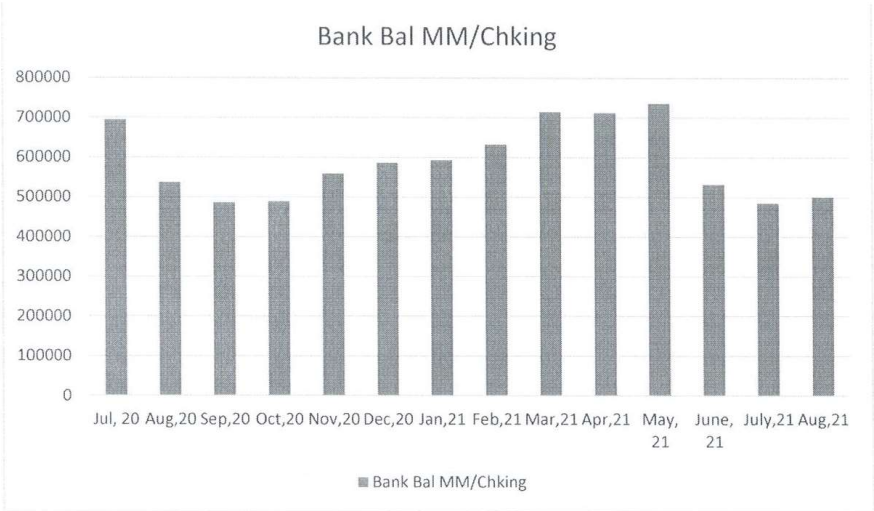
**C.1 August 2021** – Amby provided the August 2021 finance report as follows:

SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance AUGUST 31, 2021

Money market checking \$ 500,614.38

CD Working Capital (Citizens) \$ 250,971.94  
CD Working Capital (Citizens) \$102,320.47  
CD Working Capial (Community) 2.48%25mthAug2019 \$103,783.72



STORMWATER FUND  
Balance July 31, 2021 \$117,677.59

Groah-owner of 121 Barbour submitted a claim on 9-7-21. It has been submitted to the insurance company to review and determine and liability.

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 16.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	0.00	720.00	0.00	280.00	72.00
TOTAL OTHER FEES	1,000	0.00	720.00	0.00	280.00	72.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	156,885.33	313,290.90	0.00	1,486,709.10	17.41
TOTAL UTILITY BILLINGS	1,800,000	156,885.33	313,290.90	0.00	1,486,709.10	17.41
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-352-000-00 INCOME FROM TENNERTON PSD	200,000	21,678.56	42,786.56	0.00	157,213.44	21.39
TOTAL HEALTH AND SAFETY	200,000	21,678.56	42,786.56	0.00	157,213.44	21.39
CHARGES FOR SERVICES						
401-362-000-00 DUE FROM GEN FUND-STORM S	0	0.00	0.00	0.00	0.00	0.00
401-362-000-01 SEPTAGE HAULERS	40,000	3,639.00	6,685.00	0.00	33,315.00	16.71
401-362-000-02 PROJECT MANAGEMENT FEES	0	0.00	0.00	0.00	0.00	0.00
401-362-000-03 RT. 20 NORTH SEWER EXTENS	0	0.00	0.00	0.00	0.00	0.00
401-362-000-04 JAWBONE RUN PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-362-000-05 IJDC GRANT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	40,000	3,639.00	6,685.00	0.00	33,315.00	16.71
GRANTS						
401-368-000-00 CONTRIBUTION REVENUE	0	0.00	0.00	0.00	0.00	0.00
401-368-000-02 CONTRIB IN AID CONSTRUC	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	0.00	0.00	0.00	0.00
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,617.85	4,777.54	0.00	18,222.46	20.77
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,617.85	4,777.54	0.00	18,222.46	20.77
OTHER REVENUE						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	350	18.67	36.49	0.00	313.51	10.43
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	0	0.00	0.00	0.00	0.00	0.00
401-399-000-00 MISCELLANEOUS	1,000	260.00	260.00	0.00	740.00	26.00
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	1,350	278.67	296.49	0.00	1,053.51	21.96
TOTAL REVENUE	2,065,350	185,099.41	368,556.49	0.00	1,696,793.51	17.84

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY =====						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	62,000	5,503.79	10,462.98	0.00	51,537.02	16.88
TOTAL SALARIES & BENEFITS	62,000	5,503.79	10,462.98	0.00	51,537.02	16.88
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	24,000	1,889.57	3,761.92	0.00	20,238.08	15.67
TOTAL CONTRACTUAL SERVICES	24,000	1,889.57	3,761.92	0.00	20,238.08	15.67
COMMODITIES						
401-711-313-00 VICKSBURG	14,000	417.01	1,909.69	0.00	12,090.31	13.64
TOTAL COMMODITIES	14,000	417.01	1,909.69	0.00	12,090.31	13.64
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	261.19	1,100.63	0.00	5,899.37	15.72
TOTAL CAPITAL OUTLAY	7,000	261.19	1,100.63	0.00	5,899.37	15.72
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	80.56	238.01	0.00	2,761.99	7.93
TOTAL CONTRIBUTIONS	3,000	80.56	238.01	0.00	2,761.99	7.93
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,600	56.12	160.00	0.00	1,440.00	10.00
401-711-713-00 DEANVILLE	1,000	25.52	112.34	0.00	887.66	11.23
401-711-813-00 ISLAND AVENUE	500	17.46	61.61	0.00	438.39	12.32
401-711-913-00 MADISON STREET	450	30.24	93.45	0.00	356.55	20.77
401-711-914-00 TJM SEWAGE STATION	500	21.19	73.51	0.00	426.49	14.70
401-711-915-00 WESTON ROAD	600	37.01	84.64	0.00	515.36	14.11
401-711-916-00 HAMPTON INN PS	350	3.60	3.60	0.00	346.40	1.03
401-711-917-00 BRUSHY FORK PS	570	31.09	77.12	0.00	492.88	13.53
401-711-918-00 RT 20 SEWER PUMP STATION	200	5.00	24.31	0.00	175.69	12.16
401-711-919-00 1 BUCKHANNON RD	200	15.95	15.95	0.00	184.05	7.98
401-711-920-00 PLANT VEHICLES-2,3,8	22,000	2,695.29	4,887.46	0.00	17,112.54	22.22
401-711-920-01 TENNERTON INTERCEPTOR	5,300	400.10	784.48	0.00	4,515.52	14.80
401-711-920-02 NATURAL GAS	3,000	11.31	21.21	0.00	2,978.79	0.71
401-711-921-00 BROOKE ST PUMP STA	3,200	151.73	420.74	0.00	2,779.26	13.15
401-711-922-00 INDUSTRIAL PK PS	0	0.00	0.00	0.00	0.00	0.00
401-711-923-00 65-67 CLEVELAND AVE	500	18.07	54.33	0.00	445.67	10.87
TOTAL NON-OPERATING EXPENSES	39,970	3,519.68	6,874.75	0.00	33,095.25	17.20
TOTAL POWER/FUEL/UTILITY	149,970	11,671.80	24,347.98	0.00	125,622.02	16.24

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,600	781.18	781.18	0.00	7,818.82	9.08
TOTAL COMMODITIES	8,600	781.18	781.18	0.00	7,818.82	9.08
TOTAL UNIFORMS	8,600	781.18	781.18	0.00	7,818.82	9.08
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	179.99	1,768.52	0.00	3,231.48	35.37
TOTAL SALARIES & BENEFITS	5,000	179.99	1,768.52	0.00	3,231.48	35.37
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	6,168.23	7,497.10	408.78	27,094.12	22.59
TOTAL CONTRACTUAL SERVICES	35,000	6,168.23	7,497.10	408.78	27,094.12	22.59
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL COMMODITIES	2,000	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	7,761.28	9,490.21	14.00	20,495.79	31.68
TOTAL CAPITAL OUTLAY	30,000	7,761.28	9,490.21	14.00	20,495.79	31.68
TOTAL LINES	72,000	14,109.50	18,755.83	422.78	52,821.39	26.64
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	267.55	337.92	428.94	11,233.14	6.39
TOTAL SALARIES & BENEFITS	12,000	267.55	337.92	428.94	11,233.14	6.39
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	1,900.30	5,135.20	195.00	7,669.80	41.00
TOTAL CONTRACTUAL SERVICES	13,000	1,900.30	5,135.20	195.00	7,669.80	41.00
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	829.04	1,561.63	0.00	28,438.37	5.21
TOTAL COMMODITIES	30,000	829.04	1,561.63	0.00	28,438.37	5.21
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	43,000	0.00	504.80	0.00	42,495.20	1.17
TOTAL CAPITAL OUTLAY	43,000	0.00	504.80	0.00	42,495.20	1.17

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
401-714-543-00 TELEPHONE	7,200	456.60	1,000.55	0.00	6,199.45	13.90
TOTAL CONTRIBUTIONS	7,200	456.60	1,000.55	0.00	6,199.45	13.90
<u>NON-OPERATING EXPENSES</u>						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	733.50	3,075.40	29.98	8,894.62	25.88
401-714-743-00 TELEMETRY	2,600	359.40	359.40	0.00	2,240.60	13.82
TOTAL NON-OPERATING EXPENSES	14,600	1,092.90	3,434.80	29.98	11,135.22	23.73
TOTAL PLANT	119,800	4,546.39	11,974.90	653.92	107,171.18	10.54
<u>SALARIES PLANT/LINES</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-715-101-00 PLANT LABOR	365,000	39,713.81	69,617.98	0.00	295,382.02	19.07
401-715-101-01 PLANT COMPENSA ABSENCES	0	0.00	0.00	0.00	0.00	0.00
401-715-101-10 CAPTLIZ SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-103-00 LINE LABOR	485,000	21,614.60	49,777.48	0.00	435,222.52	10.26
401-715-103-01 LINE COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-715-103-10 CAPITLIZE SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-715-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-715-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	850,000	61,328.41	119,395.46	0.00	730,604.54	14.05
<u>CONTRACTUAL SERVICES</u>						
401-715-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES PLANT/LINES	850,000	61,328.41	119,395.46	0.00	730,604.54	14.05
<u>SALARIES BOARD/OFFICE</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	2,000.00	0.00	10,000.00	16.67
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	150,000	11,523.91	22,977.18	0.00	127,022.82	15.32
401-716-103-01 OFFICE COMP ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-716-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-716-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	162,000	12,523.91	24,977.18	0.00	137,022.82	15.42

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: AUGUST 31ST, 2021

401-SANITARY

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES BOARD/OFFICE	165,000	12,523.91	24,977.18	0.00	140,022.82	15.14
<u>FICA/INSURANCE</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-718-104-00 FICA TAX	77,500	5,668.44	11,083.76	0.00	66,416.24	14.30
401-718-105-00 HEALTH INSURANCE	163,000	12,268.60	56,109.60	0.00	106,890.40	34.42
TOTAL SALARIES & BENEFITS	240,500	17,937.04	67,193.36	0.00	173,306.64	27.94
TOTAL FICA/INSURANCE	240,500	17,937.04	67,193.36	0.00	173,306.64	27.94
<u>RETIREMENT</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-719-106-00 GROUP RETIREMENT	100,000	5,570.57	12,097.18	0.00	87,902.82	12.10
TOTAL SALARIES & BENEFITS	100,000	5,570.57	12,097.18	0.00	87,902.82	12.10
TOTAL RETIREMENT	100,000	5,570.57	12,097.18	0.00	87,902.82	12.10
<u>UNEMPLOYMENT/COMPENSATION</u>						
<u>CONTRACTUAL SERVICES</u>						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,600	828.13	3,225.22	0.00	17,374.78	15.66
TOTAL CONTRACTUAL SERVICES	20,600	828.13	3,225.22	0.00	17,374.78	15.66
TOTAL UNEMPLOYMENT/COMPENSATION	20,600	828.13	3,225.22	0.00	17,374.78	15.66
<u>BILLING/COMPUTER/DEP INT</u>						
<u>CONTRACTUAL SERVICES</u>						
401-783-232-00 MUN BOND FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>						
401-783-341-00 BILLING & COLLECTING	46,000	5,692.45	16,776.07	0.00	29,223.93	36.47
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	600.00	0.00	3,000.00	16.67
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	385.84	1,157.52	0.00	16,342.48	6.61

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CITY OF BUCKHANNON  
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401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	2,000	23.71	39.32	0.00	1,960.68	1.97
TOTAL COMMODITIES	69,100	6,402.00	18,572.91	0.00	50,527.09	26.88
NON-OPERATING EXPENSES						
401-783-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	69,100	6,402.00	18,572.91	0.00	50,527.09	26.88
OFFICE EXPENSE =====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	29,000	2,756.34	5,343.50	0.00	23,656.50	18.43
TOTAL COMMODITIES	29,000	2,756.34	5,343.50	0.00	23,656.50	18.43
TOTAL OFFICE EXPENSE	29,000	2,756.34	5,343.50	0.00	23,656.50	18.43
PSC ASSESS/DNR PERMIT =====						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	6,000	0.00	7,573.02	0.00	1,573.02)	126.22
401-797-117-00 DNR PERMIT	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL SALARIES & BENEFITS	9,000	0.00	7,573.02	0.00	1,426.98	84.14
TOTAL PSC ASSESS/DNR PERMIT	9,000	0.00	7,573.02	0.00	1,426.98	84.14
PROPERTY INSURANCE =====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	46,500	0.00	10,282.44	0.00	36,217.56	22.11
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	0.00	10,282.44	0.00	36,217.56	22.11
TOTAL PROPERTY INSURANCE	46,500	0.00	10,282.44	0.00	36,217.56	22.11
RENTS =====						
CONTRACTUAL SERVICES						
401-803-219-00 RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00

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PROFESSIONAL =====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	44,500	0.00	169.75	0.00	44,330.25	0.38
TOTAL CONTRACTUAL SERVICES	44,500	0.00	169.75	0.00	44,330.25	0.38
TOTAL PROFESSIONAL	44,500	0.00	169.75	0.00	44,330.25	0.38
BOND A =====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	42,774.39	0.00	128,225.61	25.01
TOTAL SALARIES & BENEFITS	171,000	14,144.97	42,774.39	0.00	128,225.61	25.01
TOTAL BOND A	171,000	14,144.97	42,774.39	0.00	128,225.61	25.01
BOND B =====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	2,253.00	6,813.06	0.00	21,186.94	24.33
TOTAL SALARIES & BENEFITS	28,000	2,253.00	6,813.06	0.00	21,186.94	24.33
TOTAL BOND B	28,000	2,253.00	6,813.06	0.00	21,186.94	24.33
CAPITAL/PROJECTS =====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	150,000	0.00	0.00	0.00	150,000.00	0.00
401-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	24,321	0.00	2,203.37	0.00	22,117.63	9.06
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-451-04 FEMA GENERATOR	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	220,000	830.00	830.00	0.00	219,170.00	0.38
401-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	51,500	4,974.01	12,205.35	0.00	39,294.65	23.70
401-997-454-01 NEW EQUIP-BORE MACHINE	0	0.00	0.00	0.00	0.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	90,000	4,109.26	15,398.79	100.00	74,501.21	17.22
401-997-456-00 WESTON ROAD NORTH SIDE	0	0.00	995.59	0.00	995.59)	0.00
401-997-456-01 WESTON RD -SOUTH SIDE	0	0.00	0.00	0.00	0.00	0.00
401-997-457-00 CAPITAL PURCHASE	20,980	0.00	0.00	0.00	20,980.00	0.00
401-997-458-00 EXP BRUSHY FRK TO GEN FUN	0	0.00	0.00	0.00	0.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	556,801	9,913.27	31,633.10	100.00	525,067.90	5.70



09-13-2021 02:07 PM

disbursements 08/01/2021- 08/31/21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	NAPA-AMTOWER AUTO SUPPLY	714-643-00	OPERATION PLANT EXPE	1-5/16 SOCKET	15.09
		714-643-00	OPERATION PLANT EXPE	OIL AND RAGS	101.94
		714-643-00	OPERATION PLANT EXPE	OIL AND RAGS	3.99
		714-643-00	OPERATION PLANT EXPE	BRAKE FLUID	16.98
		714-643-00	OPERATION PLANT EXPE	PURPLE POWER - SHOP	7.49
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER RENTAL	60.30
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	JULY LAB TESTING	372.00
	LOWES BUSINESS ACCOUNTS	714-643-00	OPERATION PLANT EXPE	MATERIALS LDING RAMP	21.17
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	369.60
	WALMART STORES INC -BUCKHANN	714-643-00	OPERATION PLANT EXPE	MISC PLANT SUPPLIES	142.76
	EBAY	714-143-00	FACILITIES MAINTENAN	PCRD-STROBE LIGHTS	75.56
	JOSH STREETS	714-643-00	OPERATION PLANT EXPE	REIMB JOURNEYMAN LIC RENEW	50.00
	MICROLOGIC INC	714-743-00	TELEMETRY	SECURITY MONITORING SAN DE	179.70
		714-743-00	TELEMETRY	SAN MNTHLY SECURITY MONITO	179.70
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	87.00
	ALFA LAVAL, INC	714-343-00	EQUIPMENT MAINTENANC	SENSOR SWITCH	140.17
SALARIES PLANT/LINES	**PAYROLL EXPENSES			8/01/2021 - 8/31/2021	61,328.41
				TOTAL:	65,874.80
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			8/01/2021 - 8/31/2021	12,523.91
				TOTAL:	12,523.91
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN AUG 2021 HEALTH INS	7,914.75
		718-105-00	HEALTH INSURANCE	SAN AUG 2021 RETIREE'S INS	2,204.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,778.34
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,815.64
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	649.80
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	424.66
	USI INSURANCE SERVICES LLC	718-105-00	HEALTH INSURANCE	GRP BENEFIT 1ST INSTALLMEN	1,044.05
		718-105-00	HEALTH INSURANCE	GRP BENEFIT FEE 2ND INST 2	1,044.05
	PAYFLEX	718-105-00	HEALTH INSURANCE	SAN AUG 2021 HSA FEES	61.75
				TOTAL:	17,937.04
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,467.95
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,437.70
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	381.06
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	283.86
				TOTAL:	5,570.57
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 7-2-21 TO 8-1-2	828.13
				TOTAL:	828.13
BILLING/COMPUTER/DEP I	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	AUG 2021 PERMIT POSTAGE	545.33
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	AUGUST 2021 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MCON MONTHLY MAINT AUG2021	76.00
	HART OFFICE SOLUTIONS INC	783-341-00	BILLING & COLLECTING	COPY OVERAGE	48.16
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CityHallCopierLease & Prop	215.53
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	IT SERVICE CHARGES MAY 202	105.63
		783-341-00	BILLING & COLLECTING	AUG 2018 SERVICE CONTRACT	212.50
		783-341-00	BILLING & COLLECTING	AUG 2018 SERVICE CONTRACT	212.50
	CORE & MAIN LP	783-341-00	BILLING & COLLECTING	7-1-21 TO 6-30-22 MAINT	3,070.00
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	SEP 2021 COMPUTER SERV PYM	385.84
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPP @ CITY HALL	29.89
		783-341-00	BILLING & COLLECTING	CLEANING MAT FOR CITY HAL	35.06

09-13-2021 02:07 PM

disbursements 08/01/2021- 08/31/21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		783-341-00	BILLING & COLLECTING	CLEANING SUPP @ CITY HALL	28.38
		783-341-00	BILLING & COLLECTING	CLEANING SUPP @ CITY HALL	41.77
	DELUX BUSINESS FORMS	783-341-00	BILLING & COLLECTING	PCRD-COLLECTION CKS	143.79
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-MRKRS;TWLS;MONITOR;SU	102.08
		783-341-00	BILLING & COLLECTING	PCRD-RUBBER BANDS	4.30
		783-341-00	BILLING & COLLECTING	PCRD-COLOR COPY PAPER	21.75
	LOG ME IN - GOTOMEETING	783-341-00	BILLING & COLLECTING	PCRD-ANNUAL GOTOMEET	46.16
	BASEMENT SYSTEMS	783-341-00	BILLING & COLLECTING	ANNUAL WATERPROOF MAINT	39.00
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	MAINT 9/21 TO 8/22 RCT PRI	575.77
		783-341-00	BILLING & COLLECTING	EpsonRctPrntrMaint 10/21-9	89.90
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION A&T ENTERP	16.84
	SUDDENLINK	783-341-00	BILLING & COLLECTING	JULY 2012 INTERNET	32.11
				TOTAL:	6,378.29
OFFICE EXPENSE	RALSTON PRESS INC	793-341-00	OFFICE SUPPLIES & EX	ENVELOPES	178.12
	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	RENTAL CHARGES	661.04
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	JULY 2021 AA FEES	215.73
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	JULY 2021 CC FEES	1,077.37
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	60.36
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT AUG 2021 GEOTAB	220.24
	MATTHEW BENDER & CO., INC	793-341-00	OFFICE SUPPLIES & EX	WV CODE 21 SUPP PKG, INDEX	247.81
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	67.89
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
				TOTAL:	2,752.74
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAND BOND A SEP 2021 PYMT	14,144.97
				TOTAL:	14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN BOND B SEP 2021 PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	AFP LOGS AND LUMBER LLC	997-455-00	SEWER UPGRADE-CAPITA	SWAMP MATS	1,200.00
	RITE-WAY HEATING & PLUMBING	997-455-00	SEWER UPGRADE-CAPITA	PIPE ADAPTERS	40.56
	C.I. THORNBURG CO., INC.	997-452-00	SEWER EXT. - CAPITAL	FAST PLUG N SPRING SANITA	192.00
		997-452-00	SEWER EXT. - CAPITAL	STEEL CASING - M CARROLL	638.00
	BRUFFEY TRUCKING INC	997-455-00	SEWER UPGRADE-CAPITA	STONE	492.60
		997-455-00	SEWER UPGRADE-CAPITA	STONE	495.60
	ZINN'S SEPTIC SERVICE, LLC	997-455-00	SEWER UPGRADE-CAPITA	PORT A POTTY N SPRING SAN	108.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5CX 2021 NISSAN	717.54
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN	644.70
		997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRND CHER	467.06
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN	322.18
	COMMUNITY BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN SEP 2021 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 SEP 2021 PAYMENT	1,166.88
	BLACK DIAMOND EQUIPMENT RENT	997-455-00	SEWER UPGRADE-CAPITA	TRENCH BOX	1,772.50
				TOTAL:	9,913.27

Amby referenced the 121 Barbour Street storm water insurance claim and the letter from the property owner that is in the packet. Amby also reported that Tennerton PSD balance is now \$74,205.

Sept 7, 2021

I am ~~suing~~ suing the city of Buckhannon WV for a hot water tank. For storm drain not working properly and caused flooding to my house on 121 Barlow St

In March 2021 I bought a new hot water tank for the house. Old one went bad. Then in June 2021 flood came and got into my house in basement and garage. Ruining the hot water tank that we just put in, in March, plus got a lot of my renters things. We called the fire department to come pump it out but they wouldn't do it. Because nowhere for the water to go.

The storm drains between Tucker & Barlow St was not draining. I called the city and Ford and Samples came up. And said drained went big enough to carry that much water. I called them twice. Next time they came they brought up a truck to pump or something to the drains. The next time it rained it got a little in garage but it drained down.

I have owned the house since 2003 and ~~no~~ no flooding. The lady I bought the house off of said water got in basement & garage in 1985 when big flood but only about 1 to two inches of water. This time up to the window in basement, so you are telling me this is

not caused by your storm drains.

The ~~old~~ lady that is renting the house has lived there for 13 years and no flooding. She had to get 2 large garbage dumpsters for basement and garage. Debbie Merthony.

Thank-You  
Lisa Ann Arnold  
304-439-6067

Mailing  
1301 Clarksburg Rd  
Buckhannon WV  
26201

70 E MAIN STREET  
BUCKHANNON, WV 26201

CITY OF BUCKHANNON  
WEST VIRGINIA  
26201

TELEPHONE  
(304) 472-1651  
TDD # (304) 472-9550  
FAX # (304) 472-4620

9-Sep-21

Statement

Tennerton PSD - Terry Gould  
188 Fayette Street  
Buckhannon, WV 26201

Dear Mr. Gould:

Please make check payable to the Sanitary Board of the City of Buckhannon for the total charges listed below:

Billing Month:	Aug-21	
Total Consumption	3,268,800 gallons	\$ 18,272.59
\$5.59 per thousand gallon		
Total Customers	665	\$ 997.50
\$1.50 per customer		
		\$ 19,270.09
May-21		\$ 19,719.12
Jun-21		\$ 17,550.70
Jul-21		\$ 17,665.53
Total Due Sanitary Board		\$ 74,205.44

Sincerely,

A. Jenkins /art

Amberle Jenkins  
Assistant Recorder  
City of Buckhannon

AJ/art


Motion to approve the August 2021 Financial Report was made by Frye/Loftis. Motion carried.

D. Department Report – Bryan “Buck” Samples and Ethan Crosten provided the following reports on department activities:

D.1 33 West Extension North – Nothing new to report.

D.2 33 West Extension South- JF Allen project – Maintenance crew checked the manhole by WBUC pump station during the September 1<sup>st</sup> storm. They reported approximately half a line full of water flowing through it. Jay Hollen will send a letter to J.F. Allen concerning the problems with the water in the line.

D.3 Plant Operations - Zinc was out of limits. All other tests were normal. Jason has passed his Laboratory Technician certification. He is doing well in the lab.



Applicant:BUCKHANNON, CITY OFType:Electronic DMR

Reference ID:ww0032336Aug2021 (09/15/2021)Permit ID:New/Pending

eDMR Worksheet – WV0032336 - 001

Status:NewPrinted:Sep. 15, 2021 10:36 AM

Permit:WV0032336Outlet No:001Type:NORMAL

Report for the Month of:AugustYear:2021

Lab Performing Analysis:153 - BUCKHANNON WASTEWATER TREATM

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity				Other Units							Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units	Number Exceed.				
50050 (ML-1) RF-A	Reported						0.677	2.028		mgd	0		Continuous	measured	153
Flow, In Conduit Or Treatment Plant	Permit Limits	N/A	N/A				Rpt Only	Rpt Only							
Year Round							Avg. Monthl	Max. Daily							
00310 (ML-8) RF-A	Reported	15.7	37.2				2.1	2.6		mg/l	0		1/week	8 hr comp	153
Bod	Permit Limits	208.5	417	Lbs/Day	0		10	20					1/week		
Summer July 1-Oct 31							Avg. Monthl	Max. Daily							
00530 (ML-A) RF-A	Reported	11.2	16.9				2.0	3.0		mg/l	0		1/week	8 hr comp	153
Suspended Solids, Total	Permit Limits	625.8	1251.8	Lbs/Day	0		30	60					1/week		
Year Round							Avg. Monthl	Max. Daily							
51012 (ML-K) RF-A	Reported					98.8				Percent	0		4/month	Calculated	153
Bod, 5day Percent Removal, Dry	Permit Limits	N/A	N/A			85	N/A	N/A					2/month		
Year Round															
51013 (ML-K) RF-A	Reported									Percent			2/month	Calculated	153
Bod, 5day Percent Removal, Wet	Permit Limits	N/A	N/A										2/month		
Year Round															
51014 (ML-K) RF-A	Reported					98.4				Percent	0		4/month	Calculated	153
Solids, Suspended Percent Removal, Dry	Permit Limits	N/A	N/A			85	N/A	N/A					2/month		
Year Round															
51015 (ML-K) RF-A	Reported									Percent			2/month	Calculated	153
Solids, Suspended Percent Removal, Wet	Permit Limits	N/A	N/A										2/month		
Year Round															
74055 (ML-A) RF-A	Reported						14	19		Cnts/100ml	0		1/week	Grab	153
Coliform, Fecal	Permit Limits	N/A	N/A				200	400					1/week		
Year Round							Mon. Geo. M	Max. Daily							
00400 (ML-A) RF-A	Reported					6.91		7.50		S.U.	0		1/week	Grab	153
Ph	Permit Limits	N/A	N/A			6	N/A	9					1/week		
Year Round						Inst. Min.		Inst. Max.							
00300 (ML-A) RF-A	Reported					7.9				mg/l	0		1/week	Grab	153
Dissolved Oxygen	Permit Limits	N/A	N/A			7.25	N/A	N/A					1/week		
Year Round						Inst. Min.									
00610 (ML-A) RF-A	Reported	1.25	2.9				<0.170	<0.170		mg/l	0		1/week	8 hr comp	153
Nitrogen, Ammonia Total	Permit Limits	41.7	83.4	Lbs/Day	0		2	4					1/week		
Summer July 1-Oct 31							Avg. Monthl	Max. Daily							
00665 (ML-A) RF-A	Reported						0.74	1.18		mg/l	0		2/month	8 hr comp	157
Phosphorus, Total (As P)	Permit Limits	N/A	N/A				Rpt Only	Rpt Only					2/month		
Summer May 1-Oct 31							Avg. Monthl	Max. Daily							
01119 (ML-A) RF-A	Reported						<0.002	<0.002		mg/l	0		1/month	8 hr comp	157
Copper Total Recoverable	Permit Limits	N/A	N/A				0.008	0.015					1/month		
Year Round							Avg. Monthl	Max. Daily							
01094 (ML-A) RF-A	Reported						0.086	0.086		mg/l	1		1/month	8 hr comp	157
Zinc Total Recoverable	Permit Limits	N/A	N/A				0.075	0.13					1/month		
Year Round															
74069 (ML-8) RF-A	Reported						3.6	34.5	199.4				1/daily	Calculated	153
Stream Flow, Estimated	Permit Limits	N/A	N/A				Rpt Only	Rpt Only	Rpt Only	cfs	0		1/daily		
Summer July 1-Oct 31							Inst. Min.	Avg. Monthl	Inst. Max.						

ES-59  
Revised 1975

STATE OF WEST VIRGINIA  
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Aug-21  
City: Buckhannon, WV.  
Operator: Jason M Tenney

INFLUENT WASTEWATER						BELT PRESS			Plant Effluent					
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals.Wet Sludge Added	Pounds Dry solid: Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amm. Nit. mg/l
Date			0.330			2.0								
8/1/21			0.429	23.0	6.91	2.0	17,346	4,702			8	8.7	7.50	
8/2/21			0.365	23.0	6.97	2.0	64,779	17,450				8.9	7.41	
8/3/21	132	189	0.395	23.0	6.99	2.0	43,560	8,174	1.5	1.6		8.8	7.41	<0.170
8/4/21			0.424	23.0	6.86	2.0	26,438	4,520				8.9	6.93	
8/5/21			0.423	23.0	6.81	2.0						8.7	6.91	
8/6/21			0.378			2.0								
8/7/21			0.372			2.0								
8/8/21			0.400	23.0	6.91	2.0						8.7	7.01	
8/9/21			0.487	23.0	6.87	2.0						8.0	7.07	
8/10/21	88	183	0.407	23.0	6.81	2.0			3.0	2.1		8.9	7.10	<0.170
8/11/21			0.500	23.0	6.98	2.0	78,791	9,331			19	9.0	7.30	
8/12/21			0.423	23.0	6.87	2.0	29,387	3,750				8.9	7.18	
8/13/21			0.346			2.0								
8/14/21			0.855			2.0								
8/15/21			1.693	23.0	6.86	2.0					19	8.7	7.14	
8/16/21			1.000	24.0	6.88	2.0						8.6	7.13	
8/17/21	144	180	2.028	24.0	6.86	2.0			1.0	2.2		8.5	7.10	<0.170
8/18/21			1.212	24.0	6.84	2.0	41,733	4,768				8.4	7.02	
8/19/21			0.846	24.0	6.85	2.0	30,888	3,967				8.3	7.05	
8/20/21			0.696			2.0								
8/21/21			0.672			2.0								
8/22/21			0.704	24.0	6.88	2.0					12	8.4	7.09	
8/23/21			0.666	24.0	6.87	2.0						8.2	7.08	
8/24/21	124	182	0.603	24.0	6.83	2.0			2.5	2.6		7.9	7.02	<0.170
8/25/21			0.666	24.0	6.86	2.0						8.0	7.05	
8/26/21			0.490	24.0	6.84	2.0						8.1	7.03	
8/27/21			0.564			2.0								
8/28/21			0.564			2.0								
8/29/21			0.753	23.0	7.22	2.0	55,356	12,327			15	8.0	7.25	
8/30/21			1.300	23.0	7.14	2.0	80,603	17,881				7.9	7.21	
8/31/21														
TOTAL			20.991				468,881	86,870						
AVERAGE	122	184	0.677	23.4	6.91	2.0			2.0	2.1	14	8.5	7.14	<0.170
MAXIMUM	144	189	2.028	24.0	7.22	2.0			3.0	2.6	19	9.0	7.50	<0.170
MINIMUM	88	180	0.330	23.0	6.81	2.0			1.0	1.6	8	7.9	6.91	<0.170
LIMITS														
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA

**D.4 Maintenance Crew** - The crew has been completing routine maintenance.

- The electrical contractors have finished installing transfer switches at pump stations and will be approved pending start up.
- C.I. Thornburg calibrated a flow meter at the plant.
  - Checked the flow meter at the landfill and ordered a new one to be installed for \$2,800.
- They cleaned out the decant tank, while cleaning it, an employee was stuck with a needle and had the appropriate medical attention.
  - They cleaned out approximately 3 tons of rags.
  - While in the tank, they replace all duck bills that were damaged.
- They fixed the Madison Street Pump Station starter.
- Replaced motor on the vehicle lift at the plant.
- Replaced seat to P-13.
- The crew also has been fixing the portable generators for the Pump Stations.

**D.5 Line Crew #1** - Brian's crew has been working on the storm sewer in the alley way. They have connected downspouts from the building and set a new drop inlet to help prevent water from entering the buildings. They also replaced a sanitary service line on Marion Street that had become blocked by roots.

**D.6 Line Crew # 2**- Kevin's crew has been continuing work on North Spring Street. They have finished all connections and set the last manhole. They are currently on the last service line to pick up a slotted drain in Main Street. They should be done this week with North Spring Street. This crew also replaced a failing service line at 108 Camden Ave.

CityPR:

<https://buckhannonwv.org/north-spring-street-project-update/>

BUCKHANNON, WV, September 15, 2021: Buckhannon Sanitary Department Superintendent Bryan "Buck" Samples, and Buckhannon's Director of Public Works, Jerry Arnold, have updated City officials that the final installations of the new storm water drains are now underway under North Spring Street.

Mountaineer Gas will be on location soon to make any necessary line replacements before paving can take place. Buckhannon Street Commissioner, Brad Hawkins reports that his department is already working on sidewalk replacements to complement the fall paving project, which is slated for late October or early November.

The project has been lauded as a successful joint venture between the city's several departments with regular meetings and open communication between the department heads including Water Department Superintendent, Kelly Arnold, Sanitary Department Superintendent, Bryan "Buck" Samples, Street Department Superintendent, Brad Hawkins, City Engineer, Jay Hollen, and Building Code Enforcement Officer, Vincent Smith, all coordinated by the Director of Public Works, Jerry Arnold.

Mayor Robbie Skinner was appreciative of not only the efforts of the City's workforce but also of the support from our businesses and residents. "I know just how difficult the street closure and detours have been these past several months, but through it all the patience from those businesses and residents who were affected the most has been just short of phenomenal," stated Mayor Skinner. "The new infrastructure that has been installed under North Spring Street will provide essential services for decades making this project one of the most important the City of Buckhannon has undertaken in quite some time!"

For media inquiries, contact:

Randy Sanders  
City of Buckhannon, WV  
City Recorder & Information Coordinator

## **E. Stormwater**

**E.1 Buck's Report** -Kevin's crew will be totally finished with the storm water lines on N. Spring Street this week.

## **F. Correspondence and Information**

### **F.1 Tennerton P.S.D. Meeting Minutes –August 2021**

Tennerton Public Service District  
Monthly Meeting  
August 11, 2021

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on July 14, 2021 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

The board discussed a few names for the new board member. Joe Tenney will make phone calls.

Terry Gould reported on the following:

\*Rate increase will go into effect next month. \$11.88 per thousand.

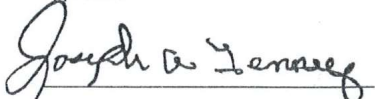
\*Aaron Anderson lines were marked in the Joni Howard development.

\*DEP report is due by August 15<sup>th</sup>. \$1000.00 fee per year. Penalty of \$25,000.00 per day.

\*Hickory Flat project: Terry will request Thrasher for next meeting to give an update. Terry will also contact our lawyer about the agreement with the city. The agreement needs to be signed before the project can proceed.

There being no other business to discuss, motion was made by Joe Tenney to adjourn and seconded by John Barnes.

Approved



**G. Consent Agenda**

**G.1 Approval of Minutes 08/19/21**

**Motion to approve the Minutes from 08/19/21 was made by Frye/Loftis. Motion carried.**

**H. Strategic Issues for Discussion and/or Vote**

**H.1 Discussion/Possible Vote Sewer Backup Policy** - Ethan reported that during the last meeting the Sewer Backup Policy was presented. He has made changes that were suggested by Jay. Board Member Frye asked that property owners be informed of the results of any investigation of complaints. Discussion of current and appropriate procedures took place.

**Motion to approve the Sewer Backup Policy was made by Frye/Loftis. Motion carried.**

**Sewer Backup  
Management Policy**



**City of Buckhannon  
70 East Main Street  
Buckhannon, West Virginia 26201  
Phone: (304) 472-5459**

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## Appendices

- Appendix A: Sewer Maintenance Inspection Report – Lines and Manholes
- Appendix B: Sewer Backup Complaint Report
- Appendix C: Plant Callout List
- Appendix D: City of Buckhannona Sewer Backups: FAQ
- Appendix E: Onsite Backup Report

### 1.0 Purpose

This policy has been drafted to help ensure The City of Buckhannon’s responsibility to maintain its sanitary sewer system is upheld. The importance of the policy is to protect both privately-owned and City-owned property from sewer backups in order to avoid costly claims and litigation. The Sanitary Department has worked vigilantly to reduce the number of backups within the sanitary sewer system; however, there are unforeseeable issues, Acts of God, and other unavoidable events which make the elimination of sewer backups impossible. Information and procedures in this policy are intended to be a resource to use when determining property restoration responsibility.

### 2.0 Preventive Actions

The Sanitary Department remains proactive with the maintenance and improvement of their lines, manholes, and pump stations. Ensuring that all components remain functional is of upmost importance.

#### 2.1 Design for Extensions and Upgrades

All sanitary sewers that are being extended to the existing system or upgraded are to be designed with the most up-to-date standards and specs. During construction crews must use a pipe laser to stay on grade. Grade is also to be checked between runs to ensure the sewer pipe is staying on grade. PVC pipe is to be used unless otherwise noted.

## **2.2 Inspection**

There are known areas which are, or have potential to be, problem areas. These areas must be checked often and maintained when necessary. Appendix A has a report to be completed and filed after each inspection.

## **2.3 Pump Stations**

Elias Street, Vicksburg, East Main Street, Brooke Street, and Wood/ Ritchie pump stations all have automatic callouts that alert personnel when a pump station is not functioning properly. These are five of the main pump stations that have potential to cause major backups. The automatic call system allows personnel to respond to any issues at a pump station before a backup occurs. In the event of a power outage, the pump stations shall have, in the very near future, emergency backup power via installation of backup generators. The remaining minor pump stations should have emergency power through a single portable backup generator. Pump stations will either get their own generator or a manual transfer switch.

## **2.4 Potential Projects**

There are areas in the sanitary sewer system that have been identified as problem or potential problem areas. These are areas where the sanitary sewer system needs upgraded. These upgrades will provide new sewer which is less likely to become blocked.

# **3.0 Office Response**

When a sewer complaint or back up is reported, it becomes the highest priority for the Sanitary Department to resolve the issue. Depending on the time of day, the procedure should be as follows:

## **3.1 Working Hours**

During normal working hours, Monday-Friday 8:00AM - 4:30PM, calls shall be directed to the sewer treatment plant. The employee answering should record the caller's name, address, date, time and complaint. A copy to a 'Sewer Backup Intake Report' shall be placed by all sewer plant phones to record this information (see Appendix B for a copy of this report). The employee then should immediately report the complaint to the line supervisor. If the line supervisor is unavailable then the complaint shall be sent to the Superintendent. Once the line supervisor or superintendent is notified, a crew shall be sent to the address to resolve the problem. The crew shall be pulled off any project, as the complaint takes priority.

## **3.2 Outside Working Hours**

If a complaint is received outside working hours, a message on the sewer treatment plant phone directs the caller to call 911. Emergency operators shall then contact necessary personnel from the Sanitary Department using the callout list provided in Appendix C (Plant Callout List).

# **4.0 Field Response**

A sewer backup can be a stressful event for the property owner. The owner shall be met calmly and respect for their property and possessions should be shown. Provide the owner a copy of the informational flyer regarding sewer backups and contacts for the City to avoid confusion. See Appendix D (Frequently Asked Questions).

## **4.1 City Line Flowing**

The callout crew should check the cleanout first, if there is one available. If there is no water in the cleanout, this is the indication the City is not responsible for the backup. Check the upstream and downstream manholes to see if the manholes are flowing as this is another

indication the City is not responsible. The crew should then let the property owner know the lines are flowing freely and they need to contact a plumber.

4.2 City Line Plugged

If the crew checks the cleanout and it is full of sewage, there is a chance it may be the City’s responsibility. The crew shall check upstream and downstream manholes to see if there is any standing water. If the City line is blocked, the crew shall dispatch the rodder truck and flush out the line until it is flowing freely. If the crews are unable to get the pipe open with the rodder truck, the pipe shall be exposed via excavation. If the backup happens at a time the crew deems unsafe to expose or too much disturbance would be caused in the neighborhood, the crew may elect to return the next day, as long as the sewage is not expanding.

5.0 Homeowner Interaction

Even if the blockage/ stoppage appears to be the City’s responsibility, there are factors that could be overlooked at the time. It is the insurance provider’s responsibility to determine who is at fault given the information and facts. Be calm and respectful to the homeowner, make sure they understand the Sanitary Department is doing and/or did everything they can to resolve the issue.

6.0 Post Sewage Backup

After investigation and/or remediation, complete the ‘Onsite Backup Report’ (Appendix E). Make sure all reports are given to the Superintendent the next working day so it can be filed and saved for any ensuing questions resulting from the backup. If any follow up work is required, do so the next working day.

APPENDIX A

CITY OF BUCKHANNON SANITARY DEPARTMENT  
SEWER MAINTENANCE/ INSPECTION REPORT  
LINES AND MANHOLES

Date:	Time:am / pm
Name of Employee Reporting:	
Personnel Involved:	
Location of Manhole/ Line Checked:	
Reason for Inspection/ Maintenance:	
Conditions/ Information:	
Inspection/ Maintenance Work Performed:	

Follow up Action (If needed):
Check again within (circle one): <ul style="list-style-type: none"><li>• 1 month</li><li>• 3 months</li><li>• 6 months</li><li>• 1 year</li><li>• 2 years</li><li>• 3 years or greater</li></ul>

Employee reporting’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendents Signature upon Receiving: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX B

CITY OF BUCKHANNON SANITARY DEPARTMENT  
SEWER BACKUP / COMPLAINT REPORT

Name of Caller: \_\_\_\_\_

Address of Caller: \_\_\_\_\_

Caller’s Phone Number: \_\_\_\_\_

Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Location of Overflow (circle one):      Basement      Bathroom      Laundry room

Is the overflow (circle one):      Expanding      Receding      Stationary

Signature of Employee Answering: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX C

Plant Call Out List

Plant	Phone#
1. Jason Tenney (Chief Operator)	304-472-5175(Home) 681-495-5954 (Cell)
2. Donald Tenney	304-613-1019

Line Crew (Sewer Backups)

- 1. Jeff Ford (Line Supervisor).....304-439-5888
- 2. Kevin Ware.....304-613-8618
- 3. Cody Tenney.....304-613-8626
- 4. Derek Marsh.....304-517-6327
- 5. Pete Tenney.....304-613-3545

Maintenance/Breakdowns

- 1. Dave Currence (Maintenance Supervisor).....304-704-7885
- 2. Steve Reed.....304-439-1623
- 3. Josh Streets.....304-516-1970
- 4.

Superintendent

Buck Samples .....304-704-7869

APPENDIX D

CITY OF BUCKHANNON SEWER BACKUPS:  
FREQUENTLY ASKED QUESTIONS

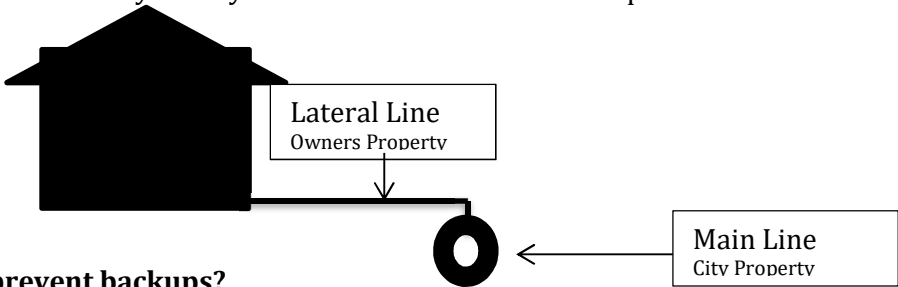
Sewer backups are an unfortunate problem in small Cities across the United States. The City of Buckhannon has remained dedicated to keep backups from occurring within the sewage collection system but some backups are unavoidable despite the efforts. The following information is here to help property owners answer some questions they may have, such as why backups happen, how they can be prevented, and what to do if a sewer backup effects their property.

What causes a sewer backup?

When a line becomes blocked sewage is unable to flow through the collection system. These blockages can be a result of any number of things, including breaks or cracks from tree roots, system deterioration, insufficient system capacity due to population growth, and objects becoming lodged in the pipe. Blockages can occur in either the main sewer line (City’s Responsibility) or in a lateral line (Customer Responsibility).

What will the City of Buckhannon do?

The City of Buckhannon Sanitary Department’s highest priority is resolving sewer backups quickly and effectively. If crews determine the blockage is in the main line, they will flush it with high pressured water to break apart the blockage. In extreme cases, the line may have to be excavated and replaced. If the blockage is not in the City’s line you will be advised to contact a plumber.



How can I help prevent backups?

- Avoid putting grease down any pipes. It can solidify and block a pipe.
- Never flush diapers, paper towels, or any other item that isn’t meant to be flushed.
- Do not plant trees or shrubs near a sewer line. The roots can cause piping to break.

- Consider having a Back Flow Prevention Valve (check valve) installed at your lowest drain. This allows sewage to flow out of your house but not back into your house, in the event of a blockage.

**What does the City of Buckhannon do to prevent backups?**

- Sewer lines are designed to prevent blockages and constructed with the highest quality methods and materials.
- Crews check areas of known problems frequently, assuring the system is still operating as it should and correcting any issues.
- Major pump stations have backup power. This will allow for operating to continue even in the event of power outages.

**CITY OF BUCKHANNON SANITARY SEWER BACKUPS:**

**CONTACTS AND INFORMATION**

A sanitary sewer back up can be a stressful time for a homeowner. The City of Buckhannon wants to help minimize the stress and work together to resolve any issues. Below is contact information for the City and information to help you during a backup.

**What to do if sewage backs up into your home:**

- If sewage in coming out of your drains immediately contact the City or a plumber. They will be able to determine where the issue is in the system and resolve it
- Plug or close all drains to help prevent more sewage from coming in. Some drains may need additional weight added.
- Don’t run any more water down your drains.
- Check with neighbors to see if the issues is widespread, indicating a major blockage
- Stay out of the sewage and avoid tracking it throughout the rest of the home

**Insurance help:**

- Sewage backup claims can be complicated. Use the contact information at the bottom of this sheet to contact the City if you believe the City is at fault.
- The City’s insurer will investigate the back up and make a determination if the City is at fault or if the backup was out of the City’s control.
- If the backup was uncontrollable by the City or not in a City line, you will have to contact your insurance agency to see if a sewage backup is covered.

**City Contacts**

Name	Title	Phone	Address
Bryan Samples	Sanitary Department Superintendent	(304)472-5459	298 Sewer Plant Rd. Buckhannon, WV
Buckhannon City Hall	N/A	(304)472-1651	70 East Main St. Buckhannon, WV

**Hours of Operation:**

Monday – Friday: 8:00am -4:30pm

Call 911 in case of an emergency outside of regular operating hours.

**APPENDIX E**

CITY OF BUCKHANNON SANITARY DEPARTMENT

ONSITE BACKUP REPORT

Name of Resident/ Caller:	Date:
	Time:                      am / pm
Address Backup Occurred:	Resident's Phone Number:
Was Upper Manhole Checked?      Yes / No	Who owned the line which was blocked?
Was lower Manhole Checked?      Yes / No	City              Customer              Both
After investigation, what appeared to cause the blockage?	
List equipment, methods, and employees involved in remediating the issue.	
What area(s) of the house was affected by the blockage?	
What material was the pipe:    PVC              Metal              Concrete              Clay              Other: _____	
On a scale of 1 to 5, 5 being perfect, what was the condition of the pipe?    1    2    3    4    5	
What steps should be taken to prevent another blockage? <b>ATTACH MAP OF AREA</b>	

Employee Completing the form: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

**H.2 Discussion Storm Drain on Gaston St** - Ethan and Buck reported that they had discovered a slotted drain in front of the 23 Gaston that is tied into the sanitary system. There may be other drains tied into the sanitary but further investigation is required. This is outside of city limits so we are not responsible for drainage in this area. It was suggested that the residents of the area be contacted on how to deal with these issues.

**H.3 Approval to Purchase Spare Pumps** - Ethan reported that the pumps at 20 North, Brushy Fork, and Weston road pump stations are getting older. He and Buck feel that it would be reasonable to buy spare pumps for these stations now instead of when they fail. By being more prepared, it will keep the system from backing up and causing problems from not having the equipment on hand to fix a breakdown. The cost of a pump is between \$6,000 and \$8,000. Discussion concerning the importance of having backups on hand took place. Buck and Ethan will get actual prices to bring to the Board at the next meeting.

**H.4 Position of Sanitary Superintendent due to Sample's Retirement** -Buck Samples told the Board that he has worked for the City of Buckhannon for 43 years and he has enjoyed his time with the City and feels that he has been treated very well. It is time now for him to move into the retirement phase of life. Buck recommends Ethan Crosten as his successor. Members of the Board discussed the idea of having Ethan move into the position of Superintendent and had some concerns of loading him down with too much too soon. Jerry Arnold feels confident that Ethan can handle the position and has

assured him that he would have his full support. Amby Jenkins suggested that Ethan prepare a plan for the future of the COB Sanitary Department. A discussion took place of the pros of Ethan being appointed to the position at this time.

## **City of Buckhannon Sanitary Department**

### **Plan of Succession; Superintendent**

#### **Purpose**

The primary goal for this succession plan is to facilitate peaceful and efficient transition in the event of retirement, resignation or unexpected tragedy of the Sewer Department Superintendent. This plan is a reflection of The City of Buckhannon Sewer Department values by ensuring that the continued success remains a high priority.

#### **Implementation**

This plan is to be implemented by the Sanitary Board, as well as other key personnel within the city, including the Public Works Director. All department employees will be made aware of the plan to transition to ensure transparency.

#### **Functions of Superintendent**

- 1) Be familiar with and work to satisfy the requirements of the sewer system NPDES Permit and any other regulatory agency requirements.
- 2) Receive reports from section supervisors and other subordinates regarding activities and needs.
- 3) Provide support and assistance to the section supervisors.
- 4) Submit or cause to be submitted performance reports, operating plans, and applications for permits for construction and funding.
- 5) Evaluate needs for equipment, work activities, and personnel.
- 6) Develop or cause to be developed plans to undertake sewer upgrade, sewer extension, or special maintenance projects.
- 7) Design or cause to be designed plans to construct sewer line and plant projects.
- 8) Manage or cause to be managed construction projects to accomplish sewer line and plant projects.
- 9) Establish priorities for work activities, and provide direction relative to conduct of the work, personnel assignments, and material purchases.
- 10) Establish priorities for equipment needs and investigate or cause to be investigated the best manner to satisfy those needs.
- 11) Perform personnel management.
- 12) Understand, monitor, and assist in development of the Department budget.
- 13) Receive visitors and calls to the plant. Provide assistance in a courteous manner. Direct calls as required and refer sewer complaint calls to the Line Crew.
- 14) Report Department operation activities and needs to City Administration.
- 15) Receive and implement directions from City Administration.
- 16) Perform other activities as directed by City Administration, and/ or as required to assure successful operation and performance of the Sewer Department.

#### **Current Candidate**

Ethan Crosten began working part time for the City of Buckhannon in January of 2021 while still in college at Fairmont State University. Upon graduation he was hired full time in May of 2021. He has been working closely with Bryan Samples, current Superintendent, and Sam Ludlow, former Superintendent and Engineer, for the past 9 months. Engineering work he has assisted on includes sewer extensions, profiles, grade checks, right of way agreements, contracts, permits and estimating. Bryan has also given him responsibilities of the Superintendent such as purchase orders, time sheets, meetings, complaints, scheduling, budget management, and personnel management. He was approved to be the Assistant Superintendent in the August Sanitary Board meeting.

#### **Timeline**

Bryan Samples is retiring on the 23<sup>rd</sup> of October, 2021. Until that point Ethan will continue to work closely with him to make the transition as simple as possible. All files, papers and documents will be sorted to help with any issues that may arise once Bryan has retired. Crew supervisors will be very important in this period of transition. Their support and knowledge will be needed while the new Superintendent becomes more familiar with plant and crew dynamics.

**Motion to approve Ethan Crosten as the Superintendent of the City of Buckhannon Sanitary Department was made by Frye/Loftis. Motion carried.**

**I. Board Members Comments and Announcements:**

- **Board Member Frye** – Nothing further.
- **Board Member Loftis** – Mr. Loftis complimented the crew that worked on Carol Street recently and the neighbors were happy with the results.
- **Buck Samples** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
- **Amby Jenkins** - Nothing further.
- **City Recorder Sanders** – Nothing further.
- **Mayor Skinner** – Mayor Skinner acknowledged Council Member Shelia Sines who sat in on the meeting today.

**J. Adjournment**

**There being no further business to be transacted, a motion to adjourn was made by Frye/Loftis at 8:35AM. Motion carried.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_