

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, October 21, 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 – by GTM
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present – by Phone
City Engineer	Jay Hollen	Present
Board Member	Gene Frye	Absent
Board Member	Phil Loftis	Present
Sanitary Superintendent (Retiring)	Bryan “Buck” Samples	Present
Plant Engineer	Sam Ludlow	Absent
Sanitary Superintendent	Ethan Crosten	Present
City Attorney	Tom O’Neill	Present – by GTM

Guests – Rich Heffley – by GTM

*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, October 21, 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 September 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
  - D.7 Richard Trent/Phillips Dairy Road Project Update
  - D.8 Mark Carroll/Mudlick Road Project Update
  - D.9 Wilt and Turansky/ Vicksburg Road Project Update
- E. Stormwater**
  - E.1
- F. Correspondence and Information**
  - F.1 Rules for The Government of Sewer Utilities-WVPSC Title 150 Legislative Rule Effective Date 9/14/21
  - F.2 Selection of On-Call Professional Engineering Services-City Council Approval on 09/16/21 Potesta & Associates, Inc.
  - F.3 Travelers Insurance RE: Damage Claim-12 Myrna Street- Sewer Backup
- G. Consent Agenda**
  - G.1 Approval of Minutes 09/16/21
- H. Strategic Issues for Discussion and/or Vote**
  - H.1 Backup Pump Estimates
  - H.2 Gaston Street Storm Sewer Estimates
  - H.3 Skid Steer Bid
  - H.4 Pay Increase for Nathaniel Bailey
  - H.5 Plan of Action
  - H.6 Sanitary Budget Revision
- I. Board Members Comments and Announcements**
- J. Adjournment**

Posted 10/15/2021

**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** Mayor Skinner recognized and welcomed Rich Heffley who had requested time during the



meeting to express his concern regarding the denial of a claim with Travelers Insurance regarding damages from water backing up in his residence during a rain event of June 13, 2021. The details of Travelers denial are a part of the minutes (see Correspondence and Information – Item F.3 Travelers Insurance RE: Damage Claim-12 Myrna Street- Sewer Backup). Mr. Heffley took issue with the accuracy of some of the information located in the Q & A section of the correspondence from Travelers. He noted that there was no grease plugging as answers #1 and #2 reference. Mr. Heffley also said that he was told by the Sanitary Department employees that a backflow preventer needed to be installed and that the Sanitary Department would do the installation. Mr. Samples and Mr. Crosten both noted that the department does not install backflow preventers for customers. Mr. Heffley said that he was aware of the department actually installing backflow preventers for other customers.

After discussion took place on the issue, City Attorney Tom O’Neill and Mayor Skinner asked Mr. Heffley to provide the Sanitary Board a written response citing all the issues he has with the Q & A section of the insurance denial and of where, or for whom, the Sanitary Department has installed backflow preventers. Mr. Heffley agreed to provide the information in a timely manner.

Mayor Skinner also provided Mr. Heffley with contact information for the West Virginia Office of the Insurance Commissioners should he wish to file his concerns with that office.

C. Finance Report - Amby Jenkins

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

SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance September 30, 2021

Money market checking

\$ 561,404.63

CD Working Capital (Citizens)

\$ 250,971.94

CD Working Capital (Citizens)

\$102,320.47

CD Working Capital (Community) 2.48%25mthAug2019

\$103,783.72

Bank Bal MM/Chking

Month	Bank Bal MM/Chking
Jul-20	700,000
Aug-20	550,000
Sep-20	480,000
Oct-20	480,000
Nov-20	550,000
Dec-20	580,000
Jan-21	580,000
Feb-21	620,000
Mar-21	700,000
Apr-21	700,000
May-21	720,000
June-21	520,000
July-21	480,000
Aug-21	480,000
Sep-21	550,000

STORMWATER FUND

Balance Sept 30, 2021

\$95,993.39

10-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES	1,000	1,440.00	2,160.00	0.00	( 1,160.00)	216.00
401-343-000-00 SEWER TAPS	1,000	1,440.00	2,160.00	0.00	( 1,160.00)	216.00
TOTAL OTHER FEES	1,000	1,440.00	2,160.00	0.00	( 1,160.00)	216.00
UTILITY BILLINGS	1,800,000	165,123.75	478,414.65	0.00	1,321,585.35	26.58
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	165,123.75	478,414.65	0.00	1,321,585.35	26.58
TOTAL UTILITY BILLINGS	1,800,000	165,123.75	478,414.65	0.00	1,321,585.35	26.58
HEALTH AND SAFETY	0	0.00	0.00	0.00	0.00	0.00
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	24,472.86	67,259.42	0.00	132,740.58	33.63
TOTAL HEALTH AND SAFETY	200,000	24,472.86	67,259.42	0.00	132,740.58	33.63
CHARGES FOR SERVICES	0	0.00	0.00	0.00	0.00	0.00
401-362-000-00 DUE FROM GEN FUND-STORM S	40,000	3,285.00	9,970.00	0.00	30,030.00	24.93
401-362-000-01 SEPTAGE HAULERS	0	17,476.06	17,476.06	0.00	( 17,476.06)	0.00
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	20,761.06	27,446.06	0.00	12,553.94	68.62
GRANTS	0	0.00	0.00	0.00	0.00	0.00
401-368-000-00 CONTRIBUTION REVENUE	0	0.00	0.00	0.00	0.00	0.00
401-368-000-02 CONTRIB IN AID CONSTRUCT	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	23,000	2,495.70	7,273.24	0.00	15,726.76	31.62
401-370-000-01 LATE CHARGES	23,000	2,495.70	7,273.24	0.00	15,726.76	31.62
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,495.70	7,273.24	0.00	15,726.76	31.62
OTHER REVENUE	0	0.00	0.00	0.00	0.00	0.00
01-379-000-00 GAIN/LOSS SALE OF FIXED A	350	17.77	54.26	0.00	295.74	15.50
01-380-000-00 INTEREST	0	0.00	0.00	0.00	0.00	0.00
01-380-000-01 SALE OF ASSETS	0	150.00	150.00	0.00	( 150.00)	0.00
01-381-000-00 SERVICES OF FLUSHER TRUCK	1,000	3,979.88	4,239.88	0.00	( 3,239.88)	423.99
01-399-000-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
01-399-000-01 RDT CAPLIZED LABEQ/SUPP	1,350	4,147.65	4,444.14	0.00	( 3,094.14)	329.20
TOTAL OTHER REVENUE	1,350	4,147.65	4,444.14	0.00	( 3,094.14)	329.20
TOTAL REVENUE	2,065,350	218,441.02	586,997.51	0.00	1,478,352.49	28.42



10-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

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	4,920.81	15,383.79	0.00	46,616.21	24.81
TOTAL SALARIES & BENEFITS	62,000	4,920.81	15,383.79	0.00	46,616.21	24.81
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	24,000	1,982.76	5,744.68	0.00	18,255.32	23.94
TOTAL CONTRACTUAL SERVICES	24,000	1,982.76	5,744.68	0.00	18,255.32	23.94
COMMODITIES						
401-711-313-00 VICKSBURG	14,000	746.33	2,656.02	0.00	11,343.98	18.97
TOTAL COMMODITIES	14,000	746.33	2,656.02	0.00	11,343.98	18.97
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	470.73	1,571.36	0.00	5,428.64	22.45
TOTAL CAPITAL OUTLAY	7,000	470.73	1,571.36	0.00	5,428.64	22.45
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	129.29	367.30	0.00	2,632.70	12.24
TOTAL CONTRIBUTIONS	3,000	129.29	367.30	0.00	2,632.70	12.24
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,600	106.19	266.19	0.00	1,333.81	16.64
401-711-713-00 DEANVILLE	1,000	54.93	167.27	0.00	832.73	16.73
401-711-813-00 ISLAND AVENUE	500	18.16	79.77	0.00	420.23	15.95
401-711-913-00 MADISON STREET	450	31.88	125.33	0.00	324.67	27.85
401-711-914-00 TJM SEWAGE STATION	500	44.09	117.60	0.00	382.40	23.52
401-711-915-00 WESTON ROAD	600	38.01	122.65	0.00	477.35	20.44
401-711-916-00 HAMPTON INN PS	350	9.56	13.16	0.00	336.84	3.76
401-711-917-00 BRUSHY FORK PS	570	32.74	109.86	0.00	460.14	19.27
401-711-918-00 RT 20 SEWER PUMP STATION	200	9.56	33.87	0.00	166.13	16.94
401-711-919-00 1 BUCKHANNON RD	200	5.00	20.95	0.00	179.05	10.48
401-711-920-00 PLANT VEHICLES-2,3,8	22,000	1,971.51	6,858.97	0.00	15,141.03	31.18
401-711-920-01 TENNERTON INTERCEPTOR	5,300	403.15	1,187.63	0.00	4,112.37	22.41
401-711-920-02 NATURAL GAS	3,000	7.94	29.15	0.00	2,970.85	0.97
401-711-921-00 BROOKE ST PUMP STA	3,200	295.44	716.18	0.00	2,483.82	22.38
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	9.21	63.54	0.00	436.46	12.71
TOTAL NON-OPERATING EXPENSES	39,970	3,037.37	9,912.12	0.00	30,057.88	24.80
TOTAL POWER/FUEL/UTILITY	149,970	11,287.29	35,635.27	0.00	114,334.73	23.76

10-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
101-712-345-00 UNIFORMS	8,600	1,140.83	1,922.01	0.00	6,677.99	22.35
TOTAL COMMODITIES	8,600	1,140.83	1,922.01	0.00	6,677.99	22.35
TOTAL UNIFORMS	8,600	1,140.83	1,922.01	0.00	6,677.99	22.35
LINES =====						
SALARIES & BENEFITS						
101-713-143-00 FACILITIES MAINTENANCE LI	5,000	840.29	2,608.81	294.98	2,096.21	58.08
TOTAL SALARIES & BENEFITS	5,000	840.29	2,608.81	294.98	2,096.21	58.08
CONTRACTUAL SERVICES						
101-713-243-00 SUPPLIES LINES	35,000	1,920.22	9,417.32	10,262.67	15,320.01	56.23
TOTAL CONTRACTUAL SERVICES	35,000	1,920.22	9,417.32	10,262.67	15,320.01	56.23
COMMODITIES						
101-713-343-00 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						
101-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	455.49	9,945.70	0.00	20,054.30	33.15
TOTAL CAPITAL OUTLAY	30,000	455.49	9,945.70	0.00	20,054.30	33.15
TOTAL LINES	72,000	3,216.00	21,971.83	10,557.65	39,470.52	45.18
PLANT =====						
SALARIES & BENEFITS						
01-714-143-00 FACILITIES MAINTENANCE PL	12,000	3,428.97	3,766.89	92.94	8,140.17	32.17
TOTAL SALARIES & BENEFITS	12,000	3,428.97	3,766.89	92.94	8,140.17	32.17
CONTRACTUAL SERVICES						
01-714-243-00 LAB EXPENSE PLANT	13,000	1,148.45	6,283.65	0.00	6,716.35	48.34
TOTAL CONTRACTUAL SERVICES	13,000	1,148.45	6,283.65	0.00	6,716.35	48.34
COMMODITIES						
01-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	55.33	1,616.96	1,120.00	27,263.04	9.12
TOTAL COMMODITIES	30,000	55.33	1,616.96	1,120.00	27,263.04	9.12
CAPITAL OUTLAY						
01-714-443-00 PUMP STATION REPAIR & MAI	43,000	10,193.26	10,698.06	0.00	32,301.94	24.88
TOTAL CAPITAL OUTLAY	43,000	10,193.26	10,698.06	0.00	32,301.94	24.88



10-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	456.60	1,457.15	0.00	5,742.85	20.24
TOTAL CONTRIBUTIONS	7,200	456.60	1,457.15	0.00	5,742.85	20.24
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	373.62	3,449.02	0.00	8,550.98	28.74
401-714-743-00 TELEMETRY	2,600	179.70	539.10	0.00	2,060.90	20.73
TOTAL NON-OPERATING EXPENSES	14,600	553.32	3,988.12	0.00	10,611.88	27.32
TOTAL PLANT	119,800	15,835.93	27,810.83	1,212.94	90,776.23	24.23
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	365,000	26,042.14	95,660.12	0.00	269,339.88	26.21
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	17,663.12	67,440.60	0.00	417,559.40	13.91
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	43,705.26	163,100.72	0.00	686,899.28	19.19
CONTRACTUAL SERVICES						
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	43,705.26	163,100.72	0.00	686,899.28	19.19
SALARIES BOARD/OFFICE						
=====						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	3,000.00	0.00	9,000.00	25.00
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	11,304.15	34,281.33	0.00	115,718.67	22.85
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	12,304.15	37,281.33	0.00	124,718.67	23.01

0-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

01-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
01-716-226-00 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	12,304.15	37,281.33	0.00	127,718.67	22.59
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
01-718-104-00 FICA TAX	77,500	4,302.31	15,386.07	0.00	62,113.93	19.85
01-718-105-00 HEALTH INSURANCE	163,000	10,446.75	66,556.35	0.00	96,443.65	40.83
TOTAL SALARIES & BENEFITS	240,500	14,749.06	81,942.42	0.00	158,557.58	34.07
TOTAL FICA/INSURANCE	240,500	14,749.06	81,942.42	0.00	158,557.58	34.07
RETIREMENT						
=====						
SALARIES & BENEFITS						
01-719-106-00 GROUP RETIREMENT	100,000	5,259.26	17,356.44	0.00	82,643.56	17.36
TOTAL SALARIES & BENEFITS	100,000	5,259.26	17,356.44	0.00	82,643.56	17.36
TOTAL RETIREMENT	100,000	5,259.26	17,356.44	0.00	82,643.56	17.36
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
01-720-226-00 UNEMPLOYMENT/COMPENSATION	20,600	1,350.08	4,575.30	0.00	16,024.70	22.21
TOTAL CONTRACTUAL SERVICES	20,600	1,350.08	4,575.30	0.00	16,024.70	22.21
TOTAL UNEMPLOYMENT/COMPENSATION	20,600	1,350.08	4,575.30	0.00	16,024.70	22.21
BILLING/COMPUTER/DEP INT						
=====						
CONTRACTUAL SERVICES						
1-783-232-00 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
MMODITIES						
1-783-341-00 BILLING & COLLECTING	46,000	2,057.76	18,833.83	0.00	27,166.17	40.94
1-783-341-05 BILLING WAT BD METER READ	3,600	300.00	900.00	0.00	2,700.00	25.00
1-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	2,801.84	3,959.36	0.00	13,540.64	22.62



CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

01-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
01-783-369-00 CUSTOMER DEP INTEREST PAI	2,000	21.82	61.14	0.00	1,938.86	3.06
TOTAL COMMODITIES	69,100	5,181.42	23,754.33	0.00	45,345.67	34.38
ON-OPERATING EXPENSES						
01-783-670-00 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	5,181.42	23,754.33	0.00	45,345.67	34.38
FFICE EXPENSE						
=====						
OMMODITIES						
01-793-341-00 OFFICE SUPPLIES & EXPENSE	29,000	1,670.07	7,013.57	0.00	21,986.43	24.18
TOTAL COMMODITIES	29,000	1,670.07	7,013.57	0.00	21,986.43	24.18
TOTAL OFFICE EXPENSE	29,000	1,670.07	7,013.57	0.00	21,986.43	24.18
SC ASSESS/DNR PERMIT						
=====						
ALARIES & BENEFITS						
01-797-116-00 PSC ASSESSMENTS	6,000	0.00	7,573.02	0.00	1,573.02)	126.22
01-797-117-00 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
ROPERTY INSURANCE						
=====						
ONTRACTUAL SERVICES						
01-798-226-00 PROPERTY INSURANCE	46,500	4,960.69	15,243.13	0.00	31,256.87	32.78
01-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	4,960.69	15,243.13	0.00	31,256.87	32.78
TOTAL PROPERTY INSURANCE	46,500	4,960.69	15,243.13	0.00	31,256.87	32.78
ENTS						
=====						
ONTRACTUAL SERVICES						
01-803-219-00 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

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROFESSIONAL						
=====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	44,500	0.00	169.75	1,000.00	43,330.25	2.63
TOTAL CONTRACTUAL SERVICES	44,500	0.00	169.75	1,000.00	43,330.25	2.63
TOTAL PROFESSIONAL	44,500	0.00	169.75	1,000.00	43,330.25	2.63
BOND A						
=====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
TOTAL SALARIES & BENEFITS	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
TOTAL BOND A	171,000	14,144.97	56,919.36	0.00	114,080.64	33.29
BOND B						
=====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
TOTAL SALARIES & BENEFITS	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
TOTAL BOND B	28,000	2,253.00	9,066.06	0.00	18,933.94	32.38
CAPITAL/PROJECTS						
=====						
CAPITAL OUTLAY						
01-997-451-00 PLANT - CAPITAL	150,000	0.00	0.00	0.00	150,000.00	0.00
01-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
01-997-451-02 BELT PRESS PROJECT	24,321	0.00	2,203.37	0.00	22,117.63	9.06
01-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
01-997-451-04 FEMA GENERATOR	0	0.00	0.00	0.00	0.00	0.00
01-997-452-00 SEWER EXT. - CAPITAL	220,000	5,334.76	6,164.76	580.32	213,254.92	3.07
01-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
01-997-454-00 NEW EQUIPMENT-CAPITAL	51,500	4,388.69	16,594.04	0.00	34,905.96	32.22
01-997-454-01 NEW EQUIP-BORE MACHINE	0	0.00	0.00	0.00	0.00	0.00
01-997-455-00 SEWER UPGRADE-CAPITAL	90,000	85.79	15,484.58	3,613.75	70,901.67	21.22
01-997-456-00 WESTON ROAD NORTH SIDE	0	600.00	1,595.59	0.00	1,595.59)	0.00
01-997-456-01 WESTON RD -SOUTH SIDE	0	0.00	0.00	0.00	0.00	0.00
01-997-457-00 CAPITAL PURCHASE	20,980	0.00	0.00	0.00	20,980.00	0.00
01-997-458-00 EXP BRUSHY FRK TO GEN FUN	0	0.00	0.00	0.00	0.00	0.00
01-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	556,801	10,409.24	42,042.34	4,194.07	510,564.59	8.30



10-20-2021 04:49 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

401-SANITARY

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
401-997-570-00 DEPRECIATION CURRENT YEAR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL/PROJECTS	556,801	10,409.24	42,042.34	4,194.07	510,564.59	8.30
<u>DEPREC/AMORT/CONSTR</u>						
<u>CAPITAL OUTLAY</u>						
101-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
101-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
101-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
101-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
101-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
101-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
101-999-504-65 BOND ISSUANCE COST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPREC/AMORT/CONSTR	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,690,371	147,467.25	553,377.71	16,964.66	2,120,028.63	21.20
REVENUE OVER/(UNDER) EXPENDITURES	( 625,021)	70,973.77	33,619.80	( 16,964.66)	( 641,676.14)	2.66-

10-20-2021 04:50 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

426-STORMWATER FUND

% OF YEAR COMPLETED: 25.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>INTRAFUND CONTR/CHARGES</u>						
426-369-000-00 CONTRIB FROM GEN FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

10-20-2021 04:50 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2021

426-STORMWATER FUND

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>stormwater</u>						
<u>SALARIES &amp; BENEFITS</u>						
426-805-101-00 STORMWATER PAYROLL	80,000	11,651.62	22,406.65	0.00	57,593.35	28.01
426-805-104-00 STORMWATER FICA	6,120	894.87	1,720.64	0.00	4,399.36	28.12
426-805-106-00 STORMWATER RET	8,000	1,079.41	1,985.16	0.00	6,014.84	24.81
TOTAL SALARIES & BENEFITS	94,120	13,625.90	26,112.45	0.00	68,007.55	27.74
<u>COMMODITIES</u>						
426-805-341-00 STORMWATER MATERIALS	0	1,069.60	5,829.32	0.00	( 5,829.32)	0.00
TOTAL COMMODITIES	0	1,069.60	5,829.32	0.00	( 5,829.32)	0.00
<u>CAPITAL OUTLAY</u>						
426-805-458-00 STORMWATER CAPITAL	155,880	6,988.70	11,156.74	0.00	144,723.26	7.16
TOTAL CAPITAL OUTLAY	155,880	6,988.70	11,156.74	0.00	144,723.26	7.16
TOTAL stormwater	250,000	21,684.20	43,098.51	0.00	206,901.49	17.24
TOTAL EXPENDITURES	250,000	21,684.20	43,098.51	0.00	206,901.49	17.24
REVENUE OVER/(UNDER) EXPENDITURES	( 250,000)	( 21,684.20)	( 43,098.51)	0.00	( 206,901.49)	17.24



**\$2,100.00 – DIVISION OF WATER & WASTE MANAGEMENT – WVNPDES  
RENEWAL GROUND WATER**

**\$3,070.00 – CORE & MAIN- NEPTUNE SOFTWARE & HANDHELD MAINTENANCE**

**\$2,328.76 – FOSTER SUPPLY – SUPPLIES CARROL PROJECT**

**3,006.00 – FERGUSON WATERWORKS – SUPPLIES RICHARD TRENT PROJECT**

**\$2,408.00 – C.I. THORNBURG – SUPPLIES N. SPRING STREET PROJECT**

**\$5,108.44 – BRUFFEY TRUCKING – SUPPLIES N. SPRING STREET PROJECT**

DISBURSEMENT 9-01-21 TO 09-30-21

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110086407977 DEANVILLE	54.93	
		711-313-00	VICKSBURG	110086525471 SYCAMORE	746.33	
		711-916-00	HAMPTON INN PS	110087568348 WBUC RD	9.56	
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	18.16	
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	44.09	
		711-915-00	WESTON ROAD	110087676356 WESTON RD	38.01	
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	32.74	
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	9.56	
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	4,920.81	
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,982.76	
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	5.00	
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	9.21	
		711-913-00	MADISON STREET	110087327497 RANDOLPH	31.88	
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	129.29	
		711-413-00	EAST MAIN ST	110084766556 E MAIN	470.73	
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	106.19	
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	295.44	
		711-920-00	LYKINS OIL COMPANY	PLANT VEHICLES-2,3,8	SANITARY AUG 2021 FUEL BI	1,971.51
		711-920-01	TENNERTON PUBLIC SERVICE DIS	TENNERTON INTERCEPTO	WESTON RD BILLING AUG 2021	403.15
		711-920-02	GREYLOCK PIPELINE, LLC	NATURAL GAS	SALES AUGUST 2021	7.94
TOTAL:					11,287.29	

DISBURSEMENT 9-01-21 TO 09-30-21

[illegible]



10-06-2021 10:43 AM

DISBURSEMENT 9-01-21 TO 09-30-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CRITES ELECTRICAL INC	714-443-00	PUMP STATION REPAIR	HEAT SHRINK FOR PUMP STAT	67.31
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	LAB TESTING	455.00
	CRISS SALES & SERVICE	714-443-00	PUMP STATION REPAIR	HEAD FOR WEED EATER	29.95
	SYLVESTER W. LOWTHER	714-143-00	FACILITIES MAINTENAN	BELTS FOR BLOWERS	200.00
		714-643-00	OPERATION PLANT EXPE	LEAK REPAIR OIL	85.00
	WV ENVIRONMENTAL TRAINING CE	714-243-00	LAB EXPENSE PLANT	LAB TECH CERT CLASS	195.00
	US CELLULAR	714-543-00	TELEPHONE	704-7883 7882 931-0814 439	369.60
	SUPER 8	714-243-00	LAB EXPENSE PLANT	PCRD-LODGING JASON TENNEY	288.00
	PRECISION PUMP & VALVE SERVI	714-443-00	PUMP STATION REPAIR	PUMP REBUILD ELIAS S	10,096.00
	CRITES ELECTRICAL SUPPLY INC	714-343-00	EQUIPMENT MAINTENANC	120V CAPACITOR	21.33
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	192.17
	BENNYS BOOT HILL	714-143-00	FACILITIES MAINTENAN	BOOTS JOSH STREETS	188.91
	EBAY	714-343-00	EQUIPMENT MAINTENANC		34.00
	MICROLOGIC INC	714-743-00	TELEMETRY	SAN MONTHLY SEC MONITORING	179.70
	WHALEY DISTRIBUTING	714-643-00	OPERATION PLANT EXPE	CLEANING SUPPLIES	143.32
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	87.00
SALARIES PLANT/LINES	**PAYROLL EXPENSES			9/01/2021 - 9/30/2021	43,705.26
				TOTAL:	59,541.19
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			9/01/2021 - 9/30/2021	12,304.15
				TOTAL:	12,304.15
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN SEPT 2021 INSURANCE	8,242.75
		718-105-00	HEALTH INSURANCE	SAN SEPT 2021 RETIREE'S IN	2,204.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,740.60
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,746.21
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	407.09
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	408.41
				TOTAL:	14,749.06
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,162.85
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,268.80
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	432.11
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	395.50
				TOTAL:	5,259.26
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 8/2/21 TO 9/1/2	1,127.16
	WV MUNICIPAL LEAGUE	720-226-00	UNEMPLOYMENT/COMPENS	SAN 3RD QTR 2021 UNEMPLOYM	222.92
				TOTAL:	1,350.08
BILLING/COMPUTER/DEP I	OFFICESUPPLY.COM	783-341-00	BILLING & COLLECTING	PCRD-OFFICE SUPPLIES	96.22
	PITNEY BOWES INC	783-341-00	BILLING & COLLECTING	SEP 21 PERMIT PSTG & OVERA	830.25
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	SEPTEMBER 2021 METER READS	300.00
	ELECSYS INTERNATIONAL CORP	783-341-00	BILLING & COLLECTING	MCON MONTHLY MAINT SEP 202	76.00
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE	144.01
	RAVEN ROCK NETWORKS INC	783-341-00	BILLING & COLLECTING	IT SERVICE CONTRACT AUG 20	212.50
		783-342-00	NEW COMPUTER CAPITAL	SOPHOS IT SECURITY ANNUAL	374.75
	CORE & MAIN LP	783-341-00	BILLING & COLLECTING	NEPTUNE SFTWARE MAIN 7/21-	1,445.00
		783-341-00	BILLING & COLLECTING	NEPTUNE HNDHLD MAINT 7/21-	1,625.00
	BADZIK PRINTING SERVICE, INC	783-341-00	BILLING & COLLECTING	UTILITY BILLS W/ SCORE	628.60
	COMMUNITY BANK	783-342-00	NEW COMPUTER CAPITAL	OCT 2021 COMPUTER SERV PYM	385.84
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPP CITY HALL	38.07
	TYLER TECHNOLOGIES INC	783-342-00	NEW COMPUTER CAPITAL	PROJECT ACCTING INCODE	2,041.25
	SUDDENLINK	783-341-00	BILLING & COLLECTING	CITY HALL INTERNET SEP 202	32.11

10-06-2021 10:43 AM

DISBURSEMENT 9-01-21 TO 09-30-21

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	8,229.60
OFFICE EXPENSE	GATES SUPPLY	793-341-00	OFFICE SUPPLIES & EX	BLACK INK FOR PLOTTER	42.27
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	AUGUST 2021 AA FEES	215.98
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	AUGUST 2021 CC FEES	1,005.54
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	642-1651 613-0113 0002	60.29
		793-341-00	OFFICE SUPPLIES & EX	PCRD-PHN CASE SCR N PROTECT	20.00
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT SEP 2021 GEOTAB	231.32
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HALL	67.89
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
				TOTAL:	1,667.47
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	4-1-21 TO 4-1-22 QTRLY PLA	2,767.26
	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JUL 202	2,193.43
				TOTAL:	4,960.69
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A OCT 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 OCT 2021 PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	RITE-WAY HEATING & PLUMBING	997-455-00	SEWER UPGRADE-CAPITA	FITTINGS SPRING ST SANITA	52.93
		997-455-00	SEWER UPGRADE-CAPITA	FITTINGS AND GLUE	32.86
	POTESTA & ASSOCIATES INC	997-456-00	WESTON ROAD NORTH SI	NPDES RENEWAL RT 33	600.00
	FOSTER SUPPLY INC	997-452-00	SEWER EXT. - CAPITAL	SUPPLIES M. CARROL PROJ	2,328.76
	FERGUSON WATERWORKS	997-452-00	SEWER EXT. - CAPITAL	SUPPLIES R. TRENT PROJECT	3,006.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5CX 2021 NISSAN	427.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN	322.18
		997-454-00	NEW EQUIPMENT-CAPITA	22GMDW 2017 JEEP GRND CHER	467.06
	COMMUNITY BANK	997-454-00	NEW EQUIPMENT-CAPITA	SAN CRANE TRK LOAN #123257	82.78
		997-454-00	NEW EQUIPMENT-CAPITA	SAN OCT 2021 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 OCT 2021 PAYMENT	1,111.32
				TOTAL:	10,409.24

10-06-2021 10:43 AM

DISBURSEMENT 9-01-21 TO 09-30-21

FUND: STORMWATER FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STORMWATER	SOUTHERN STATES COOP INC	805-458-00	STORMWATER CAPITAL	MIXING OIL SPRING ST STOR	23.88
	C.I. THORNBURG CO., INC.	805-458-00	STORMWATER CAPITAL	PIPE FTNGS N SPRING STOR	2,408.00
		805-458-00	STORMWATER CAPITAL	PIPE FTNGS N SPRING STOR	312.00
	NAPA-AMTOWER AUTO SUPPLY	805-458-00	STORMWATER CAPITAL	SHOP TOWELS AND 3/8 RATCH	45.48
	BRUFFEY TRUCKING INC	805-341-00	STORMWATER MATERIALS	STONE N SPRING STORM PROJ	574.80
		805-341-00	STORMWATER MATERIALS	STONE N SPRING STORM PROJ	494.80
		805-458-00	STORMWATER CAPITAL	STONE N SPRING ST STORM	475.80
		805-458-00	STORMWATER CAPITAL	STONE N SPRING ST	1,059.64
		805-458-00	STORMWATER CAPITAL	STONE N SPRING STORM	954.80
		805-458-00	STORMWATER CAPITAL	STONE N SPRING STORM	484.00
		805-458-00	STORMWATER CAPITAL	STONE N SPRING STORM	584.40
		805-458-00	STORMWATER CAPITAL	STONE N SPRING STORM	480.20
	ACE HARDWARE & CONTRACTOR SU	805-458-00	STORMWATER CAPITAL	SUPPLIES P6 SPRING STORM	160.50
	WV PUBLIC EMPLOYEES RETIREME	805-106-00	STORMWATER RET	WV RETIREMENT CONTRIBUTION	557.17
		805-106-00	STORMWATER RET	WV RETIREMENT CONTRIBUTION	362.34
		805-106-00	STORMWATER RET	WV RETIRE TIER2 CONTRIBUTI	76.26
		805-106-00	STORMWATER RET	WV RETIRE TIER2 CONTRIBUTI	83.64
	INTERNAL REVENUE SERVICE	805-104-00	STORMWATER FICA	FICA WITHHELD AND MATCHED	410.65
		805-104-00	STORMWATER FICA	FICA WITHHELD AND MATCHED	314.62
		805-104-00	STORMWATER FICA	MEDICARE WITHHELD & MATCHE	96.03
		805-104-00	STORMWATER FICA	MEDICARE WITHHELD & MATCHE	73.57
	**PAYROLL EXPENSES			9/01/2021 - 9/30/2021	11,651.62
				TOTAL:	21,684.20




Motion to approve the September 2021 Financial Report was made by Loftis/Skinner. Motion carried.

D. Department Report – Sanitary Superintendent Ethan Crosten provided the following reports on department activities:

D.1 33 West Extension North – No movement on this project.

D.2 33 West Extension South- JF Allen project – The Sanitary Department has been monitoring the lines for infiltration the past month. Jay Hollen and Ethan Crosten walked the project and opened all the manhole lids after about a week with no rain, documenting the conditions. There was approximately 1” of water on the downstream manhole with little to no water on the upper manholes. They plan to walk it again and compare conditions during the next major rainfall.

D.3 Plant Operations - The tests have all been within limits. The department did their quarterly toxicity tests this month and are still awaiting results. Ethan began work to renew the NPDES permit which was requested to be turned in by January.



Applicant:BUCKHANNON, CITY OF

Reference ID:ww0032336Aug2021 oct (10/119/2021)  
(10/19/2021)

eDMR Worksheet – WV0032336 - 001

StatusNew

Type:Electronic DMR

Permit ID:New/Pending

Printed:Oct. 19, 2021 11:23 AM

Permit:WV0032336

Outlet No:001

Type:NORMAL

Report for the Month of:SeptemberYear: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 Flow, In Conduit Or Treatment Plant	Reported	N/A	N/A			N/A	1,032 Rpt Only Avg. Monthl	3,740 Rpt Only Max. Daily		mgd	0	Continuous	153
Year Round	Permit Limits											measured	▼
00310 (ML-9) RF-A Bod	Reported	31.5	71.7	Lbs/Day	0	N/A	2.4	2.8		mg/l	0	1/week	153
Summer July 1-Oct 31	Permit Limits	208.5 Avg. Monthl	417 Max. Daily				10 Avg. Monthl	20 Max. Daily				8 hr comp	▼
00530 (ML-A) RF-A Suspended Solids, Total	Reported	57.8	202.7	Lbs/Day	0	N/A	3.6	6.5		mg/l	0	1/week	153
Year Round	Permit Limits	625.8 Avg. Monthl	1251.8 Max. Daily				30 Avg. Monthl	60 Max. Daily				8 hr comp	▼
51012 (ML-K) RF-A Bod, 5day Percent Removal, Dry	Reported					98.6				Percent	0	5 times/month	153
Year Round	Permit Limits	N/A	N/A			85 Month. Avg.	N/A	N/A				Calculated	▼
51013 (ML-K) RF-A Bod, 5day Percent Removal, Wet	Reported					99.0				Percent	0	1/month	153
Year Round	Permit Limits	N/A	N/A			90.4 Rpt Only Month. Avg.	N/A	N/A				Calculated	▼
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry	Reported					97.3				Percent	0	5 times/month	153
Year Round	Permit Limits	N/A	N/A			85 Month. Avg.	N/A	N/A				Calculated	▼
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet	Reported					90.4				Percent	0	1/month	153
Year Round	Permit Limits	N/A	N/A				Rpt Only Month. Avg.	N/A				Calculated	▼
74055 (ML-A) RF-A Coliform, Fecal	Reported					N/A	8	21		Cnts/100ml	0	1/week	153
Year Round	Permit Limits	N/A	N/A				200 Mon. Geo. A	400 Max. Daily				Grab	▼
00400 (ML-A) RF-A Ph	Reported					7.10				S.U.	0	1/week	153
Year Round	Permit Limits	N/A	N/A			6 Inst. Min.	N/A	9 Inst. Max.				Grab	▼
00300 (ML-A) RF-A Dissolved Oxygen	Reported					8.8				mg/l	0	1/week	153
Year Round	Permit Limits	N/A	N/A			7.25 Inst. Min.	N/A	N/A				Grab	▼
00610 (ML-A) RF-A Nitrogen, Ammonia Total	Reported	6.39	19.2	Lbs/Day	0		>.0516	1.456		mg/l	0	1/week	153
Summer July 1-Oct 31	Permit Limits	41.7 Avg. Monthl	83.4 Max. Daily				2 Avg. Monthl	4 Max. Daily				8 hr comp	▼
00685 (ML-A) RF-A Phosphorus, Total (As P)	Reported					N/A	1.34	1.23		mg/l	0	2/month	157
Summer May 1-Oct 31	Permit Limits	N/A	N/A				Rpt Only Avg. Monthl	Rpt Only Max. Daily				8 hr comp	▼
01119 (ML-A) RF-A Copper Total Recoverable	Reported					N/A	.008	.008		mg/l	0	1/month	157
Year Round	Permit Limits	N/A	N/A				0.008 Avg. Monthl	0.015 Max. Daily				8 hr comp	▼
01119 (ML-S) RF-B Copper Total Recoverable	Reported					N/A	.0027	.0027		mg/l	0	1/quarter	157
Year Round	Permit Limits	N/A	N/A				Rpt Only	Rpt Only				1/quarter	▼
01094 (ML-S) RF-B Zinc Total Recoverable	Reported						.030	.030		mg/l	0	1/quarter	157
Year Round	Permit Limits	N/A	N/A				Rpt Only Avg. Monthl	Rpt Only Max. Daily				Grab	▼
01094 (ML-A) RF-A Zinc Total Recoverable	Reported					N/A	.089	.089		mg/l	0	1/month	157
Year Round	Permit Limits	N/A	N/A				0.075 Avg. Monthl	0.13 Max. Daily				8 hr comp	▼
00900 (ML-6) RF-B Hardness, Total	Reported					N/A	50	50		mg/l	0	1/quarter	157
Year Round	Permit Limits	N/A	N/A				Rpt Only Avg. Monthl	Rpt Only Max. Daily				Grab	▼
61426 (ML-A) RF-B Toxicity, Ceriodaphnia Chronic	Reported					N/A	1.0	1.0		TUc	0	4 time/qntly	157
Year Round	Permit Limits	N/A	N/A				1.35 Avg. Monthl	2.71 Max. Daily				8 hr comp	▼
74069 (ML-6) RF-A Stream Flow, Estimated	Reported					17.0	209.3	2125.2		cts	0	1/daily	153
Summer July 1-Oct 31	Permit Limits	N/A	N/A				Rpt Only Inst. Min.	Rpt Only Inst. Max.				Calculated	▼



ES-59 Revised 1975		STATE OF WEST VIRGINIA SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS								Month: Sep-21 City: Buckhannon, WV. Operator: Jason M Tenney				
INFLUENT WASTEWATER							BELT PRESS			Plant Effluent				
	Sus. Sol.	BOD5	Flow	Temp		Grit	Gals.Wet	Pounds	Sus.		Fecal	D.O.		Amm.
Date	mg/l	mg/l	mgd	C	PH	Scr.	Sludge	Dry solid:	Sol.	BOD5	Col./	mg/l	PH	Nit...
						C.F.	Added	Produced	mg/l	mg/l	100 ml			mg/l
9/1/21	68	232	3.740	23.0	7.23	2.0			6.5	2.3		8.7	7.28	0.616
9/2/21			1.710	23.0	7.19	2.0						9.1	7.25	
9/3/21			1.120	22.0	7.24	2.0						8.9	7.27	
9/4/21			0.860			2.0								
9/5/21			2.510			2.0								
9/6/21			1.350	22.0	7.22	2.0						9.1	7.19	
9/7/21			0.844	22.0	7.18	2.0					21	9.1	7.21	
9/8/21	144	179	0.994	22.0	7.09	2.0			4.5	2.2		9.2	7.17	0.170
9/9/21			0.910	22.0	7.11	2.0	29,072	3,322				9.1	7.11	
9/10/21			0.866	22.0	7.15	2.0						8.9	7.11	
9/11/21			0.699			2.0								
9/12/21			0.610			2.0								
9/13/21			0.730	22.0	6.95	2.0					8	9.4	7.17	
9/14/21			0.671	22.0	7.01	2.0	54,173	7,455				9.2	7.10	
9/15/21	84	181	0.699	22.0	6.96	2.0	13,632	1,910	3.5	2.4		9.5	7.27	0.170
9/16/21			1.700	22.0	7.01	2.0						9.1	7.19	
9/17/21			1.192	22.0	9.98	2.0						9.0	7.12	
9/18/21			0.902			2.0								
9/19/21			0.846			2.0								
9/20/21			0.824	22.0	6.93	2.0					7	8.3	7.21	
9/21/21			0.940	22.0	6.87	2.0						8.1	7.30	
9/22/21	84	185	1.050	22.0	6.91	2.0			3.0	2.5		8.0	7.34	1.4560
9/23/21			0.858	22.0	6.89	2.0						8.5	7.31	
9/24/21			0.720	21.0	6.87	2.0						8.7	7.30	
9/25/21			0.643			2.0								
9/26/21			0.592			2.0								
9/27/21			0.632	21.0	6.89	2.0	60,520	8,076			3	8.8	7.31	
9/28/21			0.657	20.0	6.93	2.0	26,053	3,411				8.5	7.32	
9/29/21	120	182	0.585	20.0	6.97	2.0			0.5	2.8		8.6	7.27	0.170
9/30/21			0.491	20.0	6.81	2.0						8.8	7.39	
TOTAL			30.945				183,450	24,174						
AVERAGE	100	192	1.032	21.7	7.15	2.0			3.6	2.4	8	8.8	7.24	0.52
MAXIMUM	144	232	3.740	23.0	9.98	2.0			6.5	2.8	21	9.5	7.39	1.46
MINIMUM	68	179	0.491	20.0	6.81	2.0			0.5	2.2	3	8.0	7.10	0.17
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 maintenance crew has been power washing the plant. They have been performing routine maintenance on pump stations. Citco water replaced the flowmeter at the landfill PS. This meter has been out of service for a few months.

**D.5 Line Crew #1 - Brian:** This crew finished the alley between Coffmans and Chase Bank. This was the last part of our N. Spring Street Project. They then moved to North Kanawha Street to improve the connections under the new sidewalk.

**D.6 Line Crew # 2- Kevin:** This crew has been assisting the street department remove sidewalks on North Spring Street. The replaced a failing service line to 9 ½ Chestnut Street. Flushed out storm lines on Shawnee drive that were receiving complaints. They are also cleaning storm grates.

**E. Stormwater**

**E.1** Nothing new to report

**F. Correspondence and Information**

- F.1 Rules for The Government of Sewer Utilities-WVPSC Title 150 Legislative Rule Effective Date 9/14/21-** A copy was given to the board members and available at City Hall.
- F.2 Selection of On-Call Professional Engineering Services-City Council Approval on 09/16/21 Potesta & Associates, Inc**



City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201



Phone: 304.472.1651  
TDD: 304.472.9550  
Fax: 304.472.0934

September 9, 2021

To: Steven A. Cain, PE  
Civil & Environmental Consultants, Inc.  
120 Genesis Boulevard  
Bridgeport, WV 26330

Clay P. Riley, PE  
The Thrasher Group, Inc.  
600 White Oaks Boulevard  
Bridgeport, WV 26330

David B. Sharp, PE  
Potesta & Associates, Inc.  
125 Lakeview Drive  
Morgantown, WV 26508

**Subject: City of Buckhannon On-Call Professional Engineering Services  
Selection of Consulting Engineering Firm**

After evaluating the technical proposals submitted for this project and interviewing with each of you and your firms, the City of Buckhannon (City) has ranked the engineering firms in the following order:

1. Potesta & Associates, Inc.
2. Civil & Environmental Consultants, Inc.
3. The Thrasher Group, Inc.

Throughout this process, it has been the City's objective to select the firm most qualified to provide the services we require for this phase of the project. Accordingly, the City will be entering into contract negotiations with Potesta & Associates, Inc. to provide On-Call Professional Engineering Services.

Please accept our most sincere thanks for the time and effort you have expended on our behalf. Perhaps we will have the opportunity to work together on another project in the near future.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at [jay.hollen@buckhannonwv.org](mailto:jay.hollen@buckhannonwv.org).

Sincerely,

James S. Hollen, III, PE, CFM  
City Engineer

### F.3 Travelers Insurance RE: Damage Claim-12 Myrna Street- Sewer Backup



247

THE CHARTER OAK FIRE INSURANCE COMPANY  
Po Box 430  
Buffalo, NY 14240-0430

09/21/2021

**Alicia Harvey and Richard Heffley  
12 Myrna Street  
Buckhannon WV 26201**

**Insured:** City Of Buckhannon  
**Claim Number:** FQW5574  
**Claimant:** Alicia Harvey and Richard Heffley  
**Date of Loss:** 06/13/2021

Dear Alicia Harvey,

The Charter Oak Fire Insurance Company (Travelers) is the General liability carrier for the City of Buckhannon. In that capacity we acknowledge receipt of your property damage claim.

Based upon the information received and our investigation of this claim, we found that our insured is not responsible for your damages. Therefore, we must respectfully deny this claim due to lack of negligence. A government authority must have prior knowledge of a problem and not addressed it in order to be held responsible. The simple control of public property does not constitute negligence.

Please understand that our obligation is to pay claims submitted to us for which our insured is legally liable. No payments will be made on this claim.

"Should you wish to review our decision with the West Virginia Office of the Insurance Commissioners (WVOIC) you can contact them by mail at Consumer Service Division, PO Box 50540, Charleston, WV 25305-0540 via their website at <http://www.wvinsurance.gov> or toll free at 888-879-9842.

Thank you.

Sincerely,

Gloria Pope  
Claim Professional  
Direct: (610)371-7691  
Office: (800)842-9897 Ext. 6103717691  
Fax: (800)804-3653  
Email: [GPOPE@travelers.com](mailto:GPOPE@travelers.com)





THE CHARTER OAK FIRE INSURANCE COMPANY  
Po Box 430  
Buffalo, NY 14240-0430

09/21/2021

City Of Buckhannon  
Attn: Amberle Jenkins  
70 East Main Street  
Buckhannon WV 26201

Insured: City Of Buckhannon  
Issuing Company: The Charter Oak Fire Insurance Company  
Claimant: Alicia Harvey  
Claim/File #: FQW5574  
Date of Loss: 06/13/2021  
Reference #: FQW5774

Dear City Of Buckhannon,

I am writing to confirm our previous conversation that the claim we received on 08/18/2021 has concluded with the following payment:

Loss Payee: Alicia Harvey and Richard Heffley  
Total Paid: \$0.00

If you have any questions about this claim, please call me at (610)371-7691 or email me at GPOPE@travelers.com, and I will be happy to assist you.

Sincerely,

Gloria Pope  
Claim Professional  
Direct: (610)371-7691  
Office: (800)842-9897 Ext. 6103717691  
Fax: (800)804-3653  
Email: GPOPE@travelers.com

## **G. Consent Agenda**

**G.1 Approval of Minutes 09/16/21** - Mr. Loftis pointed out one spelling error of the name Ethan in one sentence.

**Motion to approve the Minutes from 09/16/21, once the spelling of the name Ethan is corrected, was made by Loftis/Skinner. Motion carried.**

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

**H.1 Backup Pump Estimates** - Ethan Crosten presented the estimates for the backup pumps from Precision Pump and Valve Service, Inc. The Rt. 20 Pump would cost \$6,892 and the Weston Road and Brushy Fork pumps are the same pumps at a cost of \$12,093 each. Mr. Loftis suggested we consider purchasing only one of the \$12,093 pumps and continue a maintenance program of having the current pumps pulled periodically and serviced before operating issues develop.

**Motion to purchase one Flygt NP3085, 462 Hard Iron Non Clog Impeller, 230V/3PH, FLS pump at a cost of \$6,892.00 and one Flygt NP3127, 488 Hard Iron Non Clog Impeller, 230V/3PH, FLS pump at a cost of \$12,093.00 was made by Loftis/Skinner. Motion carried.**





PRECISION  
PUMP & VALVE SERVICE

PRICE QUOTATION  
**PRECISION PUMP AND VALVE SERVICE, INC**  
517 OLD GOFF MOUNTAIN ROAD  
P.O. BOX 517 - CHARLESTON WV 25356  
(304)776-1710  
(304) 776-7874 FAX



**FLYGT**  
a xylem brand

TO:	Buckhannon	DATE	10/4/21			PLEASE INDICATE THIS NUMBER WHEN ORDERING		
ATTN:	Dave Currence	YOUR INQUIRY DATED	TERMS NET 30 DAYS					
PHONE:	304-704-7885	PROPOSED SHIPPING DATE	12 weeks					
EMAIL:		SALESPERSON	Wayne Russell	F.O.B.	P.P.D.	COLL.		
HERE IS OUR QUOTATION ON THE GOODS NAMED, SUBJECTED TO THE CONDITIONS NOTED:								
<small>CONDITIONS: The prices and terms on this quotation are not subject to verbal agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical and stenographic errors are subject to correction. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.</small>								
QUANTITY	DESCRIPTION					PRICE	AMOUNT	
1	Flygt NP3085, 462 Hard Iron Non Clog Impeller, 230V/3PH, FLS						\$6,892.00	
1	Flygt NP3127, 488 Hard Iron Non Clog Impeller, 230V/3PH, FLS						\$12,093.00	
1	Flygt NP3127, 488 Hard Iron Non Clog Impeller, 230V/3PH, FLS						\$12,093.00	
<p><u>Price does not include:</u> taxes, fees or items not spelled out on quote.</p>								

QUOTE VALID THRU 2021

BY: Wayne Russell

**H.2 Gaston Street Storm Sewer Estimates** - Ethan Crosten created a rough cost estimate to remove the stormwater drains from the sanitary lines on Gaston Street and the project total (Labor and materials) is \$66,816.015. As this area is not in the city limits, the City of Buckhannon cannot use funds to perform work in the area. Mayor Skinner led a discussion concerning meeting with the residents of the area and proposing annexation into the city limits so that the city could cover the cost of the project. No action was necessary.

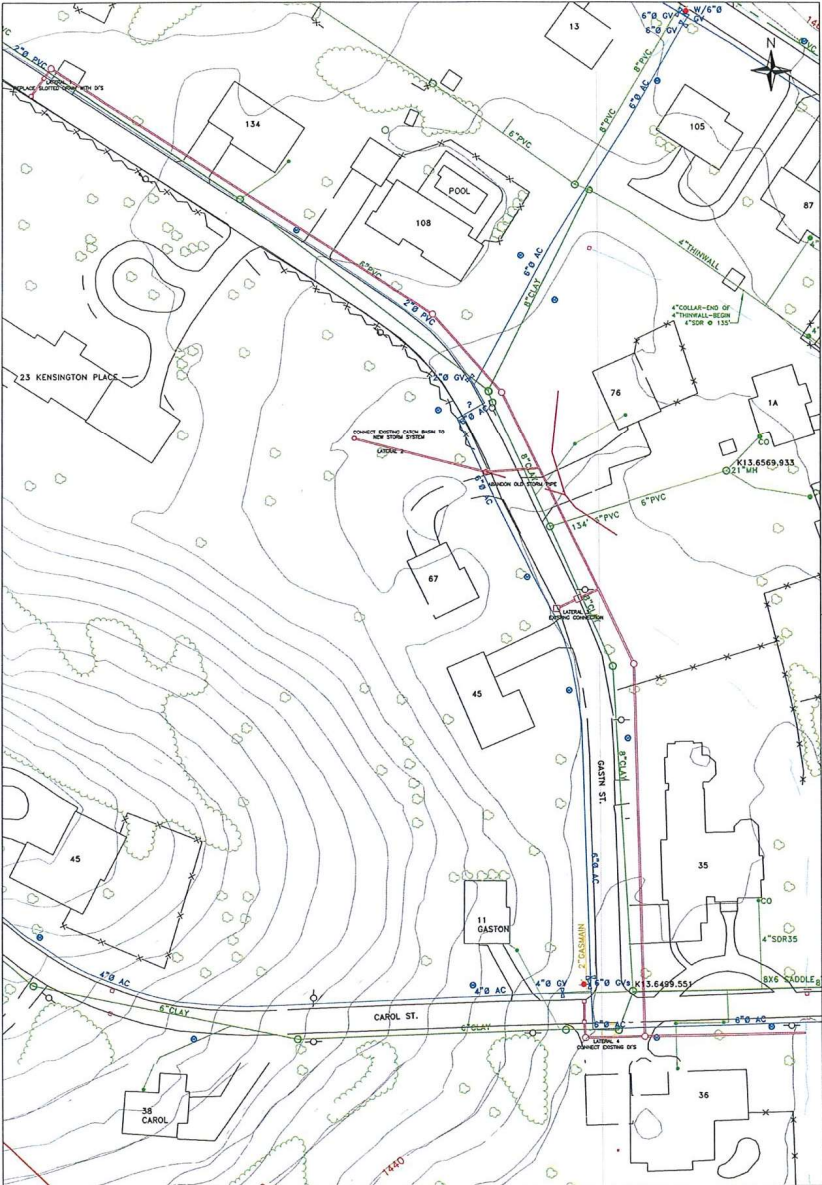
Gaston St. Storm Sewer Estimate and Materials									
MATERIALS									
	Pipe		Manholes		Drop Inlets		Fittings		
Run	12" PVC	15" PVC	Normal	21"	48x48	24x24	T's	Y's	
1	333.22		1						
2	76.91		1						
3	161.84	60.2	1				1		1
4		273.16	1						
5		117.96	1						
Lateral 1	24.7						2		
Lateral 2	138.9						2		
Lateral 3	33.95				2				
Lateral 4	26.27				1		2		
Totals:	795.79	451.32	5	1	2		6	1	1

COST OF MATERIALS				
Item	Amount	Unit	Unit Price	Total Price
12" Pipe	795.79	FT	19.75	15716.85
15" Pipe	451.32	FT	29.29	13219.16
Normal MH	5	EA	500	2500
21" MH	1	EA	300	300
48x48 DI	2	EA	500	1000
24x24 DI	6	EA	300	1800
Y Fitting	1	EA	30	30
T Fitting	1	EA	30	30
			Total Cost	34596.02

COST OF LABOR & EQUIPMENT			
Item	Hours	Cost per Hr	Total Cost
4 man crew	240	100	24000
Kubota	240	9	2160
Dump truck	240	4	960
Laser	120	4.5	540
Cat	240	15	3600
ServiceTruck	120	8	960
		Total Cost	32220

Project Total:	66816.015
----------------	-----------

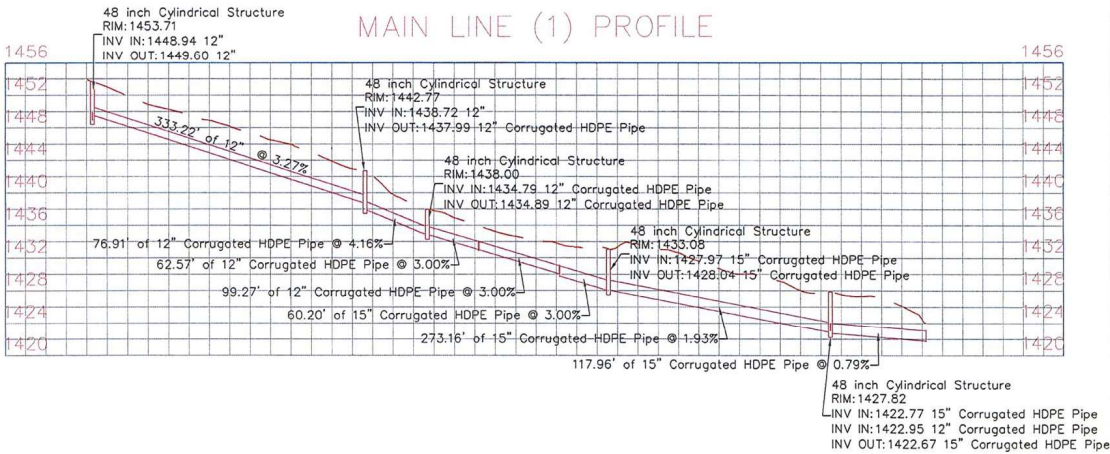




CITY OF BUCKHANNON  
SANITARY DEPARTMENT

DRAWING: PLAN VIEW  
PROJECT: GASTON ST. STORM/ SANITARY SEPARATION

DATE: SEPTEMBER 30, 2021  
*Not to Scale*

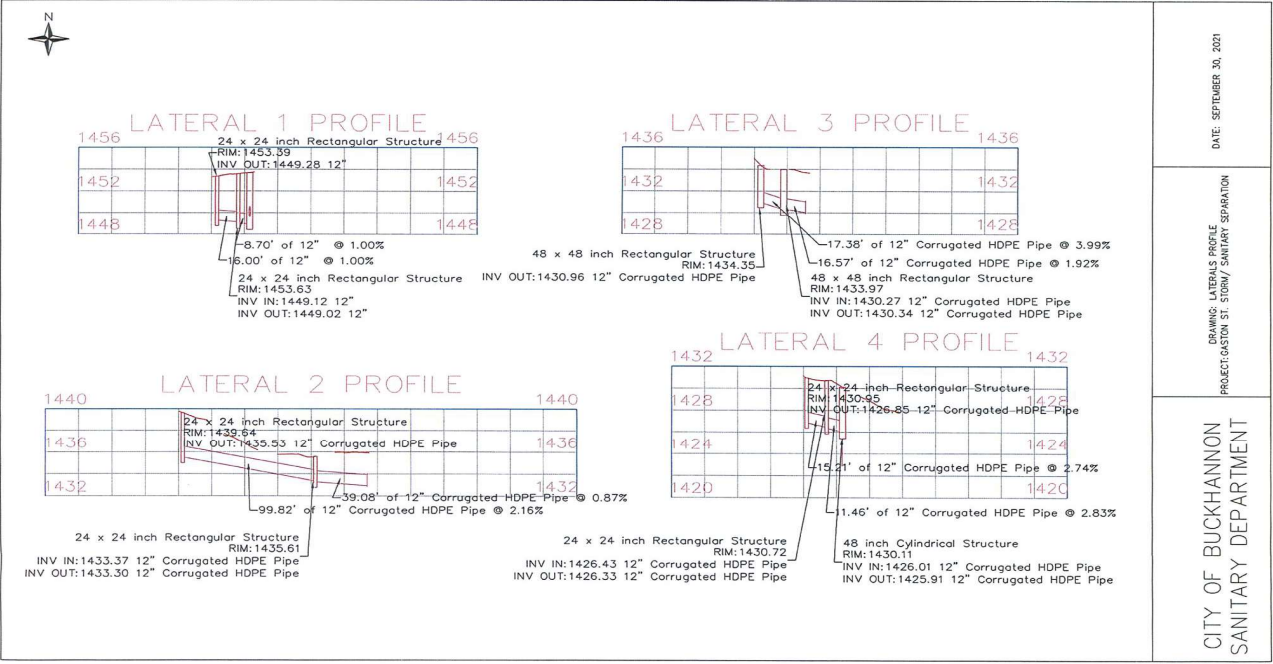


DATE: SEPTEMBER 30, 2021

DRAWING: MAIN LINE PROFILE  
PROJECT:GASTON ST. STORM/ SANITARY SEPARATION

CITY OF BUCKHANNON  
SANITARY DEPARTMENT





**H.3 Skid Steer Bid -** Bryan “Buck” Samples explained the reason that purchasing a new Skid Steer was made a part of the budget this year. He is requesting permission to advertise for bids immediately. Discussion took place.

**Motion to approve advertising for bids for a new Skid Steer and Bucket was made by Skinner/Loftis. Motion carried.**

**H.4 Pay Increase for Nathaniel Bailey -** Ethan Crosten explained why he felt it was reasonable and justifiable to provide a pay increase from \$12.30 to \$14.00 per hour for Nathaniel Bailey. Buck Samples provided an overview of Mr. Bailey’s progress since being hired and was complimentary of his performance and job skill improvement.

**Motion to approve a pay increase from \$12.30 to \$14.00 per hour for Nathaniel Bailey was made by Loftis/Skinner effective with the first pay of November. Motion carried.**

**H.5 Plan of Action -** Based on a request by Amby Jenkins at the previous meeting, Ethan Crosten presented a Plan of Action that he created and will follow moving forward as the Superintendent of the Sanitary Department. Mr. Crosten reported that he used research and ideas that he had developed as well as the same from Sam Ludlow, Buck Samples and others that he has worked with and talked to since he came on board with the City. The Board all agreed that they liked the manner in which the Plan of Action was put together and presented and will continue to review it and offer any suggestions they may have in future meetings.

**City of Buckhannon  
Sanitary and Storm Department**



**Plan of Action**



Table of Contents

1.0 Documentation.....1

    1.1 Line and Maintenance Checks.....1

    1.2 Inventory Records.....1

    1.3 Mapping Records.....1

2.0 Personnel.....1

    2.1 Line Crew.....2

        2.1.1 Line Crew Immediate Future.....2

        2.1.2 Line Crew Intermediate Future.....3

        2.1.3 Line Crew Extended Future.....3

    2.2 Maintenance Crew.....3

        2.2.1 Maintenance Crew Immediate Future.....3

        2.2.2 Maintenance Crew Intermediate Future.....3

        2.2.3 Maintenance Crew Extended Future.....4

    2.3 Lab Crew.....4

        2.3.1 Lab Crew Immediate Future.....4

        2.3.2 Lab Crew Intermediate Future.....4

        2.3.3 Lab Crew Extended Future.....4

3.0 Line Projects.....5

    3.1 Planned Projects.....5

    3.2 Potentail Project.....5

        3.2.1 Sanitary Projects.....6

        3.2.2 Storm Projects.....6

4.0 Plant Projects.....7

    4.1 Urgent Projects.....7

    4.2 Future Projects.....8

5.0 Pump Station Projects.....8

    5.1 Urgent Projects.....8

    5.2 Future Projects.....8

List of Appendices

- Appendix A: Manhole Maintenance Checklist
- Appendix B: Manhole and Line Maintenance Report
- Appendix C: Pay Rate Update
- Appendix D: Sanitary Sewer Projects
- Appendix E: Storm Sewer Projects



## **1.0 - Documentation**

The Sanitary and Storm Department have done many purposeful and quality projects. Good documentation has been kept for maintenance records, line extensions and upgrades, equipment checks, and lab data. There are still other items that can be documented better.

### **1.1 – Line and Maintenance Checks**

Currently, there is no inspection guide or schedule for the manholes and lines in the system. This is something that needs developed. The department knows where areas are that have issues and check them regularly, but there is no record of these checks. This would be beneficial to insurance claims regarding sewer backups. Having these records would help prove the City is doing their duties. It will also help identify where future projects need to be based on the condition of the lines and manholes. A potential record of these checks would be in the form of a check list. An example of what this form may look like is in Appendix A. If work is done the “Maintenance/ Inspection Report” from the Sewer Back up Policy, found in Appendix B of this document, shall be completed and filed.

### **1.2 – Inventory Records**

The sewer department has many fittings, pipe, manholes, lids, rings, and tools available. It would be purposeful to keep track of what all is readily available at the plant. This will help keep track of what is needed to be ordered for projects and to know that we have enough available materials for emergency fixes. For tools it will help track the age of the tool and give us a better idea of when it might be time to replace old tools and equipment.

### **1.3 – Mapping Records**

The sewer department currently has many hand drawings that need to be transferred or updated to the based maps. This needs to be more of a priority. Not only do the updated and accurate maps help project planning go more smoothly for the sewer department, but for the entire city. Knowing where everything is will help with miss utilities, pipe age and more.

## **2.0 – Personnel**

The employees within the department are the biggest assets. Many of the employees are very skilled and/ or knowledgeable about what they do and the plant could not operate without them. However, it would be beneficial to slightly downsize on the number of employees within the department due to changing circumstances within city operations, mainly the addition of on-call engineering services. This will be done through attrition, so no employee will be fired or let go.

### **2.1 – Line Crew**

The line crews will be the main source of reduction as it would be beneficial to go from two line crews to one. Larger projects, such as Spring Street and 33 West North Side, will be handled by the on call engineering firm. By doing this it will allow for the remaining in house line crew to focus on smaller extensions and upgrades, and allow for better maintenance on existing lines. This also seems to provide better financial stability. While contracting out work typically costs 30-40% more than in house work. Only having one line crew requires half the equipment, equipment maintenance, and operating costs. When it is not construction season the city will not be responsible for paying employees which little work is available to. Sewer taps, complaints, and maintenance can keep one crew busy through the winter months; it is difficult to keep two crews productive for that long during the winter.

#### **2.1.1 – Line Crew Immediate Future (next 1 year)**

The line crew supervisor and mapping coordinator, Jeff Ford, is planning on retiring within the next year. Jeff is very valuable to the department and has been here 20 some



years. Since there are crew chiefs already in place for both crews, the line crew supervisor position will not be filled and the crew chiefs will each be responsible for their own crew. Cody Tenney has been working under Jeff off and on for some time now. He is the ideal candidate for the job as he is already familiar with many of Jeff's duties such as utilities, purchase orders, complaints, mapping and ordering materials.

Kevin Ware, a Crew Supervisor, has been having health issues for some time now and is scheduled for surgery in October. This will require him to be off for at least 3 months until January. Kevin has not mentioned retiring but there is a possibility. If Kevin was to retire Scott Crites would be the best candidate for that job. He has the most experience on that crew and is very knowledgeable about sewer construction. This would leave this crew with only two full time employees and a part time employee. Cody may have to help on this crew when needed as well as the other line crew to help construction continue.

### **2.1.2 – Line Crew Intermediate Future (next 5 years)**

The other line crew supervisor, Brian Mitchell, is nearing retirement age. Assuming he does retire within the next 5 years, he would be the 3 person to either retire or be moved off the line crews. At this point, it would be reasonable to combine the line crews. This would leave a single 5 man crew. Unless someone was to leave unexpectedly it may have to stay like this for a few years. There could be an opportunity to move one of the line crew employees to the maintenance crew; where there could be an opening in this time period. This would be ideal for both crews. The line crew would be operating with 4 employees and the maintenance crew would get someone which is familiar with operations and would need less training than a person hired from the outside.

### **2.1.3 Line Crew Extended Future (next 10 years)**

Given there are no unexpected losses or retirements in this time, the four man crew could remain the same and operate with consistency. Getting to work with the same crew will allow each person to know their role and become more efficient. At this point if there is a loss it would be necessary to advertise for an opening and hire a new employee. This will allow them to work with other experienced employees and gain knowledge so there is no drop off as others begin to retire.

## **2.2 Maintenance Crew**

The 3 man maintenance crew is essential to plant operations. Many jobs they perform require at least two of people for safety precautions. Keeping what is already a part of the system operational needs to be a priority. This crew does an excellent job of help achieve that goal.

### **2.2.1 Maintenance Crew Immediate Future (next 1 year)**

Given there are no unexpected losses, this crew should be able to operate as is for the next year at least.

### **2.2.2 Maintenance Crew Intermediate Future (next 5 years)**

The Maintenance supervisor, Dave Currance is currently old enough to retire. Similar to others, he is not mentioned retirement to this point but there could be a possibility he retires in the semi near future. If Dave were to retire in this time frame Steve Reed would be the best candidate for his job. He has been a part of the sewer department for many years and is knowledgeable about the operations.

At this point a member of the five man line crew would preferably be moved to the open maintenance position. If no one wants this position it would be necessary to hire someone new. If a crew member is off work the operations can still go on and someone new would be receiving training from experienced employees.

### **2.2.3 Maintenance Crew Extended Future (next 10 years)**



In the next 10 years Steve Reed could retire. He has not mentioned this but again, he would be of age. If this were to happen Josh Streets would be the preferred person to fill the position of maintenance supervisor. Josh is very capable and by this time he would have been learning from Dave and/or Steve for nearly a decade. He would have the skills and knowledge to do this job.

At this point someone new would need to be hired again to keep the maintenance crew at 3 people.

## **2.3 Lab Crew**

The lab crew consists of 2 people, Chief Operator and a laboratory assistant. This crew ensures that the plant is operating effectively and efficiently. This is the most technically complicated crew as many of their results are needed to keep permits renewed and the plant operating.

### **2.3.1 Lab Crew Immediate Future (next 1 year)**

This crew should remain how it is currently operating for the next year.

### **2.3.2 Lab Crew Intimidate Future (next 5 years)**

The lab assistant, Donald Tenney, would be nearing retirement age in the time frame. If he were to retire, someone new would need to be hired to replace him. From this position I would prefer someone with some experience so the plant can still operate when Jason Tenney, the Chief Operator, is off. Preferably this Person would not be someone too old, so they can learn under Jason and have plenty of time to get their Operators licensing if they do not already. Jason is very knowledgeable about the plant operation and training someone for years under him would be beneficial to plant operation.

### **2.3.3 Lab Crew Extended Future (next 10 years)**

Hopefully this crew could continue to operate as is for this time span.

## **2.4 Updated Pay scale**

Bryan "buck" Samples developed a pay scale for employees. This has the potential pay based on position, experience and certifications/ skill. I believe this is a fair set of wages and will be necessary to retain and hire new employees which are crucial to the operation of the plant. These proposed wages can be found in Appendix C.

## **3.0 Line Projects**

The lines in the collection system have grown and been upgraded greatly in the past few decades but there is always room for improvement. There are projects that are currently in different phases of the design and/or construction process.

### **3.1 Planned Projects**

North Spring St. is finished; we are now looking at other projects to move on too. We would like to move back out to 33 West North Side to finish up everything out there. Dave Anderson (Corridor H tire) possibly will require us to extend the line to his property barring his cooperation. Mike Ross has an area across from Red Rock Road that he has mentioned wanting sewer. This would give us an opportunity to reach other customers that do not have sewer service.

Wilt and Turansky's development could be another potential project we work on soon barring we are able to obtain ROW. Initially this project was going to have to be contracted out but since they have pushed it back our crews may be able to complete it now.

Taylor Street sanitary and storm sewers are in desperate need of upgrade. This project will be handled by Potesta, the new on call engineering services.



There is an aerial crossing over Finks Run that is at risk of failing. This needs to be a priority because if it was to fail, and sewage was dumped into the creek, the sewer department and City would be in trouble with various environmental agencies.

We need to go back and fix yards that have been disturbed by line replacement as well. We have gotten behind on this due to the Spring St. project but need to catch up.

### **3.2 Potential Projects**

There is a large list of potential sanitary projects listed in Appendix D and storm projects listed in Appendix E. These were taken from Sam Ludlow's, "Long Term Control Plan"(LTCP). This list will continue to grow as our maintenance schedule shows new areas of concern and other problems arise. I would like to start focusing more on storm projects. From my understanding these have been pushed to the way side for many years and now storm issues are become frequent. Stricter storm regulations will be coming in the near future. Developing storm projects will help minimize issues.

#### **3.2.1 Sanitary Projects**

Gum / Chestnut Street are listed as a high priority in the LTCP. There are storm issues in this area that I believe are going to be addressed relatively soon due to recent flooding events. I think the way Spring Street was done, upgrading all the utilities at once, is an excellent way to do projects. This disrupts an area once as opposed to many times in close time periods. Developing a project to address the sewer problems at the same time as storm problems are being address would be wise in my opinion.

Upper Shawnee is the only remaining high priority from the LTCP. I am not familiar with this area or its issues, but that is something I believe needs looked at since Sam had is listed that high.

East Lincoln and Third Ave @ Florida is listed as medium level priority. This project is relatively inexpensive and should be developed if money gets tight towards the end of a fiscal year and need a job to work on.

#### **3.2.2 Storm Projects**

The Ritchie Street storm sewer has caused some issues for the resident at 121 Barbour Street. The city has not been negligent but something still needs done. The storm sewer in the problem area is 12", above this area is 15", and below the area is 18". This has happened in part because a garage has been built over the storm line, which complicates the project, but there is still an issue which needs addressed.

There is culvert carrying Jawbone Run under Lincoln Street which turns to open channel in the lot west of Maple Street until it feeds back into a culvert which goes under Maple Street. There needs to be a head wall and possibly wing walls built at the inlet of the culvert because it is eroding away the bank. There is approximately 10' of smaller pipe feeding a larger pipe that needs removed before this can happen. Jay Hollen and Jerry Arnold both agree this needs addressed and a project will be developed to fix this in the near future.

As mentioned earlier, there are recent flooding issues that have become more prevalent to the Gum, Swisher, Kepner and Myrna Street areas. This is something that will require studies and much design to try and mitigate these issues. This is looking like a project that will be handled by Potesta.

This covers all the storm issues in the LTCP but this is not the end of the storm issues in Buckhannon. Observations will have to be made and issues will arise to help identify what needs upgraded and fix in the storm system.

### **4.0 Plant Projects**

The plant has been operating for many years efficiently but is almost 40 years old and things need upgraded or replaced. There a few projects needing to take place. Plant projects are listed in Appendix F.



## **4.1 Urgent Projects**

The plant is in need of an automatic bar rack. This will help remove rags and other large debris that builds up at the influent of the plant. If the current bar rack is not cleaned manually regularly it restricts the flow of sewage into the plant. This is a major issue during day of high flow. The automatic bar rack would dispose of the rags more efficiently. The automatic bar rack has been budgeted before but was replaced due to failure of a UV unit.

The emergency effluent pumps are not working as they should. These pumps are in place to pump out the treated water when the river is at flood stage, keeping the flapper valve on the effluent pipe shut. If the water is slightly dirty the pumps will not pump at full capacity, causing water to back up into the plant.

The oxidation ditches need sludge and sediment cleanout of the bottom. I have heard estimates that 4 feet of the 11 foot ditches are full of sedimentation. There are a few issues/concerns that need address before this can proceed being done, they are:

- How to repopulate the bug and microorganisms that are required to be in the ditch once it is drained and refilled.
- What to do with the sedimentation being removed from the ditch.
- Mark Sancoff of Potesta expressed concern of the ditches collapsing if the water is removed. We would need to be certain this would not happen somehow.

The backup generator needs replaced, like the plant, this generator is nearly 40 years old. Jay Hollen has worked to get FEMA grants to replace this generator. In the event of a power outage, this generator would keep the plant operational so sewage would not be backing up in the system and plant.

## **4.2 Future Projects**

The storm drainage system is having issues at the plant. This system catches run off from the sludge storage bays to be treated as opposed to running directly into the river. This needs address in the future.

The decant tanks recently had 3 tons of rags removed from them. During the removal process an employee was stuck with a needle. There needs to be a way to prevent rags from reaching them to prevent this from happening. The automatic bar rack would help with this. Until then I believe they should be cleaned every other year to prevent as much build up in the bottom of the tank.

## **5.0 Pump Station Projects**

The sewer collection system currently has 17 pump stations, 15 of which are outside of the plant area, and a potential new pump station. These stations are another vital part of the sewer system. Pump station projects are listed in Appendix F.

### **5.1 Urgent Projects**

Three of the pump stations, Weston Rd., Route 20 North, and Brushy Fork, have aging pumps that are at risk of failing. We are working on getting a quote to see how much it would be to get 3 new pumps to have as spare for when these stations begin to fail. This will allow us to be more prepared to keep the system functioning as is.

Vicksburg is one of the two main pump stations in the system. Its control panel is aging and in need of being replaced. This controls when the pump shut on and off, the sequence in which they work and various other functions. It would be beneficial to replace this before it fails. The other main pump station had its control panel replaced earlier this year.

### **5.2 Future Projects**

Dave Currance, the maintenance supervisor has expressed concerns about the Deanville pump station. This is an old pump station located in an area which gets a lot of grease and



debris through it. This has taken a toll on the station and is now needing upgraded. This is also noted in the LTCP.

The Island Ave pump station is also in need of being replaced. I do not know much about it, so more investigation will be required, but it is listed in the LTCP and I believe it is crucial to keep the pump station operating effectively.

## **APPENDIX A**



# Manhole / Line Maintenance Check List

Manhole	Street	Storm(St)/ Sanitary(S)	Grease?	Roots?	Rags/ Debris	Date	Crew	Report Needed?
C1.1		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C1.2		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C1.3		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C1.4		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C1.5		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C2.1		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C2.2		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C2.3		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C2.4		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C3.1		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C3.2		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C3.4		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C3.5		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
C3.6		ST or S	Y / N	Y / N	Y / N		Kevin / Brian	Y / N
*Report only needed if work is done to manhole or line.								



**APPENDIX B**  
**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 C**

**Sewer Department Proposed Pay Rates**

Certifications / Practice		Legend	
Certifications	Base Pay/Pay Increase	Available to	Color
Class 4 Operator	24 per hour	Line Crews	
Class 3 Operator	22 per hour	Maintenance Crew	
Class 2 Operator	18 per hour	Lab Crew	
Class 1 Operator	16 per hour	All Crews	
Journeyman Electrician	18 per hour	Maintenance/ Line	
Master Electrician	22per hour		
Welding Certificate	1.50 per hr increase		



Class A CDL	1.50 per hr increase
Class B CDL	1.00 per hr increase
2,000 hours on Excavator	1.00 per hr increase
2,000 hours on Loader	0.50 per hr increase

Positional Base Pay	
Chief Operator	25 per hour
Supervisors	19 per hour
Crew Leaders	17 per hour

Pay Based on Experience	
Years Worked	Base Pay
Starting Wage	12 per hour
5	13 per hour
10	15 per hour
15	18 per hour
20	20 per hour
30	23 per hour

**\*Pay not to exceed 27 dollars per hour**

**APPENDIX D**



**TABLE**

#	LOCATION	DESCRIPTION	PIPE SIZE	QUANT	UNIT PRICE	EST COST	SCOPE DIFFICULTY	PRIORITY
1	N SPRING ST (Completed)	Upgrade failing sewer	10"	650	\$75	\$48,750	MAJOR	A-HIGH
2	NORTH LOCUST STREET	Upgrade failing sewer	8"	800	\$80	\$64,000	MAJOR	A-HIGH
3	TAYLOR ST	Relocate, reconnect, upgrade	8"	2,000	\$90	\$180,000	MAJOR	A-HIGH
4	GUM STREET/ CHESTNUT	Relocate, reconnect, upgrade	6" & 8"	2,500	\$80	\$200,000	MAJOR	A-HIGH
5	UPPER SHAWNEE - ABOVE ROHR	Relocate, reconnect, upgrade	8"	1,800	\$80	\$144,000	MAJOR	A-HIGH
6	JAWBONE RUN AT EAST MAIN	Relocate, upgrade	21" & 24"	650	\$160	\$104,000	MAJOR	B-MEDIUM
7	JAWBONE RUN AT MEADE ST	Relocate, upgrade	21"	850	\$140	\$119,000	MAJOR	B-MEDIUM
8	CAMDEN & BROOKE @ WVWC	Reverse flow to new PS	8"	1,500	\$95	\$142,500	MAJOR	B-MEDIUM
9	LOWER DR	Relocate, reconnect, upgrade	6" & 8"	1,200	\$80	\$96,000	MEDIUM	B-MEDIUM
10	ALLEYS E MAIN TO LUMBER	Relocate, reconnect, upgrade	6" & 8"	900	\$75	\$67,500	MEDIUM	B-MEDIUM
11	MORGAN ADDITION @ RIVER AVE	Upgrade	8"	250	\$95	\$23,750	MEDIUM	B-MEDIUM
12	E LINCOLN & THIRD AVE @ FLORIDA	Eliminate failing sewer	8"	250	\$90	\$22,500	MEDIUM	B-MEDIUM
13	CITY HALL TO E MAIN ST PS	Upgrade	8"	400	\$85	\$34,000	MEDIUM	B-MEDIUM
14	KEPNER/ SWISHER/ IDEN LANE	Complete upgrade	8"	800	\$75	\$60,000	MINOR	B-MEDIUM
15	SOUTH FLORIDA ST	Repairs, evaluate	8"	500	\$95	\$47,500	MINOR	B-MEDIUM
16	MEADE ST	Repairs, evaluate	8"	500	\$95	\$47,500	MINOR	B-MEDIUM
17	GATE ST to N FLORIDA	Improve hydraulic performance	8"	1,500	\$80	\$120,000	MAJOR	C-LOW
18	SOUTH CAMDEN AVE	Upgrade old line	8"	1,600	\$95	\$152,000	MEDIUM	C-LOW
19	SOUTH RANDOLPH ST	Upgrade old line	8"	1,600	\$95	\$152,000	MEDIUM	C-LOW
20	SOUTH POCAHONTAS ST	Upgrade old line	8"	1,600	\$95	\$152,000	MEDIUM	C-LOW
21	GASTON ST	Upgrade	8"	1,200	\$85	\$102,000	MEDIUM	C-LOW
22	LOWER WEST LINCOLN	Eliminate parallel line	8"	800	\$95	\$76,000	MEDIUM	C-LOW
23	FRANKLIN ALLEY	Upgrade	8"	400	\$85	\$34,000	MEDIUM	C-LOW
24	WEST VIEW ACRES RECONNECT	Reconnect customers	6"	600	\$75	\$45,000	MINOR	C-LOW
						\$2,234,000		



**APPENDIX E**



TABLE 16 PROPOSED STORMWATER PROJECTS

#	LOCATION	DESCRIPTION	PIPE SIZE	QUANT	UNIT PRICE	EST COST	SCOPE	P R I O R I T Y
							DIFFICULTY	
1	NORTH SPRING ST (Completed)	Upgrade and separate storm from sanitary from Main St to RR	10"	800	\$60	\$48,000	MEDIUM	A - H I G H
2	GUM ST	Upgrade and relocate storm sewer on Gum St with connections at Kepner, Myrna, and Chestnut	18" - 36"	800	\$160	\$128,000	MAJOR	A - H I G H
3	TAYLOR ST	Upgrade and relocate storm sewer from Kanawha St to river	18" - 30"	1,200	\$160	\$192,000	MAJOR	A - H I G H
4	LOWER JAWBONE	Complete system upgrade from Maple St to the river	60"	250	\$400	\$100,000	MAJOR	B - M E



								D I U M
5	RITCHIE ST	Complete system upgrade from Kanawha St to the river	18"	500	\$250	\$125,000	MAJOR	B - M E D I U M
6	MID JAWBONE	Upgrade and relocate storm sewer from Boggess St to Maple St	36" - 42"	600	\$200	\$120,000	MAJOR	B - M E D I U M
7	RUNOFF REDUCTION MEASURES	Institute and implement runoff reduction measures throughout the city. Based on cases to be done	NA	20	\$12,000	\$240,000	MEDIUM	B - M E D I U M
						\$953,000		



## Appendix F

TABLE 15 PROPOSED PLANT & PS PROJECTS

#	PROCESS UNIT	DESCRIPTION	EST COST	SCOPE	PRIORITY
			MATERIALS	DIFFICULTY	
1	UV DISINFECTION  (Completed)	Complete upgrade to new UV units	\$130,000	MAJOR	A-HIGH
2	PRIMARY TREATMENT	Upgrade debris removal system	\$250,000	MAJOR	A-HIGH
3	SERVICE WATER SYSTEM	Upgrade pumps and distribution system	\$150,000	MAJOR	A-HIGH
4	PLANT GENRATOR (In Progress)	Replace with greater capacity	\$250,000	MAJOR	A-HIGH
5	PS GENERATORS	Replace and upgrade	\$750,000	MAJOR	A-HIGH
6	ELIAS PS (Completed)	Replace control panel	\$20,000	MEDIUM	A-HIGH
7	VICKSBURG PS	Replace control panel	\$20,000	MEDIUM	A-HIGH
8	DEANVILLE PS	Upgrade PS & force main	\$45,000	MEDIUM	A-HIGH
9	ISLAND AVE PS	Upgrade pumps, controls, and force main	\$45,000	MEDIUM	A-HIGH
10	EMERGENCY EFFLUENT PUMPS	Evaluate and upgrade	\$75,000	MEDIUM	A-HIGH
11	PS TRANSFER SWITCHES (In Progress)	Install at smaller pump stations	\$200,000	MEDIUM	A-HIGH
12	FORCE MAIN TO PLANT	Evaluate and replace	\$750,000	MAJOR	B-MEDIUM
13	FLOW EQUALIZTION BASINS	Evaluate and install	\$1,500,000	MAJOR	B-MEDIUM
14	PLANT BACK UP PUMPS	Add to inventory	\$75,000	MEDIUM	B-MEDIUM
15	PS BACK UP PUMPS (In Progress)	Add to inventory	\$150,000	MEDIUM	B-MEDIUM
16	SLUDGE PUMPING SYSTEM	Upgrade pumps	\$80,000	MEDIUM	B-MEDIUM
17	CLARIFIERS	Center baffle in clarifier #2	\$30,000	MEDIUM	C-LOW
			\$4,390,000		

H.6 Sanitary Budget Revision - Per Amby Jenkins, this was not necessary at this time.

I. Board Members Comments and Announcements:

Mayor Skinner then recognized Bryan “Buck’ Samples as this was his last day of employment with the City of Buckhannon. The Mayor noted that Buck has been a valued member of the City Family for 43 years and that he will truly be missed and wished him well with his retirement. He then presented Buck with an engraved clock commemorating Buck’s service and offered the floor to Buck for any final comments. Buck reiterated what he had said before in that he loved working for the City of Buckhannon and felt that he was always treated with respect. He took ownership in his work and hoped the pride that he had for that and his department was evident. Buck mentioned the various members of the City staff that he has enjoyed working alongside and thanked the crew members of the Sanitary Department for the hard work that put forth day in and day out. He thanked the Mayor for his leadership and wished his successor, Ethan Crosten, all the best. By this time Recorder Sanders and Director of Public Works, Jerry Arnold, who both had been attending the meeting remotely, joined Mr. Samples and the others in Council Chambers to personally wish him well.





L to R: Jerry Arnold, Director of Public Works, Ethan Crosten, Sanitary Department Superintendent, Randy Sanders, City Recorder, Robbie Skinner, Mayor, Bryan "Buck" Samples, retiring Sanitary Department Superintendent, Phil Loftis, Sanitary Department Board Member, Amberle Jenkins, Assistant Recorder/Director of Finance

- **Board Member Frye** – Absent.
- **Board Member Loftis** – Nothing further.
- **Buck Samples** – Nothing further.
- **Jerry Arnold** – Nothing further.
- **Jay Hollen** – Nothing further.
- **Amby Jenkins** - Nothing further.
- **City Recorder Sanders** – Nothing further.
- **Mayor Skinner** – Nothing further.

**J. Adjournment**

**Without objection, the Chair adjoined the meeting at 8:45AM.**

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

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