

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

A regular meeting of the Buckhannon Waste Collection Board was held on Tuesday, August 3, 2021, at 7:30 a.m. in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Mary Albaugh	Board Member	Present
Scott Randall	Board Member	Absent
Jay Hollen	City Engineer	Present
Jerry Arnold	Director of Public Works	Present
Brad Hawkins	Street Commissioner	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Tom O'Neill	City Attorney	Present - GTM

Guests: None

To participate in a Utility Board meeting virtually, regular participants and members of the public are invited to contact City Hall at 304-472-1651 for the GoToMeeting link/access.

City of Buckhannon Waste Collection Board Meeting– 7:30 a.m. in the Council Chambers of City Hall – Meeting Agenda for Tuesday, August 3, 2021

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- 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. Financial Report-Amby Jenkins**
 - C.1 July 2021
 - D. Department Report**
 - D.1 Recycling Center Report
 - D.2 Transfer Station Report
 - D.3 Waste Collection Report
 - E. Correspondence and Information**
 - E.1 Bid Opening Results for Professional Surveying Services to Accept Potesta & Associates, Inc.
 - E.2 Notice Accepting Bids for Closed Top Transfer Trailer
 - E.3 Notice Accepting Applications for Position of Full-Time Laborer/Truck Driver
 - F. Consent Agenda**
 - F.1 Approval of Minutes: 07/01/2021
 - G. Strategic Issues for Discussion and/or Vote**
 - G.1 Approval to Recommend to City Council Bid Opening Results On-Call Engineering Services
 - G.2 Approval to Purchase a Used Truck
 - G.3 Approval to Hire Jacob Leichter as a Full-Time Mechanic Helper at his current rate of pay
 - G.4 Discussion/Possible Vote on the New Waste Collection Employee Assignments
 - G.5 Approval of Bid Opening Results for New Closed Top Transfer Trailer
 - G.6 Discussion Waste Collection Rate Increase
 - G.7 City Hall Office Staff Operations
 - H. Board Members Comments and Announcements**
 - I. Executive Session -Personnel Matters Per WV Code § 6-9A-4**
 - J. Adjournment**

Posted 06/25/2021

- A. Call to Order** - The meeting was called to order by Mayor Robbie Skinner.
 - A.1 Moment of Silence** – The Mayor asked us to join him in a moment of silence.
 - A.2 Pledge to the Flag of the United States of America** - The Pledge was led by Mayor Skinner.
- B. Recognized Guests:**
 - B.1 None**

C. Financial Report - Amby Jenkins

C.1 July 2021 – Amby Jenkins presented the following financial report.

WASTE BOARD
CITY OF BUCKHANNON
BALANCE SHEET

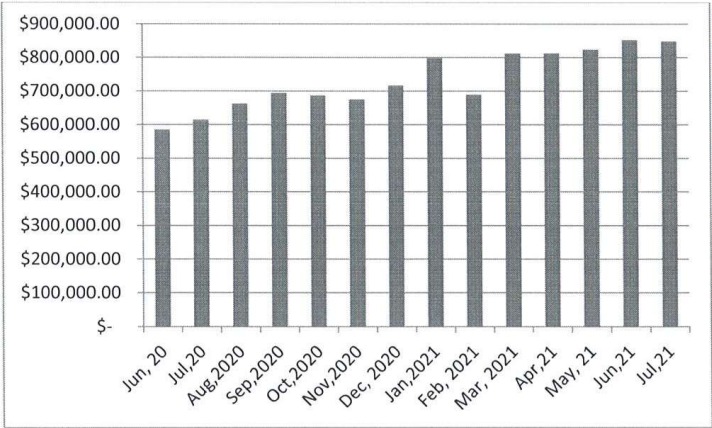
Balance July 31, 2021

Money Market & Checking \$ 848,518.58

CD opened 3-11-20 1.19% \$ 30,855.63

CDAR (CD Balances) \$ 27,680.44

Landfill Bond \$64,000.00 (Letter of Credit required by DEP with First Community Bank 5-26-2021)



Money Market & Checking Trend

8-02-2021 01:50 PM

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
404-303-002-00 RECYCLE-ALUMINUM	1,000	1,289.28	1,289.28	0.00 (289.28)	128.93
404-303-003-00 RECYCLE-OCC-CARDBOARD	1,000	2,387.94	2,387.94	0.00 (1,387.94)	238.79
404-303-004-00 RECYCLE-MGOP/SOW-OFFICE P	0	0.00	0.00	0.00	0.00	0.00
404-303-005-00 RECYCLE-HDPE-MILK JUGS	0	0.00	0.00	0.00	0.00	0.00
404-303-006-00 RECYCLE-ONP-NEWSPAPER	0	2,384.09	2,384.09	0.00 (2,384.09)	0.00
404-316-000-00 DUMPSTERS	0	0.00	0.00	0.00	0.00	0.00
404-317-000-00 DUMPSTER RENTAL	82,000	7,905.01	7,905.01	0.00	74,094.99	9.64
TOTAL TAXES	84,000	13,966.32	13,966.32	0.00	70,033.68	16.63
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	100,000	8,134.50	8,134.50	0.00	91,865.50	8.13
TOTAL OTHER FEES	100,000	8,134.50	8,134.50	0.00	91,865.50	8.13
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,335,000	241,705.02	241,705.02	0.00	2,093,294.98	10.35
TOTAL UTILITY BILLINGS	2,335,000	241,705.02	241,705.02	0.00	2,093,294.98	10.35
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	362,300	42,619.83	42,619.83	0.00	319,680.17	11.76
TOTAL HEALTH AND SAFETY	362,300	42,619.83	42,619.83	0.00	319,680.17	11.76
GRANTS						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	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						
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
404-370-000-02 CUSTOMER BILL FEES (BANK-S	200	0.00	0.00	0.00	200.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	200	0.00	0.00	0.00	200.00	0.00
OTHER REVENUE						
404-380-000-00 INTEREST	200	0.00	0.00	0.00	200.00	0.00
404-381-000-00 MAINT BILLING OTHER DEPTS	1,000	0.00	0.00	0.00	1,000.00	0.00
404-399-000-00 WASTE COLL. MISCELLANEOUS	15,000	4,314.94	4,314.94	0.00	10,685.06	28.77
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	16,200	4,314.94	4,314.94	0.00	11,885.06	26.64
TOTAL REVENUE	2,897,700	310,740.61	310,740.61	0.00	2,586,959.39	10.72

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
WASTE DEPARTMENT =====						
SALARIES & BENEFITS						
404-530-103-00 WASTE EMPLOYEES SALARIES	635,000	48,298.95	48,298.95	0.00	586,701.05	7.61
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	49,000	3,679.18	3,679.18	0.00	45,320.82	7.51
404-530-105-00 WASTE EMPLOYEE INSURANCE	187,071	35,737.50	35,737.50	0.00	151,333.50	19.10
404-530-106-00 WASTE EMPLOYEE RETIREMENT	63,500	4,086.67	4,086.67	0.00	59,413.33	6.44
TOTAL SALARIES & BENEFITS	934,571	91,802.30	91,802.30	0.00	842,768.70	9.82
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	19,000	1,201.73	1,201.73	0.00	17,798.27	6.32
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	9,961.25	9,961.25	0.00	48,038.75	17.17
TOTAL CONTRACTUAL SERVICES	77,000	11,162.98	11,162.98	0.00	65,837.02	14.50
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	50,000	638.32	638.32	0.00	49,361.68	1.28
404-530-341-05 SAFETY EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
404-530-343-00 TRUCK MAINTENANCE	83,000	2,207.81	2,207.81	0.00	80,792.19	2.66
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	92,000	7,589.18	7,589.18	0.00	84,410.82	8.25
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,000	0.00	0.00	0.00	2,000.00	0.00
404-530-345-00 WASTE COLL. UNIFORMS	12,000	0.00	0.00	0.00	12,000.00	0.00
TOTAL COMMODITIES	239,000	10,435.31	10,435.31	0.00	228,564.69	4.37
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	92,000	3,612.33	3,612.33	0.00	88,387.67	3.93
404-530-459-01 TOTER SYSTEM	98,000	5,744.06	5,744.06	0.00	92,255.94	5.86
TOTAL CAPITAL OUTLAY	190,000	9,356.39	9,356.39	0.00	180,643.61	4.92
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL CONTRIBUTIONS	20,000	0.00	0.00	0.00	20,000.00	0.00
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	1,392.80	1,392.80	0.00	14,607.20	8.71
TOTAL NON-OPERATING EXPENSES	16,000	1,392.80	1,392.80	0.00	14,607.20	8.71
TOTAL WASTE DEPARTMENT	1,476,571	124,149.78	124,149.78	0.00	1,352,421.22	8.41

RECYCLING DEPARTMENT
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SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	97,000	7,494.38	7,494.38	0.00	89,505.62	7.73
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	7,450	570.58	570.58	0.00	6,879.42	7.66

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-105-00 GROUP INSURANCE	20,786	5,567.75	5,567.75	0.00	15,218.25	26.79
404-531-106-00 GROUP RETIREMENT	9,700	749.45	749.45	0.00	8,950.55	7.73
TOTAL SALARIES & BENEFITS	134,936	14,382.16	14,382.16	0.00	120,553.84	10.66
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	6,000	460.53	460.53	0.00	5,539.47	7.68
404-531-226-00 INSURANCE & BONDS	7,200	620.11	620.11	0.00	6,579.89	8.61
TOTAL CONTRACTUAL SERVICES	13,200	1,080.64	1,080.64	0.00	12,119.36	8.19
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	10,000	12.21	12.21	0.00	9,987.79	0.12
404-531-343-01 FUEL - RECYCLING CENTER	8,000	657.19	657.19	0.00	7,342.81	8.21
404-531-343-02 EQUIPMENT MAINTENANCE	9,500	1,239.11	1,239.11	0.00	8,260.89	13.04
404-531-399-00 MISCELLANEOUS	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	32,500	1,908.51	1,908.51	0.00	30,591.49	5.87
CAPITAL OUTLAY						
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	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
TOTAL RECYCLING DEPARTMENT	180,636	17,371.31	17,371.31	0.00	163,264.69	9.62
LANDFILL =====						
CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	0.00	0.00	0.00	0.00	0.00
404-532-216-01 TREATMENT OF LEACHATE	39,000	2,033.22	2,033.22	0.00	36,966.78	5.21
TOTAL CONTRACTUAL SERVICES	39,000	2,033.22	2,033.22	0.00	36,966.78	5.21
CAPITAL OUTLAY						
404-532-461-00 BONDING (LANDFILL)	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
CONTRIBUTIONS						
404-532-599-00 WASTE DEPRECIATION	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 LANDFILL	39,000	2,033.22	2,033.22	0.00	36,966.78	5.21
TRANSFER STATION =====						
SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	99,000	6,855.29	6,855.29	0.00	92,144.71	6.92
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	7,600	526.14	526.14	0.00	7,073.86	6.92
404-533-105-00 GROUP INSURANCE	20,786	4,070.50	4,070.50	0.00	16,715.50	19.58

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	9,900	685.52	685.52	0.00	9,214.48	6.92
TOTAL SALARIES & BENEFITS	137,286	12,137.45	12,137.45	0.00	125,148.55	8.84
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	7,700	489.27	489.27	0.00	7,210.73	6.35
404-533-216-00 DRAINAGE EXPENSE TRANSFER	1,600	0.00	0.00	0.00	1,600.00	0.00
404-533-226-00 INSURANCE & BONDS	22,000	3,977.12	3,977.12	0.00	18,022.88	18.08
TOTAL CONTRACTUAL SERVICES	31,300	4,466.39	4,466.39	0.00	26,833.61	14.27
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	32,000	149.18	149.18	0.00	31,850.82	0.47
404-533-343-01 FUEL/OIL TRANSFER STA. 7.	47,000	6,184.85	6,184.85	0.00	40,815.15	13.16
404-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	925.93	925.93	0.00	39,074.07	2.31
404-533-345-00 UNIFORMS	4,000	0.00	0.00	0.00	4,000.00	0.00
TOTAL COMMODITIES	123,000	7,259.96	7,259.96	0.00	115,740.04	5.90
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	89,192	27,597.22	27,597.22	0.00	61,594.78	30.94
404-533-460-00 TIPPING FEES	830,000	86,526.88	86,526.88	0.00	743,473.12	10.42
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	6,000	0.00	0.00	0.00	6,000.00	0.00
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	925,192	114,124.10	114,124.10	0.00	811,067.90	12.34
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,000	5.00	5.00	0.00	4,995.00	0.10
TOTAL NON-OPERATING EXPENSES	5,000	5.00	5.00	0.00	4,995.00	0.10
TOTAL TRANSFER STATION	1,221,778	137,992.90	137,992.90	0.00	1,083,785.10	11.29

WASTE OFFICE/BOARD
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SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	1,000.00	0.00	11,000.00	8.33
404-534-103-00 CLERK, ATTORNEY, ENGINEER	197,200	11,235.26	11,235.26	0.00	185,964.74	5.70
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	16,004	935.35	935.35	0.00	15,068.65	5.84
404-534-105-00 GROUP INSURANCE	15,590	3,553.25	3,553.25	0.00	12,036.75	22.79
404-534-106-00 GROUP RETIREMENT	19,960	1,099.23	1,099.23	0.00	18,860.77	5.51
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	260,754	17,823.09	17,823.09	0.00	242,930.91	6.84
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	9,200	1,044.02	1,044.02	0.00	8,155.98	11.35
404-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
404-534-223-00 PROFESSIONAL SERVICES (LE	10,000	169.75	169.75	0.00	9,830.25	1.70

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	15,000	3,203.38	3,203.38	0.00	11,796.62	21.36
TOTAL CONTRACTUAL SERVICES	44,200	4,417.15	4,417.15	0.00	39,782.85	9.99
COMMODITIES						
404-534-353-00 PSC ASSESSMENTS	9,800	6,609.91	6,609.91	0.00	3,190.09	67.45
404-534-399-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	9,800	6,609.91	6,609.91	0.00	3,190.09	67.45
CAPITAL OUTLAY						
404-534-459-00 NEW COMPUTER CAPITAL OUTL	7,500	771.66	771.66	0.00	6,728.34	10.29
TOTAL CAPITAL OUTLAY	7,500	771.66	771.66	0.00	6,728.34	10.29
NON-OPERATING EXPENSES						
404-534-999-00 GEM & ADM MISC BILLING EX	51,000	12,899.72	12,899.72	0.00	38,100.28	25.29
TOTAL NON-OPERATING EXPENSES	51,000	12,899.72	12,899.72	0.00	38,100.28	25.29
TOTAL WASTE OFFICE/BOARD	373,254	42,521.53	42,521.53	0.00	330,732.47	11.39

BAD DEBT
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NON-OPERATING EXPENSES						
404-550-676-00 BAD DEBT EXPENSE(return c	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 BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

TOTAL EXPENDITURES	3,291,239	324,068.74	324,068.74	0.00	2,967,170.26	9.85
REVENUE OVER/(UNDER) EXPENDITURES	(393,539) (13,328.13) (13,328.13)	0.00 (380,210.87)	3.39

Waste Payment of Bills

- \$1,286.59 – COLE TRUCK PARTS – CLUTCH KIT R-9
- \$35,500.00- DISBURSEMENT ACCT- 2021 HSA CONTRIBUTION
- \$1,239.11 – VALLEY STEEL SERVICE – FLAT PLATE FOR ROLLOFF BIN
- \$1,100.00 – JERRY W RICE – REFRIGERANT REMOVAL 44 UNITS
- \$26,103.38 –TIRE AND RUBBER – JUNE TIRE & CD DISPOSAL
- \$59,323.50 – WM CORPORATE SERV – JUNE 2021 TIPPING FEES
- \$18,500.00 – BASKIN TRUCK SALES – 2001 STERLING TRUCK
- \$6,609.91 – PUBLIC SERVICE COMM – INTRASTATE REVENUE ASSESSMENT
- \$8,963.98 – TYLER TECHNOLOGIES – RCT. PRINTERS, YEARLY MAINTENANCE FEES

08-02-2021 12:54 AM		disbursements 07/01/2021- 7/31/21				
FUND: WASTE COLLECTION						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
WASTE DEPARTMENT	MPL CORPORATION	530-999-00	COLLECTION MISCELLAN	JULY 2021TOWER NETWORK ACC	100.00	
	MON POWER	530-213-00	WASTE COLL. UTILITIE	110088931545 WASTE GARAGE	375.15	
	LYKINS OIL COMPANY	530-343-01	GAS & OIL EXPENSE 1,	DEF Fluid for all trks	254.10	
		530-343-01	GAS & OIL EXPENSE 1,	WASTE JUNE FUEL BILL	7,335.08	
	FISHER AUTO PARTS INC	530-343-00	TRUCK MAINTENANCE	Fiberglass resin	42.79	
	COLE TRUCK PARTS INC	530-343-00	TRUCK MAINTENANCE	Clutch kit for R-9	1,286.59	
	ENCOVA INSURANCE	530-226-00	COMP, UNEMPL & INSUR	WCB1005474 4-2-21 TO 7-1-2	7,001.59	
	WV PUBLIC EMPLOYEES INSURANC	530-105-00	WASTE EMPLOYEE INSUR	WASTE JULY 2021 INSURANCE	7,952.00	
		530-105-00	WASTE EMPLOYEE INSUR	WASTE JULY 2021 RETIREE'S	1,740.00	
	WORLDWIDE-JANE LEW	530-343-00	TRUCK MAINTENANCE	Checked emissions and	758.03	
	AUTO ZONE	530-341-00	SHOP MAINTENANCE	PINSTRIPE	12.58	
	NAPA-AMTOWER AUTO SUPPLY	530-343-00	TRUCK MAINTENANCE	Cap screw for R-9	3.58	
		530-341-00	SHOP MAINTENANCE	40' Hyd line for shop	494.40	
		530-343-00	TRUCK MAINTENANCE	Battery for R-17	116.82	
	LOWES BUSINESS ACCOUNTS	530-341-00	SHOP MAINTENANCE	BLADES, WASHERS,	61.34	
	DODSON BROS EXTERMINATING CO	530-341-00	SHOP MAINTENANCE	WASTE DEPT 23143111064321	70.00	
	FIRST COMMUNITY BANK	530-459-01	TOTER SYSTEM	JULY 2021 TOTER PYMT	5,744.06	
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,411.01	
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,659.47	
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	513.52	
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	502.67	
	DISBURSEMENTS ACCOUNT-ALL DE	530-105-00	WASTE EMPLOYEE INSUR	WAS 2021 PAYFLEX HSA CONTR	26,000.00	
	ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	22WCJP 2019 RAM 1500 PYMT	635.79	
		530-459-00	WASTE COLL. NEW EQUI	22RKXV 2019 FORD F-150 PYM	371.39	
		530-459-00	WASTE COLL. NEW EQUI	22RKWX 2018 FORD EXPLORER	293.48	
08-02-2021 12:54 AM		disbursements 07/01/2021- 7/31/21				
FUND: WASTE COLLECTION						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	RAVEN ROCK NETWORKS INC	530-999-00	COLLECTION MISCELLAN	NAS FOR ST&WASTE DEPT	375.00	
	JOHN BOGGESS dba VJG ASSOCIA	530-999-00	COLLECTION MISCELLAN	SAFETY GLASSES	39.60	
		530-999-00	COLLECTION MISCELLAN	YELLOW GRIP GLOVES	298.20	
	US CELLULAR	530-213-00	WASTE COLL. UTILITIE	642-1651 613-0113 0002	51.17	
		530-213-00	WASTE COLL. UTILITIE	677-4586 3862 3867	131.78	
	SPRINT	530-213-00	WASTE COLL. UTILITIE	ALL DEPT JULY GEOTAB	119.57	
	COMMUNITY BANK	530-459-00	WASTE COLL. NEW EQUI	WAS JUL 21 2017 FREIGHTLNR	2,311.67	
	ST JOSEPH HOSPITAL OF BUCKHA	530-999-00	COLLECTION MISCELLAN	COVID 19 TESTING	385.00	
		530-999-00	COLLECTION MISCELLAN	LAB TEST BRAD CUTRIGHT	70.00	
		530-999-00	COLLECTION MISCELLAN	LAB TEST BRIAN WILLIAMS	70.00	
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,304.46	
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,677.36	
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	305.07	
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	392.29	
	PAYFLEX	530-105-00	WASTE EMPLOYEE INSUR	WAS JULY 20201 HSA FEES	45.50	
	AT&T MOBILITY	530-213-00	WASTE COLL. UTILITIE	304-677-3862 JERRY ARNOLD	104.38	
		530-213-00	WASTE COLL. UTILITIE	304-677-3862 JERRY ARNOLD	104.40	
	SHERIFF OF UPSHUR COUNTY	530-999-00	COLLECTION MISCELLAN	FS3.46 LESS COAL SEAM MUDD	50.00	
		530-999-00	COLLECTION MISCELLAN	SUR24.40 & 1/2 OG PECKS RU	5.00	
	FRONTIER	530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	68.60	
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	64.90	
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.18	
		530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	68.52	
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	64.90	
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.18	
	TRAVELERS INSURANCE	530-226-00	COMP, UNEMPL & INSUR	INS PREM AUTO LIAB JUL 202	1,980.76	
		530-226-00	COMP, UNEMPL & INSUR	INS PREM AUTO LIAB JUL 202	978.90	
	**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	48,298.95	
				TOTAL:	124,149.78	
	RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	327.64
		LYKINS OIL COMPANY	531-343-01	FUEL - RECYCLING CEN	WASTE JUNE FUEL BILL	657.19
		VALLEY STEEL SERVICE	531-343-02	EQUIPMENT MAINTENANC	Flat plate for rolloff	1,239.11
		ENCOVA INSURANCE	531-226-00	INSURANCE & BONDS	WCB1005474 4-2-21 TO 7-1-2	411.86
WV PUBLIC EMPLOYEES INSURANC		531-105-00	GROUP INSURANCE	WASTE JULY 2021 INSURANCE	1,210.00	
		531-105-00	GROUP INSURANCE	WASTE JULY 2021 RETIREE'S	348.00	
NAPA-AMTOWER AUTO SUPPLY		531-343-00	TRUCK MAINTENANCE	Brake line for R-14	12.21	
WESTFIELD INSURANCE		531-226-00	INSURANCE & BONDS	4-1-21 TO 4-1-22 QTRLY PLA	208.25	
WV PUBLIC EMPLOYEES RETIREME		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	381.05	
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	368.40	
DISBURSEMENTS ACCOUNT-ALL DE		531-105-00	GROUP INSURANCE	WAS 2021 PAYFLEX HSA CONTR	4,000.00	
SPRINT		531-213-00	UTILITIES	ALL DEPT JULY GEOTAB	119.58	
INTERNAL REVENUE SERVICE		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	235.09	
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	227.34	
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	54.98	
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	53.17	
PEOPLES NATURAL GAS		531-213-00	UTILITIES	200008184083 RECYCLE CENTE	13.31	
PAYFLEX		531-105-00	GROUP INSURANCE	WAS JULY 20201 HSA FEES	9.75	
**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	7,494.38		
			TOTAL:	17,371.31		
LANDFILL	BUCKHANNON UTIL BOARDS	532-216-01	TREATMENT OF LEACHAT	MUDLICK LEACHATE JUL 2021	1,794.27	
	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	LANDFILL ELECT 5-15-13	238.95	
				TOTAL:	2,033.22	

disbursements 07/01/2021- 7/31/21

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	210.50
	LYKINS OIL COMPANY	533-343-01	FUEL/OIL TRANSFER ST	WASTE JUNE FUEL BILL	6,184.85
	COLE TRUCK PARTS INC	533-343-02	MAINTENANCE TRUCK/TR	V-Ribbed belts for R-9	136.10
	ENCOVA INSURANCE	533-226-00	INSURANCE & BONDS	WCB1005474 4-2-21 TO 7-1-2	823.72
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WASTE JULY 2021 INSURANCE	832.00
		533-105-00	GROUP INSURANCE	WASTE JULY 2021 RETIREE'S	232.00
	MATHENY MOTOR TRUCK CO	533-343-02	MAINTENANCE TRUCK/TR	GASKET FLANGE	4.88
	NAPA-AMTOWER AUTO SUPPLY	533-459-00	NEW EQUIPMENT	Sleeved retainer	6.56
		533-343-02	MAINTENANCE TRUCK/TR	Fuel, oil, & coolant	81.07
		533-343-00	EQUIPMENT MAINTENANC	BATTERY FOR BACKHOE	149.18
		533-343-02	MAINTENANCE TRUCK/TR	ENGINE COOLING FILTE	27.00
	JERRY W RICE	533-460-00	TIPPING FEES	44 units Refrig. Evac	1,100.00
	WESTFIELD INSURANCE	533-226-00	INSURANCE & BONDS	4-1-21 TO 4-1-22 QTRLY PLA	193.74
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBU	345.53
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	339.99
	DISBURSEMENTS ACCOUNT-ALL DE	533-105-00	GROUP INSURANCE	WAS 2021 PAYFLEX HSA CONTR	3,000.00
	SYLVESTER W. LOWTHER	533-343-02	MAINTENANCE TRUCK/TR	Hose end's for R-19	243.03
	CITIZENS BANK OF WV	533-459-00	NEW EQUIPMENT	WAS 2018 GARBAGE TRK JUL 2	2,239.50
		533-459-00	NEW EQUIPMENT	WAS AUG 2021 CLOSED TOP TR	1,120.97
		533-459-00	NEW EQUIPMENT	WAS JUL 2021 CLOSED TOP TR	1,120.97
	SPRINT	533-213-00	UTILITIES	ALL DEPT JULY GEOTAB	119.58
	COMMUNITY BANK	533-459-00	NEW EQUIPMENT	WASTE AUG 2021 ROAD TRACTO	2,304.61
		533-459-00	NEW EQUIPMENT	WAS JULY 2021 2019 INTERNA	2,304.61
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	214.93
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	211.49
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	50.26
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	49.46
	PEOPLES NATURAL GAS	533-213-00	UTILITIES	200008184349 WASTE COLL	29.41
	TIRE AND RUBBER INC	533-460-00	TIPPING FEES	JUN 2021 TIRE & CD DISPOSA	26,103.38
	PAYFLEX	533-105-00	GROUP INSURANCE	WAS JULY 20201 HSA FEES	6.50
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	JUNE 2021 TIPPING FEES	59,323.50
	NEWLONS INTERNATIONAL SALESL	533-343-02	MAINTENANCE TRUCK/TR	2 GUIDES	185.40
		533-343-02	MAINTENANCE TRUCK/TR	MOTOR MOUNT FOR R9	248.45
	BASKIN TRUCK SALES	533-459-00	NEW EQUIPMENT	2001 STERLING TRUCK	18,500.00
	SHERIFF OF UPSHUR COUNTY	533-999-00	MISCELLANEOUS TRANSP	SUR 39.439 2021 FIRE FEE M	5.00
	FRONTIER	533-213-00	UTILITIES	472-4443-101915-4 WASTE	64.89
		533-213-00	UTILITIES	472-4443-101915-4 WASTE	64.89
	TRAVELERS INSURANCE	533-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	1,980.76
		533-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	978.90
	**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	6,855.29
				TOTAL:	137,992.90

WASTE OFFICE/BOARD	RECORD-DELIA NEWSPAPER	534-999-00	GEM & ADM MISC BILLI	AD FOR ENGINEERING FIRMS	54.99
		534-999-00	GEM & ADM MISC BILLI	BIDS FOR SURVEYING	60.73
	GATES SUPPLY	534-999-00	GEM & ADM MISC BILLI	YELLOW INK FOR PLOTTER	21.14
	ENCOVA INSURANCE	534-226-00	INSURANCE & BONDS	WCB1005474 4-2-21 TO 7-1-2	36.22
	PITNEY BOWES INC	534-218-00	POSTAGE	JUL 2020 PERMIT POSTAGE	1,044.02
	CITY OF BUCKHANNON GENERAL F	534-999-00	GEM & ADM MISC BILLI	JULY 2021 LETTER OF CREDIT	57.19
	WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WASTE JULY 2021 INSURANCE	814.75
		534-105-00	GROUP INSURANCE	WASTE JULY 2021 RETIREE'S	232.00
	WESTFIELD INSURANCE	534-226-00	INSURANCE & BONDS	4-1-21 TO 4-1-22 QTRLY PLA	207.50
	WV STATE AUDITOR'S OFFICE EL	534-223-00	PROFESSIONAL SERVICE	2020 CPA FINANCIAL AUDIT	169.75
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	405.60
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	460.19

disbursements 07/01/2021- 7/31/21

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	131.04
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	102.40
	PUBLIC SERVICE COMMISSION	534-353-00	PSC ASSESSMENTS	WAS INTRASTATE REV ASSESSM	6,609.91
	PAYROLL ACCOUNT (ALL DEPTS)	534-999-00	GEM & ADM MISC BILLI	JUNE 2021 AA FEES	204.86
	DISBURSEMENTS ACCOUNT-ALL DE	534-105-00	GROUP INSURANCE	WAS 2021 PAYFLEX HSA CONTR	2,500.00
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	JUN 2021 CREDIT CARD FEES	916.22
	TOSHIBA FINANCIAL SERVICES	534-999-00	GEM & ADM MISC BILLI	CITY HALL COPIER LEASE	139.03
	RAVEN ROCK NETWORKS INC	534-999-00	GEM & ADM MISC BILLI	CAMERA'S WORK ON JAY'S LAP	155.63
		534-999-00	GEM & ADM MISC BILLI	JUL 2021 SERVICE CONTRACT	212.50
		534-999-00	GEM & ADM MISC BILLI	SAFETY CLIME GEAR TOWERS	374.75
	DLT SOLUTIONS LLC	534-999-00	GEM & ADM MISC BILLI	AUTOCAD RENEW SOFTWARE	780.23
	COMMUNITY BANK	534-459-00	NEW COMPUTER CAPITAL	ACCT#771901071 AUG COMP SR	385.83
		534-459-00	NEW COMPUTER CAPITAL	ACCT#771901071 JUL COMP SR	385.83
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	409.55
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	348.52
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	95.78
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	81.50
	RELIANCE INS - (DENTAL VISIO	534-999-00	GEM & ADM MISC BILLI	WAS JULY 2021 WITHHOLDING	1.15
	H-D MEDIA COMPANY LLC	534-999-00	GEM & ADM MISC BILLI	AD ON CALL ENGINEERING FI	86.96
	PAYFLEX	534-105-00	GROUP INSURANCE	WAS JULY 20201 HSA FEES	6.50
	DAYTON ASSOCIATES OF W.R. HA	534-999-00	GEM & ADM MISC BILLI	HARDWARE MAINT AGREEMENT	483.75
	UPSHUR COUNTY CLERK	534-999-00	GEM & ADM MISC BILLI	ESTATE LIEN LOWMAN	5.00
		534-999-00	GEM & ADM MISC BILLI	ESTATE LIEN GIFFORD	5.00
	TYLER TECHNOLOGIES INC	534-999-00	GEM & ADM MISC BILLI	UTILITY BILLING NOTIFICATI	51.85
		534-999-00	GEM & ADM MISC BILLI	2 THERMAL RECEIPT PRINTER	626.50
		534-999-00	GEM & ADM MISC BILLI	JUL 1-2021-6-30-2022 YRLY	6,577.19
		534-999-00	GEM & ADM MISC BILLI	AUTO PAY,IVR, BILLING SITE	1,708.44
	ROSSMAN & CO/PCB CORP	534-999-00	GEM & ADM MISC BILLI	DEBT COLLECTION	16.50
	FORMAX INC	534-999-00	GEM & ADM MISC BILLI	SERVICE CONTRACT RENEWAL	328.00
	TRAVELERS INSURANCE	534-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	1,980.76
		534-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	978.90
	SUDDENLINK	534-999-00	GEM & ADM MISC BILLI	JULY 2012 INTERNET	32.11
	**PAYROLL EXPENSES			7/01/2021 - 7/31/2021	12,235.26
				TOTAL:	42,521.55

A motion to approve the July 2021 Financial Report was made by Albaugh/Skinner. Motion carried.

D. Department Reports

D.1 Recycling Center Report – Jerry Arnold reviewed the following Recycling Center Report:

City of Buckhannon
Recycling Center
DATE: July-21

Inventory & Balance Sheet

	Uproc.	Proc.	Total
ONP	0.75	2.96	3.71
OCC	1.25	14.06	15.31
MGOP	0.9	0	0.9
STEEL	0.65	1.3	1.95
ALUM.	0.25	1.02	1.27
E-WASTE	0.18	1.11	1.29
Pete #1	0.18	0	0.18
No. 2	0.2	0.94	1.14
Total	4.36	21.39	25.75

Inventory 8/1/21	25.75
Inventory 7/1/21	63.18
Diff.	-37.43
Loads Shipped	83.83
Total Diff. Inventory & Loads Shipped	46.4
Total Received	46.4
Less Garbage	0
Total	46.4

Residential Curbside
1480

Appliances	Iron	Total	Total \$
51740	4780	56520	\$3,535.60

Yard Debris
5000

D.2 Transfer Station Report – Jerry Arnold reviewed the following Transfer Station Report:

City of Buckhannon
Transfer Station Totals

July 2021

Total Transactions	3616
Total Weight	1542.67
Total Cash Received	\$44,030.83
Total City Trucks	\$67,871.00 943.29 tons
Total Charge	\$26,118.92
Grand total	\$138,020.75

Total C/D Material 373.48

Total Commercial/Residential 1169.19

Bulky Goods	Steel	Waste	Total
	2.26	4.3	6.56

MONTHLY TONNAGE REPORT															Revised June 2005 Effective July 1, 2005 Due by the 20th of the following month			
Facility Name					Submit according to 33CSR1 (4.12.b)					Month					JULY			
Address					Telephone					Fax					Year			
Waste Collection Board-City of Buckhannon					SWF5025-99					304-472-4620					2021			
70 E Main St., Buckhannon, WV 26201																		
Source of Solid Waste (city or county or state)	Residential Waste	Commercial Waste	Industrial Waste	Construction Demolition (C/D)	Petroleum Contaminated Soil (PCS)	Sewage Sludge	Industrial Sludge	Other Special Waste	Misc	Bulky Goods Disposed in Landfill	Waste Tires (tons) Disposed in Landfill	Free Day Tons	Other Fee Exempt Tons	Total Tons Disposed	In State	Out of State	PCS*	Shredded Waste/Tires
Barbour County	5.4	3.04		4.66				0						13.1				0.02
Braxton County	0.38	1.5		0.18										2.06				0
Gilmer County	3.14			2.77										5.91				0
Harrison County	2.23	0	0	3.93										6.16				0
Lewis County	52.5	8.18		35.64				0						96.32				0.22
Out of Shed	3.01	0	0	25.26				0						28.27				0
Randolph County	0.87	0		2.28										3.15				0
Upshur County	727.46	348.54		298.49				4.48	0	2.26				1381.23				1.76
Webster County	4.2			0.27	0									4.47				0
In State Tons	799.19	361.26		373.48				4.48	0	2.26	0			1540.67				2
Out of State Tons														0				
Total Tons Disposed														1542.67				
Hazardous waste exclusion efforts and results:															Total Exempt Tons			
*If Petroleum Contaminated Soil is used as alternative daily cover, do not double count it in your monthly tonnage totals. For information, consult the Department of Environmental Protection's Special Waste Policy.															Total Tons Disposed Against Monthly Permitted Capacity			

**Waste Tires by Tons - Disposed in Landfill - Whole waste tires collected by the Department of Environmental Protection may be disposed of in a landfill, in accordance with 33CSR5 Subdivision 3.1.e.
Waste Tires are not exempt from the calculation of monthly tonnage limits or any solid waste disposal assessment fees, except shredded waste tires or tire derived material used as alternative daily cover or select waste.

Submit completed monthly tonnage report to: Original - WVDEP, Solid Waste Permitting Unit, 601 57th Street, Charleston, WV 25304
Copy - Solid Waste Management Board, 601 57th Street, Charleston WV 25304 or jborowski@wvswmb.org
Questions? Call the DEP at (304) 926-0465, ext 1295 Copy - Public Service Commission, Utility Division, 201 Brooks Street, Charleston, WV 25323-0612 or bflenner@PSC.state.wv.us
Copy - Applicable County or Regional Solid Waste Authority

Based upon my inquiry, I, the undersigned, hereby certify under penalty of law, that the information on this report is true, accurate and complete.

Signature of Principal Officer in charge of facility Date

D.3 Waste Collection Report – Jerry Arnold discussed the problems the department is having with the newer equipment (emissions engine equipment causing problems) and his attempts to purchase older used equipment for the Waste Department. Jerry feels that the department will eventually catch up with the equipment problems, but it will take 2 or 3 years to do so.

E. Correspondence and Information

E.1 Bid Opening Results for Professional Surveying Services to Accept Potesta & Associates, Inc.

City of Buckhannon
Professional Survey Services
Multiple FEMA and City-owned Parcels and the
Establishment of Horizontal & Vertical Control Benchmarks

Bid Opening Sign-in and Results Sheet - July 1, 2021 at 1:30 PM EST

Name	Company	Email Address	Contact Phone Number	Addendum No. 1 Questions & Comments Letter No. 1 (Y / N)	Base Bid - Professional Surveying Services	Deductive Alternate No. 1 - Removal of Item Q from the Base Bid	Deductive Alternate No. 2 - Removal of Item B from the Base Bid	Deductive Alternate No. 3 - Removal of Item P from the Base Bid
Jay Hollen	City of Buckhannon, WV	jay.hollen@buckhannonwv.org	304-472-1651, x1006					
Shayla Gowers	City of Buckhannon, WV	shayla.gowers@buckhannonwv.org	304-472-1651, x1015					
Amby Jenkins	City of Buckhannon, WV	amby.jenkins@buckhannonwv.org	304-472-1651, x1016					
	Mountain State Land Surveying			Y	\$37,800.00	\$2,820.00	\$1,650.00	\$1,360.00
Jason Litter	Civil & Environmental Consultants, Inc.		304-933-3119	Y	\$30,800.00	\$8,500.00	\$500.00	\$1,600.00
	Potesta & Associates, Inc.			Y	\$23,850.00	\$4,800.00	\$600.00	\$1,350.00

 = Corrected Bid due to calculation error

Based upon the review of all of the bids received and per the information contained in Addendum No. 1 - Questions and Comments Letter No. 1, the Apparent Low Bidder for the Professional Surveying Services for the City of Buckhannon is Potesta & Associates, Inc. with a Base Bid of \$23,850.00



ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
REQUEST FOR PROFESSIONAL SURVEYING SERVICES FOR
MULTIPLE FEMA SITES AND THE
ESTABLISHMENT OF HORIZONTAL & VERTICAL CONTROL BENCHMARKS

The City of Buckhannon (City) will accept sealed bids for the City’s Surveying Services Project, hereinafter referred to as the Project, which includes providing professional surveying services, the physical surveying of fifteen (15) properties, the setting of iron pins at each property corner (where applicable), the preparation and execution of all survey plats, the establishment of three (3) horizontal & vertical control benchmarks and all other tasks identified in the Request for Professional Surveying Services Letter necessary for the completion of the Project, until 1:30 PM EST on July 1, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

At a minimum, the Project shall consist of the following:

1. The successful Bidder shall ensure that all horizontal data shall be provided in NAD83 WV South State Plane Coordinates and the vertical datum, where applicable, shall be provided in NAVD 88, Geoid 12B or the latest Geoid format.
2. The successful Bidder shall prepare, execute and stamp (by a Professional Surveyor) all site surveys plats, which shall include all metes & bounds, that shall be submitted to the City in a format that will allow the City to record the executed & stamped site survey plats at the Upshur County Courthouse.
3. The successful Bidder shall submit all site surveys to the City in an AutoCAD .dwg file format, or other CADD-based file formats acceptable to the City Engineer, for use by the City as detailed in Item No. 4 below. The site surveys of each survey site shall contain the following:
 - a. GPS coordinates of each property corner,
 - b. Northing and Easting coordinates of each property corner,
 - c. The elevation at each property corner.
4. The successful Bidder shall submit the electronic site surveys in a format so that each respective site survey is “situated” in the West Virginia South State Plane Coordinates System so that it can be directly inserted into the City’s existing electronic mapping without additional data manipulation by the City.

5. It is understood that the City hereby grants, or shall obtain written authorization (if the site is not owned by the City) that permission has been duly granted for a Right-of-Entry by the successful Bidder, agents, staff, consultants and subcontractors for the purpose of conducting the field surveying services phase to the Project.
6. The successful Bidder shall provide the necessary office services and Court House research of each property to be surveyed.
7. The successful Bidder shall provide the necessary field services of the property to be surveyed.
8. The successful Bidder shall be responsible for the setting of iron pins, to be set in concrete, at all property corners where no iron pins exist.
9. The successful Bidder shall be responsible for the preparation of a Description of Survey for all surveyed sites, complete with metes & bounds.

It should be noted that all fees, including but not limited to hotel costs (upon written approval from the City), mileage, administration fees, equipment fees, per diem and/or any other miscellaneous charges shall be included in the Base Bid (Items A. through Q.).

The Request for Professional Surveying Services Letter may be obtained from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon request and shall be provided in electronic PDF format. The Request for Professional Surveying Services Letter shall be available on June 10, 2021.

All clarifications, questions or comments regarding the contents of the Request for Professional Surveying Services Letter shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:00 PM EST on June 21, 2021.

For the purpose of this Project, the Official Bid Form shall be used when submitting a bid. In addition, the Prospective Bidder's Professional Surveyor license (and/or certification) shall be submitted with the Official Bid Form. Failure to use the Official Bid Form or failure to provide the Professional Surveyor License may result in the bid being considered non-responsive and rejected.

Submitted bids received by the City may not be withdrawn for a period of (60) days.

All sealed bids shall have the following information in the lower-left corner for the bid:

Contract No. 1 – Professional Surveying Services Bid

"Name and Address of Bidder"

Each sealed bid shall may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE - City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

The Director of Public Works and the City Engineer shall evaluate all bids received based upon price, conformance to the Request for Professional Surveying Services Letter, customer satisfaction, service availability and general suitability for the intended use.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the Apparent Low Bidder and to waive any informality in bidding. The City also reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City reserves the right to terminate the Contracts at any time due to noncompliance with the Request for Professional Surveying Services Letter.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

RD Run 6/10/21 & 6/17/21

E.2 Notice Accepting Bids for Closed Top Transfer Trailer

The City of Buckhannon Waste Collection Board will be accepting sealed bids for (1) 75 cu. Yd. Closed Top Transfer Trailer. Bids will be received until Monday August 2, 2021 at 1:00 PM. Bid specifications

may be obtained at Buckhannon City Hall (Mon.-Fri. 8:30am to 4:30pm). All bids must be placed in a sealed envelope and clearly marked as “Sealed Bid for 75 yd. Closed Top Transfer Trailer”. Bids may be mailed to:

City of Buckhannon

“Sealed Bid Trailer”

70 East Main St.

Buckhannon, WV 26201

All bids shall include delivery to City of Buckhannon. The City of Buckhannon reserves the right to reject any and all bids.

Publish RD dates 07/06/21 & 07/13/21

City of Buckhannon
Waste Collection

75 yd. Closed Top Trailer Bid Specifications

STEEL EJECTOR CLOSED TOP

QUANTITY:	ONE (1)	CUBIC YARDS:
BODY TYPE:	STEEL	
LENGTH:	38'-6" X 96" WIDE	
SIDES:	96" X 10 GA. 50,000# MIN. YIELD, LAST 80-3/4" 3/16"	
TOP RAIL:	4" X 3" X 3/16" STRUCTURAL TUBE	
SIDE POSTS:	6" X 10 GA. ON 24" CENTERS	
REAR POST:	4" X 3" X 3/8" STRUCTURAL TUBE	
BOX BRACING:	ONE ROW EACH SIDE / TRIPLED LAST 8 POSTS	
CLEANER PL. :	OUTSIDE	
GRABBERS:	(To current compactor specifications)	
ROOF:	10 GA. LAST 72" 3/16"	
ROOF POSTS:	6" X 10 GAUGE ON 24" CENTERS	
ROOF BOXES:	ONE ROW CENTER, DOUBLE ROW LAST 8 POSTS	
FLOOR:	3/16" 50,000# MIN. YIELD	
CROSSMEMBER:	4" JR I-BEAM 12" O.C.	
FLOOR GUIDE:	4" X 3" X 1/4" ANGLE W/ 5" FABRICATED SHELF	
BLADE:	10 GAUGE W/ 1/4" AR-400 WELD ON SLIDES	
CYLINDER:	95-384 W/ MID CYLINDER SUPPORT	
TAILGATE:	Door on Door (opening to mate customers compactor)	
CHASSIS:	10" X 17# I-BEAM REAR TO LANDING GEAR	
AXLES:	TP 5" ROUND, 5/8" WALL, 25,000# CAPACITY	
BRAKES:	16-1/2" X 7" AIR W/ AUTO SLACK ADJUSTERS	
	4S/2M ABS BRAKE SYSTEM	
WHEELS:	10 HOLE, HUB PILOTED, OUTBOARD DRUMS	
RIMS:	8.25" X 24.5" TUBELESS STEEL DISC	
TIRES:	YOKOHAMA RY023 11R24.5 16 PLY	
SUSPENSION:	HUTCH CH9700 50,000# CAPACITY	
KING PIN:	36" ON A 3/8" PIN PLATE	
FIFTH WHEEL HT.:	49" STANDARD	
LANDING GEAR:	2 SPEED HEAVY DUTY	
LIGHTS:	LED MOUNTED IN BODY	
FLAPS:	I.C.C.	

BUMPER:	I.C.C.
OIL TANK:	Top mounted, Front
OIL FILTER:	yes
CONTROL VALVE:	SINGLE SPOOL
HYD. FITTINGS:	(1) 5100-S5-16B PRESSURE (2) 5100-S2-20B RETURN
HYD. HOSES:	(1) 1" X 108" (2) 1-1/4" X 108"
PAINT:	Dark Blue
OPTIONS:	

All bids shall include delivery to the City of Buckhannon, WV.

E.3 Notice Accepting Applications for Position of Full-Time Laborer/Truck Driver

The City of Buckhannon Waste Collection Department is accepting applications until Friday, July 23, 2021 for the position of full-time laborer/truck driver.

Benefits include health insurance and participation in the Public Employee Retirement System.

Candidates must:

- Be 18 years of age or older.
- Possess a valid WV Class B commercial driver license.
- Possess a High School diploma or equivalent.
- Be in good physical condition. This job includes, but is not limited to, lifting up to 50 pounds and climbing.

Eligible candidates will be subject to a background check and drug test.

Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm.

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons.

Amberle Jenkins
Assistant Recorder

Publish RD dates 07/10/21 & 07/17/21

F. Consent Agenda

F.1 Approval of Minutes of 07/01/2021

Motion to approve the Minutes of 07/01/2021 was made by Albaugh/Skinner. Motion carried.

G. Strategic Issues for discussion and/or vote

G.1 Approval to Recommend to City Council Bid Opening Results On-Call Engineering Services - City Engineer Jay Hollen mentioned that this item should have been noted as a discussion and then he provided an update on the need for the On-Call Engineering Services noting that his top 3 choices are, in no particular order, Thrasher, Potesta, and CEC while Jerry Arnold's are, in no particular order, Alpha Associates, Potesta, and CEC. The Mayor's choices at this time are, in no particular order, Thrasher, Potesta, and CEC. The Mayor will complete his actual rankings for the final recommendation which will go to Council. Jay and Jerry explained that this is a new process to better streamline the City's engineering service needs. No further action on the item was necessary.

G.2 Approval to Purchase a Used Truck - No action was necessary.

G.3 Approval to Hire Jacob Leichter as a Full-Time Mechanic Helper at his current rate of pay - Jerry Arnold explained that he was planning to take the Supervisor's position and duties of the Waste Department until his retirement and that he would like to use some of the savings of not hiring a new supervisor to make a few changes within the department with the

employees. One such change is naming Jacob Leichliter a full-time mechanic’s helper at his current pay rate plus the normal benefits full-time employees receive.

Motion to hire Jacob Leichliter as a full-time mechanic’s helper at his current rate of pay was made by Albaugh/Skinner. Motion carried.

G.4 Discussion/Possible Vote on the New Waste Collection Employee Assignments - Jerry Arnold distributed his Waste Collection Employee Assignment chart and a recommendation of certain pay adjustments for review and discussion. Mayor Skinner led a discussion about a pay increase for Mr. Arnold, which was not reflected in the proposal. Mr. Arnold is not asking for an increase even though he is assuming more responsibility as the Supervisor. The Mayor would like the situation concerning Mr. Arnold’s compensation to be monitored.

Motion to accept the new Waste Collection employee assignments and pay adjustments as recommended by Jerry Arnold was made by Albaugh/Skinner. Motion carried.

G.5 Approval of Bid Opening Results for New Closed Top Transfer Trailer - Jerry Arnold explained the bid opening noting that it was held yesterday at 1:00 PM and he was present for it along with Brad Hawkins, Barbara Hinkle and Amby Jenkins. They received just one bid which was from KNL Holdings/Stenco, Inc. Jerry explained all elements of the bid noting the delivery time for the trailer is 26 to 30 weeks. Total of the bid is \$65,848.00.

Motion to accept the bid from KNL Holdings/Stenco, Inc, for a closed top transfer trailer for \$65,848.00 was made by Albaugh/Skinner. Motion carried.

STEEL EJECTOR TRANSFER TRAILER
CLOSED-TOP

KNL HOLDINGS / STECO, INC.
603 N 3RD AVE
PARAGOULD AR 72450

870-236-7753
870-239-2130 (FAX)

QUOTE #0721-ST06

DELIVERY DATE: 26 to 30 weeks

CITY OF BUCKHANNON
70 EAST MAIN ST
BUCKHANNON, WV 26201

CONTACT: JERRY ARNOLD
TELEPHONE: 304-472-1651 ext 1000
FAX:

QUANTITY	ONE (1)	
BODY TYPE	SEC3896	
LENGTH	38'6"	
WIDTH (OVERALL)	96"	
SIDES	96" X 10 GAUGE, LAST 10' X 3/16" 50,000#	
TOP RAIL	4" X 3" X 3/16" STRUCTURAL TUBE	
SIDE POSTS	6" WIDE FORMED CHANNEL 10 GAUGE ON 24" CENTERS	
BOX BRACING	SINGLE ROW FULL LENGTH, TRIPLE ROW LAST 14'	
CLEANER PLATES	OUTSIDE (X) INSIDE (X)	
ROOF	10 GAUGE, LAST 10' X 3/16" 50,000#	
ROOF POSTS	6" WIDE FORMED CHANNEL 10 GAUGE ON 24" CENTERS	
ROOF BOX BRACING	SINGLE ROW, DOUBLE LAST 14'	
FLOOR	3/16" FULL LENGTH 50,000#	
CROSSMEMBERS	4" JR. I-BEAMS ON 12" CENTERS	
BLADE	10-GAUGE FACE W/ 1/4" AR-400 WELD ON SLIDES	
HOOK ROLLER & GUIDE	NO	
CYLINDER	9" / 5 STAGE (95-384)	
MID-CYLINDER SUPPORT	YES	
TAILGATE	"DOOR N DOOR" TO FIT COMPACTOR, HINGED CURB SIDE	
BULKHEAD	NO	
LADDER	NO	
CATWALK	NO	
LONGITUDINALS	10" X 17# / FT I-BEAM REAR TO LANDING GEAR	
AXLES	TP 5" ROUND X 5/8" WALL / 25,000# CAPACITY / 71 1/2" TRACK	
BRAKES	16 1/2" X 7" AIR, WITH AUTO SLACK ADJUSTERS	
ANTI-LOCK SYSTEM	4S/2M ABS	
WHEELS	10 STUD HUBS, OUTBOARD DRUMS (HUB PILOTED, UNI-MOUNT)	
RIMS	8.25" X 24.5" TUBELESS STEEL DISK	
TIRES	11R 24.5" 16 PLY GENERAL S371 RADIAL	
SUSPENSION	HUTCH CH9700 / (50,000#) CAP	
LIFT AXLE(S)	NO	
KING PIN	36" SETTING ON 3/8" PLATE	
FIFTH WHEEL HEIGHT	49" STANDARD	
LANDING GEAR	HOLLAND MARK V, TWO SPEED, HEAVY DUTY	
TIRE CARRIER	NO	
LIGHTS	TRUCK-LITE LED SEALED SYSTEM	
MUD FLAPS	RUBBER REAR	
BUMPER	I.C.C.	
HYDRAULIC FITTINGS	5100-S5-16B (PRESSURE) / (2) 5100-S2-20B (RETURN)	
HYDRAULIC HOSES	1" X 108" (PRESSURE) / (2) 1 1/4" X 108" (RETURN)	
OIL TANK (FILTER & OIL)	YES - FRONT TOP MOUNT	
PAINT	DARK BLUE	
OPTIONS	FLOOR GUIDE - 4"x 3"x 1/4" ANGLE W/ 5" FABRICATED SHELF	
	DOOR AND GRABBER TO MEET COMPACTOR SPECS	
	SINGLE SPOOL VALVE	

ALL QUOTES SUBJECT TO CHANGE AFTER 10 DAYS

TOTAL W/ OPTIONS
FEDERAL EXCISE TAX
FREIGHT (FOB - BUCKHANNON WV)
TOTAL ONE UNIT
NO. OF UNITS
TOTAL PRICE
DEPOSIT (10% REQUIRED)
BALANCE DUE

\$63,998.00
\$0.00
\$1,850.00
\$65,848.00
1
\$65,848.00
\$6,584.80
\$59,263.20

PO NUMBER

CUSTOMER SIGNATURE INDICATES ORDER ACCEPTANCE AND
RECEIPT OF **TERMS AND CONDITIONS**

DUSTIN WILLIAMS

G.6 Discussion Waste Collection Rate Increase - Amby recommended that we begin the preparations for a rate study for a possible Waste Collection rate increase, noting that any rate increase would not be considered for several months. The Mayor recommended that we table the matter under 2022. No further action was taken.

G.7 City Hall Office Staff Operations -

Motion was made to enter into Executive Session at 8:38 a.m. to discuss personnel matters per WV Code § 6-9A-4 by Skinner/Albaugh. Motion carried.

Motion was made to exit the Executive Session at 8:58 a.m. by Skinner/Albaugh. Motion carried

Motion to accept the recommendations of Amby Jenkins concerning City Hall Office Staff Operations and new pay scale for the City Hall Staff, with the two recommendations made by the Mayor, was made by Albaugh/Skinner. Motion carried

H. Board Members Comments and Announcements

Albaugh - Mary Albaugh gave her farewell remarks as she is preparing to resign from City Council and move to Georgia to be nearer to her family. She expressed her love for the Waste Department and the employees of not only this department but all City departments.

Arnold - Jerry Arnold thanked Mary for her service to the city.

Randall – Absent.

Mayor Skinner - The Mayor also thanked Mary for her service to the city.

I. Executive Session -Personnel Matters Per WV Code § 6-9A-4 - Action taken earlier.

J. Adjournment

There being no further business to be transacted, motion to adjourn at 9:05 a.m., was made by Albaugh/Skinner. Motion carried.

Mayor Robert Skinner III

City Recorder Randall H. Sanders
