

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, March 17, 2022, at 7:30 a.m., in Council Chambers, by phone and GoToMeeting (GTM). The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present – by GTM
Board Member	Gene Frye	Present
Board Member	Phil Loftis	Present
Sanitary Superintendent	Ethan Crosten	Present
City Attorney	Tom O’Neill	Absent

Guests – None

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
Meeting Agenda for Thursday, March 17, 2022***

- 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 Debra Green
- C. Finance Report-Amby**
 - C.1 February 2022
- 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 Pump Station Generator Update
 - D.8 New Employee Hired
- E. Stormwater Issues for Discussion and/or Vote**
 - E.1
- F. Correspondence and Information**
 - F.1 Tennerton P.S.D. Meeting Minutes –February 2022
- G. Consent Agenda**
 - G.1 Approval of Minutes 01/20/2022 and 02/17/2022
- H. Strategic Issues for Discussion and/or Vote**
 - H.1 Request Reimbursement 5 Third Street
 - H.2 American Rescue Plan Act (ARPA) Projects
 - H.3 12 Myrna Street Claim Reopened
 - H.4 Approval Bore for the Water Department
 - H.5 Solar Power Investigation
 - H.6 Mark Carroll –Mudlick Road- Sewer Extension Agreement Adjustment
 - H.7 Mon Power Electric Bill Increase and Reimbursement
 - H.8 Approval Pay Increase Cody Tenney –Mapping Coordinator
 - H.9 Approval Pay Increase Garrett Walton-Equipment Operator
- I. Board Members Comments and Announcements**
- J. Adjournment**

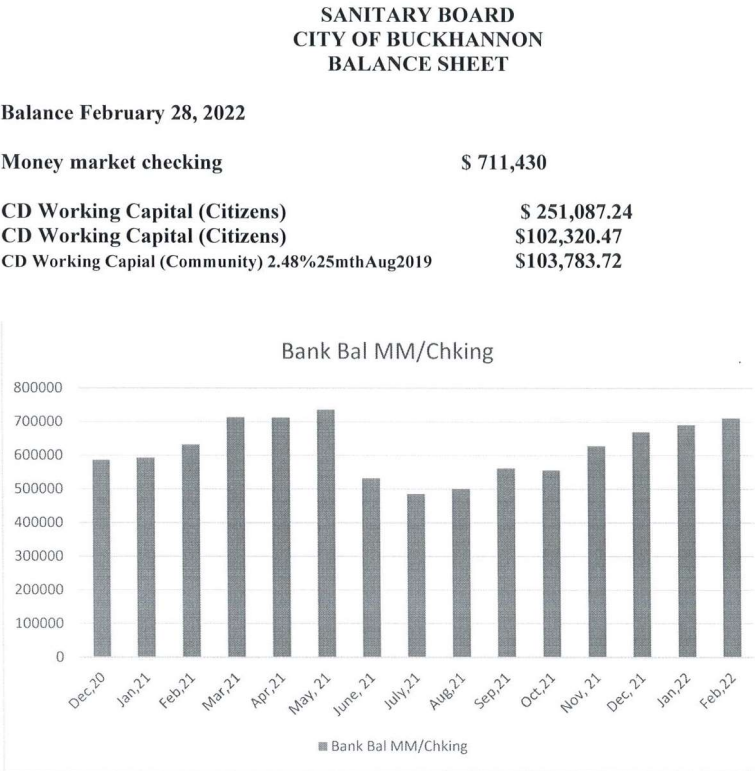
Posted 03/11/2022

A. Call to Order - The meeting was called to order at 7:33 am by Mayor Robbie Skinner who asked all to join him in a Moment of Silence followed by the Pledge to the Flag of the United States of America.

B. Recognized Guests
B.1 Debra Green - Absent

C. Finance Report - Amby Jenkins

C.1 January 2022 – Mrs. Jenkins provided the February 2022 finance report as follows:



STORMWATER FUND
Balance January 31, 2022 \$149,128.38

3-16-2022 12:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: FEBRUARY 28TH, 2022				
401-SANITARY		% OF YEAR COMPLETED: 66.67				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	720.00	5,760.00	0.00	(4,760.00)	576.00
TOTAL OTHER FEES	1,000	720.00	5,760.00	0.00	(4,760.00)	576.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	164,579.89	1,262,201.13	0.00	537,798.87	70.12
TOTAL UTILITY BILLINGS	1,800,000	164,579.89	1,262,201.13	0.00	537,798.87	70.12
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSMPT SURC BILLIN	0	0.00	0.00	0.00	0.00	0.00
401-351-200-00 WST RD EXTEN SURCH BILLIN	0	250.00	750.00	0.00	(750.00)	0.00
401-352-000-00 INCOME FROM TENNERTON PSD	200,000	23,467.61	201,683.15	0.00	(1,683.15)	100.84
TOTAL HEALTH AND SAFETY	200,000	23,717.61	202,433.15	0.00	(2,433.15)	101.22
CHARGES FOR SERVICES						
401-362-000-00 DUE FROM GEN FUND-STORM S	0	0.00	0.00	0.00	0.00	0.00
401-362-000-01 SEPTAGE HAULERS	40,000	1,860.00	23,731.00	0.00	16,269.00	59.33
401-362-000-02 PROJECT MANAGEMENT FEES	0	4,276.12	35,956.29	0.00	(35,956.29)	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	6,136.12	59,687.29	0.00	(19,687.29)	149.22
GRANTS						
401-368-000-00 CONTRIBUTION REVENUE	0	0.00	0.00	0.00	0.00	0.00
401-368-000-02 CONTRIB IN AID 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						
401-370-000-01 LATE CHARGES	23,000	2,189.10	19,796.98	0.00	3,203.02	86.07
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,189.10	19,796.98	0.00	3,203.02	86.07
OTHER REVENUE						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	350	0.00	143.42	0.00	206.58	40.98
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	0	0.00	450.00	0.00	(450.00)	0.00
401-399-000-00 MISCELLANEOUS	1,000	0.00	6,489.08	0.00	(5,489.08)	648.91
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	1,350	0.00	7,082.50	0.00	(5,732.50)	524.63
TOTAL REVENUE	2,065,350	197,342.72	1,556,961.05	0.00	508,388.95	75.38

3-16-2022 12:14 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY =====						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	62,000	3,589.72	39,636.46	0.00	22,363.54	63.93
TOTAL SALARIES & BENEFITS	62,000	3,589.72	39,636.46	0.00	22,363.54	63.93
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	24,000	2,026.88	14,652.90	0.00	9,347.10	61.05
TOTAL CONTRACTUAL SERVICES	24,000	2,026.88	14,652.90	0.00	9,347.10	61.05
COMMODITIES						
401-711-313-00 VICKSBURG	14,000	873.82	6,909.83	0.00	7,090.17	49.36
TOTAL COMMODITIES	14,000	873.82	6,909.83	0.00	7,090.17	49.36
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	7,000	699.11	4,028.55	0.00	2,971.45	57.55
TOTAL CAPITAL OUTLAY	7,000	699.11	4,028.55	0.00	2,971.45	57.55
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	205.16	1,160.22	0.00	1,839.78	38.67
TOTAL CONTRIBUTIONS	3,000	205.16	1,160.22	0.00	1,839.78	38.67
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,600	163.18	840.90	0.00	759.10	52.56
401-711-713-00 DEANVILLE	1,000	68.46	422.03	0.00	577.97	42.20
401-711-813-00 ISLAND AVENUE	500	31.03	196.22	0.00	303.78	39.24
401-711-913-00 MADISON STREET	450	32.66	312.21	0.00	137.79	69.38
401-711-914-00 TJM SEWAGE STATION	500	33.00	283.38	0.00	216.62	56.68
401-711-915-00 WESTON ROAD	600	43.08	324.25	0.00	275.75	54.04
401-711-916-00 HAMPTON INN PS	350	28.30	84.40	0.00	265.60	24.11
401-711-917-00 BRUSHY FORK PS	570	42.32	294.11	0.00	275.89	51.60
401-711-918-00 RT 20 SEWER PUMP STATION	200	14.31	77.18	0.00	122.82	38.59
401-711-919-00 1 BUCKHANNON RD	200	26.33	89.51	0.00	110.49	44.76
401-711-920-00 PLANT VEHICLES-2,3,8	22,000	1,865.57	17,117.77	0.00	4,882.23	77.81
401-711-920-01 TENNERTON INTERCEPTOR	5,300	338.48	2,637.67	0.00	2,662.33	49.77
401-711-920-02 NATURAL GAS	3,000	546.75	1,522.00	0.00	1,478.00	50.73
401-711-921-00 BROOKE ST PUMP STA	3,200	312.63	1,966.99	0.00	1,233.01	61.47
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	9.28	103.00	0.00	397.00	20.60
TOTAL NON-OPERATING EXPENSES	39,970	3,555.38	26,271.62	0.00	13,698.38	65.73
TOTAL POWER/FUEL/UTILITY	149,970	10,950.07	92,659.58	0.00	57,310.42	61.79

3-16-2022 12:14 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,600	1,208.22	6,293.13	0.00	2,306.87	73.18
TOTAL COMMODITIES	8,600	1,208.22	6,293.13	0.00	2,306.87	73.18
TOTAL UNIFORMS	8,600	1,208.22	6,293.13	0.00	2,306.87	73.18
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	5,000	42.90	4,806.95	0.00	193.05	96.14
TOTAL SALARIES & BENEFITS	5,000	42.90	4,806.95	0.00	193.05	96.14
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	3.45	41,905.62	0.00	(6,905.62)	119.73
TOTAL CONTRACTUAL SERVICES	35,000	3.45	41,905.62	0.00	(6,905.62)	119.73
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL COMMODITIES	2,000	0.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	750.71	20,488.34	1,946.80	7,564.86	74.78
TOTAL CAPITAL OUTLAY	30,000	750.71	20,488.34	1,946.80	7,564.86	74.78
TOTAL LINES	72,000	797.06	67,200.91	1,946.80	2,852.29	96.04
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	12,000	873.88	9,136.03	0.00	2,863.97	76.13
TOTAL SALARIES & BENEFITS	12,000	873.88	9,136.03	0.00	2,863.97	76.13
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	13,000	1,408.22	19,436.16	99.00	(6,535.16)	150.27
TOTAL CONTRACTUAL SERVICES	13,000	1,408.22	19,436.16	99.00	(6,535.16)	150.27
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	30,000	632.33	5,498.53	0.00	24,501.47	18.33
TOTAL COMMODITIES	30,000	632.33	5,498.53	0.00	24,501.47	18.33
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	43,000	13,035.02	33,940.94	0.00	9,059.06	78.93
TOTAL CAPITAL OUTLAY	43,000	13,035.02	33,940.94	0.00	9,059.06	78.93

3-16-2022 12:14 PM

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CONTRIBUTIONS						
401-714-543-00 TELEPHONE	7,200	407.74	3,565.01	0.00	3,634.99	49.51
TOTAL CONTRIBUTIONS	7,200	407.74	3,565.01	0.00	3,634.99	49.51

NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	12,000	204.42	5,977.10	0.00	6,022.90	49.81
401-714-743-00 TELEMETRY	2,600	179.70	1,437.60	0.00	1,162.40	55.29
TOTAL NON-OPERATING EXPENSES	14,600	384.12	7,414.70	0.00	7,185.30	50.79

TOTAL PLANT	119,800	16,741.31	78,991.37	99.00	40,709.63	66.02
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SALARIES PLANT/LINES
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SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	365,000	21,624.03	220,918.12	0.00	144,081.88	60.53
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	24,854.37	189,133.47	0.00	295,866.53	39.00
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	46,478.40	410,051.59	0.00	439,948.41	48.24

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	46,478.40	410,051.59	0.00	439,948.41	48.24
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SALARIES BOARD/OFFICE
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SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	8,000.00	0.00	4,000.00	66.67
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	150,000	11,425.49	99,878.25	0.00	50,121.75	66.59
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	12,425.49	107,878.25	0.00	54,121.75	66.59

3-16-2022 12:14 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
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401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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CONTRACTUAL SERVICES						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	3,000	0.00	0.00	0.00	3,000.00	0.00

TOTAL SALARIES BOARD/OFFICE	165,000	12,425.49	107,878.25	0.00	57,121.75	65.38
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FICA/INSURANCE
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SALARIES & BENEFITS						
401-718-104-00 FICA TAX	77,500	4,521.72	39,536.74	0.00	37,963.26	51.02
401-718-105-00 HEALTH INSURANCE	163,000	8,739.42	113,917.92	0.00	49,082.08	69.89
TOTAL SALARIES & BENEFITS	240,500	13,261.14	153,454.66	0.00	87,045.34	63.81

TOTAL FICA/INSURANCE	240,500	13,261.14	153,454.66	0.00	87,045.34	63.81
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RETIREMENT
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SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	100,000	5,617.68	47,001.01	0.00	52,998.99	47.00
TOTAL SALARIES & BENEFITS	100,000	5,617.68	47,001.01	0.00	52,998.99	47.00

TOTAL RETIREMENT	100,000	5,617.68	47,001.01	0.00	52,998.99	47.00
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UNEMPLOYMENT/COMPENSATION
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CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,600	1,127.16	10,289.19	0.00	10,310.81	49.95
TOTAL CONTRACTUAL SERVICES	20,600	1,127.16	10,289.19	0.00	10,310.81	49.95

TOTAL UNEMPLOYMENT/COMPENSATION	20,600	1,127.16	10,289.19	0.00	10,310.81	49.95
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BILLING/COMPUTER/DEP INT
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CONTRACTUAL SERVICES						
401-783-232-00 MUN BOND FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

COMMODITIES						
401-783-341-00 BILLING & COLLECTING	46,000	3,208.80	32,920.74	0.00	13,079.26	71.57
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	2,400.00	0.00	1,200.00	66.67
401-783-342-00 NEW COMPUTER CAPITAL OUTL	17,500	830.77	6,333.49	0.00	11,166.51	36.19

3-16-2022 12:14 PM

CITY OF BUCKHANNON
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401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	2,000	0.08	258.27	0.00	1,741.73	12.91
TOTAL COMMODITIES	69,100	4,339.65	41,912.50	0.00	27,187.50	60.65
NON-OPERATING EXPENSES						
401-783-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	69,100	4,339.65	41,912.50	0.00	27,187.50	60.65
OFFICE EXPENSE =====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	29,000	2,656.12	19,269.88	0.00	9,730.12	66.45
TOTAL COMMODITIES	29,000	2,656.12	19,269.88	0.00	9,730.12	66.45
TOTAL OFFICE EXPENSE	29,000	2,656.12	19,269.88	0.00	9,730.12	66.45
PSC ASSESS/DNR PERMIT =====						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	6,000	0.00	7,573.02	0.00 (1,573.02)	126.22
401-797-117-00 DNR PERMIT	3,000	0.00	2,125.00	0.00	875.00	70.83
TOTAL SALARIES & BENEFITS	9,000	0.00	9,698.02	0.00 (698.02)	107.76
TOTAL PSC ASSESS/DNR PERMIT	9,000	0.00	9,698.02	0.00 (698.02)	107.76
PROPERTY INSURANCE =====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	46,500	49.50	25,465.58	0.00	21,034.42	54.76
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	46,500	49.50	25,465.58	0.00	21,034.42	54.76
TOTAL PROPERTY INSURANCE	46,500	49.50	25,465.58	0.00	21,034.42	54.76
RENTS =====						
CONTRACTUAL SERVICES						
401-803-219-00 RENTS	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL RENTS	10,000	0.00	10,000.00	0.00	0.00	100.00

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PROFESSIONAL =====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	44,500	0.00	8,789.83	1,000.00	34,710.17	22.00
TOTAL CONTRACTUAL SERVICES	44,500	0.00	8,789.83	1,000.00	34,710.17	22.00
TOTAL PROFESSIONAL	44,500	0.00	8,789.83	1,000.00	34,710.17	22.00
BOND A =====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65
TOTAL SALARIES & BENEFITS	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65
TOTAL BOND A	171,000	14,144.97	127,644.21	0.00	43,355.79	74.65
BOND B =====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61
TOTAL SALARIES & BENEFITS	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61
TOTAL BOND B	28,000	2,253.00	20,331.06	0.00	7,668.94	72.61
CAPITAL/PROJECTS =====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	150,000	0.00	2,300.00	0.00	147,700.00	1.53
401-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	24,321	0.00	2,203.37	0.00	22,117.63	9.06
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-451-04 FEMA GENERATOR	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	220,000	0.00	41,298.83	0.00	178,701.17	18.77
401-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	51,500	4,475.57	39,241.78	0.00	12,258.22	76.20
401-997-454-01 NEW EQUIP-BORE MACHINE	0	0.00	0.00	0.00	0.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	90,000	0.00	22,860.15	100.00	67,039.85	25.51
401-997-456-00 WESTON ROAD NORTH SIDE	0	150.00	1,745.59	0.00 (1,745.59)	0.00
401-997-456-01 WESTON RD -SOUTH SIDE	0	0.00	0.00	0.00	0.00	0.00
401-997-457-00 CAPITAL PURCHASE	20,980	5,314.42	5,314.42	0.00	15,665.58	25.33
401-997-458-00 EXP BRUSHY FRK TO GEN FUN	0	0.00	0.00	0.00	0.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	556,801	9,939.99	114,964.14	100.00	441,736.86	20.67

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

401-SANITARY

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
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	9,939.99	114,964.14	100.00	441,736.86	20.67
DEPREC/AMORT/CONSTR						
=====						
CAPITAL OUTLAY						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 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
CONTRIBUTIONS						
401-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 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	141,989.76	1,351,894.91	3,145.80	1,335,330.29	50.37
REVENUE OVER/(UNDER) EXPENDITURES	(625,021)	55,352.96	205,066.14 (3,145.80) (826,941.34)	32.31-

SANITARY FEBRUARY 2022 PAYMENT OF BILLS

\$12,254.00 – PRECISION PUMP & VALVE – FLYGT FOR WESTON RD PUMP STATION

\$5,314.42- TATE COMMUNICATIONS- NEW PHONE SYSTEM

03-01-2022 02:50 PM

DISBURSEMENT 2-01-22 TO 2-28-22

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110086407977 DEANVILLE	68.46
		711-313-00	VICKSBURG	110086525471 SYCAMORE	873.82
		711-913-00	MADISON STREET	110087327497 RANDOLPH	32.66
		711-513-00	WOOD/RITCHIE STS	110086976856 WOOD	205.16
		711-916-00	HAMPTON INN PS	110087568348 WBUC RD	28.30
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	31.03
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	33.00
		711-915-00	WESTON ROAD	110087676356 WESTON RD	43.08
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	42.32
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	14.31
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	3,589.72
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	2,026.88
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	163.18
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	26.33
		711-921-00	BROOKE ST PUMP STA	110 100961546 BROOKE ST	312.63
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	9.28
		711-413-00	EAST MAIN ST	SAN ELEC 2/28/22	699.11
	TENNERTON PUBLIC SERVICE DIS GREYLOCK PIPELINE, LLC	711-920-01	TENNERTON INTERCEPTO	WESTON RD BILLING JAN 2022	338.48
		711-920-02	NATURAL GAS	GREYLOCK PIPELINE, LLC	546.75

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DISBURSEMENT 2-01-22 TO 2-28-22

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WORLD FUEL SERVICES, INC.	711-920-00	PLANT VEHICLES-2,3,8	SANITARY FUEL BILL JAN 202	1,865.57
				TOTAL:	10,950.07
UNIFORMS	UNIFIRST CORP.	712-345-00	UNIFORMS	ALL DEPT JAN 2022 UNIFORMS	723.35
	BENNY'S BOOT HILL	712-345-00	UNIFORMS	PCRD-STEEL TOE BOOTS JEFF	159.90
	TRACTOR SUPPLY CREDIT PLAN	712-345-00	UNIFORMS	PCRD-BOOTS MITCHELL & MARS	324.97
				TOTAL:	1,208.22
LINES	FISHER AUTO PARTS INC	713-443-00	EQUIPMENT & MAINTENA	AIR FILTER P-7	43.96
	SOUTHERN STATES COOP INC	713-143-00	FACILITIES MAINTENAN	10 CASES SPRING WATER	42.90
	C.I. THORNBURG CO., INC.	713-243-00	SUPPLIES LINES	FINANCE CHG ON INV S100172	3.45
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	12 QTS 5W20 OIL FOR P-9	31.08
		713-443-00	EQUIPMENT & MAINTENA	OIL FILTER FOR P-7	16.41
		713-443-00	EQUIPMENT & MAINTENA	FLEX PINS & DIRT TOOTH P	57.83
		713-443-00	EQUIPMENT & MAINTENA	HOOD LIFT SUPPORTS	43.12
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	JAN 2022 LOCATE MESSAGE FE	30.23
	BUCKHANNON DISCOUNT TIRE INC	713-443-00	EQUIPMENT & MAINTENA	WVSI FOR P-9	14.00
		713-443-00	EQUIPMENT & MAINTENA	WVSI FOR P-15	14.00
	INDEED.COM	713-443-00	EQUIPMENT & MAINTENA	PCRD-SEWER HELP WANTED AD	500.08
				TOTAL:	797.06
PLANT	BUCKHANNON UTIL BOARDS	714-143-00	FACILITIES MAINTENAN	DISCARD SCRAP MATERIAL	22.45
	A F WENDLING INC	714-143-00	FACILITIES MAINTENAN	CUPS	91.96
	SOUTHERN STATES COOP INC	714-143-00	FACILITIES MAINTENAN	ROCK SALT	41.94
	RITE-WAY HEATING & PLUMBING	714-143-00	FACILITIES MAINTENAN	LIGHT & ELEC SUPP - PLANT	70.33
		714-143-00	FACILITIES MAINTENAN	DRAIN KING FOR PLANT	29.19
		714-443-00	PUMP STATION REPAIR	SPRAY FOAM	17.18
		714-143-00	FACILITIES MAINTENAN	FLEX PIN & DIRT TOOTH	3.99
		714-343-00	EQUIPMENT MAINTENANC	HOSE CLAMP & DRYER HOSE	10.14
	J T MARTIN COMPANY INC	714-343-00	EQUIPMENT MAINTENANC	RECHARGE UNITS & PARTS	215.28
	ADVANCED ANALYTICAL SOLUTION	714-243-00	LAB EXPENSE PLANT	PT TEST 1ST PART 2022	413.22
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	LED SWITCHES; FUSES P-1	35.43
		714-343-00	EQUIPMENT MAINTENANC	OIL & FILTER FOR MULE	22.73
		714-343-00	EQUIPMENT MAINTENANC	OIL FILTER P-9	4.75
		714-643-00	OPERATION PLANT EXPE	2" CLAMPS FOR SHOP	15.36
		714-643-00	OPERATION PLANT EXPE	PB BLASTER; WD40; BUTANE	45.47
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER RENTAL	50.00
	HARBOR FREIGHT TOOLS	714-643-00	OPERATION PLANT EXPE	PCRD-CUTTERS SCREWDRIERS	26.98
	LOWES BUSINESS ACCOUNTS	714-143-00	FACILITIES MAINTENAN	ROOF CEMENT & PUDDY KNIFE	19.34
		714-143-00	FACILITIES MAINTENAN	ELEC SUPP - PLANT LIGHTS	131.11
	SYLVESTER W. LOWTHER	714-343-00	EQUIPMENT MAINTENANC	(4) 5 GAL OF 15-40W OIL	344.00
	US CELLULAR	714-543-00	TELEPHONE	ALL DEPT CELL PHONES FEB 2	324.43
	WV DIV OF MOTOR VEHICLES	714-143-00	FACILITIES MAINTENAN	SAN DRIVRIERS LICENSE CHECK	105.00
	PRECISION PUMP & VALVE SERVI	714-443-00	PUMP STATION REPAIR	FLYGT 3127 PUMP WESTON RD	12,254.00
		714-443-00	PUMP STATION REPAIR	PUMP BASES - DEANVILLE PS	694.00
	CRITES ELECTRICAL SUPPLY INC	714-143-00	FACILITIES MAINTENAN	CONDUIT FOR PLANT LIGHTS	25.99
	BFS FOODS	714-643-00	OPERATION PLANT EXPE	PCRD-GAS TO GET NEW TRUCK	66.61
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	89.54
		714-143-00	FACILITIES MAINTENAN	SUPPLIES FOR PLANT	124.04
	EBAY	714-443-00	PUMP STATION REPAIR	PCRD-DUSK TO DAWN LIGHTS	69.84
	ENVIROSCIENCE, INC.	714-243-00	LAB EXPENSE PLANT	TOXICITY TESTING	995.00
	WORLD FUEL SERVICES, INC.	714-143-00	FACILITIES MAINTENAN	TUBES GREASE & RAGS	119.00
	MICROLOGIC INC	714-743-00	TELEMETRY	SAN MONTHLY SEC MONITORING	179.70
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	83.31

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DISBURSEMENT 2-01-22 TO 2-28-22

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
SALARIES PLANT/LINES	**PAYROLL EXPENSES			2/01/2022 - 2/28/2022	46,478.40
				TOTAL:	63,219.71
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			2/01/2022 - 2/28/2022	12,425.49
				TOTAL:	12,425.49
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN FEB 2022 HEALTH INS	7,855.42
		718-105-00	HEALTH INSURANCE	SAN FEB 2022 RETIREE'S SUB	832.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,742.31
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,922.32
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	407.49
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	449.60
	PAYFLEX	718-105-00	HEALTH INSURANCE	SAN FEB 2022 HSA FEES	52.00
				TOTAL:	13,261.14
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,342.03
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,449.31
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	399.12
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	427.22
				TOTAL:	5,617.68
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCB1005474 1/3/22-2/1/22	1,127.16
				TOTAL:	1,127.16
BILLING/COMPUTER/DEP I	ENVIRONMENTAL SYSTEMS RESEAR	783-341-00	BILLING & COLLECTING	LIC FOR ARCVIEWER & CREAT	276.17
	OFFICESUPPLY.COM	783-341-00	BILLING & COLLECTING	PCRD-FILE FOLDERS CALC RIB	16.60
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	FEB 2022 METER READS	300.00
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #14 POSTAGE	750.00
		783-341-00	BILLING & COLLECTING	PERMIT #14 FEE	265.00
		783-341-00	BILLING & COLLECTING	NEW PERMIT #10 MAILING FEE	265.00
		783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	750.00
	TOSHIBA FINANCIAL SERVICES	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE	144.01
	RAVEN ROCK NETWORKS INC	783-342-00	NEW COMPUTER CAPITAL	COMPUTER FOR MAPPING	444.93
		783-341-00	BILLING & COLLECTING	IT SERVICE CONTRACT FEB 20	212.50
	CITIZENS BANK OF WV	783-342-00	NEW COMPUTER CAPITAL	MARCH 2022 COMPUTER SERV P	385.84
	BADZIK PRINTING SERVICE, INC	783-341-00	BILLING & COLLECTING	TAX FORMS & ENVELOPES	151.45
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	SUPPLIES FOR CITY HALL	34.43
		783-341-00	BILLING & COLLECTING	SUPPLIES FOR CITY HALL	43.31
		783-341-00	BILLING & COLLECTING	SUPPLIES FOR CITY HALL	7.26
	FP-USA.COM	783-341-00	BILLING & COLLECTING	PCRD-POSTAGE NEW POSTAGE M	129.38
	PDF FILLER	783-341-00	BILLING & COLLECTING	PCRD-PDF EDITING SOFTWARE	5.30
	KOMAX LLC	783-341-00	BILLING & COLLECTING	INK CART; PSTG LABELS; SEA	58.05
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION JAN 2022	41.11
	SUDDENLINK	783-341-00	BILLING & COLLECTING	CITY HALL INTERNET FEB 202	59.23
				TOTAL:	4,339.57
OFFICE EXPENSE	AFLAC	793-341-00	OFFICE SUPPLIES & EX	LUDLOW CHANGE	5.69
	GATES SUPPLY	793-341-00	OFFICE SUPPLIES & EX	CYAN INK CART FOR PLOTTER	22.83
	CITY OF BUCKHANNON GENERAL F	793-341-00	OFFICE SUPPLIES & EX	FEB 2022 LETTER OF CREDIT	78.13
		793-341-00	OFFICE SUPPLIES & EX	JAN 2022 LETTER OF CREDIT	78.13
	PITNEY BOWES	793-341-00	OFFICE SUPPLIES & EX	LEASE 12/16/21-3/15/22	96.00
	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	JANUARY 2022 AA FEES	188.12
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	JAN 2022 CREDIT CARD FEES	1,750.95
	US CELLULAR	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT CELL PHONES FEB 2	61.86

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	SPRINT	793-341-00	OFFICE SUPPLIES & EX	ALL DEPT JAN 2022 GEOTABS	174.33
	SURVEY MONKEY	793-341-00	OFFICE SUPPLIES & EX	PCRD-YEARLY SUBSCRIPTION	96.00
	WALMART STORES INC -BUCKHANN	793-341-00	OFFICE SUPPLIES & EX	PCRD-FIELD CALCULATOR	3.56
	AMAZON.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-1099 NEC FORMS	11.00
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	65.35
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
				TOTAL:	2,656.12
PROPERTY INSURANCE	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JUL 202	49.50
				TOTAL:	49.50
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN MARCH 2022 BOND A PYMT	14,144.97
				TOTAL:	14,144.97
BOND B	MUNICIPAL BOND COMM OF WV	980-199-00	BOND ISSUE #B	SAN MAR 2022 BOND B PYMT	2,253.00
				TOTAL:	2,253.00
CAPITAL/PROJECTS	TATE COMMUNICATIONS	997-457-00	CAPITAL PURCHASE	PHONE SYSTEM INSTALLATION	5,314.42
	WV DEPT ENVIRONMENTAL PROTEC	997-456-00	WESTON ROAD NORTH SI	GRNDWTR FEE & NPDES FEE	150.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	25H3HK 2021 DODGE RAM TRK	636.72
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	322.18
		997-454-00	NEW EQUIPMENT-CAPITA	23W5CX 2021 NISSAN FRONTIE	427.35
	CITIZENS BANK OF WV	997-454-00	NEW EQUIPMENT-CAPITA	SAN MAR 2022 CRANE TRK PYM	1,655.65
		997-454-00	NEW EQUIPMENT-CAPITA	SAN F550 MARCH 2022 PYMT	1,111.32
				TOTAL:	9,939.99

Mrs. Jenkins also reported that the Tennerton PSD is just about caught up on their past due bills.

Motion to approve the February 2022 Financial Report was made by Frye/Loftis. Motion carried.

D. Department Report – Sanitary Superintendent Ethan Crosten provided the following reports on department activities (The use of “I” refers to Mr. Crosten):

D.1 33 West Extension North – No movement.

D.2 33 West Extension South – No movement.

D.3 Plant Operations and Testing - All tests have been within limits. We had our annual lab inspection this week and received a very good score. We are looking to switch our hours of operation from 8 hours per day on the weekend to 4 hours per day from 8:00 am to 12:00 pm. This will cut our overtime in half in the summertime and is not in violation of any permit or regulation. This will also not cut back on any production as the single person here on the weekend is only on site for monitoring purposes and minor maintenance activities, all which can be completed in the 4 hours. Kevin Ware officially retired the 25th of February, and Jeff Ford’s last day will be the 26th of March. Both were long time members of the sewer department and will be missed.



Applicant:BUCKHANNON, CITY OFType:Electronic DMR

Reference ID:ww032336Feb2022 (03/16/2022)Permit ID:New/Pending

eDMR Worksheet – WV0032336 - 001

StatusNewPrinted:Mar. 16, 2022 9:59 AM

Permit:WV0032336Outlet No:001Type:NORMAL

Report for the Month of:FebruaryYear:2022

Lab Performing Analysis:153 - BUCKHANNON WASTEWATER TREATM

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity				Other Units				Units	Number Exceed.	Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*					
50050 (ML-1) RF-A Flow,In Conduit Or Treatment Plant Year Round	Reported						1,576	4,022		mgd	0	Continuous	measured	153
	Permit Limits	N/A	N/A			N/A	Rpt Only Avg. Monthl	Rpt Only Max. Daily				Continuous		▼
00310 (ML-B) RF-A Bod Winter Nov 1-June 30	Reported	24.6	32.0	Lbs/Day	0		2.5	2.7		mg/l	0	1/week	8 hr comp	153
	Permit Limits	313	626			N/A	15	30				1/week		▼
		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily						
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported	12.2	20.5	Lbs/Day	0		1.3	2.0		mg/l	0	1/week	8 hr comp	153
	Permit Limits	625.8	1251.8			N/A	30	60				1/week		▼
		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily						
51012 (ML-K) RF-A Bod,5day Percent Removal, Dry Year Round	Reported						98.6			Percent	0	4/month	Calculated	153
	Permit Limits	N/A	N/A				85	N/A	N/A			2/month		▼
51013 (ML-K) RF-A Bod,5day Percent Removal, Wet Year Round	Reported									Percent		2/month	Calculated	153
	Permit Limits	N/A	N/A				Rpt Only Month. Avg.	N/A	N/A			2/month		CONDITIONAL ▼
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported						98.4			Percent	0	4/month	Calculated	153
	Permit Limits	N/A	N/A				85	N/A	N/A			2/month		▼
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported									Percent		2/month	Calculated	153
	Permit Limits	N/A	N/A				Rpt Only Month. Avg.	N/A	N/A			2/month		CONDITIONAL ▼
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported						4	19		Cnts/100ml	0	1/week	Grab	153
	Permit Limits	N/A	N/A				N/A	200 Mon. Geo. l	400 Max. Daily			1/week		▼
00400 (ML-A) RF-A Ph Year Round	Reported						7.13	7.21		S.U.	0	1/week	Grab	153
	Permit Limits	N/A	N/A				6	9				1/week		▼
							Inst. Min.	Inst. Max.						
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported						7.8			mg/l	0	1/week	Grab	153
	Permit Limits	N/A	N/A				7.25	N/A	N/A			1/week		▼
							Inst. Min.							
00610 (ML-A) RF-A Nitrogen, Ammonia Total Winter Nov 1-June 30	Reported	9.8	13.2	Lbs/Day	0		<0.970	<0.970		mg/l	0	1/week	8 hr comp	153
	Permit Limits	62.6	125			N/A	3	6				1/week		▼
		Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily						
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported						0.008	0.008		mg/l	0	1/month	8 hr comp	157
	Permit Limits	N/A	N/A				0.008	0.015				1/month		▼
							Avg. Monthl	Max. Daily						
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported						0.043	0.043		mg/l	0	1/month	8 hr comp	157
	Permit Limits	N/A	N/A				0.075	0.13				1/month		▼
							Avg. Monthl	Max. Daily						
74069 (ML-6) RF-A Stream Flow, Estimated	Reported						169.7	635.4		cfs	0	1/daily	Calculated	153
		N/A	N/A				Rpt Only	Rpt Only				1/daily		▼



Applicant:

BUCKHANNON, CITY OF

Type:

Electronic DMR

Reference ID:

wv032336Feb2022 (03/16/2022)

Permit ID:

New/Pending

eDMR Worksheet --

WV0032336 - IU05

Status

New

Printed:

Mar. 16, 2022 10:18 AM

Permit:

WV0032336

Outlet No:

IU05

Type:

NORMAL

Report for the Month of:

February

Year:

2022

Lab Performing Analysis:

157 - STURM ENVIRONMENTAL SERVICES

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity				Other Units						Measurement Frequency	Sample Type	Lab	
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units	Number Exceed.			Test Flag	
00056 (ML-4) RF-A	Reported	7479	8479									1/month			153
Flow Rate (Quantity Only)		Rpt Only	25000	gpd	0	N/A	N/A	N/A				1/month	measured		
Year Round	Permit Limits	Avg. Monthl	Max. Daily												▼
00310 (ML-4) RF-A	Reported	0.41	0.41				6.60	6.60				1/month			157
Bod		Rpt Only	63	Lbs/Day	0	N/A	Rpt Only	Rpt Only		mg/l	0	1/month	Comp		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							
00530 (ML-4) RF-A	Reported	1.07	1.07				17.20	17.20				1/month			157
Suspended Solids, Total		Rpt Only	63	Lbs/Day	0	N/A	Rpt Only	Rpt Only		mg/l	0	1/month	Comp		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							
00400 (ML-4) RF-A	Reported	N/A	N/A			6.92		6.92		S.U.	0	1/month			153
Ph						5	N/A	10				1/month	Grab		▼
Year Round	Permit Limits					Avg. Monthl		Max. Daily							
00825 (ML-4) RF-A	Reported	3.24	3.24				52.00	52.00				1/month			157
Nitrogen, Kjeldahl Total (As N)		Rpt Only	25	Lbs/Day	0	N/A	Rpt Only	Rpt Only		mg/l	0	1/month	Comp		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							
71900 (ML-4) RF-A	Reported	<0.000032	<0.000032				<0.5	<0.5				1/month			157
Mercury, Total (As Hg)		Rpt Only		Lbs/Day	0	N/A	Rpt Only	1		ug/l	0	1/month	Grab		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							
01042 (ML-4) RF-A	Reported	<0.00031	<0.00031				<0.005	<0.005				1/month			157
Copper, Total (As Cu)		Rpt Only		Lbs/Day	0	N/A	Rpt Only	0.15		mg/l	0	1/month	Comp		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							
01092 (ML-4) RF-A	Reported	<0.001248	<0.001248				<0.02	<0.02				1/month			157
Zinc, Total (As Zn)		Rpt Only		Lbs/Day	0	N/A	Rpt Only	0.3		mg/l	0	1/month	Comp		▼
Year Round	Permit Limits	Avg. Monthl	Max. Daily				Avg. Monthl	Max. Daily							

ES-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Feb-22
City: Buckhannon, WV.
Operator: Jason M Tenney

INFLUENT WASTEWATER							BELT PRESS			Plant Effluent						
Date	Sus. Sol.	BOD5	Flow	Temp	PH	Grit Scr. C.F.	Gals.Wet Sludge Added	Pounds Dry solids Produced	Sus. Sol.	BOD5	Fecal Col./ 100 ml	D.O.	PH	Amm. Nit.		
	mg/l	mg/l	mgd	C					mg/l	mg/l		mg/l		mg/l		
2/1/22			1.005	13.0	7.14	2.0										
2/2/22	64	177	1.636	14.0	7.12	2.0	17,176	1,862	1.5	2.2		8.4	7.17			
2/3/22			4.022	13.0	7.10	2.0						8.1	7.14			
2/4/22			3.184	14.0	7.17	2.0						8.2	7.16			
2/5/22			2.305			2.0										
2/6/22			1.742			2.0										
2/7/22			1.241	19.0	7.18	2.0					19	8.3	7.19			
2/8/22			1.174	19.0	7.18	2.0						8.2	7.21			
2/9/22	100	169	1.420	19.0	7.15	2.0			0.5	2.7		8.1	7.18	0.970		
2/10/22			1.220	18.0	7.12	2.0						8.0	7.15			
2/11/22			0.884	19.0	7.11	2.0						8.0	7.13			
2/12/22			0.899			2.0										
2/13/22			0.931			2.0										
2/14/22			1.647	18.0	7.14	2.0						8.1	7.17			
2/15/22			0.841	18.0	7.18	2.0					4	7.9	7.19			
2/16/22	60	187	0.873	16.0	7.16	2.0	81,484	8,902	1.0	2.3		7.8	7.14	0.970		
2/17/22			2.180	17.0	7.14	2.0						7.8	7.21			
2/18/22			1.808	17.0	7.15	2.0						7.9	7.14			
2/19/22			1.337			2.0										
2/20/22			1.082			2.0										
2/21/22			1.076	15.0	7.19	2.0						8.1	7.17			
2/22/22			1.051	15.0	7.21	2.0						8.3	7.16			
2/23/22	96	183	0.912	15.0	7.22	2.0			2.0	2.6	1	8.2	7.18	0.970		
2/24/22			2.145	16.0	7.19	2.0						8.4	7.19			
2/25/22			3.522	16.0	7.17	2.0						8.2	7.20			
2/26/22			1.763			2.0										
2/27/22			1.143			2.0										
2/28/22			1.098	18.0	7.09	2.0	11,188	1,222			3	8.4	7.18			
TOTAL			44.141				109,848	11,986								
AVERAGE			80	179	1.576	16.5	7.16	2.0	1.3	2.5	4	8.1	7.17	0.97		
MAXIMUM			100	187	4.022	19.0	7.22	2.0	2.0	2.7	19	8.4	7.21	0.97		
MINIMUM			60	169	0.841	13.0	7.09	2.0	0.5	2.2	1	7.8	7.13	0.97		
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 installed some solar lights at various places around the plant to allow for better sight at key pieces of equipment. They also changed out a pump at the Brushy Fork pump station and the pista grit, both of with are being cleaned up to be saved as backups. They installed a new motor on aerator #3 as a result of the Mon Power outage. They installed a new breaker, controller, and fence at the Madison Street pump station.

D.5 Line Crew #1 – Brian - This crew did a minor extension to a property of Bruce Bennett who is planning on building an apartment complex along Fourth Street. They also removed a connection to an old house on the vacant lot next to the Frontier Communications building, which was allowing inflow into the system. They removed a failing access point to a line which we had been having issues with and replaced it with a 21” manhole. This crew also responded to several sewer calls this month.

D.6 Line Crew # 2 – Scott - This crew is reduced to just Scott at the moment. Beginning next week a member of the other line crew will be on Scott’s crew. Scott has been assisting the maintenance crew when needed, working on mapping, and dug out the generator pad to be reset and compacted better.

D.7 Pump Station Generator Update - The generators for the Pump Station should be arriving in the

next couple of weeks.

D.8 New Employee Hired – We interviewed 5 candidates for the open line crew position. We had quality candidates. We choose to hire Steve Black full-time. Steve had very good references from previous employers and seems to have a positive attitude, I expect him to be here for a long time.

E. Stormwater

E.1 – Nothing to report.

F. Correspondence and Information – Mayor Skinner reviewed the following items with the Board:

F.1 Tennerton P.S.D. Meeting Minutes –February 2022

Tennerton Public Service District
Monthly Meeting
February 8, 2022

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday February 8, 2022

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

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on , January 12,2022 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

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

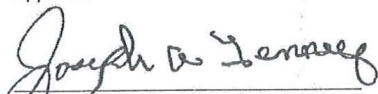
The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

- *Mike Hyre sent in a letter of resignation due to his current work schedule.
- *Annual report has been filled and accepted with one correction to "no employees." Our employees are considered contract employees.
- *Discussed a way to charge a security deposit for city billing customers.
- *Had a problem with a septic tank caving in on Crescent Street. Health Dept. sanitarian reported as a hazard. Neither neighbor on both sides claimed the septic tank as theirs. Our guys went up since both are on our system and determined who was responsible. By order of the health department, it will now have to be filled and taken care of by Mrs. Arbogast.
- *Mr. Riggelman on Whitaker Dr. has had problems with his line being stopped up more than once. 2 days ago, it was dug up and our pipe had dropped down. It is our problem.

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

Approved



G. Consent Agenda

G.1 Approval of Minutes 01/20/2022 and 02/17/2022

Motion to approve the regular Meeting Minutes for 01/20/2022 and 02/17/2022 was made by Frye/Loftis. Motion carried

H. Strategic Issues for Discussion and/or Vote

H.1 Request Reimbursement 5 Third Street- Sanitary Superintendent Ethan Crosten provided the following overview: In February, Debra Green had a sewer complaint. She called in a plumber before calling us, and the plumber discovered that the problem was supposedly on us. Since we had no record of the line, we weren't sure what properties went into the line. We could not get a camera in it due to the plug and there was no access to clean the line. Once the line was dug up, we discovered the line dead ended at her property, making it a service line that we are not responsible for. I explained the situation to her and she understood why we were not responsible. This was a unique situation; however, I believe we need to have something that addresses issues similar to this with customers who are requesting reimbursement. *I have attached a copy of the 'Sewer Backup Policy'* which was adopted and highlighted and added a section which I believe addresses this situation and those similar to it. No action was necessary.

Board member Frye suggested that a copy of the Sewer Backup Management Policy be posted on the

City's website so that customers could easily access it. All felt that was a good idea and Recorder Sanders will create placement of the policy on the website ASAP. Also discussed were ways to let customers know of the website addition.

SEWER BACKUP MANAGEMENT POLICY:

4.0 Field Response

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

4.1 City Line Flowing

The callout crew should check the cleanout first, if there is one available. If there is no water in the cleanout, this is the first indication the city is not responsible for the backup. Check the upstream and downstream manholes to see if the manholes are flowing as this is another indication the city is not responsible. The crew should then let the property owner know the lines are flowing freely and they need to contact a plumber.

4.2 City Line Plugged

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

5.0 Homeowner Interaction

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

5.1 Request for Reimbursements

The first step in remediating a blockage is determining who is responsible for the line which the blockage is located in. How the investigation is handled is how reimbursement is determined, scenarios are as follows.

5.1.1 Responsibility of Lines

The location of the blockage is the most important information in reimbursement requests. The customer's service line begins at 7.5 feet from the main line, once the line is off sewer department right of way. Ideally, a cleanout will be located here. From the edge of the right of way to the building, the property owner is responsible for.

5.1.2 If the City Investigates First

Once a sewer backup is called in, Sewer Department personnel will investigate the issue based on the methods presented in section 4.1 and 4.2. If the Sewer Department determines that the back up is on the property owner and further investigation by a certified plumber proves it is a city line, reimbursement for plumbing expenses shall be reimbursed if a copy of the invoice from the plumber doing the investigation, and inspection by a sewer department employee is given.

5.1.3 If a Plumber Investigates First

If a homeowner hires a plumber prior to contacting the city, no reimbursement shall be paid. Even if the blockage is on the city's line when sewer department employees arrive, the blockage could have been moved to the city line (e.i. pushing the blockage with a sewer snake, not removing the blockage).

H.2 American Rescue Plan Act (ARPA) Projects – Discussion took place regarding the scheduled sanitary projects that are to be funded with the American Rescue Plan Act (ARPA) funds. No action was necessary.

H.3 12 Myrna St. - The claim for 12 Myrna Street has been reopened. A response to the questions from the insurance company has been attached to clarify any confusion. A brief discussion took place before the Chair entertained a motion to move into Executive Session.

Mr. Heffley:

I do not have a written report from our department for the date of the second claim.

You submitted a claim for damages and I submitted that to the insurance company. The insurance company conducted their own investigation with our sewer department personnel.

The insurance company asked questions of our sewer department personnel. This may be what they are referring to.

I attached the questions and answers.

Preface

Upon reviewing the comments made by Mr. Heffley, I believe there is confusion about which events caused each back up. The two backups were unrelated based on our investigation. The first backup incident on May 13th, 2021, was caused by grease blocking the line. This is common in lines in every sewer system. Crews regularly check lines that we have had grease issues with, however this area was not on our check list as we had not had issues with this line prior to the May 13 backup. Once the backup occurred, it was added to the list. A copy of our current list of lines to check is attached. Comments pertaining to the incident which happened on May 13, 2021 are addressed in [blue](#).

The second backup was caused by an unusual storm on June 14, 2021. This line was surcharged from the storm water infiltrating the line, which is also common in lines not just in our city but throughout the country. Due to the intensity of this storm and the river level, the conditions were just right for the line to surcharge. Comments pertaining to the June 14, 2022 incident are addressed in [green](#).

Mr. Heffley's comments are in [red](#).

1. Was this incident a sewer backup or flooding event?

Based on our investigation, we believe it was a combination. There was grease plugging

the but a major storm happened at the same time. This caused more infiltration in the system, in turn causing the line to back up much quicker.

[There was no grease plug as confirmed by city worker Cody at the October 21st 2021 Sanitary Board meeting.](#)

[Grease did plug the line during the June 14th incident, this is a point of confusion. The May 13th incident was caused by the surcharged line.](#)

[As for the storm event being a contributing factor for this event, on September 1st 2021 we had 2 inches of rainfall in 2 hours \(per the National Weather Service surface observation report\) without any issues.](#)

[The September storm occurred after several days with little to no rain. The ground had little saturation to it because of the lack of rain, allowing the ground to absorb much of the rain and prevent as much infiltration into the sewer. The river level was also much lower during the September storm. This is relevant because this area of Buckhannon experienced water issues that many long-time employees had never seen during the June rainfall event when the river level was higher. During the June rainfall event there had been more rain in the previous days, causing more saturation in the ground, leaving the rainwater with fewer places to go. This data from the national weather service is attached.](#)

2) Is the sewer system a combined system with the storm drain?

The storm and sewer systems are separate.

[The storm water mixes with the sewer system and comes up through the manhole cover at the intersection of Myrna and Gum St.](#)

Mr. Heffley's response is true, the storm water does mix with the sewer but not because it is a combined system. A combined system has storm lines directly into the sewer (e.i. downspouts), which is defined as being inflow. This system experiences infiltration, which is ground water leaking in to the system through the lines and manholes. This is almost impossible to completely eliminate, however, infiltration is worse in this area because it is a clay line.

- If so, how many inches of rain fell in the area?

Approximately 1-2" fell in a span of two hours.

Again, on September 1st 2021 we had 2 inches of rainfall in 2 hours (per the National Weather Service surface observation report) without any issues.

Previously addressed.

- Was there any blockage in the sewer main, or was it surcharged from the excessive rain?

It was surcharged from the blockage.

Cody confirmed there was no blockage.

There was grease blockage during the May 13th event.

There was no blockage during the June 14th event, Cody is a very experience and knowledgeable employee, I believe this is a point of confusion between the two events.

The claimant's report states after the first incident on 5-13-2021, the City was supposed to install a backflow preventer.

3) Is the City responsible for installing the backflow preventers to resident's homes?

No, the City is not responsible for installation of backflow preventers. We did install a backflow preventer for this customer.

The city does install them when there is a bigger problem that needs to be addressed but time and finances are not available. There is a known problem of storm water infiltrating the sewer system on Myrna/Gum St.

A back flow preventer was installed at 70 S Kanawha St. and denied by the city during the October meeting. Gene Frye, a city board member lives at that residence. This fact was denied by several people at the meeting including Buck Samples and Tom O'Neill.

The city does not install backflow preventers, that has always been the sewer department's policy.

The city installed a cleanout at 70 south Kanawha Street per conversations with the crew doing the work there. We install cleanouts every opportunity we get as is allows for access to the sewer line for maintenance. Back flow preventers are relatively inexpensive so finances were not an issue.

Backflow preventers are not installed by the city because of the maintenance issues and liability issues they present.

- Was this resident advised the backflow preventer would be installed by the City?

The City did not advise the resident the we would install a backflow preventer. The resident was advised to have a backflow preventer installed but by a contractor.

The city, namely Buck Samples, stated that a back flow preventer would be installed. The night of the incident he was called while he was in North Carolina and the next day the city was out and installed the preventer.

The city was not out the next day, per conversations with Buck Samples, he was there while they were installing it and he was not back from North Carolina the next day. It was the same week, but not the next day. Buck also never stated that the city would install a backflow preventer.

Jeff Ford stated on the night of the first incident that a back flow preventer would to be installed.

If I was responsible for the installation of the back flow preventer then why did the city come out the next day and do it?

Jeff did not say the city would install the backflow preventer. It was mentioned to consider having one by installed by a contractor, but Jeff frequently advises against them, as they are a maintenance issue with rags and other debris getting caught on them. Jeff has been a part of the sewer department for over 30 years, he is aware of the policy and would not have committed the city to installing the preventer.

- If so, why was the backflow preventer not installed until the 2nd incident?

- Did the City have any alternate solutions in the interim before the backflow preventer was installed?

The City cleaned the main line prior to the preventor being installed.

2 weeks prior to the incident but there was no blockage.

This line was added to the attached list of maintenance checks after the first blockage.

4) Was there a known problem with the sewer main before May/2021?

There were no known issues with the sewer main prior to 2021.

- If so, what was the issue?

- What has been done since made aware of the issue?

We installed a backflow preventer on the customers service line as well cleaning the mainline.

5) What is the AGE/SIZE of the sewer main?

The line is 8" clay but the age is unknown.

- Is routine maintenance in place for this line?

Yes, we check this line regularly.

- If so, how often?

We try to check it weekly.

- When was maintenance last performed before this date of loss?

Tuesday, June 1, 2021.

6) Any other homes affected or incidents reported?

This was the only home in this area to be affected. There were other areas of the city affected as result of the storm.

Motion to enter into Executive Session at 8:04 am was made by Loftis/Frye. Motion carried.

Motion to leave the Executive Session at 8:14 am was made by Loftis/Frye. Motion carried.

H.4 Approval Bore for the Water Department - The Water Department is needing a bore to provide service to the new fire training center on Mudlick Road. I provided them with an estimate of what it would cost us to do the bore, which is also in the packet.



Date	3/14/2022
Order No.	1
Rep	Ethan

Customer		
Name:	COB Water Department	
Address:	70 E. Main Street	
City:	Buckhamton	State: WV
Phone:		Zip: 26287

Qty	Unit	Description	Unit Price	Total
50	LF	Bore and Jack	200	10000
16	HRS	Bore Pit Excavation Labor	80	1280
16	HRS	Bore Pit Excavation Equipment	15	240
			Total:	11520

Additional Notes:

Motion to approve the bore request for the Water Department limited to the estimated value of \$11,520 for labor and equipment use was made by Loftis/Frye. Motion carried.

Plant Info	
30 day \$ (Feb)	4682.24
Single Day \$	156.07
30 day kwh (Feb)	54595
Corrected30 day \$	9364.48
Corrected 30 day khw	109190
Single Day kwh	3639.667

Wesleyan Info	
30 day kwh (low light)	30000
Single Day kwh	1000
*per Vaugh Hartley	

H.7 Mon Power Electric Bill Increase and Reimbursement – Regarding the potential Mon Power Electric bill increase, as noted in H.5, our bill for the past month only went up \$43.00 so we are hopeful that it will not increase as much as initially estimated. As to the reimbursement request, I received a response from Mon Power regarding the request for reimbursement of our aerator motor. After reading Section 8 of the customer service agreement, mentioned in the letter, it seems like they have reason not to reimburse us.



5001 NASA Boulevard
Fairmont, WV 26554

Matthew Dragich
Liability Claims Rep

(304) 534-7462 Phone
(330) 761-7218 Fax

City of Buckhannon
Attn: Sanitary Superintendent
70 East Main Street
Buckhannon, WV 26201

March 3, 2022

Reference: MP2-44743

Dear Mr. Crosten,

I am writing in response to your letter regarding the failure of your oxidation ditch motor.

Pursuant to your letter we have conducted an investigation into the outage that occurred on February 9, 2022. The interruption to your service was the result of an equipment failure. This has since been repaired. No visible problems were found. It is believed the problem has been corrected. MonPower Company's tariff (sheet 4-6, Section 12) states in relevant part "The Company will use reasonable diligence in furnishing electric service, but the Company shall not be liable for any loss, damage or expense sustained by the customer caused by interruption...breakdowns, or damage to equipment or facilities of the Company, or any cause other than gross negligence or willful neglect on the part of the Company." While we understand your frustration and inconvenience, unfortunately MonPower cannot guarantee a continuous supply of electric service. We do, however, strive to keep interruptions to an absolute minimum.

Your letter indicates the STP equipment is susceptible to phase loss damage. Please note our Customer Guide for Electric Service, Section 8, addresses customer equipment, including three phase equipment, and protective devices thereof that are the responsibility of the customer. It further states the Company will not be responsible in any way for damage to the customer's equipment that is due to failure of the customer to provide adequate protection.

As a utility, we recognize the seriousness of any customer's loss and genuinely regret such an occurrence; however, there is no evidence in our investigation to suggest gross negligence or willful neglect on behalf of MonPower.

Payment of your claim is respectfully declined.

Sincerely,

Matthew Dragich
Liability Claims Rep

H.8 Approval Pay Increase Cody Tenney –Mapping Coordinator - As mention, Jeff Ford is retiring next week, leaving a vacancy as the mapping and complaint coordinator. Cody has been working closely with Jeff the past few months to learn the job. He has done very well and seems to really take pride in what he does. Cody has also been trained to use the GPS system and is all for the new mapping system. With all of Cody's skills and knowledge of the system I believe \$20.00 is fair, as this leaves room for potential raises as he grows more in the job. I think it is also fair to allow Cody to take home a truck to get back and forth to work. As part of his job, he is over the sewer complaints. These are much more frequent than plant or pump station issues and is a needed benefit for a job that is not highly desired. Cody has always been very good to respond to calls.

Motion to approve the pay increase to \$20 per hour, from \$17.50 per hour, for Cody Tenney and wait for the City to establish a vehicle use policy for employees before considering granting permission for Cody Tenney to use a vehicle for travel from and back to his residence was made by Frye/Loftis. Motion carried.

H.9 Approval Pay Increase Garrett Walton-Equipment Operator - Garrett Walton has been a part of the sewer department for 14 years and has over 2,000 hours operating the excavator on North Spring Street, something which that needs rewarded. Based on other employees of similar time and experience Garrett is well below their pay. I believe a \$1.00 per hour raise is fair and needed, as good operators are difficult to find and Garrett is a very good operator. This would bring him to \$18.00 per hour. Discussion took place.

Motion to approve a \$1.00 per hour wage increase for Garrett Walton was made by Loftis/Frye. Motion carried.

I. Board Members Comments and Announcements:

- **Board Member Loftis** – Mr. Loftis announced that he will be in Idaho at the time of the next meeting.
- **Board Member Frye** – Mr. Frye spoke about a problem with the service at his residence in May or June of 2021 and that the sanitary crew responded and took care of the problem quickly. Recently another problem occurred and the crew responded and again performed well with the repair. He commended the department on their abilities and professionalism.

- **Jerry Arnold** – Mr. Arnold also spoke about the high quality of work performed by the Sanitary Department crews.
- **Jay Hollen** – Nothing further.
- **Amby Jenkins** – Nothing further.
- **City Recorder Sanders** – Nothing further.
- **Mayor Skinner** – Nothing further.

J. Adjournment

Motion to adjoin the meeting at 8:45 a.m. was made by Frye/Loftis. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____