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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, November 17, 2022, at 7:30 a.m., in Council Chambers and by 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 - GTM |
| Board Member | Phil Loftis | Present |
| Board Member | Mitchell Shaw | Present |
| Sanitary Superintendent | Ethan Crosten | Present |

Guests: Ron Newhouse & Brian Fenstemaker, Kappe Associates.

***City of Buckhannon Sanitary Board-7:30 A.M. at City Hall in Council Chambers***
***Meeting Agenda for Thursday, November 17, 2022***

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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. Bid Opening**
- C.1 Solar Panel System
  - Notice Class II Legal Advertisement Accepting Sealed Bids
- C.2 One (1) Mechanical Bar Rack
  - Notice Class II Legal Advertisement Accepting Sealed Bids

**D. Finance Report-Amby**
- D.1 October 2022

**E. Department Report**
- E.1 33 West Extension North
- E.2 33 West Extension South-JF Allen Co
- E.3 Plant Operations-Testing
- E.4 Maintenance Crew
- E.5 Line Crew #1
- E.6 Line Crew #2
- E.7 Pump Station Generator Update
- E.8 ARPA Projects Update

**F. Storm Water Issues for Discussion and/or Vote**
- F.1

**G. Correspondence and Information**
- G.1 Notice Sanitary & Storm Department Accepting Applications for a Maintenance Assistant
- G.2 Tennerton P.S.D. Meeting Minutes-October 2022

**H. Consent Agenda**
- H.1 Approval of Minutes 10/20/2022

**I. Strategic Issues for Discussion and/or Vote**
- I.1 Approval of Bid Opening-Solar Panel System
- I.2 Approval of Bid Opening- One (1) Mechanical Bar Rack
- I.3 Approval Sanitary Board Budget Revision
- I.4 Discussion/Possible Vote Approval Wage Increase Sanitary Superintendent Ethan Crosten
- I.5 Discussion/Possible Vote Approval Wage Increase City Engineer Jay Hollen

**J. Board Members Comments and Announcements**

**K. Adjournment**

Posted 11/10/2022

**A. Call to Order -** Mayor Skinner called the meeting to order followed by a moment of silence and pledge to the flag.

**B. Recognized Guests –** None

**C. Bid Openings-**

## C.1 Solar Panel System
## • Notice Class II Legal Advertisement Accepting Sealed Bids

**ADVERTISEMENT FOR BIDS**
**BUCKHANNON SANITARY BOARD**
**SOLAR PANEL SYSTEM**

The Buckhannon Sanitary Board will accept sealed bids for **a Soler Panel System** at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 7:30 AM EST on November 17, 2022, at which time all bids which have been received shall be publicly opened and read aloud.

Minimum characteristics of the **Solar Panel System** to be provided by this bid are as follows:

- Must provide a minimum of 125 kW.
- Must be elevated above the 100-year flood elevation. This would include all panels and electronics.
- Must provide a general layout of panels in the highlighted area on the attached map.

Bidder must provide the following items.

- Must provide documented 3 years of reputable sales and service, prior to bid.
- Combined bid price of the solar panel system cost and installation at the Buckhannon Sewer Plant or copy of a power purchase agreement. If power purchase agreement is provided, must be negotiable and subject to change with agreement from both parties. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, and 3) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Availability of operation date if ordered by December 21st, 2022.
- Product literature including basic specifications of the solar panel system being installed.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty. If purchased out right by the City of Buckhannon.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of 2 customers who have recently purchased a similar piece of equipment.

Bids are to be delivered or sent in a sealed envelope marked, Attention: Ethan Crosten, "Solar Panel System Bid". If there are any questions, please call Ethan Crosten at 304-472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

**City of Buckhannon**
**Accepting Sealed Bids for a Solar Panel System**

The City of Buckhannon Sanitary Board will be accepting sealed bids for a Solar Panel System. Bids will be received until Thursday, November 17, 2022 at 7:30AM. Bid specifications may be obtained at Buckhannon City Hall, 70 E Main Street, Buckhannon WV, Mon-Fri 8:30am to 4:30pm or call 304-472-1651. All bids shall include delivery date to City of Buckhannon. The City of Buckhannon reserves the right to reject any and all bids.

RD publish dates 11/2/22 & 11/9/22

Mayor Skinner recognized Amberle Jenkins who had the sealed bids for the opening. She announced that she had received one bid from Pickering Energy Solutions. The bid packet did not have actual costs included.

PICKERING ENERGY SOLUTIONS
9 Faith Meadows
Williamstown, WV 26187
304.991.8895 | www.sesllc.us

Monday, November 14th, 2022

Ethan Crosten
Buckhannon Sanitary Board
70 East Main Street
Buckhannon, WV 26201
304.472.5459

RE: Solar Panel System Bid

Mr. Crosten et al.,

It is our pleasure to submit, for your consideration, our Solar Power Purchase Agreement along with documents which outline our intended system configuration and associated main production components. It has been a pleasure getting to know you and some of your team there at the WWTP facility as we've come up with potential renewable solutions to your power consumption at the treatment plant. Walking the site and discussing existing conditions with a couple of your teammates there at the facility really helped us get more familiar with the configuration of our Solar PV system and how it could impact your operations there.

We believe we've planned a system based on high-quality, reliable, serviceable, U.S. manufactured components from leading brands in the current industry. We have a longstanding history with Silfab and IronRidge components over our last 10 years in business and have been researching and learning more about the Solectria Inverters in an effort to source all U.S.A. made equipment. As long as these suppliers are not faced with availability challenges in the coming months, it is our intention to move forward, upon receiving a signed PPA, with detailed design and engineering based on the attached list of components and system configurations. Should the need to adjust configuration arise during the detailed engineering phase, we will be sure to communicate that with the team there at the Sanitary Board.

We're very proud of the systems and benefits we've been able to supply for our communities and organizations here in Appalachia and look forward to adding another PV system to our renewable energy portfolio.

Please find the attached documents outlining the various requirements requested in your Advertisement for Bids. Should you or your team have any questions, please contact Nick Arnold or Charles Pickering, PE, PhD at Pickering Energy Solutions.

Sincerely,

Nick Arnold, 11.14.22
Operations Manager
nick@sesllc.us



**Motion to table the Solar Panel System bid process until complete costs are received from Pickering Energy Solutions was made by Shaw/Loftis. Motion carried.**

## C.2 One (1) Mechanical Bar Rack

- **Notice Class II Legal Advertisement Accepting Sealed Bids**

**ADVERTISEMENT FOR BIDS**
**BUCKHANNON SANITARY BOARD**
**MECHANICAL BAR RACK**

The Buckhannon Sanitary Board will accept sealed bids for **a Mechanical Bar Rack** at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 7:30 AM EST on November 17, 2022, at which time all bids which have been received shall be publicly opened and read aloud.

Minimum characteristics of the **Mechanical Bar Rack** to be provided by this bid are as follows:

- Must have operate within a 2ft (24 inches) channel
- Must treat a channel depth of at least 4ft (48 inches)
- Must be capable of treating a peak flow of 5.0 MDG and average flow of 2.5MGD
- Must provide head loss specifications.
- Bidder will include installation cost with bid. Installation shall not alter existing structure.
- Freeze protection must be included and details of function for freeze protection must be provided.
- Must be compatible with 3 phase, 480 volts electrical connection.
- Discharge chute of at least 10 feet must be available
- Option to add a washer/ compactor in future must be available
- Training of service. Maintenance, and operation must be available to sewer department employees during installation.

Bidder must provide the following items.

- Must provide documented 3 years of reputable sales and service, prior to bid.

- Combined bid price of mechanical bar rack delivered to Buckhannon Sewer Plant. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor.
- Availability of mechanical bar rack to include a delivery date if ordered by November 21st, 2022.
- Product literature including basic specifications of the model mechanical bar rack being offered.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty. Warranty must be for a minimum of 2 years.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of 2 customers who have recently purchased a similar piece of equipment.

Bids are to be delivered or sent in a sealed envelope marked, Attention: Ethan Crosten, "Mechanical Bar Rack Bid". If there are any questions, please call Ethan Crosten at 304-472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

**City of Buckhannon**
**Accepting Sealed Bids for One (1) Mechanical Bar Rack**

The City of Buckhannon Sanitary Board will be accepting sealed bids for one (1) Mechanical Bar Rack. Bids will be received until Thursday, November 17, 2022 at 7:30AM. Bid specifications may be obtained at Buckhannon City Hall, 70 E Main Street, Buckhannon WV, Mon-Fri 8:30am to 4:30pm or call 304-472-1651. All bids shall include delivery date to City of Buckhannon. The City of Buckhannon reserves the right to reject any and all bids.

RD publish dates 10/26/22, 11/02/22

Mrs. Jenkins opened the first bid, which was from Kappe Associates. The price listed was $132,000

Mrs. Jenkins opened the second bid, which was from Kappe Associates. The price listed was $172,000

Discussion took place regarding the two different models quoted from Kappe Associates.

Mrs. Jenkins opened the third bid, which was from C2G Enterprises. Two models were quoted with the first at $99,700 and the second was $132,400.

A Q & A with Brian Fenstemaker, Kappe Associates took place.

| AUTOMATIC BAR RACK BIDS COMPARISION | | | |
|---|---|---|---|
| **SPEC** | **DUPERON FLEX RAKE ($132,000)** | **DUPERON IQ ($172,000)** | **AQUALITIC ($99,700)** |
| Warranty | 5 years | 5 years | 3 years |
| Bearings in channel | no | no | no |
| Bar opening | 1/4" | 1/4" | 1" |
| Headloss | 2.32" | 2.63" | approx 0.25" |
| Control | Floats | Floats | sensor |
| Freeze Protection | yes | yes | yes |
| Power | 480v | 480v | 480v |
| Vertical Angle | 70 degrees | 70 degrees | 75 degrees |
| Weight | 3400 lbs | 3400 lbs | 1873.51 lbs (not including motor) |
| control pannel size | 32"x37.56" | 32"x37.56" | |
| screen material | 316L stainless steel | 316L stainless steel | 304L Stainless Steel |

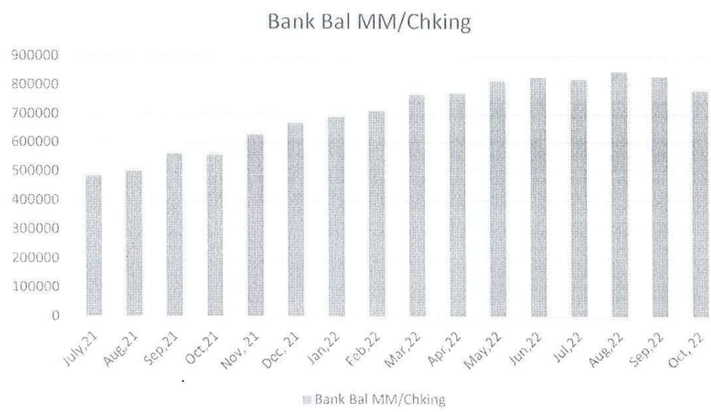
**Motion to approve accepting the lowest bid that meets all specifications and best serves the needs of the department was made by Loftis/Shaw. Motion carried.**

**D. Finance Report- Director of Finance and Administration - Amberle Jenkins**
**D.1 October 2022 –** Amberle Jenkins submitted and explained the following information:

SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance October 31, 2022

| | |
|---|---|
| Money market checking | $ 782,779.05 |
| CD Working Capital (Citizens) | $ 251,335.67 |
| CD Working Capital (Citizens) | $102,422.83 |
| CD Working Capial (Community) 2.48%25mthAug2019 | $103,783.72 |




STORMWATER FUND
Balance October 31, 2022 $233,969.46

**SANITARY OCTOBER 2022 PAYMENT OF BILLS**

**$1,472.00** – C.I. THORNBURG – 8" MANHOLE FRAMES

**$1,100.00**- CRISS SALES & SERVICE- CONCRETE SAW

**$2,750.00** – ATLAS GROUP- HYDROVAC DEANVILLE PUMP STATION

**$4,650.00** – PRECISION PUMP & VALVE – FLYGHT PUMP DEANVILLE PUMP STATION

**$3,420.00** – CORE & MAIN – NEPTUNE SOFTWARE MAINTENANCE

**$11,729.86** – CAPITOL BUSINESS EQUIPMENT – CITY HALL OFFICE FURNITURE

**$71,876.00** – CLEVELAND BROTHERS EQUIPMENT – PURCHASED MINI EXCAVATOR

**$3,245.00 -** CITY OF BUCKHANNON STREET DEPT – ROAD REPAIR WVWC SEWER PROJECT

11-02-2022 01:42 PM disbursements 10-01-22 to 10-31-22

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| POWER/FUEL/UTILITY | MON POWER | 711-713-00 | DEANVILLE | 110086407977 DEANVILLE | 94.04 |
| | | 711-313-00 | VICKSBURG | 110086525471 SYCAMORE | 918.44 |
| | | 711-913-00 | MADISON STREET | 110087327497 RANDOLPH | 28.13 |
| | | 711-513-00 | WOOD/RITCHIE STS | 110086976856 WOOD | 170.16 |
| | | 711-413-00 | EAST MAIN ST | 110084766556 E MAIN | 518.20 |
| | | 711-916-00 | HAMPTON INN PS | 110087568348 WBUC RD | 24.90 |
| | | 711-813-00 | ISLAND AVENUE | 110088930133 ISLAND AVE | 16.58 |
| | | 711-914-00 | TJM SEWAGE STATION | 110087907595 TJM SEWAGE PL | 54.39 |
| | | 711-915-00 | WESTON ROAD | 110087676356 WESTON RD | 38.42 |
| | | 711-917-00 | BRUSHY FORK PS | 110085299060 BRUSHY FORK R | 34.85 |
| | | 711-918-00 | RT 20 SEWER PUMP STA | 110 088 984 965 RT 20 | 9.97 |
| | | 711-113-00 | PLANT POWER | 110 088 308 280 RT. 5 | 7,475.02 |
| | | 711-213-00 | ELIAS STREET | 110 088 305 898 ELIAS ST | 3,955.08 |
| | | 711-919-00 | 1 BUCKHANNON RD | 110 088 263 998 BUCKHANNO | 5.00 |
| | | 711-921-00 | BROOKE ST PUMP STA | 110 100961546 BROOKE ST | 308.83 |
| | | 711-923-00 | 65-67 CLEVELAND AVE | 110142423661 65-67 CLEVELA | 5.25 |
| | | 711-413-00 | EAST MAIN ST | 110084766556 E MAIN | 845.09 |
| | | 711-613-00 | MONONGALIA ST | 110082080448 MON & WOOD ST | 122.99 |
| | GREYLOCK PIPELINE, LLC | 711-920-02 | NATURAL GAS | SEPTEMBER 2022 SALES | 43.90 |

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| | WORLD FUEL SERVICES, INC. | 711-920-00 | PLANT VEHICLES-2,3,8 | SANITARY SEPT 22 FUEL BILL | 2,202.88 |
| | | | | TOTAL: | 16,872.12 |
| UNIFORMS | UNIFIRST CORP. | 712-345-00 | UNIFORMS | ALL DEPT UNIFORMS OCT 2022 | 473.67 |
| | | 712-345-00 | UNIFORMS | ALL DEPT UNIFORMS 9/1-9/22 | 584.05 |
| | | | | TOTAL: | 1,057.72 |
| LINES | SOUTHERN STATES COOP INC | 713-243-00 | SUPPLIES LINES | 2 CYCLE MIXING OIL | 21.48 |
| | | 713-143-00 | FACILITIES MAINTENAN | 10 CASES SPRING WATER | 59.90 |
| | C.I. THORNBURG CO., INC. | 713-243-00 | SUPPLIES LINES | 8" MH FRAMES | 1,472.00 |
| | NAPA-AMTOWER AUTO SUPPLY | 713-443-00 | EQUIPMENT & MAINTENA | 10W-30 OIL P-7 | 87.96 |
| | | 713-443-00 | EQUIPMENT & MAINTENA | OIL & AIR FILTERS P7 | 71.77 |
| | MISS UTILITY OF WEST VIRGINI | 713-443-00 | EQUIPMENT & MAINTENA | SEPT 2022 MESSAGE FEES | 28.68 |
| | LOWES BUSINESS ACCOUNTS | 713-243-00 | SUPPLIES LINES | 4 X 4 X 8 & WOODEN HANDLE | 48.29 |
| | BRUFFEY TRUCKING INC | 713-243-00 | SUPPLIES LINES | LOAD 57 STONE RESTOCK | 656.15 |
| | ACE HARDWARE & CONTRACTOR SU | 713-243-00 | SUPPLIES LINES | MISC TOOLS | 137.13 |
| | | 713-243-00 | SUPPLIES LINES | PRY BAR | 48.99 |
| | CRISS SALES & SERVICE | 713-243-00 | SUPPLIES LINES | CONCRETE SAW | 1,100.00 |
| | BUCKHANNON POSTMASTER | 713-443-00 | EQUIPMENT & MAINTENA | PCRD-POSTAGE TO RETN GPS U | 37.12 |
| | FERGUSON WATERWORKS | 713-243-00 | SUPPLIES LINES | 18" CONCRETE SAW BLADE | 275.00 |
| | BUCKHANNON DISCOUNT TIRE INC | 713-443-00 | EQUIPMENT & MAINTENA | WV STATE INSPECTION P22 | 14.00 |
| | JOHN M. SPAUR DBA TENNERTON | 713-443-00 | EQUIPMENT & MAINTENA | CHANGE TIRE OUT P-7 | 20.00 |
| | | | | TOTAL: | 4,078.47 |
| PLANT | SAFFLES GOODIES | 714-143-00 | FACILITIES MAINTENAN | TARP FOR PLANT | 14.00 |
| | SOUTHERN STATES COOP INC | 714-143-00 | FACILITIES MAINTENAN | MOUSE TRAPS FOR PLANT | 5.97 |
| | MAINLINE LLC | 714-343-00 | EQUIPMENT MAINTENANC | BORE SPROCKETS AND HOLES | 170.00 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | FLAT STEEL FOR P31 | 33.00 |
| | RITE-WAY HEATING & PLUMBING | 714-343-00 | EQUIPMENT MAINTENANC | PVC & CAP FOR BELT PRESS | 1.92 |
| | | 714-443-00 | PUMP STATION REPAIR | GALVENIZED PIPE DEANSVILL | 159.04 |
| | AIRGAS USA, LLC | 714-643-00 | OPERATION PLANT EXPE | TANK OXYGEN FOR P-8 | 41.18 |
| | J T MARTIN COMPANY INC | 714-143-00 | FACILITIES MAINTENAN | FIRE EXTINGUISHER INSP. | 100.05 |
| | ENAQUA | 714-143-00 | FACILITIES MAINTENAN | SURGE PROTECTOR UV UNITS | 480.00 |
| | NAPA-AMTOWER AUTO SUPPLY | 714-143-00 | FACILITIES MAINTENAN | CAR CLEANING SUPPLIES | 40.03 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | 10W 40 OIL FOR SHOP | 102.96 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | DRAIN PLUG GASKET P3 | 1.59 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | BATTERIES | 11.96 |
| | APPLIED INDUSTRIAL TECHNOLOG | 714-143-00 | FACILITIES MAINTENAN | LONG GLOVES | 77.88 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | SEAL KIT-SCREW PUMP | 133.16 |
| | HART OFFICE SOLUTIONS INC | 714-643-00 | OPERATION PLANT EXPE | PRINTER RENTAL | 50.00 |
| | NORTH CENTRAL LABORATORIES C | 714-243-00 | LAB EXPENSE PLANT | LAB SUPPLIES | 712.28 |
| | LOWES BUSINESS ACCOUNTS | 714-143-00 | FACILITIES MAINTENAN | TRASH HOPPER PAD | 54.45 |
| | ACE HARDWARE & CONTRACTOR SU | 714-143-00 | FACILITIES MAINTENAN | SHOP KEYS; WEDGE ANCHORS | 36.48 |
| | CRISS SALES & SERVICE | 714-343-00 | EQUIPMENT MAINTENANC | 2 CYCLE MIX | 15.00 |
| | ATLAS GROUP LLC | 714-443-00 | PUMP STATION REPAIR | HYDROVAC TRUCK DEANVILLE | 2,750.00 |
| | BUCKHANNON DISCOUNT TIRE INC | 714-343-00 | EQUIPMENT MAINTENANC | WVSI P-15 | 14.00 |
| | TRACTOR SUPPLY CREDIT PLAN | 714-143-00 | FACILITIES MAINTENAN | BOOTS KEVIN HERRON | 149.99 |
| | US CELLULAR | 714-543-00 | TELEPHONE | ALL DEPT CELL PHONES OCT 2 | 266.66 |
| | PRECISION PUMP & VALVE SERVI | 714-443-00 | PUMP STATION REPAIR | FLYGHT PUMP DEANVILLE PS | 4,650.00 |
| | ST JOSEPH HOSPITAL OF BUCKHA | 714-643-00 | OPERATION PLANT EXPE | LAB TEST DONALD TENNEY | 53.00 |
| | EBAY | 714-343-00 | EQUIPMENT MAINTENANC | PCRD-SCREW PUMP GEAR BOX | 38.58 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | PCRD-SCREW PUMP GEAR BOX | 125.00 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | PCRD-SCREW PUMP GEAR BOX | 52.00 |
| | | 714-343-00 | EQUIPMENT MAINTENANC | PCRD-SCREW PUMP GEAR BOX | 47.00 |



FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| | LITTLE ROSE ENTERPRISES | 714-343-00 | EQUIPMENT MAINTENANC | REGULATOR FOR ALTERNATOR | 30.00 |
| | WORLD FUEL SERVICES, INC. | 714-143-00 | FACILITIES MAINTENAN | GREASE FOR PLANT | 152.70 |
| | MICROLOGIC INC | 714-743-00 | TELEMETRY | SAN MNTHLY SEC MONITORING | 179.70 |
| | | 714-743-00 | TELEMETRY | SAN MNTHLY SEC MONITORING | 179.70 |
| | FRONTIER | 714-543-00 | TELEPHONE | 472-5459-101515-4 SAN | 91.69 |
| SALARIES PLANT/LINES | **PAYROLL EXPENSES | | | 10/01/2022 - 10/31/2022 | 40,398.61 |
| | | | | TOTAL: | 51,419.58 |
| SALARIES BOARD/OFFICE | **PAYROLL EXPENSES | | | 10/01/2022 - 10/31/2022 | 11,853.97 |
| | | | | TOTAL: | 11,853.97 |
| FICA/INSURANCE | WV PUBLIC EMPLOYEES INSURANC | 718-105-00 | HEALTH INSURANCE | SAN OCT 2022 HEALTH INS | 7,504.73 |
| | | 718-105-00 | HEALTH INSURANCE | SAN OCT 2022 RETIREE'S INS | 1,003.33 |
| | INTERNAL REVENUE SERVICE | 718-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 1,548.85 |
| | | 718-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 1,697.12 |
| | | 718-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 362.26 |
| | | 718-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 396.92 |
| | PAYFLEX | 718-105-00 | HEALTH INSURANCE | SAN OCT 2022 HSA FEES | 45.50 |
| | | | | TOTAL: | 12,558.71 |
| RETIREMENT | WV PUBLIC EMPLOYEES RETIREME | 719-106-00 | GROUP RETIREMENT | WV RETIREMENT CONTRIBUTION | 1,833.23 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIREMENT CONTRIBUTION | 1,830.55 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIRE TIER2 CONTRIBUTI | 409.79 |
| | | 719-106-00 | GROUP RETIREMENT | WV RETIRE TIER2 CONTRIBUTI | 479.74 |
| | | | | TOTAL: | 4,553.31 |
| UNEMPLOYMENT/COMPENSAT | ENCOVA INSURANCE | 720-226-00 | UNEMPLOYMENT/COMPENS | WCN6007140 9/2022-10/2022 | 1,212.99 |
| | WV MUNICIPAL LEAGUE | 720-226-00 | UNEMPLOYMENT/COMPENS | SAN 3RD QTR UNEMPLOYMENT | 191.63 |
| | | | | TOTAL: | 1,404.62 |
| BILLING/COMPUTER/DEP I | WATER BD-CITY OF BUCKHANNON | 783-341-05 | BILLING WAT BD METER | OCTOBER 2022 METER READS | 300.00 |
| | BUCKHANNON POSTMASTER | 783-341-00 | BILLING & COLLECTING | PERMIT #10 POSTAGE | 750.00 |
| | TOSHIBA FINANCIAL SERVICES | 783-341-00 | BILLING & COLLECTING | CITY HALL COPIER LEASE OCT | 149.49 |
| | RAVEN ROCK NETWORKS INC | 783-341-00 | BILLING & COLLECTING | TEAMVIEWER ANNUAL FEE | 749.75 |
| | | 783-341-00 | BILLING & COLLECTING | IT SVC CONTRACT OCT 2022 | 375.00 |
| | | 783-341-00 | BILLING & COLLECTING | IT SVC FIX VPN; SCAN; W DR | 118.12 |
| | CORE & MAIN LP | 783-341-00 | BILLING & COLLECTING | NEPTUNE SFTWARE MNT 7/22-6 | 1,975.00 |
| | | 783-341-00 | BILLING & COLLECTING | NEPTUNE SFTWARE MNT 7/22-6 | 1,445.00 |
| | WALMART STORES INC -BUCKHANN | 783-341-00 | BILLING & COLLECTING | CLEANING SUPPLIES CTY HAL | 31.71 |
| | U.S. POSTAL SERVICE (CMRS-FP | 783-341-00 | BILLING & COLLECTING | OCT 2022 POSTAGE | 250.00 |
| | FP FINANCE PROGRAM | 783-341-00 | BILLING & COLLECTING | MAILER & INSERTER PYMT OCT | 107.30 |
| | SUDDENLINK BUSINESS | 783-341-00 | BILLING & COLLECTING | CITY HALL INTERNET OCT 202 | 214.63 |
| | CAPITOL BUSINESS EQUIPMENT I | 783-341-00 | BILLING & COLLECTING | TASK CHAIRS | 348.09 |
| | TYLER TECHNOLOGIES INC | 783-341-00 | BILLING & COLLECTING | PROJ ACCTNG & SCANNER YRLY | 560.67 |
| | | 783-341-00 | BILLING & COLLECTING | INSITE TRANSACTION FEES | 1,897.19 |
| | | 783-341-00 | BILLING & COLLECTING | UTL BILLING NOTIFICATION C | 63.07 |
| | | | | TOTAL: | 9,335.02 |
| OFFICE EXPENSE | PAYROLL ACCOUNT (ALL DEPTS) | 793-341-00 | OFFICE SUPPLIES & EX | SEPTEMBER 2022 AA FEES | 197.38 |
| | COLLECTION ACCOUNT | 793-341-00 | OFFICE SUPPLIES & EX | SEP 2022 CC FEES | 1,240.25 |
| | US CELLULAR | 793-341-00 | OFFICE SUPPLIES & EX | ALL DEPT CELL PHONES OCT 2 | 61.99 |
| | SPRINT | 793-341-00 | OFFICE SUPPLIES & EX | ALL DEPT SEPT 2022 GEOTABS | 250.66 |
| | WALMART STORES INC -BUCKHANN | 793-341-00 | OFFICE SUPPLIES & EX | SHELVES JANITOR CLOSET | 9.92 |
| | AMAZON.COM | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-WEEKLY DESK CALENDAR | 3.04 |

11-02-2022 01:42 PM disbursements 10-01-22 to 10-31-22

FUND: STORMWATER FUND

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| STORMWATER | C.I. THORNBURG CO., INC. | 805-458-00 | STORMWATER CAPITAL | 18" HDPE PIPE | 1,680.00 |
| | | 805-458-00 | STORMWATER CAPITAL | 10" X 6" REDUCER | 201.15 |
| | WV PUBLIC EMPLOYEES RETIREME | 805-106-00 | STORMWATER RET | WV RETIREMENT CONTRIBUTION | 129.48 |
| | | 805-106-00 | STORMWATER RET | WV RETIRE TIER2 CONTRIBUTI | 42.83 |
| | | 805-106-00 | STORMWATER RET | WV RETIRE TIER2 CONTRIBUTI | 11.90 |
| | INTERNAL REVENUE SERVICE | 805-104-00 | STORMWATER FICA | FICA WITHHELD AND MATCHED | 29.51 |
| | | 805-104-00 | STORMWATER FICA | FICA WITHHELD AND MATCHED | 97.70 |
| | | 805-104-00 | STORMWATER FICA | MEDICARE WITHHELD & MATCHE | 6.90 |
| | | 805-104-00 | STORMWATER FICA | MEDICARE WITHHELD & MATCHE | 22.85 |
| | RDR ENERGY RESOURCES LLC | 805-341-00 | STORMWATER MATERIALS | 6 YDS CONCRETE RD REPAIR | 1,214.50 |
| | **PAYROLL EXPENSES | | | 10/01/2022 - 10/31/2022 | 2,046.87 |
| | | | | TOTAL: | 5,483.69 |

11-02-2022 01:42 PM disbursements 10-01-22 to 10-31-22

FUND: SANITARY

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT |
|---|---|---|---|---|---|
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-SHARP EL CALCULATOR | 18.90 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-HANGING FILE FOLDER F | 7.98 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-FOAM STAMP PAD ETHERN | 4.29 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-CORR TAPE WHITE OUT T | 4.50 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-LGHT BULBS USA FLAG S | 32.19 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-SELF INKING STAMP REF | 2.00 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-CALCULATOR | 13.75 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-STAPLES METAL INCLINE | 2.87 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | PCRD-COUPLER PHN LINE CONN | 1.87 |
| | ROTARY CLUB OF BUCKHANNON-UP | 793-341-00 | OFFICE SUPPLIES & EX | EMPLOYEE ROTARY BLOOD SCRE | 23.75 |
| | CAPITOL BUSINESS EQUIPMENT I | 793-341-00 | OFFICE SUPPLIES & EX | OFFICE FURNITURE @ CITY H | 11,729.86 |
| | FRONTIER | 793-341-00 | OFFICE SUPPLIES & EX | 472-1651-101515-4 CITY HAL | 68.58 |
| | | 793-341-00 | OFFICE SUPPLIES & EX | 304-003-2273-060600-4 | 24.18 |
| | | | | TOTAL: | 13,697.96 |
| PROPERTY INSURANCE | TRAVELERS INSURANCE | 798-226-00 | PROPERTY INSURANCE | INS PREM AUTO LIAB OCT 202 | 2,226.43 |
| | | | | TOTAL: | 2,226.43 |
| PROFESSIONAL | THOMAS J O'NEILL | 896-223-00 | PROFESSSIONAL SERVIC | OCT 2022 ATTORNEY FEES | 1,250.00 |
| | | 896-223-00 | PROFESSSIONAL SERVIC | NOV 2022 CONTRACT- ATTORNE | 1,250.00 |
| | WV STATE AUDITOR | 896-223-00 | PROFESSSIONAL SERVIC | AUDIT 6/30/2021 | 185.75 |
| | | | | TOTAL: | 2,685.75 |
| BOND A | MUNICIPAL BOND COMM OF WV | 970-199-00 | BOND ISSUE #A | SAN OCT 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 OCT 2022 BOND B PAYMEN | 2,253.00 |
| | | | | TOTAL: | 2,253.00 |
| CAPITAL/PROJECTS | RITE-WAY HEATING & PLUMBING | 997-455-00 | SEWER UPGRADE-CAPITA | TRACING WIRE; ELEC PLUGS | 43.26 |
| | | 997-455-00 | SEWER UPGRADE-CAPITA | 4" FLEX PIPE WVWC SEWER | 78.99 |
| | C.I. THORNBURG CO., INC. | 997-455-00 | SEWER UPGRADE-CAPITA | 10" SDR35 PIPE | 3,662.40 |
| | BRUFFEY TRUCKING INC | 997-455-00 | SEWER UPGRADE-CAPITA | 1.5 CR STONE WVWC SEWER | 560.97 |
| | ZINN'S SEPTIC SERVICE, LLC | 997-455-00 | SEWER UPGRADE-CAPITA | TOILET RENTAL | 125.00 |
| | | 997-455-00 | SEWER UPGRADE-CAPITA | TOILET RENTAL SCOTT ST | 125.00 |
| | ENTERPRISE FM TRUST | 997-454-00 | NEW EQUIPMENT-CAPITA | 25H3HK 2021 DODGE RAM TRK | 360.75 |
| | | 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 NOV 2022 CRANE TRK PYM | 1,655.65 |
| | | 997-454-00 | NEW EQUIPMENT-CAPITA | SAN F550 NOV 2022 PAYMENT | 1,111.32 |
| | CLEVELAND BROTHERS EQUIPMENT | 997-454-00 | NEW EQUIPMENT-CAPITA | MINI EXCAVATOR | 71,876.00 |
| | CITY OF BUCKHANNON STREET DE | 997-455-00 | SEWER UPGRADE-CAPITA | ROAD REPAIR WVWC SEWER | 3,245.00 |
| | | | | TOTAL: | 83,916.22 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

26-STORMWATER FUND

% OF YEAR COMPLETED: 33.33

| EVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| NTRAFUND CONTR/CHARGES | | | | | | |
| 26-369-000-00 CONTRIB FROM GEN FUND | 100,000 | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50.00 |
| TOTAL INTRAFUND CONTR/CHARGES | 100,000 | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50.00 |
| OTAL REVENUE | 100,000 | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50.00 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

26-STORMWATER FUND

% OF YEAR COMPLETED: 33.33

| EPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| tormwater | | | | | | |
| ALARIES & BENEFITS | | | | | | |
| 26-805-101-00 STORMWATER PAYROLL | 80,000 | 2,046.87 | 8,878.24 | 0.00 | 71,121.76 | 11.10 |
| 26-805-104-00 STORMWATER FICA | 6,120 | 156.96 | 680.03 | 0.00 | 5,439.97 | 11.11 |
| 26-805-106-00 STORMWATER RET | 8,000 | 184.21 | 729.74 | 0.00 | 7,270.26 | 9.12 |
| TOTAL SALARIES & BENEFITS | 94,120 | 2,388.04 | 10,288.01 | 0.00 | 83,831.99 | 10.93 |
| OMMODITIES | | | | | | |
| 26-805-341-00 STORMWATER MATERIALS | 100,000 | 1,214.50 | 5,844.02 | 0.00 | 94,155.98 | 5.84 |
| TOTAL COMMODITIES | 100,000 | 1,214.50 | 5,844.02 | 0.00 | 94,155.98 | 5.84 |
| APITAL OUTLAY | | | | | | |
| 26-805-458-00 STORMWATER CAPITAL | 105,880 | 1,881.15 | 1,881.15 | 1,712.00 | 102,286.85 | 3.39 |
| TOTAL CAPITAL OUTLAY | 105,880 | 1,881.15 | 1,881.15 | 1,712.00 | 102,286.85 | 3.39 |
| TOTAL stormwater | 300,000 | 5,483.69 | 18,013.18 | 1,712.00 | 280,274.82 | 6.58 |
| TAL EXPENDITURES | 300,000 | 5,483.69 | 18,013.18 | 1,712.00 | 280,274.82 | 6.58 |
| EVENUE OVER/(UNDER) EXPENDITURES | ( 200,000) | ( 5,483.69) | 31,986.82 | ( 1,712.00) | ( 230,274.82) | 15.14- |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

401-SANITARY

% OF YEAR COMPLETED: 33.33

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| OTHER FEES | | | | | | |
| 401-343-000-00 SEWER TAPS | 1,000 | 0.00 | 720.00 | 0.00 | 280.00 | 72.00 |
| TOTAL OTHER FEES | 1,000 | 0.00 | 720.00 | 0.00 | 280.00 | 72.00 |
| UTILITY BILLINGS | | | | | | |
| 401-350-000-00 SEWER CUSTOMERS BILLING | 1,800,000 | 157,315.15 | 613,971.20 | 0.00 | 1,186,028.80 | 34.11 |
| TOTAL UTILITY BILLINGS | 1,800,000 | 157,315.15 | 613,971.20 | 0.00 | 1,186,028.80 | 34.11 |
| 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 CONSMP 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 | 1,000.00 | 0.00 | ( 1,000.00) | 0.00 |
| 401-352-000-00 INCOME FROM TENNERTON PSD | 170,000 | 24,350.92 | 102,022.91 | 0.00 | 67,977.09 | 60.01 |
| TOTAL HEALTH AND SAFETY | 170,000 | 24,600.92 | 103,022.91 | 0.00 | 66,977.09 | 60.60 |
| 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 | 4,317.00 | 13,133.00 | 0.00 | 26,867.00 | 32.83 |
| 401-362-000-02 PROJECT MANAGEMENT FEES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-362-000-03 RT. 20 NORTH SEWER EXTENS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-362-000-04 JAWBONE RUN PROJECT | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-362-000-05 IJDC GRANT | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CHARGES FOR SERVICES | 40,000 | 4,317.00 | 13,133.00 | 0.00 | 26,867.00 | 32.83 |
| GRANTS | | | | | | |
| 401-368-000-00 CONTRIBUTION REVENUE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-368-000-02 CONTRIB IN AID CONSTRUC | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GRANTS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| INTRAFUND CONTR/CHARGES | | | | | | |
| 401-370-000-01 LATE CHARGES | 23,000 | 2,616.75 | 9,814.88 | 0.00 | 13,185.12 | 42.67 |
| TOTAL INTRAFUND CONTR/CHARGES | 23,000 | 2,616.75 | 9,814.88 | 0.00 | 13,185.12 | 42.67 |
| 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 | 54.80 | 0.00 | 295.20 | 15.66 |
| 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 | 1,000 | 0.00 | 1,150.00 | 0.00 | ( 150.00) | 115.00 |
| 401-399-000-00 MISCELLANEOUS | 1,000 | 0.00 | 928.00 | 0.00 | 72.00 | 92.80 |
| 401-399-000-01 RDT CAPLIZED LABEQ/SUPP | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER REVENUE | 2,350 | 0.00 | 2,132.80 | 0.00 | 217.20 | 90.76 |
| TOTAL REVENUE | 2,036,350 | 188,849.82 | 742,794.79 | 0.00 | 1,293,555.21 | 36.48 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

401-SANITARY

% OF YEAR COMPLETED: 33.33

| 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 | 7,475.02 | 30,568.75 | 0.00 | 31,431.25 | 49.30 |
| TOTAL SALARIES & BENEFITS | 62,000 | 7,475.02 | 30,568.75 | 0.00 | 31,431.25 | 49.30 |
| CONTRACTUAL SERVICES | | | | | | |
| 401-711-213-00 ELIAS STREET | 24,000 | 3,955.08 | 9,892.12 | 0.00 | 14,107.88 | 41.22 |
| TOTAL CONTRACTUAL SERVICES | 24,000 | 3,955.08 | 9,892.12 | 0.00 | 14,107.88 | 41.22 |
| COMMODITIES | | | | | | |
| 401-711-313-00 VICKSBURG | 14,000 | 918.44 | 3,951.54 | 0.00 | 10,048.46 | 28.23 |
| TOTAL COMMODITIES | 14,000 | 918.44 | 3,951.54 | 0.00 | 10,048.46 | 28.23 |
| CAPITAL OUTLAY | | | | | | |
| 401-711-413-00 EAST MAIN ST | 7,000 | 1,363.29 | 2,035.80 | 0.00 | 4,964.20 | 29.08 |
| TOTAL CAPITAL OUTLAY | 7,000 | 1,363.29 | 2,035.80 | 0.00 | 4,964.20 | 29.08 |
| CONTRIBUTIONS | | | | | | |
| 401-711-513-00 WOOD/RITCHIE STS | 3,000 | 170.16 | 737.78 | 0.00 | 2,262.22 | 24.59 |
| TOTAL CONTRIBUTIONS | 3,000 | 170.16 | 737.78 | 0.00 | 2,262.22 | 24.59 |
| NON-OPERATING EXPENSES | | | | | | |
| 401-711-613-00 MONONGALIA ST | 1,600 | 122.99 | 509.89 | 0.00 | 1,090.11 | 31.87 |
| 401-711-713-00 DEANVILLE | 1,000 | 94.04 | 281.25 | 0.00 | 718.75 | 28.13 |
| 401-711-813-00 ISLAND AVENUE | 500 | 16.58 | 50.94 | 0.00 | 449.06 | 10.19 |
| 401-711-913-00 MADISON STREET | 500 | 28.13 | 111.83 | 0.00 | 388.17 | 22.37 |
| 401-711-914-00 TJM SEWAGE STATION | 500 | 54.39 | 191.91 | 0.00 | 308.09 | 38.38 |
| 401-711-915-00 WESTON ROAD | 600 | 38.42 | 162.47 | 0.00 | 437.53 | 27.08 |
| 401-711-916-00 HAMPTON INN PS | 350 | 24.90 | 134.44 | 0.00 | 215.56 | 38.41 |
| 401-711-917-00 BRUSHY FORK PS | 570 | 34.85 | 151.95 | 0.00 | 418.05 | 26.66 |
| 401-711-918-00 RT 20 SEWER PUMP STATION | 200 | 9.97 | 39.07 | 0.00 | 160.93 | 19.54 |
| 401-711-919-00 1 BUCKHANNON RD | 200 | 5.00 | 43.88 | 0.00 | 156.12 | 21.94 |
| 401-711-920-00 PLANT VEHICLES-2,3,8 | 25,000 | 2,202.88 | 9,843.64 | 0.00 | 15,156.36 | 39.37 |
| 401-711-920-01 TENNERTON INTERCEPTOR | 5,300 | 0.00 | 735.98 | 0.00 | 4,564.02 | 13.89 |
| 401-711-920-02 NATURAL GAS | 3,000 | 43.90 | 106.95 | 0.00 | 2,893.05 | 3.57 |
| 401-711-921-00 BROOKE ST PUMP STA | 3,200 | 308.83 | 1,108.98 | 0.00 | 2,091.02 | 34.66 |
| 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 | 5.25 | 21.80 | 0.00 | 478.20 | 4.36 |
| TOTAL NON-OPERATING EXPENSES | 43,020 | 2,990.13 | 13,494.98 | 0.00 | 29,525.02 | 31.37 |
| TOTAL POWER/FUEL/UTILITY | 153,020 | 16,872.12 | 60,680.97 | 0.00 | 92,339.03 | 39.66 |

401-SANITARY

% OF YEAR COMPLETED: 33.33

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| COMMODITIES | | | | | | |
| 401-712-345-00 UNIFORMS | 8,730 | 1,057.72 | 2,471.19 | 0.00 | 6,258.81 | 28.31 |
| TOTAL COMMODITIES | 8,730 | 1,057.72 | 2,471.19 | 0.00 | 6,258.81 | 28.31 |
| TOTAL UNIFORMS | 8,730 | 1,057.72 | 2,471.19 | 0.00 | 6,258.81 | 28.31 |
| LINES | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-713-143-00 FACILITIES MAINTENANCE LI | 8,600 | 59.90 | 1,473.88 | 0.00 | 7,126.12 | 17.14 |
| TOTAL SALARIES & BENEFITS | 8,600 | 59.90 | 1,473.88 | 0.00 | 7,126.12 | 17.14 |
| CONTRACTUAL SERVICES | | | | | | |
| 401-713-243-00 SUPPLIES LINES | 35,000 | 3,759.04 | 13,307.55 | 0.00 | 21,692.45 | 38.02 |
| TOTAL CONTRACTUAL SERVICES | 35,000 | 3,759.04 | 13,307.55 | 0.00 | 21,692.45 | 38.02 |
| 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 | 25,000 | 259.53 | 7,622.63 | 0.00 | 17,377.37 | 30.49 |
| TOTAL CAPITAL OUTLAY | 25,000 | 259.53 | 7,622.63 | 0.00 | 17,377.37 | 30.49 |
| TOTAL LINES | 70,600 | 4,078.47 | 22,404.06 | 0.00 | 48,195.94 | 31.73 |
| PLANT | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-714-143-00 FACILITIES MAINTENANCE PL | 14,000 | 1,111.55 | 7,945.73 | 0.00 | 6,054.27 | 56.76 |
| TOTAL SALARIES & BENEFITS | 14,000 | 1,111.55 | 7,945.73 | 0.00 | 6,054.27 | 56.76 |
| CONTRACTUAL SERVICES | | | | | | |
| 401-714-243-00 LAB EXPENSE PLANT | 16,000 | 712.28 | 8,313.88 | 0.00 | 7,686.12 | 51.96 |
| TOTAL CONTRACTUAL SERVICES | 16,000 | 712.28 | 8,313.88 | 0.00 | 7,686.12 | 51.96 |
| COMMODITIES | | | | | | |
| 401-714-343-00 EQUIPMENT MAINTENANCE PLA | 20,000 | 776.17 | 9,582.61 | 0.00 | 10,417.39 | 47.91 |
| TOTAL COMMODITIES | 20,000 | 776.17 | 9,582.61 | 0.00 | 10,417.39 | 47.91 |
| CAPITAL OUTLAY | | | | | | |
| 401-714-443-00 PUMP STATION REPAIR & MAI | 70,000 | 7,559.04 | 8,545.54 | 0.00 | 61,454.46 | 12.21 |
| TOTAL CAPITAL OUTLAY | 70,000 | 7,559.04 | 8,545.54 | 0.00 | 61,454.46 | 12.21 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

401-SANITARY

% OF YEAR COMPLETED: 33.33

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRIBUTIONS | | | | | | |
| 401-714-543-00 TELEPHONE | 7,200 | 358.35 | 1,433.43 | 0.00 | 5,766.57 | 19.91 |
| TOTAL CONTRIBUTIONS | 7,200 | 358.35 | 1,433.43 | 0.00 | 5,766.57 | 19.91 |
| NON-OPERATING EXPENSES | | | | | | |
| 401-714-643-00 OPERATION PLANT EXPENSE | 12,000 | 144.18 | 3,785.28 | 0.00 | 8,214.72 | 31.54 |
| 401-714-743-00 TELEMETRY | 2,600 | 359.40 | 718.80 | 0.00 | 1,881.20 | 27.65 |
| TOTAL NON-OPERATING EXPENSES | 14,600 | 503.58 | 4,504.08 | 0.00 | 10,095.92 | 30.85 |
| TOTAL PLANT | 141,800 | 11,020.97 | 40,325.27 | 0.00 | 101,474.73 | 28.44 |
| SALARIES PLANT/LINES | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-715-101-00 PLANT LABOR | 255,000 | 20,874.48 | 98,855.46 | 0.00 | 156,144.54 | 38.77 |
| 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 | 410,000 | 19,524.13 | 88,010.94 | 0.00 | 321,989.06 | 21.47 |
| 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 | 665,000 | 40,398.61 | 186,866.40 | 0.00 | 478,133.60 | 28.10 |
| 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 | 665,000 | 40,398.61 | 186,866.40 | 0.00 | 478,133.60 | 28.10 |
| SALARIES BOARD/OFFICE | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-716-101-00 BOARD SALARIES | 6,000 | 1,000.00 | 4,000.00 | 0.00 | 2,000.00 | 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 | 155,200 | 10,853.97 | 54,849.78 | 0.00 | 100,350.22 | 35.34 |
| 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 | 161,200 | 11,853.97 | 58,849.78 | 0.00 | 102,350.22 | 36.51 |

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| CONTRACTUAL SERVICES | | | | | | |
| 401-716-226-00 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 BOARD/OFFICE | 161,200 | 11,853.97 | 58,849.78 | 0.00 | 102,350.22 | 36.51 |
| FICA/INSURANCE | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-718-104-00 FICA TAX | 52,000 | 4,005.15 | 18,836.54 | 0.00 | 33,163.46 | 36.22 |
| 401-718-105-00 HEALTH INSURANCE | 163,000 | 8,553.56 | 64,472.08 | 0.00 | 98,527.92 | 39.55 |
| TOTAL SALARIES & BENEFITS | 215,000 | 12,558.71 | 83,308.62 | 0.00 | 131,691.38 | 38.75 |
| TOTAL FICA/INSURANCE | 215,000 | 12,558.71 | 83,308.62 | 0.00 | 131,691.38 | 38.75 |
| RETIREMENT | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-719-106-00 GROUP RETIREMENT | 68,000 | 4,553.31 | 21,216.02 | 0.00 | 46,783.98 | 31.20 |
| TOTAL SALARIES & BENEFITS | 68,000 | 4,553.31 | 21,216.02 | 0.00 | 46,783.98 | 31.20 |
| TOTAL RETIREMENT | 68,000 | 4,553.31 | 21,216.02 | 0.00 | 46,783.98 | 31.20 |
| UNEMPLOYMENT/COMPENSATION | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 401-720-226-00 UNEMPLOYMENT/COMPENSATION | 20,600 | 1,404.62 | 5,956.39 | 0.00 | 14,643.61 | 28.91 |
| TOTAL CONTRACTUAL SERVICES | 20,600 | 1,404.62 | 5,956.39 | 0.00 | 14,643.61 | 28.91 |
| TOTAL UNEMPLOYMENT/COMPENSATION | 20,600 | 1,404.62 | 5,956.39 | 0.00 | 14,643.61 | 28.91 |
| BILLING/COMPUTER/DEP INT | | | | | | |
| 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 | 52,000 | 9,035.02 | 26,922.72 | 0.00 | 25,077.28 | 51.77 |
| 401-783-341-05 BILLING WAT BD METER READ | 3,600 | 300.00 | 1,200.00 | 0.00 | 2,400.00 | 33.33 |
| 401-783-342-00 NEW COMPUTER CAPITAL OUTL | 6,000 | 0.00 | 1,335.08 | 0.00 | 4,664.92 | 22.25 |



| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| 401-783-369-00 CUSTOMER DEP INTEREST PAI | 1,000 | 2.98 | 7.09 | 0.00 | 992.91 | 0.71 |
| TOTAL COMMODITIES | 62,600 | 9,338.00 | 29,464.89 | 0.00 | 33,135.11 | 47.07 |
| NON-OPERATING EXPENSES | | | | | | |
| 401-783-670-00 DEPOSIT INTEREST EXPENSE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-783-699-00 CONTINGENCY SAN BD DETERM | 350,000 | 0.00 | 9,565.00 | 0.00 | 340,435.00 | 2.73 |
| TOTAL NON-OPERATING EXPENSES | 350,000 | 0.00 | 9,565.00 | 0.00 | 340,435.00 | 2.73 |
| TOTAL BILLING/COMPUTER/DEP INT | 412,600 | 9,338.00 | 39,029.89 | 0.00 | 373,570.11 | 9.46 |
| OFFICE EXPENSE | | | | | | |
| COMMODITIES | | | | | | |
| 401-793-341-00 OFFICE SUPPLIES & EXPENSE | 49,000 | 13,697.96 | 21,331.25 | 253.00 | 27,415.75 | 44.05 |
| TOTAL COMMODITIES | 49,000 | 13,697.96 | 21,331.25 | 253.00 | 27,415.75 | 44.05 |
| TOTAL OFFICE EXPENSE | 49,000 | 13,697.96 | 21,331.25 | 253.00 | 27,415.75 | 44.05 |
| PSC ASSESS/DNR PERMIT | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-797-116-00 PSC ASSESSMENTS | 7,600 | 0.00 | 5,356.65 | 0.00 | 2,243.35 | 70.48 |
| 401-797-117-00 DNR PERMIT | 3,000 | 0.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| TOTAL SALARIES & BENEFITS | 10,600 | 0.00 | 5,356.65 | 0.00 | 5,243.35 | 50.53 |
| TOTAL PSC ASSESS/DNR PERMIT | 10,600 | 0.00 | 5,356.65 | 0.00 | 5,243.35 | 50.53 |
| PROPERTY INSURANCE | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 401-798-226-00 PROPERTY INSURANCE | 46,500 | 2,226.43 | 16,438.35 | 5,950.00 | 24,111.65 | 48.15 |
| 401-798-227-00 INSURANCE CLAIMS DAMAGE D | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRACTUAL SERVICES | 46,500 | 2,226.43 | 16,438.35 | 5,950.00 | 24,111.65 | 48.15 |
| TOTAL PROPERTY INSURANCE | 46,500 | 2,226.43 | 16,438.35 | 5,950.00 | 24,111.65 | 48.15 |
| RENTS | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 401-803-219-00 RENTS | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| TOTAL CONTRACTUAL SERVICES | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| TOTAL RENTS | 10,000 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |

11-02-2022 02:34 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

401-SANITARY

% OF YEAR COMPLETED: 33.33

| DEPARTMENTAL EXPENDITURES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|---|---|---|---|---|---|
| PROFESSIONAL | | | | | | |
| CONTRACTUAL SERVICES | | | | | | |
| 401-896-223-00 PROFESSSIONAL SERVICES | 44,500 | 2,685.75 | 4,311.50 | 0.00 | 40,188.50 | 9.69 |
| TOTAL CONTRACTUAL SERVICES | 44,500 | 2,685.75 | 4,311.50 | 0.00 | 40,188.50 | 9.69 |
| TOTAL PROFESSIONAL | 44,500 | 2,685.75 | 4,311.50 | 0.00 | 40,188.50 | 9.69 |
| BOND A | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-970-199-00 BOND ISSUE #A | 171,000 | 14,144.97 | 56,919.36 | 0.00 | 114,080.64 | 33.29 |
| TOTAL SALARIES & BENEFITS | 171,000 | 14,144.97 | 56,919.36 | 0.00 | 114,080.64 | 33.29 |
| TOTAL BOND A | 171,000 | 14,144.97 | 56,919.36 | 0.00 | 114,080.64 | 33.29 |
| BOND B | | | | | | |
| SALARIES & BENEFITS | | | | | | |
| 401-980-199-00 BOND ISSUE #B | 28,000 | 2,253.00 | 9,066.06 | 0.00 | 18,933.94 | 32.38 |
| TOTAL SALARIES & BENEFITS | 28,000 | 2,253.00 | 9,066.06 | 0.00 | 18,933.94 | 32.38 |
| TOTAL BOND B | 28,000 | 2,253.00 | 9,066.06 | 0.00 | 18,933.94 | 32.38 |
| CAPITAL/PROJECTS | | | | | | |
| CAPITAL OUTLAY | | | | | | |
| 401-997-451-00 PLANT - CAPITAL | 150,000 | 0.00 | 0.00 | 0.00 | 150,000.00 | 0.00 |
| 401-997-451-01 STORMWATER | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-997-451-02 BELT PRESS PROJECT | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 37,200 | 0.00 | 0.00 | 0.00 | 37,200.00 | 0.00 |
| 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 | 74,000 | 76,075.60 | 99,755.37 | 0.00 | ( 25,755.37) | 134.80 |
| 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 | 83,000 | 7,840.62 | 44,663.99 | 607.01 | 37,729.00 | 54.54 |
| 401-997-456-00 WESTON ROAD NORTH SIDE | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 40,000 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 401-997-458-00 EXP BRUSHY FRK TO GEN FUN | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 401-997-499-00 MISCELLANEOUS PROJECTS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 384,200 | 83,916.22 | 144,419.36 | 607.01 | 239,173.63 | 37.75 |

11-02-2022 02:34 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

401-SANITARY

% OF YEAR COMPLETED: 33.33

| 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 | 384,200 | 83,916.22 | 144,419.36 | 607.01 | 239,173.63 | 37.75 |
| 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 | 2,660,350 | 232,060.83 | 778,951.12 | 6,810.01 | 1,874,588.87 | 29.54 |
| REVENUE OVER/(UNDER) EXPENDITURES | ( 624,000) | ( 43,211.01) | ( 36,156.33) | ( 6,810.01) | ( 581,033.66) | 6.89 |

She also discussed a program that Phil Loftis had mentioned, which is with the WV State Treasurer's office that yield a good interest. Amby will explore this program.

**Motion Loftis/Skinner to accept the financial report as submitted. Motion carried.**

**E. Department Report –** Ethan Crosten presented the following report:
**E.1 33 West Extension North** - No movement.
**E.2 33 West Extension South** - JF Allen has donated this property to Upshur County Commission so Ethan and City Engineer Jay Hollen will need to do an updated inspection of the sanitary system.

**E.3 Plant Operations-Testing** - All tests have been within limits. We had an issue with the center tube on the clarifier being plugged with rags. We have had several issues with rag plugging various lines recently.

| | | | |
|---|---|---|---|
| Applicant: | BUCKHANNON, CITY OF | Type: | Electronic DMR |
| Reference ID: | wv0032336Oct2022 (11/16/2022) | Permit ID: | New/Pending |
| eDMR Worksheet -- WV0032336 - 001 | | | |
| Status | New | Printed: | Nov. 16, 2022 10:54 AM |

Permit: WV0032336 Outlet No: 001 Type: NORMAL Lab Performing Analysis: 153 - BUCKHANNON WASTEWATER TREATM

Report for the Month of: October Year: 2022

Retrieve Parameters | eDMR Schedule

| Parameter | Permit Limits | Quantity Avg | Quantity Max | Quantity Units | Quantity Number Exceed. | Other Units Min | Other Units Avg | Other Units Max | Other Units CEL* | Other Units Units | Other Units Number Exceed. | Measurement Frequency | Sample Type | Lab Test Flag |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 50050 (ML-1) RF-A Flow,In Conduit Or Treatment Plant Year Round | Reported | | | | | 0.829 | 2.874 | | | | Continuous | | | 153 |
| | Permit Limits | N/A | N/A | | N/A | Rpt Onl Avg. Mo | Rpt Only Max. Da | | mgd | 0 | Continuous | measured | | |
| 00310 (ML-B) RF-A Bod Summer July 1-Oct 31 | Reported | 14.0 | 18.8 | | | 2.3 | 2.5 | | | | 1/week | | | 153 |
| | Permit Limits | 208.5 Avg. Mo | 417 Max. Da | Lbs/Day | 0 N/A | 10 Avg. Mo | 20 Max. Da | | mg/l | 0 | 1/week | 8 hr comp | | |
| 00530 (ML-A) RF-A Suspended Solids, Total Year Round | Reported | 10.6 | 22.4 | | | 1.6 | 2.5 | | | | 1/week | | | 153 |
| | Permit Limits | 625.5 Avg. Mo | 1251 Max. Da | Lbs/Day | 0 N/A | 30 Avg. Mo | 60 Max. Da | | mg/l | 0 | 1/week | 8 hr comp | | |
| 51012 (ML-K) RF-A Bod,5day Percent Removal, Dry Year Round | Reported | | | | 98.7 | | | | | | 4/month | | | 153 |
| | Permit Limits | N/A | N/A | | 85 Month. / | N/A | N/A | | Percent | 0 | 2/month | Calculated | | |
| 51013 (ML-K) RF-A Bod,5day Percent Removal, Wet Year Round | Reported | | | | | | | | | | 2/month | | | 153 |
| | Permit Limits | N/A | N/A | | Rpt Onl Month. / | N/A | N/A | | Percent | | 2/month | Calculated | CONDITIONAL | |
| 51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round | Reported | | | | 99.3 | | | | | | 4/month | | | 153 |
| | Permit Limits | N/A | N/A | | 85 Month. / | N/A | N/A | | Percent | 0 | 2/month | Calculated | | |
| 51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round | Reported | | | | | | | | | | 2/month | | | 153 |
| | Permit Limits | N/A | N/A | | Rpt Onl Month. / | N/A | N/A | | Percent | | 2/month | Calculated | CONDITIONAL | |
| 74055 (ML-A) RF-A Coliform, Fecal Year Round | Reported | | | | | 20 | 42 | | | | 1/week | | | 153 |
| | Permit Limits | N/A | N/A | | N/A | 200 Mon. Ge | 400 Max. Da | | Cnts/10( | 0 | 1/week | Grab | | |
| 00400 (ML-A) RF-A Ph Year Round | Reported | | | | 7.19 | | 7.72 | | | | 1/week | | | 153 |
| | Permit Limits | N/A | N/A | | 6 Inst. Min | N/A | 9 Inst. Ma | | S.U. | 0 | 1/week | Grab | | |
| 00300 (ML-A) RF-A Dissolved Oxygen Year Round | Reported | | | | 7.6 | | | | | | 1/week | | | 153 |
| | Permit Limits | N/A | N/A | | 7.25 Inst. Mir | N/A | N/A | | mg/l | 0 | 1/week | Grab | | |
| 00610 (ML-A) RF-A Nitrogen, Ammonia Total Summer July 1-Oct 31 | Reported | 10.70 | 2.8 | | | 0.310 | 0.310 | | | | 1/week | | | 153 |
| | Permit Limits | 41.7 Avg. Mo | 83.4 Max. Da | Lbs/Day | 0 N/A | 2 Avg. Mo | 4 Max. Da | | mg/l | 0 | 1/week | 8 hr comp | | |
| 00665 (ML-A) RF-A Phosphorus, Total (As P) Summer May 1-Oct 31 | Reported | | | | | 0.8 | .99 | | | | 2/month | | | 157 |
| | Permit Limits | N/A | N/A | | N/A | Rpt Onl Avg. Mo | Rpt Onl Max. Da | | mg/l | 0 | 2/month | 8 hr comp | | |
| 01119 (ML-A) RF-A Copper Total Recoverable Year Round | Reported | | | | | <0.005 | <0.005 | | | | 1/month | | | 157 |
| | Permit Limits | N/A | N/A | | N/A | 0.007 Avg. Mo | 0.017 Max. Da | | mg/l | 0 | 1/month | 8 hr comp | | |
| 01094 (ML-A) RF-A Zinc Total Recoverable Year Round | Reported | | | | | 0.03 | 0.03 | | | | 1/month | | | 157 |
| | Permit Limits | N/A | N/A | | N/A | 0.075 Avg. Mo | 0.147 Max. Da | | mg/l | 0 | 1/month | 8 hr comp | | |
| 74069 (ML-6) RF-A Stream Flow, Estimated Summer July 1-Oct 31 | Reported | | | | 53.9 | 869.4 | 164.5 | | | | 1/daily | | | 153 |
| | Permit Limits | N/A | N/A | | Rpt Onl Inst. Min | Rpt Onl Avg. Mo | Rpt Only Inst. Ma | | cfs | 0 | 1/daily | Calculated | | |

ES-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

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

| | INFLUENT WASTEWATER | | | | | BELT PRESS | | | Plant Effluent | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date | Sus. Sol. mg/l | BOD5 mg/l | Flow mgd | Temp C | PH | Grit Scr. C.F. | Gals.Wet Sludge Added | Pounds Dry solid: Produced | Sus. Sol. mg/l | BOD5 mg/l | Fecal Col./ 100 ml | D.O. mg/l | PH | Amm. Nit. mg/l |
| 10/1/22 | | | 2.814 | | | 2.0 | | | | | | | | |
| 10/2/22 | | | 2.874 | | | 2.0 | | | | | | | | |
| 10/3/22 | | | 0.960 | 24.0 | 7.18 | 2.0 | | | | | | 8.2 | 7.23 | |
| 10/4/22 | | | 1.458 | 24.0 | 7.21 | 2.0 | | | | | 10 | 8.3 | 7.24 | |
| 10/5/22 | 64 | 146 | 1.072 | 24.0 | 7.18 | 2.0 | | | 2.5 | 2.1 | | 8.4 | 7.22 | 0.310 |
| 10/6/22 | | | 0.907 | 22.0 | 7.18 | 2.0 | | | | | | 8.1 | 7.21 | |
| 10/7/22 | | | 0.920 | 22.0 | 7.09 | 2.0 | | | | | | 7.8 | 7.31 | |
| 10/8/22 | | | 0.808 | | | 2.0 | | | | | | | | |
| 10/9/22 | | | 0.772 | | | 2.0 | | | | | 11 | | | |
| 10/10/22 | | | 0.706 | 22.0 | 7.15 | 2.0 | | | | | | 7.9 | 7.23 | |
| 10/11/22 | | | 0.660 | 22.0 | 7.12 | 2.0 | | | | | | 7.6 | 7.26 | |
| 10/12/22 | 80 | 183 | 0.766 | 23.0 | 7.11 | 2.0 | 92,938 | 11,084 | 1.0 | 2.5 | | 7.7 | 7.24 | 0.31 |
| 10/13/22 | | | 0.774 | 23.0 | 7.16 | 2.0 | | | | | | 8.0 | 7.21 | |
| 10/14/22 | | | 0.673 | 22.0 | 7.18 | 2.0 | | | | | | 8.1 | 7.20 | |
| 10/15/22 | | | 0.834 | | | 2.0 | | | | | | | | |
| 10/16/22 | | | 0.634 | | | 2.0 | | | | | | | | |
| 10/17/22 | | | 0.649 | 22.0 | 7.15 | 2.0 | | | | | | 8.2 | 7.19 | |
| 10/18/22 | | | 0.609 | 20.0 | 7.18 | 2.0 | | | | | 32 | 8.5 | 7.22 | |
| 10/19/22 | 260 | 195 | 0.498 | 20.0 | 7.42 | 2.0 | | | 1.5 | 2.3 | | 8.4 | 7.72 | 0.31 |
| 10/20/22 | | | 0.604 | 20.0 | 7.32 | 2.0 | | | | | | 8.4 | 7.49 | |
| 10/21/22 | | | 0.604 | 20.0 | 7.22 | 2.0 | | | | | | 8.1 | 7.31 | |
| 10/22/22 | | | 0.445 | | | 2.0 | | | | | | | | |
| 10/23/22 | | | 0.401 | | | 2.0 | | | | | 42 | | | |
| 10/24/22 | | | 0.553 | 21.0 | 7.18 | 2.0 | | | | | | 8.2 | 7.24 | |
| 10/25/22 | | | 0.662 | 21.0 | 7.16 | 2.0 | | | | | | 8.3 | 7.23 | |
| 10/26/22 | 568 | 183 | 0.587 | 20.0 | 7.19 | 2.0 | | | 1.5 | 2.4 | | 7.9 | 7.25 | 0.31 |
| 10/27/22 | | | 0.488 | 20.0 | 7.21 | 2.0 | | | | | | 7.8 | 7.26 | |
| 10/28/22 | | | 0.414 | 20.0 | 7.20 | 2.0 | | | | | | 8.0 | 7.23 | |
| 10/29/22 | | | 0.326 | | | 2.0 | | | | | | | | |
| 10/30/22 | | | 0.574 | | | 2.0 | | | | | | | | |
| 10/31/22 | | | 0.651 | 20.0 | 7.19 | 2.0 | | | | | 22 | 7.9 | 7.24 | |
| TOTAL | | | 25.697 | | | | 92,938 | 11,084 | | | | | | |
| AVERAGE | 243 | 177 | 0.829 | 21.5 | 7.19 | 2.0 | | | 1.6 | 2.3 | 20 | 8.1 | 7.27 | 0.31 |
| MAXIMUM | 568 | 195 | 2.874 | 24.0 | 7.42 | 2.0 | | | 2.5 | 2.5 | 42 | 8.5 | 7.72 | 0.31 |
| MINIMUM | 64 | 146 | 0.326 | 20.0 | 7.09 | 2.0 | | | 1.0 | 2.1 | 10 | 7.6 | 7.19 | 0.31 |
| **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 |

**E.4 Maintenance Crew** - The maintenance crew has been assisting with generator installation at the pump stations. They also have been completing routine maintenance. They pumped out Deanville and Island Avenue pump stations and repaired a tube.

**E.5 Line Crew #1** – Brian's Crew – Brian's crew repaired a line along Little Sand Run Road. This was a difficult repair as the sewer line is almost under the state road. They also raised a buried manhole in this area. The have finished cleanup at Wesleyan and began moving material out to Scott Street for a minor storm project.

**E.6 Line Crew #2** – Scott's Crew – Scott's crew has finished the service lines on Madison Street and ran pipe to the drop inlets. The drop inlet was delivered Tuesday afternoon and the crew should be finishing the project up in the next week of nice weather.

**E.7 Pump Station Generator Update** - All pump stations have been commissioned and are operating correctly. A couple of minor part replacements are needed at East Main and Brooke streets.

**City of Buckhannon**
70 East Main Street
Buckhannon, WV 26201

Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

November 11, 2022

Mr. Dale Hatfield –Mitigation Project Officer
West Virginia Emergency Management Division
2403 Fairlawn Avenue
Dunbar, West Virginia 25064

**Re: City of Buckhannon**
**DHS / FEMA Region III Hazard Mitigation Project**
**Installation and Securing of Emergency Power Generation and Manual Transfer Switches**
**Hazard Mitigation Program FEMA-DR-4273-WV-0035**
**WVIJDC Project No. 116**
**Invoice No. 26**

Dear Mr. Hatfield,

As per of the requirements of the DHS / FEMA Region III Hazard Mitigation Project grant, the City of Buckhannon (City) is submitting Invoice No. 26 in the amount of $2,859.48 associated with the above-referenced project for project management and site inspection services by the City and various Contract-related services by Mountain State Electrical Contractors, LLC (MSEC) for work performed between October 1, 2022 and October 31, 2022.

Project Management services included the reviewing, processing & submission of Invoices No. 25 and the site inspection relating to the repair and re-installation of the non-functioning generator at the Brooke Street Lift Station site, the installation of the Wood/Ritchie Street Lift Station generator enclosure and Project Management services provided by the Sanitary Department's Maintenance Supervisor from April 20, 2022 through October 20, 2022. The total cost associated with Project Management services for this invoicing period is $2,859.48.

For more detailed information on the Project Management and Contractor services that were provided, please refer to the invoice attached to this letter.

Therefore, for this invoice, the following is a breakdown of both the 75% Federal Funding Match and the 25% Non-Federal Funding Match for the WVIJDC, including the withholding of the 10% retainage:

- 75% Federal Funding Match to be reimbursed by FEMA = $2,144.61
- 25% Non-Federal Funding Match to be reimbursed by the WVIJDC = $714.87

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

Sincerely,

James S. Hollen, III, PE
City Engineer

Attachments: Work Performed to Date in 1st Quarter 2023 Summary
Labor and Equipment Cost Summary – Engineering & Project Management Services, dated October 31, 2022
Payroll / Timesheet Information from City of Buckhannon

c: Mayor Robert N. Skinner, III
Members of the Sanitary Board and the Water Boards
Jerry Arnold – Director of Public Works
Ethan Crosten – Sewer Superintendent
Kelly Arnold – Water Superintendent

**E.8 ARPA Projects Update** – Jerry Arnold, Joe Dinkle of Potesta, and myself met with Tony Casella regarding the North Locust Project. We have preliminary plans and routes of completing the project, with an estimate of $400,00 - $500,000 being needed to complete the project.

The question has become which part of what project would we like to do. Potesta is still working on an estimate for Taylor Street, but it will be more than the remaining $500,000. I believe Taylor should be a priority; with the money left complete a road bore across Route 20 with the ARPA money to leave the city a connection to develop a project in the future. This alternative route would eliminate an aerial crossing which is always a good thing.

The estimate for the storm on Taylor Street was over 4 million. That project will not be able to be completed with the ARPA money.

Discussion took place, which included City Engineer, Jay Hollen, concerning what projects we should do and what one to place on hold. We will have final numbers for the Taylor Street project in about two weeks and will discuss more at the December meeting.

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

## F.1 Notice Sanitary & Storm Department Accepting Applications for a Maintenance Assistant

**City of Buckhannon**
**Sanitary Department**
**Maintenance Assistant**

The City of Buckhannon's Sanitary and Storm Department is looking to add a full-time Maintenance Assistant. This department is responsible for the operation, maintenance, and expansion of the City's sewer and storm water infrastructure. This an excellent opportunity to start rewarding career and grow your own skills. Job requirements are as follows:

1. **Title:** Maintenance Assistant

2. **Educational Requirements:** High School Diploma or GED

3. **Requirements:**

   - Ability to lift between 50-100lbs regularly.
   - Ability to work in tight spaces and occasionally in unpleasant conditions due to nature of work being performed
   - Must be able to maintain safety precautions on job site.
   - Must be dependable, punctual and proactive.
   - Must have the capability of working within a team.
   - Must have valid West Virginia driver's license
   - Must pass a Pre-employment drug test and random drug tests

4. **Preferred Qualifications:**

   - Journeyman Electrical License highly preferred
   - Class 1 wastewater operator licensing highly preferred or ability / willingness to obtain
   - Experience operating machinery
   - Class A CDL

5. **Job Duties (including but not limited to):**

   - Complete daily, weekly, and monthly routine checks of equipment and plant facilities
   - Maintain sewage lift stations including plumbing, electrical wiring, pumps, valves, property, etc.
   - Maintain sewage treatment plant motors, pumps, plumbing, gear boxes, equipment, etc,
   - Complete capital improvement projects including adding treatment process, upgrading treatment processes, improving property, site development
   - Mow, trim and maintain plant and pumpstation grounds
   - Provide contract support for various projects
   - Repair equipment, parts, and buildings as problems arise
   - Trouble shoot electrical issues at pump stations, plant facilities, and equipment.
   - Occasional weekend, evening and holiday availability
   - Clean and maintain city vehicles, equipment and tools
   - Assist in other jobs and activities are required in day-to-day operation

6. **Job Benefits and Compensation:**

   - Hourly rate of **$13- 15.00 per hour** depending on combination of education, skills, and qualifications.
   - Full City benefits including insurance, retirement, sick time and vacation time.
   - Annual work boot allowance
   - Work clothing provided

7. **How to apply:**

   1. Visit Buckhannon City Hall at **70 East Main Street, Buckhannon, WV 26201** for an application.
   2. Complete Application and return it to City Hall or mail it marked **'Attention: Buckhannon Sanitary Board'**
   3. Applications are due by Friday, December 2st at 4:00pm.

**City of Buckhannon Sanitary and Storm Department**
**Accepting Application for Maintenance Assistant**

The City of Buckhannon Sanitary and Storm Department is accepting applications for a full-time Maintenance Assistant. Applications will be accepted until 4:00 p.m. on Friday, December 2, 2022.

Full job description, requirements, and application may be obtained at City Hall, 70 E Main Street, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm or call 304-472-1651.

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

Amberle Jenkins
City of Buckhannon Assistant Recorder

## F.2 Tennerton P.S.D. Meeting Minutes-October 2022

Tennerton Public Service District
Monthly Meeting
October 12, 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 October 12, 2022

In attendance were Joe Tenney, John Barnes, Terry Gould, and Vickie Dean. Robert Heater was attending a training meeting in Bridgeport.

The meeting was called to order promptly at 2:00 pm by Joe Tenney chairman. The minutes of the previous meeting held on September 20, 2022 were read, there being no corrections or additions, motion to approve was made by Joe Tenney, seconded by John Barnes.

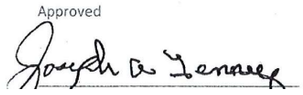
Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by John Barnes and seconded by Joe Tenney.

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

Terry Gould reported on the following:
*Would like to separate from the city and do our own billing to collect security deposits.
* We will be getting a quote from Deepwell on Orr Street pump house.
*Our money from the Upshur County Commission has been temporarily frozen by the Governor/State.
*Mr. McClung on Cemetery Rd has had a sewer leak. Terry and Ringers have been there to check it and it has been determined that it is not our line.
*Hickory Flat / Red Knob needs to be active project. Will get in touch with Mr. Zurbach and try to get an agreement set up with the city.

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

Approved



**G. Storm Water Issues for Discussion and/or Vote** - None

**H. Consent Agenda:**
**H.1 Approval of Minutes 10/20/2022**- There was no Consent Agenda presented.

**I. Strategic Issues for Discussion and/or Vote:**

**I.1 Approval of Bid Opening-Solar Panel System** – Action was taken earlier in the meeting.

**I.2 Approval of Bid Opening- One (1) Mechanical Bar Rack** – Action was taken earlier in the meeting.

**Motion to move into Executive Session at 8:27 AM to discuss personnel matters was made by Loftis/Shaw. Motion carried.**

**Motion to leave Executive Session at 8:35 AM was made by Loftis/Shaw. Motion carried.**

**I.4 Discussion/Possible Vote Approval Wage Increase Sanitary Superintendent Ethan Crosten**

**A motion to approve a wage increase for Sanitary Superintendent Ethan Crosten of $5,000 per year, effective December 1, 2022, was made by Shaw/Loftis. Motion carried.**

**I.5 Discussion/Possible Vote Approval Wage Increase City Engineer Jay Hollen**

**A motion to approve a wage increase for City Engineer Jay Hollen of $5,000 per year, effective December 1, 2022, noting that the Sanitary Board's commitment of the wage increase to be $1,250, was made by Loftis/Shaw.**

**I.3 Approval Sanitary Board Budget Revision –** Mayor Skinner recognized Amberle Jenkins who presented the Sanitary Board Budget Revision request.

| | | | | | |
|---|---|---|---|---|---|
| Sanitary Budget revision 2 - fy2022-23 | | | | | |
| Nov-22 | | | | | |
| | | | | | |
| 401-414-343-00 | Equipment Maint | 20000 | 2000 | 22000 | ethan requested |
| 401-713-243-00 | Supplies Lines | 35000 | 5000 | 40000 | ethan requested |
| 401-714-143-00 | facilities maintenance | 14000 | 2000 | 16000 | ethan requested |
| 401-714-243-00 | Lab Expense Plant | 16000 | 4000 | 20000 | ethan requested |
| 401-715-101-00 | Plant Labor | 255000 | 40000 | 295000 | pay increases |
| 401-716-101-00 | Board Salaries | 6000 | 6000 | 12000 | Correct budget s/b $12T |
| 401-716-103-00 | Office/clerk adm salaries | 155200 | 10800 | 166000 | pay increases |
| 401-718-104-00 | FICA | 52000 | 6000 | 58000 | |
| 401-719-106-00 | Retirement | 68000 | 5200 | 73200 | |
| 401-783-699-00 | Contingency | 350000 | -152000 | 198000 | |
| 401-997-454-00 | New Equipment-Capital | 74000 | 71000 | 145000 | decided to pay for mini-excavator due to interest rate changes |

**A motion to approve the Sanitary Board Budget Revision request as presented was made by Shaw/Loftis. Motion carried.**

**J. Board Member Comments and Announcements**

**Phil Loftis –** Mr. Loftis provided a report on the WV State Auditor's seminar held recently at Oglebay Resort. He found it to be very informative.

**Mitchell Shaw –** Mr. Shaw congratulated Mayor Skinner on being named one of West Virginia's Young Guns.

**K. Adjournment:**
**Motion to adjourn at 8:51 a.m. was made by Shaw/Loftis. Motion carried.**

**Mayor Robert N. Skinner III** _____

**City Recorder Randall H. Sanders** _____