

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

A regular meeting of the Buckhannon Waste Collection Board was held on Thursday, December 1, 2022, at 7:30 a.m. in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
CJ Rylands	Board Member	Absent
Scott Randall	Board Member	Present
Jay Hollen	City Engineer	Present
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present
Tom O'Neill	City Attorney	Absent

*City of Buckhannon Waste Collection Board 7:30 a.m., at City Hall in Council Chambers
Meeting Agenda for Thursday, December 1, 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
- C. Financial Report-Amby Jenkins**
 - C.1 November 2022
- D. Department Report**
 - D.1 Recycling Center Report
 - D.2 Transfer Station Report
 - D.3 Waste Collection Report
- E. Correspondence and Information**
 - E.1 Notice Rate Increase Effective on January 1, 2023
- F. Consent Agenda**
 - F.1 Approval of Minutes: 10/06/22, 11/03/22
- G. Strategic Issues for Discussion and/or Vote**
 - G.1 Request Bill Adjustment 193 Cutright Chapel Road
 - G.2 Approval Holiday Schedule Closure Transfer Station Christmas Eve 12/24/22 & New Year's Eve 12/31/22
 - G.3 Discussion/Possible Vote Approval Wage Increase City Engineer Jay Hollen
- H. Board Members Comments and Announcements**
- I. Adjournment**

Posted 11/23/2022

A. Call to Order: The meeting was called to order by Mayor Robbie Skinner, followed by a moment of silence and pledge to the flag.

B. Recognized Guests: None

C. Financial Report

C.1 November 2022 – Amby Jenkins presented and explained the following information, noting that these reports do not include some of the final close of business figures (I.e., credit card receipts) for the month as it ended yesterday:

WASTE BOARD
CITY OF BUCKHANNON
BALANCE SHEET

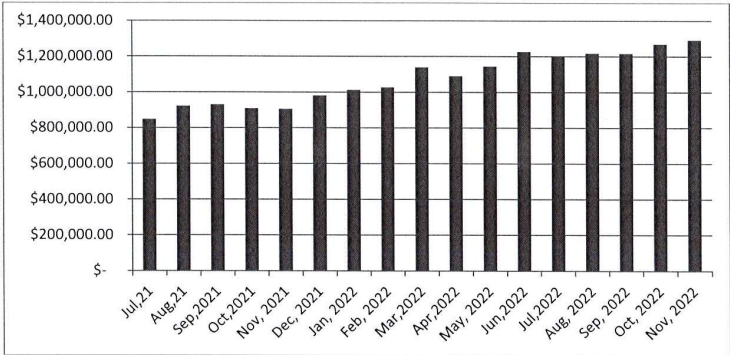
Balance November 30, 2022 \$1,292,679.97 **
Not all payments or expenses for Nov have been posted as of 12/1/22

Money Market & Checking \$ 1,292,679

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

CDAR (CD Balances) \$ 27,819.10

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



Money Market & Checking Trend

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
404-303-002-00 RECYCLE-ALUMINUM	1,500	0.00	0.00	0.00	1,500.00	0.00
404-303-003-00 RECYCLE-OCC-CARDBOARD	2,000	663.60	7,530.00	0.00 (5,530.00)	376.50
404-303-004-00 RECYCLE-MGOP/SOW-OFFICE P	0	0.00	0.00	0.00	0.00	0.00
404-303-005-00 RECYCLE-HDPE-MILK JUGS	27,400	0.00	0.00	0.00	27,400.00	0.00
404-303-006-00 RECYCLE-ONP-NEWSPAPER	2,000	0.00	0.00	0.00	2,000.00	0.00
404-316-000-00 DUMPSTERS	2,000	0.00	2,971.00	0.00 (971.00)	148.55
404-317-000-00 DUMPSTER RENTAL	85,000	7,175.41	41,862.10	0.00	43,137.90	49.25
TOTAL TAXES	119,900	7,839.01	52,363.10	0.00	67,536.90	43.67
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	69,000	15,353.63	97,045.44	0.00 (28,045.44)	140.65
TOTAL OTHER FEES	69,000	15,353.63	97,045.44	0.00 (28,045.44)	140.65
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,534,000	169,783.04	1,092,734.31	0.00	1,441,265.69	43.12
TOTAL UTILITY BILLINGS	2,534,000	169,783.04	1,092,734.31	0.00	1,441,265.69	43.12
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	310,000	23,731.00	164,222.60	0.00	145,777.40	52.98
TOTAL HEALTH AND SAFETY	310,000	23,731.00	164,222.60	0.00	145,777.40	52.98
GRANTS						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	0	900.00	1,800.00	0.00 (1,800.00)	0.00
TOTAL GRANTS	0	900.00	1,800.00	0.00 (1,800.00)	0.00
INTRAFUND CONTR/CHARGES						
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
404-370-000-02 CUSTOMER BILL FEES(BANK-S	200	0.00	469.46	0.00 (269.46)	234.73
TOTAL INTRAFUND CONTR/CHARGES	200	0.00	469.46	0.00 (269.46)	234.73
OTHER REVENUE						
404-380-000-00 INTEREST	200	0.00	105.40	0.00	94.60	52.70
404-381-000-00 MAINT BILLING OTHER DEPTS	600	0.00	0.00	0.00	600.00	0.00
404-399-000-00 WASTE COLL. MISCELLANEOUS	30,000	8,850.54	21,584.43	0.00	8,415.57	71.95
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	30,800	8,850.54	21,689.83	0.00	9,110.17	70.42
TOTAL REVENUE	3,063,900	226,457.22	1,430,324.74	0.00	1,633,575.26	46.68

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
WASTE DEPARTMENT =====						
SALARIES & BENEFITS						
404-530-103-00 WASTE EMPLOYEES SALARIES	629,000	53,344.82	270,724.81	0.00	358,275.19	43.04
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	48,200	4,061.30	20,618.52	0.00	27,581.48	42.78
404-530-105-00 WASTE EMPLOYEE INSURANCE	167,382	0.00	67,436.56	0.00	99,945.44	40.29
404-530-106-00 WASTE EMPLOYEE RETIREMENT	56,610	4,801.06	23,321.48	0.00	33,288.52	41.20
TOTAL SALARIES & BENEFITS	901,192	62,207.18	382,101.37	0.00	519,090.63	42.40
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	18,100	312.73	3,282.64	0.00	14,817.36	18.14
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	1,124.27	20,393.62	0.00	37,606.38	35.16
TOTAL CONTRACTUAL SERVICES	76,100	1,437.00	23,676.26	0.00	52,423.74	31.11
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	42,480	3,806.62	12,191.63	2,410.22	27,878.15	34.37
404-530-341-05 SAFETY EQUIPMENT	10,000	0.00	134.99	0.00	9,865.01	1.35
404-530-343-00 TRUCK MAINTENANCE	80,000	26,793.66	60,129.98	5,602.45	14,267.57	82.17
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	90,000	0.00	54,403.60	0.00	35,596.40	60.45
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,200	0.00	0.00	0.00	2,200.00	0.00
404-530-345-00 WASTE COLL. UNIFORMS	13,900	0.00	3,511.27	0.00	10,388.73	25.26
TOTAL COMMODITIES	238,580	30,600.28	130,371.47	8,012.67	100,195.86	58.00
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	143,632	5,829.67	19,689.22	0.00	123,942.78	13.71
404-530-459-01 TOTER SYSTEM	23,500	5,315.25	26,576.25	0.00	(3,076.25)	113.09
TOTAL CAPITAL OUTLAY	167,132	11,144.92	46,265.47	0.00	120,866.53	27.68
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	30,000	0.00	26,257.98	0.00	3,742.02	87.53
TOTAL CONTRIBUTIONS	30,000	0.00	26,257.98	0.00	3,742.02	87.53
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	1,391.08	5,471.85	37.14	10,491.01	34.43
TOTAL NON-OPERATING EXPENSES	16,000	1,391.08	5,471.85	37.14	10,491.01	34.43
TOTAL WASTE DEPARTMENT	1,429,004	106,780.46	614,144.40	8,049.81	806,809.79	43.54

RECYCLING DEPARTMENT
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SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	100,000	8,276.38	42,879.26	0.00	57,120.74	42.88
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	7,650	630.22	3,266.97	0.00	4,383.03	42.71

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-105-00 GROUP INSURANCE						
	24,000	0.00	10,202.60	0.00	13,797.40	42.51
404-531-106-00 GROUP RETIREMENT						
	9,000	744.87	3,859.14	0.00	5,140.86	42.88
TOTAL SALARIES & BENEFITS	140,650	9,651.47	60,207.97	0.00	80,442.03	42.81
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	5,300	527.19	2,550.23	0.00	2,749.77	48.12
404-531-226-00 INSURANCE & BONDS	4,500	0.00	2,460.79	0.00	2,039.21	54.68
TOTAL CONTRACTUAL SERVICES	9,800	527.19	5,011.02	0.00	4,788.98	51.13
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	13,000	0.00	5,036.05	0.00	7,963.95	38.74
404-531-343-01 FUEL - RECYCLING CENTER	11,000	959.71	5,243.20	0.00	5,756.80	47.67
404-531-343-02 EQUIPMENT MAINTENANCE	9,600	0.00	3,180.98	0.00	6,419.02	33.14
404-531-399-00 MISCELLANEOUS	5,400	0.00	220.88	0.00	5,179.12	4.09
TOTAL COMMODITIES	39,000	959.71	13,681.11	0.00	25,318.89	35.08
CAPITAL OUTLAY						
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL RECYCLING DEPARTMENT	189,450	11,138.37	78,900.10	0.00	110,549.90	41.65
LANDFILL =====						
CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	0.00	0.00	0.00	0.00	0.00
404-532-216-01 TREATMENT OF LEACHATE	35,000	5,147.00	8,780.52	0.00	26,219.48	25.09
TOTAL CONTRACTUAL SERVICES	35,000	5,147.00	8,780.52	0.00	26,219.48	25.09
CAPITAL OUTLAY						
404-532-461-00 BONDING (LANDFILL)	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
404-532-599-00 WASTE DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL LANDFILL	35,000	5,147.00	8,780.52	0.00	26,219.48	25.09
TRANSFER STATION =====						
SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	105,000	4,809.85	33,095.80	0.00	71,904.20	31.52
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	8,033	364.93	2,517.58	0.00	5,515.42	31.34
404-533-105-00 GROUP INSURANCE	16,000	0.00	5,432.53	0.00	10,567.47	33.95

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	9,450	432.88	2,284.78	0.00	7,165.22	24.18
TOTAL SALARIES & BENEFITS	138,483	5,607.66	43,330.69	0.00	95,152.31	31.29
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	11,200	407.55	2,031.56	0.00	9,168.44	18.14
404-533-216-00 DRAINAGE EXPENSE TRANSFER	3,192	576.00	2,824.34	0.00	367.66	88.48
404-533-226-00 INSURANCE & BONDS	20,000	1,124.26	8,903.08	0.00	11,096.92	44.52
TOTAL CONTRACTUAL SERVICES	34,392	2,107.81	13,758.98	0.00	20,633.02	40.01
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	20,000	427.54	17,373.13	0.00	2,626.87	86.87
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	60,000	9,789.56	45,474.15	0.00	14,525.85	75.79
404-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	144.93	13,720.34	17.64	26,262.02	34.34
404-533-345-00 UNIFORMS	4,000	0.00	847.84	0.00	3,152.16	21.20
TOTAL COMMODITIES	124,000	10,362.03	77,415.46	17.64	46,566.90	62.45
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	85,192	0.00	26,085.90	164,963.20 (105,857.10)	224.26
404-533-460-00 TIPPING FEES	950,000	60,678.64	341,268.70	0.00	608,731.30	35.92
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	10,000	0.00	0.00	2,710.00	7,290.00	27.10
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,045,192	60,678.64	367,354.60	167,673.20	510,164.20	51.19
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,300	0.00	1,194.49	0.00	4,105.51	22.54
TOTAL NON-OPERATING EXPENSES	5,300	0.00	1,194.49	0.00	4,105.51	22.54
TOTAL TRANSFER STATION	1,347,367	78,756.14	503,054.22	167,690.84	676,621.94	49.78

WASTE OFFICE/BOARD
=====

SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	5,000.00	0.00	7,000.00	41.67
404-534-103-00 CLERK, ATTORNEY, ENGINEER	160,000	12,261.97	70,422.04	0.00	89,577.96	44.01
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	12,500	1,013.88	5,767.32	0.00	6,732.68	46.14
404-534-105-00 GROUP INSURANCE	17,200	0.00	3,594.46	0.00	13,605.54	20.90
404-534-106-00 GROUP RETIREMENT	16,020	1,081.57	6,060.28	0.00	9,959.72	37.83
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	217,720	15,357.42	90,844.10	0.00	126,875.90	41.73
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	12,000	500.00	5,044.78	0.00	6,955.22	42.04
404-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
404-534-223-00 PROFESSIONAL SERVICES (LE	10,000	0.00	4,311.50	0.00	5,688.50	43.12

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	15,000	1,124.26	7,431.48	0.00	7,568.52	49.54
TOTAL CONTRACTUAL SERVICES	47,000	1,624.26	16,787.76	0.00	30,212.24	35.72
COMMODITIES						
404-534-353-00 PSC ASSESSMENTS	8,000	0.00	8,095.73	0.00 (95.73)	101.20
404-534-399-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	8,000	0.00	8,095.73	0.00 (95.73)	101.20
CAPITAL OUTLAY						
404-534-459-00 CAPTIAL EXPENSE	25,000	0.00	11,939.86	0.00	13,060.14	47.76
TOTAL CAPITAL OUTLAY	25,000	0.00	11,939.86	0.00	13,060.14	47.76
NON-OPERATING EXPENSES						
404-534-699-99 WASTE BOARD CONTINGENCY	105,359	0.00	0.00	0.00	105,359.00	0.00
404-534-999-00 GEM & ADM MISC BILLING EX	53,000	2,931.34	32,144.15	535.56	20,320.29	61.66
TOTAL NON-OPERATING EXPENSES	158,359	2,931.34	32,144.15	535.56	125,679.29	20.64
TOTAL WASTE OFFICE/BOARD	456,079	19,913.02	159,811.60	535.56	295,731.84	35.16
BAD DEBT =====						
NON-OPERATING EXPENSES						
404-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,456,900	221,734.99	1,364,690.84	176,276.21	1,915,932.95	44.58
REVENUE OVER/(UNDER) EXPENDITURES	(393,000)	4,722.23	65,633.90 (176,276.21) (282,357.69)	28.15

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disbursements 11-01-22 to 11-30-2022

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WASTE DEPARTMENT	MPL CORPORATION	530-999-00	COLLECTION MISCELLAN	TOWER NETWRK ACCESS NOV 22	100.00
	MON POWER	530-213-00	WASTE COLL. UTILITIE	110088931545 WASTE GARAGE	84.91
	RECORD-DELTA NEWSPAPER	530-999-00	COLLECTION MISCELLAN	LGL INV 1904 BIDS TRANS TR	36.43
	COLE TRUCK PARTS INC	530-343-00	TRUCK MAINTENANCE	2 SLACK ADJUSTERS R2,3 &8	330.16
		530-343-00	TRUCK MAINTENANCE	AIR COMPRESSOR R2	1,494.39
		530-343-00	TRUCK MAINTENANCE	INJECTION PUMP R7	3,399.75
	LAWSON PRODUCTS INC	530-341-00	SHOP MAINTENANCE	WIRE CON. NUTS, BOLTS	551.32
	SOUTHERN STATES COOP INC	530-999-00	COLLECTION MISCELLAN	STEEL TOE BOOTS 4 EMPLOYEE	780.97
	AIRGAS USA, LLC	530-341-00	SHOP MAINTENANCE	PCRD-MIG WIRE PORTABLE BAN	449.94
	J T MARTIN COMPANY INC	530-341-00	SHOP MAINTENANCE	SERVICE INSPECTION EXTING	88.50
		530-343-00	TRUCK MAINTENANCE	EXTINGUISHER RECHARGE	207.80
	BAKER TRUCK EQUIPMENT COMPAN	530-459-00	WASTE COLL. NEW EQUI	LIFT GATE FOR R5	3,002.00
	MATHENY MOTOR TRUCK CO	530-343-00	TRUCK MAINTENANCE	RADIATOR R3	965.00
		530-343-00	TRUCK MAINTENANCE	INJECTOR & PUSH ROD R3	1,519.94
		530-343-00	TRUCK MAINTENANCE	INJECTOR & PUSH ROD R3	18.36
		530-343-00	TRUCK MAINTENANCE	TURBO KIT FOR R8	1,527.12
	NAPA-AMTOWER AUTO SUPPLY	530-343-00	TRUCK MAINTENANCE	2-BEARING SET R-12	114.40
		530-343-00	TRUCK MAINTENANCE	FILTERS FOR R3	114.57
		530-343-00	TRUCK MAINTENANCE	FILTERS FOR R3	73.31

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disbursements 11-01-22 to 11-30-2022

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WASTE DEPARTMENT		530-343-00	TRUCK MAINTENANCE	OIL, FITTING, HYD HOSE	398.12
	UPSHUR ULTRA POWER	530-343-00	TRUCK MAINTENANCE	ABS BRAKE VALVE FOR R12	265.18
	HARBOR FREIGHT TOOLS	530-341-00	SHOP MAINTENANCE	PCRD-JACK STANDS BARREL PU	83.96
		530-341-00	SHOP MAINTENANCE	PCRD-20FT GRADE 70 CHAINS	79.98
	LOWES BUSINESS ACCOUNTS	530-341-00	SHOP MAINTENANCE	PEAT MOSS FOR OIL DRY	182.24
	FIRST COMMUNITY BANK	530-459-01	TOTER SYSTEM	WAS NOV 2022 TOTER PYMT	5,315.25
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,729.31
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,554.44
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	825.93
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	41.85
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	649.53
	SYLVESTER W. LOWTHER	530-343-00	TRUCK MAINTENANCE	250' 3/8 WINCH CABLE SHOP	460.00
		530-343-00	TRUCK MAINTENANCE	HYD HOSE & HYD OIL R7	191.50
	INDREED.COM	530-999-00	COLLECTION MISCELLAN	PCRD-WASTE HELP WANTED AD	196.00
	TOTAL EQUIPMENT SOLUTIONS	530-343-00	TRUCK MAINTENANCE	(2) HYDRAULIC HOSES R8	1,288.66
	ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	25XTJAN 2022 2500 DODGE RA	969.95
		530-459-00	WASTE COLL. NEW EQUI	25QBXR 2022 RAM 1500	916.19
		530-459-00	WASTE COLL. NEW EQUI	22WCPJ 2019 RAM 1500 PYMT	635.79
		530-459-00	WASTE COLL. NEW EQUI	25PQXL 2022 CHEVY EQUINOX	305.74
	JOHN BOGGESS dba VJG ASSOCIA	530-341-00	SHOP MAINTENANCE	GLOVES	1,534.99
	SPRINT	530-213-00	WASTE COLL. UTILITIE	ALL DEPT OCT 2022 GEOTABS	145.06
	RELIABLE TIRE COMPANY	530-343-00	TRUCK MAINTENANCE	TIRE CAPS & NAIL REPAIRS	1,775.00
	TOOLS ETC	530-341-00	SHOP MAINTENANCE	GRINDING DISC, 1/2" U JOI	155.00
	ST JOSEPH HOSPITAL OF BUCKHA	530-999-00	COLLECTION MISCELLAN	LAB RESULTS KENNETH ALEXAN	74.00
	WALMART STORES INC -BUCKHANN	530-341-00	SHOP MAINTENANCE	PCRD-PAPER TOWELS TOILET P	170.91
		530-341-00	SHOP MAINTENANCE	PCRD-ORGANIZER ENVELOPES P	97.21
		530-999-00	COLLECTION MISCELLAN	CLEANING SUPP CITY HALL	32.77
	BENNYS BOOT HILL	530-999-00	COLLECTION MISCELLAN	STEEL TOE BOOTS BJ T	170.91
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,752.35
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	28.83
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,510.33
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	409.82
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	6.74
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	353.23
	AMAZON.COM	530-341-00	SHOP MAINTENANCE	PCRD-BAND SAW TIRES	12.59
		530-341-00	SHOP MAINTENANCE	PCRD-SMART DOOR KNOB FOR W	399.98
	PIERCE ARROW INC	530-343-00	TRUCK MAINTENANCE	PCRD-SOLENOID 10V COIL FOR	124.62
	FLEET HOSTER LLC	530-343-00	TRUCK MAINTENANCE	PCRD-CAMERA SERVICE R8	19.01
		530-343-00	TRUCK MAINTENANCE	PCRD-CAMERA SERV R-8	20.00
	AT&T MOBILITY	530-213-00	WASTE COLL. UTILITIE	642-5819 677-3862 704-8355	82.76
	WORLD FUEL SERVICES, INC.	530-343-00	TRUCK MAINTENANCE	WASTE FUEL BILL OCT 2022	12,078.97
	NOVA RUBBER COMPANY	530-343-00	TRUCK MAINTENANCE	HYD. HOSES FOR D4 DOZER	407.80
	TRAVELERS INSURANCE	530-226-00	COMP, UNEMPL & INSUR	INS PREM AUTO LIAB NOV 202	1,124.27
	**PAYROLL EXPENSES			11/01/2022 - 11/30/2022	53,344.82
				TOTAL:	106,780.46
RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	322.98
	WV PUBLIC EMPLOYEES RETIREME	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	378.26
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	366.61
	SPRINT	531-213-00	UTILITIES	ALL DEPT OCT 2022 GEOTABS	145.06
	INTERNAL REVENUE SERVICE	531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	259.41
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	251.34
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	60.68
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	58.79

disbursements 11-01-22 to 11-30-2022

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PEOPLES NATURAL GAS	531-213-00	UTILITIES	200008184083 RECYCLE CENTE	59.15
	WORLD FUEL SERVICES, INC.	531-343-01	FUEL - RECYCLING CEN	WASTE FUEL BILL OCT 2022	959.71
	**PAYROLL EXPENSES			11/01/2022 - 11/30/2022	8,276.38
				TOTAL:	11,138.37
LANDFILL	BUCKHANNON UTIL BOARDS	532-216-01	TREATMENT OF LEACHAT	PCRD-OCT 2022 MUDLICK LEAC	2,596.30
		532-216-01	TREATMENT OF LEACHAT	MUDLICK LEACHATE OCT 2022	1,771.76
	STURM ENVIRONMENTAL SERVICES	532-216-01	TREATMENT OF LEACHAT	SEPTEMBER LAB TESTS	201.00
		532-216-01	TREATMENT OF LEACHAT	OCT TESTING PLANT & T/S	385.00
	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	TURKEY RUN LNDPILL ELEC 11	192.94
				TOTAL:	5,147.00
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	213.03
	JERRY W RICE	533-460-00	TIPPING FEES	FREON REMOVAL 40 UNITS	1,000.00
	STURM ENVIRONMENTAL SERVICES	533-216-00	DRAINAGE EXPENSE TRA	SEPTEMBER LAB TESTS	190.00
		533-216-00	DRAINAGE EXPENSE TRA	OCT TESTING PLANT & T/S	386.00
	PRECISION MACHINE & HYDRAULI	533-343-00	EQUIPMENT MAINTENANC	HYD. CYL. REBULD 580K	427.54
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	216.44
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	216.44
	SPRINT	533-213-00	UTILITIES	ALL DEPT OCT 2022 GEOTABS	145.06
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	147.87
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	147.88
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	34.59
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	34.59
	PEOPLES NATURAL GAS	533-213-00	UTILITIES	200008184349 WASTE COLL	49.46
	AMAZON.COM	533-343-02	MAINTENANCE TRUCK/TR	PCRD-HYDRAULIC PUMP COUPLE	102.95
		533-343-02	MAINTENANCE TRUCK/TR	PCRD-BANDSAW BLADES	41.98
	TIRE AND RUBBER INC	533-460-00	TIPPING FEES	TIRE DISPOSAL FEES OCT 202	1,029.50
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	OCT 2022 TIPPING FEES	50,511.05
		533-460-00	TIPPING FEES	CD TIPPING FEES 10/17-10/3	8,138.09
	WORLD FUEL SERVICES, INC.	533-343-01	FUEL/OIL TRANSFER ST	WASTE FUEL BILL OCT 2022	9,789.56
	TRAVELERS INSURANCE	533-226-00	INSURANCE & BONDS	15N PREM AUTO LIAB NOV 202	1,124.26
	**PAYROLL EXPENSES			11/01/2022 - 11/30/2022	4,809.85
				TOTAL:	78,756.14
WASTE OFFICE/BOARD	RALSTON PRESS INC	534-999-00	GEM & ADM MISC BILLI	WINDOW ENVELOPES	113.81
	ENVIRONMENTAL SYSTEMS RESEAR	534-999-00	GEM & ADM MISC BILLI	ARCGIS DESKTOP & ANN SUBS	300.00
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	306.45
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	295.89
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	235.04
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	244.19
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	OCT 2022 CREDIT CARD FEES	1,401.44
	RAVEN ROCK NETWORKS INC	534-999-00	GEM & ADM MISC BILLI	IT SVC CONTRACT NOV 2022	375.00
		534-999-00	GEM & ADM MISC BILLI	ANTENNA/RADIOS	249.50
	PIN CENTER	534-999-00	GEM & ADM MISC BILLI	CITY SEAL PINS & KEYS	247.50
	WALMART STORES INC -BUCKHANN	534-999-00	GEM & ADM MISC BILLI	PCRD-ASSORTED MARKERS	0.42
		534-999-00	GEM & ADM MISC BILLI	PCRD-SWEEPER FOR CITY HALL	13.25
	DELUX BUSINESS FORMS	534-999-00	GEM & ADM MISC BILLI	PCRD-WASTE CHECKS	176.83
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	449.89
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	371.82
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	105.21
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	86.96
	AMAZON.COM	534-999-00	GEM & ADM MISC BILLI	PCRD-8 DESK LAMPS AT CITY	51.47
	U.S. POSTAL SERVICE (CMRS-FP	534-218-00	POSTAGE	NOV 2022 POSTAGE	500.00

disbursements 11-01-22 to 11-30-2022

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	SUDDENLINK BUSINESS	534-999-00	GEM & ADM MISC BILLI	CITY HALL INTERNET NOV 202	2.12
	TRAVELERS INSURANCE	534-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB NOV 202	1,124.26
	**PAYROLL EXPENSES			11/01/2022 - 11/30/2022	13,261.97
				TOTAL:	19,913.02

D. Department Report – Mr. Arnold noted that since the end of the month was yesterday, he does not have printouts of D.1, D.2 or D.3. He provided an overview of departments and employee activities. Mr. Arnold discussed the difficulty of finding new employees.

D.2 Transfer Station Report - None

D.3 Waste Collection Report - None

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

E.1 Notice Rate Increase Effective on January 1, 2023

WASTE COLLECTION BOARD
CITY OF BUCKHANNON

70 E Main St
Buckhannon, WV 26201

Phone: 304-472-1430

November 10, 2022

The Waste Collection Board of the City of Buckhannon provides this notice that it will increase its rates (excluding fuel and tipping fee surcharges) to not exceed the 5.344 percentage increase in the United States Department of Labor, Bureau of Labor Statistics, Garbage and Trash Collection Index from September 2021 to September 2022, as calculated by the Public Service Commission in M.C. General Order No. 64.5 and General Order No. 183.12.

The increased residential and negotiated commercial tariff rates will take effect on January 1, 2023 as shown in the table below:

RATES	Present Rate	Proposed Rate	\$ Increase	Percent Increase
Residential				
Base Rates				
Residential				
In City Limits	\$18.23	\$19.20	\$.97	5.344
Out of				
City Limits	\$20.41	\$21.50	\$1.09	5.344
Additional containers in excess of two 30-gallon containers or one Waste Collection issued poly cart, must purchase additional tags at City Hall.				
	\$1.86 per bag	\$1.92	\$0.06	5.344
Commercial				
Rates				
In City Limits	\$26.15	\$27.55	\$1.40	5.344
Out of				
City Limits	\$30.50	\$32.13	\$1.63	5.344
Additional containers in excess of two 30-gallon containers or one Waste Collection issued poly cart, must purchase additional tags at City Hall.				
	\$1.86 per bag	\$1.92	\$0.06	5.344

This increase will be implemented pursuant to West Virginia Code 24A-5-2a(d) which specifies that an annual rate increase shall be permitted without the filing of an application for approval by the Public Service Commission provided that notice is given to customers and the increase is not greater than the preceding September year over year increase in the Garbage and Trash Collection Index.

F. Consent Agenda

F.1 Approval of Minutes 10/06/2022, 11/03/22 – Mayor Skinner asked for any necessary corrections or additions to the minutes or a motion to approve them as presented.

Motion to approve the Minutes of 10/06/2022 and 11/03/22 as presented was made by Randall/Skinner. Motion carried.

G. Strategic Issues for Discussion and/or Vote

G.1 Request Bill Adjustment 193 Cutright Chapel Road – Amby Jenkins reported that this issues has already been handled by the front office of City Hall. No further action was necessary.

G.2 Approval Holiday Schedule Closure Transfer Station Christmas Eve 12/24/22 & New Year’s Eve 12/31/22 – Mayor Skinner explained the request noting that no employees of the Transfer Station would receive holiday pay as it is not an approved holiday.

Motion to approve the closure of the Transfer Station Christmas Eve 12/24/22 & New Year’s Eve 12/31/22, noting that this is not an approved city holiday therefore no holiday pay will be paid to the employees, was made by Randall/Skinner. Motion carried.

Mayor Skinner asked for a motion to move into Executive Session to discuss a personnel issue.

Motion to move into Executive Session at 7:52 AM was made by Skinner/Randall. Motion carried.

Motion to leave Executive Session at 7:54 AM was made by Skinner/Randall. Motion carried.

Mayor Skinner noted that we had returned from an Executive Session where we discussed a personnel issue.

G.3 Discussion/Possible Vote Approval Wage Increase City Engineer Jay Hollen – Mayor Skinner explained that this request was to approve a wage increase for the City Engineer Jay Hollen of \$5,000, of which this Board would be responsible for \$1,250 plus the additional payroll tax expenses.

Motion to approve a wage increase for the City Engineer Jay Hollen of \$5,000, of which this Board would be responsible for \$1,250 plus the additional payroll tax expenses was made by Randall/Skinner. Motion carried.

H. Board Members Comments and Announcements

- **CJ Rylands:** Mr. Rylands was absent.
- **Scott Randall:** Mr. Randall had nothing further.
- **Randy Sanders:** Mr. Sanders asked about the use of cardboard waste receptacles or additional toters in the public areas for special city events. Mr. Arnold noted that it would be more efficient to use our toters, which would be adapted for the events.
- **Amberle Jenkins:** Nothing further.
- **Jerry Arnold:** Nothing further.
- **Jay Hollen:** Nothing further.
- **Robbie Skinner:** Mayor Skinner wished everyone a Merry Christmas and a Happy New Year. He asked that we keep CJ Rylands in our thoughts as he is recovering from the flu.

I. Adjournment

Motion to adjoin at 8:01 AM was made by Randall/Skinner.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____