

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, January 5, 2023, 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	Present - GTM
Scott Randall	Board Member	Absent
Jay Hollen	City Engineer	Present - GTM
Jerry Arnold	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present

*City of Buckhannon Waste Collection Board 7:30 a.m., at City Hall in Council Chambers
Meeting Agenda for Thursday, January 5, 2023*

- 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 December 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: Waste Collection Department Accepting Applications for the following positions:
One Full-Time Mechanic and One Full-Time Truck Driver
- F. Consent Agenda**
 - F.1 Approval of Minutes: 12/01/22
- G. Strategic Issues for Discussion and/or Vote**
 - G.1
- H. Board Members Comments and Announcements**
- I. Adjournment**

Posted 12/30/2022

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 December 2022 – Amby Jenkins presented and explained the following information:

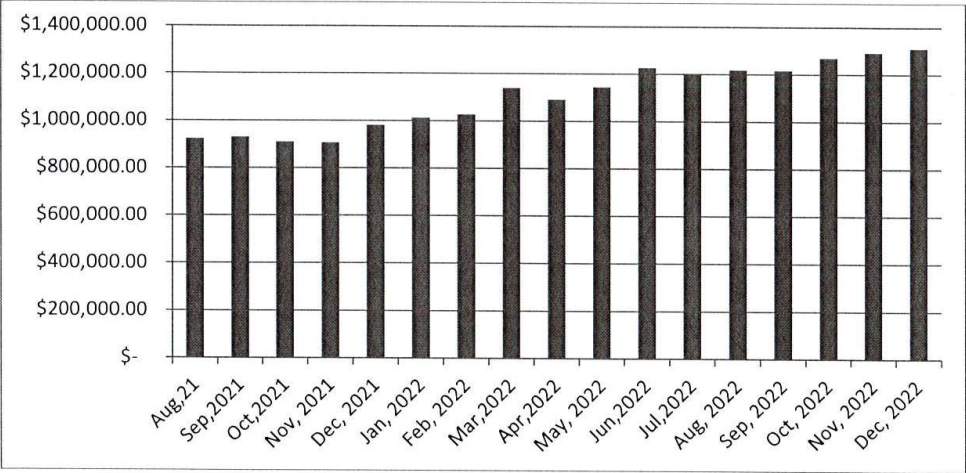
WASTE BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance December 31, 2022
Money Market & Checking \$1,309,501.33

CD (renews June 2023) \$ 30,886.49

CDAR (renew April 2024) \$ 27,827.48

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: DECEMBER 31ST, 2022

404-WASTE COLLECTION

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
404-303-002-00 RECYCLE-ALUMINUM	1,500	1,219.05	1,219.05	0.00	280.95	81.27
404-303-003-00 RECYCLE-OCC-CARDBOARD	2,000	1,060.60	8,590.60	0.00 (6,590.60)	429.53
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	694.50	694.50	0.00	26,705.50	2.53
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	8,348.11	51,765.91	0.00	33,234.09	60.90
TOTAL TAXES	119,900	11,322.26	65,241.06	0.00	54,658.94	54.41
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	169,000	22,923.60	126,345.03	0.00	42,654.97	74.76
TOTAL OTHER FEES	169,000	22,923.60	126,345.03	0.00	42,654.97	74.76
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,534,000	241,702.57	1,399,106.17	0.00	1,134,893.83	55.21
TOTAL UTILITY BILLINGS	2,534,000	241,702.57	1,399,106.17	0.00	1,134,893.83	55.21
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	310,000	27,227.00	196,563.60	0.00	113,436.40	63.41
TOTAL HEALTH AND SAFETY	310,000	27,227.00	196,563.60	0.00	113,436.40	63.41
GRANTS						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	0	0.00	1,800.00	0.00 (1,800.00)	0.00
TOTAL GRANTS	0	0.00	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	25.00	494.46	0.00 (294.46)	247.23
TOTAL INTRAFUND CONTR/CHARGES	200	25.00	494.46	0.00 (294.46)	247.23
OTHER REVENUE						
404-380-000-00 INTEREST	200	8.38	140.70	0.00	59.30	70.35
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	3,531.81	25,172.04	0.00	4,827.96	83.91
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	3,540.19	25,312.74	0.00	5,487.26	82.18
TOTAL REVENUE	3,163,900	306,740.62	1,814,863.06	0.00	1,349,036.94	57.36

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 50.00

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	773,000	51,148.87	321,873.68	0.00	451,126.32	41.64
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.	60,000	3,893.34	24,511.86	0.00	35,488.14	40.85
404-530-105-00 WASTE EMPLOYEE INSURANCE	167,382	9,786.32	86,061.28	0.00	81,320.72	51.42
404-530-106-00 WASTE EMPLOYEE RETIREMENT	69,570	4,567.95	27,889.43	0.00	41,680.57	40.09
TOTAL SALARIES & BENEFITS	1,069,952	69,396.48	460,336.25	0.00	609,615.75	43.02
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	18,100	581.06	4,649.37	0.00	13,450.63	25.69
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	4,277.49	27,860.76	0.00	30,139.24	48.04
TOTAL CONTRACTUAL SERVICES	76,100	4,858.55	32,510.13	0.00	43,589.87	42.72
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	42,480	1,617.91	17,048.28	0.00	25,431.72	40.13
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	11,438.39	77,034.73	136.09	2,829.18	96.46
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	100,000	12,248.54	66,652.14	0.00	33,347.86	66.65
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	248,580	25,304.84	164,381.41	136.09	84,062.50	66.18
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	115,972	2,345.05	22,034.27	0.00	93,937.73	19.00
404-530-459-01 TOTES SYSTEM	32,500	0.00	26,576.25	0.00	5,923.75	81.77
TOTAL CAPITAL OUTLAY	148,472	2,345.05	48,610.52	0.00	99,861.48	32.74
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	1,472.97	7,314.96	0.00	8,685.04	45.72
TOTAL NON-OPERATING EXPENSES	16,000	1,472.97	7,314.96	0.00	8,685.04	45.72
TOTAL WASTE DEPARTMENT	1,589,104	103,377.89	739,411.25	136.09	849,556.66	46.54

RECYCLING DEPARTMENT
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SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	109,000	7,924.88	50,804.14	0.00	58,195.86	46.61
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	8,350	603.29	3,870.26	0.00	4,479.74	46.35

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-105-00 GROUP INSURANCE	24,000	1,571.27	13,228.90	0.00	10,771.10	55.12
404-531-106-00 GROUP RETIREMENT	9,990	713.24	4,572.38	0.00	5,417.62	45.77
TOTAL SALARIES & BENEFITS	151,340	10,812.68	72,475.68	0.00	78,864.32	47.89
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	5,300	540.92	3,091.15	0.00	2,208.85	58.32
404-531-226-00 INSURANCE & BONDS	4,500	708.34	3,666.22	0.00	833.78	81.47
TOTAL CONTRACTUAL SERVICES	9,800	1,249.26	6,757.37	0.00	3,042.63	68.95
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	13,000	554.23	5,590.28	0.00	7,409.72	43.00
404-531-343-01 FUEL - RECYCLING CENTER	11,000	578.64	5,821.84	0.00	5,178.16	52.93
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	1,132.87	14,813.98	0.00	24,186.02	37.98
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	200,140	13,194.81	94,047.03	0.00	106,092.97	46.99

LANDFILL
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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	3,438.06	12,218.58	0.00	22,781.42	34.91
TOTAL CONTRACTUAL SERVICES	35,000	3,438.06	12,218.58	0.00	22,781.42	34.91

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 3,438.06 12,218.58 0.00 22,781.42 34.91

TRANSFER STATION
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SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	106,000	4,852.85	37,948.65	0.00	68,051.35	35.80
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	8,113	368.22	2,885.80	0.00	5,227.20	35.57
404-533-105-00 GROUP INSURANCE	16,000	806.25	6,928.79	0.00	9,071.21	43.30

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
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404-WASTE COLLECTION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	9,540	436.74	2,721.52	0.00	6,818.48	28.53
TOTAL SALARIES & BENEFITS	139,653	6,464.06	50,484.76	0.00	89,168.24	36.15
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	11,200	686.76	2,787.46	0.00	8,412.54	24.89
404-533-216-00 DRAINAGE EXPENSE TRANSFER	3,192	190.00	3,014.34	0.00	177.66	94.43
404-533-226-00 INSURANCE & BONDS	20,000	1,741.59	11,100.34	0.00	8,899.66	55.50
TOTAL CONTRACTUAL SERVICES	34,392	2,618.35	16,902.14	0.00	17,489.86	49.15
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	40,000	939.73	18,312.86	0.00	21,687.14	45.78
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	108,000	9,354.05	54,828.20	0.00	53,171.80	50.77
404-533-343-02 MAINTENANCE TRUCK/TRAILER	40,000	573.09	14,311.07	0.00	25,688.93	35.78
404-533-345-00 UNIFORMS	4,000	156.06	1,203.99	0.00	2,796.01	30.10
TOTAL COMMODITIES	192,000	11,022.93	88,656.12	0.00	103,343.88	46.18
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	277,816	3,425.58	92,200.26	105,700.00	79,915.74	71.23
404-533-460-00 TIPPING FEES	950,000	66,596.84	418,283.39	0.00	531,716.61	44.03
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	2,710.00	0.00	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	1,237,816	70,022.42	513,193.65	105,700.00	618,922.35	50.00
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 1,609,161 90,127.76 670,431.16 105,700.00 833,029.84 48.23

WASTE OFFICE/BOARD
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SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	6,000.00	0.00	6,000.00	50.00
404-534-103-00 CLERK, ATTORNEY, ENGINEER	172,000	12,401.29	82,823.33	0.00	89,176.67	48.15
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	14,076	1,024.56	6,791.88	0.00	7,284.12	48.25
404-534-105-00 GROUP INSURANCE	17,200	277.81	4,062.48	0.00	13,137.52	23.62
404-534-106-00 GROUP RETIREMENT	16,560	1,094.15	7,154.43	0.00	9,405.57	43.20
404-534-107-00 INT EXP ELEVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	231,836	15,797.81	106,832.12	0.00	125,003.88	46.08
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	12,000	1,400.58	11,859.66	0.00	140.34	98.83
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	1,250.00	6,811.50	0.00	3,188.50	68.12

1-04-2023 05:02 PM

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

404-WASTE COLLECTION

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	15,000	1,324.70	8,782.30	0.00	6,217.70	58.55
TOTAL CONTRACTUAL SERVICES	47,000	3,975.28	27,453.46	0.00	19,546.54	58.41
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	5,359	0.00	0.00	0.00	5,359.00	0.00
404-534-999-00 GEM & ADM MISC BILLING EX	53,000	5,122.53	38,754.18	578.57	13,667.25	74.21
TOTAL NON-OPERATING EXPENSES	58,359	5,122.53	38,754.18	578.57	19,026.25	67.40
TOTAL WASTE OFFICE/BOARD	370,195	24,895.62	193,075.35	578.57	176,541.08	52.31
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 3,803,600 235,034.14 1,709,183.37 106,414.66 1,988,001.97 47.73

REVENUE OVER/(UNDER) EXPENDITURES (639,700) 71,706.48 105,679.69 (106,414.66) (638,965.03) 0.11

\$22,181.23 – WORLD FUEL SERVICES – NOV 2022 FUEL BILL

DEPARTMENT		VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		DODSON BROS EXTERMINATING CO	530-341-00	SHOP MAINTENANCE	NOV 2022 PEST CONTROL	70.00
		WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,591.06
			530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,479.40
			530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	732.06
			530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	765.43
		UNIONTOWN AUTO SPRING CO., I	530-343-00	TRUCK MAINTENANCE	REAR SPRINGS & PINS R-7	870.00
		INDEED.COM	530-999-00	COLLECTION MISCELLAN	PCRD-WASTE HELP WANTED AD	346.73
		ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	22WCJP 2019 RAM 1500 PYMT	635.79
			530-459-00	WASTE COLL. NEW EQUI	25PQXL 2022 CHEVY EQUINOX	305.74
			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	433.57
		JOHN BOGGESS dba VJG ASSOCIA	530-341-00	SHOP MAINTENANCE	REFLECTIVE BOMBER JACKET	40.94
		TRACTOR SUPPLY CREDIT PLAN	530-341-00	SHOP MAINTENANCE	BOOTS RON SAMPLES	84.99
		US CELLULAR	530-213-00	WASTE COLL. UTILITIE	642-1651 613-0113 0002	2.31
		SPRINT	530-213-00	WASTE COLL. UTILITIE	ALL DEPT NOV 2022 GEOTABS	139.25
		RELIABLE TIRE COMPANY	530-343-00	TRUCK MAINTENANCE	TIRES AND REPAIRS	922.00
		INDEPENDENT WASTE HAULERS &	530-999-00	COLLECTION MISCELLAN	2022 MEMBERSHIP DUES	1,000.00
		WOODFORD OIL COMPANY	530-343-00	TRUCK MAINTENANCE	225 GAL 15W40 OIL	4,230.00
		WALMART STORES INC -BUCKHANN	530-999-00	COLLECTION MISCELLAN	CLEANING SPLS CITY HALL	26.24
		INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,592.43
			530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,562.98
			530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	372.41
			530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	365.52
		AMAZON.COM	530-343-00	TRUCK MAINTENANCE	PCRD-POWER MIRROR	99.99
			530-343-00	TRUCK MAINTENANCE	PCRD-4PK KEYBOARD CLNR	12.76
			530-343-00	TRUCK MAINTENANCE	PCRD-MAXLINER FLOOR MATS	80.73
			530-341-00	SHOP MAINTENANCE	PCRD-PAINT MKRS MOPS HOLE	114.92
			530-341-00	SHOP MAINTENANCE	PCRD-FIELD CNTRLs FOR BOIL	130.03
		USI INSURANCE SERVICES LLC	530-105-00	WASTE EMPLOYEE INSUR	GRP BENEFIT 3RD INSTALLMEN	1,046.16
		FLYFLEX	530-105-00	WASTE EMPLOYEE INSUR	WASTE DEC 2022 HSA FEES	52.00
		FLEET HOSTER LLC	530-343-00	TRUCK MAINTENANCE	PCRD-CAMERA SERVICE R8	20.00
		AT&T MOBILITY	530-341-00	SHOP MAINTENANCE	PCRD-PROTECTIVE CASE SCREE	70.00
			530-213-00	WASTE COLL. UTILITIE	677.3862 JERRY A NOV 17-DE	126.55
			530-213-00	WASTE COLL. UTILITIE	PCRD-NOV CELL PHN CHGS	14.64
		WORLD FUEL SERVICES, INC.	530-343-01	GAS & OIL EXPENSE 1,	WASTE FUEL BILL NOV 2022	12,248.54
		FRONTIER	530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	68.55
			530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	72.36
			530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.17
		TRAVELERS INSURANCE	530-226-00	COMP, UNEMPL & INSUR	INS PREM AUTO LIAB JUL 202	1,087.84
		**PAYROLL EXPENSES			12/01/2022 - 12/31/2022	51,148.87
					TOTAL:	103,377.89
RECYCLING DEPARTMENT		MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	367.17
		ENCOVA INSURANCE	531-226-00	INSURANCE & BONDS	WCN6007140 11/2/22-12/1/22	497.09
		WV PUBLIC EMPLOYEES INSURANC	531-105-00	GROUP INSURANCE	WASTE DEC 2022 HEALTH INS	1,235.28
			531-105-00	GROUP INSURANCE	WASTE DEC 2022 RETIREE'S I	210.00
		WESTFIELD INSURANCE	531-226-00	INSURANCE & BONDS	4/1/22 TO 4/1/23 QRTL PYM	211.25
		WV PUBLIC EMPLOYEES RETIREME	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	346.63
			531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	366.61

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MON POWER 12-01-2021 TO 12-31-22

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PEOPLES NATURAL GAS	531-213-00	UTILITIES	200008184083 RECYCLE CENTE	34.50
	USI INSURANCE SERVICES LLC	531-105-00	GROUP INSURANCE	GRP BENEFIT 3RD INSTALLMEN	116.24
	PAYFLEX	531-105-00	GROUP INSURANCE	WASTE DEC 2022 HSA FEES	9.75
	NEWLONS INTERNATIONAL SALES	531-343-00	TRUCK MAINTENANCE	RH MIRROR R-21	554.23
	WORLD FUEL SERVICES, INC.	531-343-01	FUEL - RECYCLING CEN	WASTE FUEL BILL NOV 2022	578.64
	**PAYROLL EXPENSES			12/01/2022 - 12/31/2022	7,924.88
				TOTAL:	13,194.81
LANDFILL	BUCKHANNON UTIL BOARDS	532-216-01	TREATMENT OF LEACHAT	MUDLICK LEACHATE DEC 2022	1,587.64
		532-216-01	TREATMENT OF LEACHAT	MUDLICK LEACHATE NOV 2022	1,453.98
	STURM ENVIRONMENTAL SERVICES	532-216-01	TREATMENT OF LEACHAT	NOVEMBER TESTS	201.00
	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	TURKEY RUN LNDFILL ELEC 12	195.44
				TOTAL:	3,438.06
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	300.72
	UNIFIRST CORP.	533-345-00	UNIFORMS	ALL DEPT UNIFORMS DEC 2022	156.06
	ENCOVA INSURANCE	533-226-00	INSURANCE & BONDS	WCN6007140 11/2/22-12/1/22	455.67
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WASTE DEC 2022 HEALTH INS	616.76
		533-105-00	GROUP INSURANCE	WASTE DEC 2022 RETIREE'S I	70.00
	NAFA-AMTOWER AUTO SUPPLY	533-343-02	MAINTENANCE TRUCK/TR	FUEL TREATMENT R-11&19	43.98
		533-343-02	EQUIPMENT MAINTENANC	HYD FITTINGS 580K	78.78
		533-343-02	MAINTENANCE TRUCK/TR	WELD SUPPLIES	39.97
	STURM ENVIRONMENTAL SERVICES	533-216-00	DRAINAGE EXPENSE TRA	NOVEMBER TESTS	190.00
	WESTFIELD INSURANCE	533-226-00	INSURANCE & BONDS	4/1/22 TO 4/1/23 QRTLY PYM	198.08
	BRECHBUHLER SCALES INC	533-343-00	EQUIPMENT MAINTENANC	SCALE INPECTION	860.95
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	226.11
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	210.63
	MERLOT VANGO TARPING Solutio	533-343-02	MAINTENANCE TRUCK/TR	TARP STOPS OPEN TOP TRLS	489.14
	CITIZENS BANK OF WV	533-459-00	NEW EQUIPMENT	WAS JAN 2023 CLOSED TOP T	1,120.97
		533-459-00	NEW EQUIPMENT	WAS RD TRACTOR JAN 2023 PY	2,304.61
	SPRINT	533-213-00	UTILITIES	ALL DEPT NOV 2022 GEOTABS	139.25
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	154.54
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	143.88
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	36.15
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	33.65
	PEOPLES NATURAL GAS	533-213-00	UTILITIES	200008184349 WASTE COLL	174.44
	USI INSURANCE SERVICES LLC	533-105-00	GROUP INSURANCE	GRP BENEFIT 3RD INSTALLMEN	116.24
	PAYFLEX	533-105-00	GROUP INSURANCE	WASTE DEC 2022 HSA FEES	3.25
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	NOV 2022 TIPPING FEES	36,999.90
		533-460-00	TIPPING FEES	CD TIPPING FEES 11/16-11/3	13,794.17
		533-460-00	TIPPING FEES	CD TIPPING FEES 12/1-12/15	15,802.77
	WORLD FUEL SERVICES, INC.	533-343-01	FUEL/OIL TRANSFER ST	WASTE FUEL BILL NOV 2022	9,354.05
	FRONTIER	533-213-00	UTILITIES	472-4443-101915-4 WASTE	72.35
	TRAVELERS INSURANCE	533-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	1,087.84
	**PAYROLL EXPENSES			12/01/2022 - 12/31/2022	4,852.85
				TOTAL:	90,127.76
WASTE OFFICE/BOARD	RALSTON PRESS INC	534-999-00	GEM & ADM MISC BILLI	PURCHASE ORDERS 5000	144.89
		534-999-00	GEM & ADM MISC BILLI	5,000 WINDOW ENVELOPES	113.81
	GATES SUPPLY	534-999-00	GEM & ADM MISC BILLI	INK CARTRIDGES PLOTTER	47.93
	ENCOVA INSURANCE	534-226-00	INSURANCE & BONDS	WCN6007140 11/2/22-12/1/22	26.12
	PITNEY BOWES INC	534-218-00	POSTAGE	PERMIT POSTAGE BALANCE FIN	38.77
	WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WASTE DEC 2022 HEALTH INS	93.62
		534-105-00	GROUP INSURANCE	WASTE DEC 2022 RETIREE'S I	93.34

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MON POWER 12-01-2021 TO 12-31-22

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WESTFIELD INSURANCE	534-226-00	INSURANCE & BONDS	4/1/22 TO 4/1/23 QRTLY PYM	210.74
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	288.18
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	301.02
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRBUTI	241.17
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	263.78
	BUCKHANNON POSTMASTER	534-218-00	POSTAGE	PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	534-999-00	GEM & ADM MISC BILLI	NOVEMBER 2022 AA FEES	179.46
		534-999-00	GEM & ADM MISC BILLI	OCTOBER 2022 AA FEES	176.88
	THOMAS J O'NEILL	534-223-00	PROFESSIONAL SERVICE	JAN 2023 CONTRACT- ATTORNE	1,250.00
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	NOV 2022 CREDIT CARD FEES	1,544.06
	TOSHIBA FINANCIAL SERVICES	534-999-00	GEM & ADM MISC BILLI	CITY HALL COPIER LEASE DEC	149.49
	WASTE COLLECTION BOARD	534-999-00	GEM & ADM MISC BILLI	DEC 2022 LETTER OF CREDIT	276.37
	RAVEN ROCK NETWORKS INC	534-999-00	GEM & ADM MISC BILLI	IT SVC CONTRACT DEC 2022	375.00
		534-999-00	GEM & ADM MISC BILLI	NETWORK OUTAGE CITY HALL	52.50
		534-999-00	GEM & ADM MISC BILLI	NETWORK ENGINEERING	750.00
	BADZIK PRINTING SERVICE, INC	534-999-00	GEM & ADM MISC BILLI	PAYROLL & DISB CHECKS	169.99
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	364.41
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	465.96
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	85.23
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	108.96
	FOXIT PHANTOM SOFTWARE	534-999-00	GEM & ADM MISC BILLI	PCRD-PDF EDITOR & READER 1	47.70
	USI INSURANCE SERVICES LLC	534-105-00	GROUP INSURANCE	GRP BENEFIT 3RD INSTALLMEN	87.60
	PAYFLEX	534-105-00	GROUP INSURANCE	WASTE DEC 2022 HSA FEES	3.25
	LYNX WV INC	534-999-00	GEM & ADM MISC BILLI	REPLACED SVC LINK PSC	728.75
	FP MAILING SOLUTIONS	534-218-00	POSTAGE	PCRD-POSTAGE	258.75
		534-218-00	POSTAGE	PCRD-POSTAGE	258.75
	FP FINANCE PROGRAM	534-218-00	POSTAGE	MAILER & INSERTER PYMT DEC	94.31
	OPTIMUM B2B, DEPT. 1264	534-999-00	GEM & ADM MISC BILLI	CITY HALL INTERNET DEC 202	214.63
	TYLER TECHNOLOGIES INC	534-999-00	GEM & ADM MISC BILLI	RCT PRINTER MAINT FEES 202	98.90
	ROSSMAN & CO/PCB CORP	534-999-00	GEM & ADM MISC BILLI	NOV 2022 UTL COLLECTIONS	52.17
	TRAVELERS INSURANCE	534-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	1,087.84
	**PAYROLL EXPENSES			12/01/2022 - 12/31/2022	13,401.29
				TOTAL:	24,895.62

Motion Skinner/Rylands to approve the December Financial Report. Motion carried.

D. Department Report – Mr. Arnold provided an overview on interviews that he has had with applicants and noted that he has offered the position of driver to 2 individuals who are going through the pre-employment process. He is providing additional training to the department’s current mechanic and still looking for a 2nd mechanic.

Mr. Arnold then reviewed the following reports with the Board:

D.1 Recycling Center Report

Inventory & Balance Sheet

	Uproc.	Proc.	Total
ONP	1.8	18.59	20.39
OCC	2.6	10.08	12.68
MGOP	0.8	4.8	5.6
STEEL	0.7	5.7	6.4
ALUM.	0.04	0.35	0.39
E-WASTE	0	0	0
Pete #1	0.08	0.67	0.75
No. 2	0.33	3.37	3.7
Total	6.35	43.56	49.91

Inventory 1/1/23	49.91
Inventory 12/1/22	52.87
Diff.	-2.96
Loads Shipped	61.57
Total Diff. Inventory & Loads Shipped	58.61
Total Received	58.61
Less Garbage	0
Total	58.61

Residential Curbside
1280

Appliances	Iron	Total	Total \$
25500	0	25500	\$996.90

Yard Debris
5000

D.2 Transfer Station Report

City of Buckhannon
Transfer Station Totals

December 2022

Total Transactions	2760	
Total Weight	1302.28	
Total Cash Received	\$27,227.00	
Total City Trucks	\$65,018.55	780.72 tons
Total Charge	\$18,749.86	
Grand total	\$110,995.41	
Total C/D Material	241.35	
Total Commercial/Residential	1060.93	
Bulky Goods	Steel	Waste
	1.3	2.8
		4.1

He also reviewed the Transfer Center Yearly Totals for 2022:

City of Buckhannon
Transfer Station Yearly Totals 2022

Total Transactions	35015	
Total Weight	16967.94	
Total Cash Received	\$389,671.94	
Total City Trucks	\$827,152.95	9936.18 tons
Total Charge	\$239,564.51	
Grand total	\$1,456,389.40	
Total C/D Material	3308.42	
Total Commercial/Residential	13659.52	
Bulky Goods	Steel	Waste
	21.8	46.63
	Total	68.43

D.3 Waste Collection Report

A discussion took place regarding the mechanic position that we are attempting to fill.

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

E.1 Notice: Waste Collection Department Accepting Applications for the following positions:
One Full-Time Mechanic and One Full-Time Truck Driver

Description – Waste Collection Dept. City of Buckhannon

The City of Buckhannon Waste Collection Department is accepting applications until DECEMBER 30, 2022 for the following positions:

- One full-time mechanic
- One full-time truck driver

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

Candidates must:

- Be 18 years of age or older.
- Driver must possess a valid WV Class A commercial driver license
- Mechanic must possess at least a valid WV Class B commercial driver license
- Possess a High School diploma or equivalent.
- Be in good physical condition. This job includes, but is not limited to, lifting up to 50 pounds as well as climbing.
- Willing to work in inclement weather
- Applicants interested in the mechanic position must have experience and knowledge in Vehicle Equipment Diagnostic Software

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

Hourly rate is dependent on qualifications and skills, with a range of \$18.00 to \$21.00 per hour.

Applications may be obtained at City Hall, 70 E Main St, 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.

F. Consent Agenda

F.1 Approval of Minutes: 12/01/22 – 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 12/01/2022 as presented was made by Rylands/Skinner. Motion carried.

G. Strategic Issues for Discussion and/or Vote

G.1 - None

H. Board Members Comments and Announcements

- **CJ Rylands:** Mr. Rylands had nothing further.
- **Scott Randall:** Mr. Randall was absent.
- **Randy Sanders:** Mr. Sanders commended Jerry Arnold for improving the productivity of the Waste Department noting the reports have been improving and he and the team seem to be handling the challenges they face with a slow supply chain and difficulty in finding new employees very well.
- **Amberle Jenkins:** Nothing further.
- **Jerry Arnold:** Nothing further.
- **Jay Hollen:** Nothing further.
- **Robbie Skinner:** Mayor Skinner agreed with the comments by Mr. Sanders and wished everyone a Happy New Year.

I. Adjournment

Motion to adjoin at 7:54 AM was made by Skinner/Rylands.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
