

**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 21, 2024, at 7:30 a.m. in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

Mayor	Robbie Skinner	Present - GTM
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present - GTM
Mayor's Office	Barbara Hinkle	Absent
Board Member	Phil Loftis	Present
Board Member	Mitchell Shaw	Present
Sanitary Superintendent/Dir of Public Works	Ethan Crosten	Present
Sanitary Assistant Superintendent	Cody Tenney	Present

Guests: Anita Delahunt

*City of Buckhannon Sanitary Board Meeting Agenda  
7:30 AM Thursday, November 21, 2024  
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Approval of Previous Meeting Minutes 10/17/2024
5. Report of Events, Correspondence, and Information
  - a. See Full Listing in the Sanitary Board Packet
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests
  - a. Anita Delahunt- 2 Willowbrook Street
8. Financial Report – Director of Finance, Amberle Jenkins
  - a. Approval to Hire City Hall Utility Clerk
9. Department Report – Director of Public Works & Sanitary Department Superintendent Ethan Crosten
  - a. Plant Operations & Test
  - b. Maintenance Crew
  - c. Line Crew #1
  - d. Line Crew #2
10. Stormwater Management Discussions
  - a. Stormwater Facility Construction Permit -158 Randolph Street
11. Old Business Discussions:
  - a.
12. New Business Discussions:
  - a. Approval Expansion of Verkada Surveillance/Security Camera System
  - b. Approval Wage Increase Garrett Walton-Advancement to Supervisory Position
  - c. Approval Hire Employee due to Retiree Replacement
  - d. Procedures for Requiring Connection to Sanitary Sewer System
  - e. Discussion S. Kanawha Street Sanitary Sewer Line Replacement Project
13. Board Members' Remarks and Announcements
14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Friday, November 15, 2024. \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/743314989>, or by phone by calling (669) 224-3412, access code: 743-314-989.*

**1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner called the November 21, 2024, meeting of the Sanitary Board to order.

**2. Moment of Silent Reflection** – Mayor Skinner invited those in attendance to join in silent reflection.

**3. Reciting the Pledge of Allegiance** – Recorder Sanders led those in attendance in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 10/17/2024**—Recorder Sanders recognized that the minutes for 10/17/2024 were available for consideration and asked for corrections or approval as presented.

**Loftis/Shaw motioned to approve the Meeting Minutes of 10/17/24 as presented. The motion carried.**

**5. Report of Events, Correspondence, and Information** –

- Tennerton P.S.D. Meeting Minutes – October & November 2024. The P.S.D.'s meeting minutes were distributed to the board members as information sharing between the COB and the P.S.D's

**6. Public Comment—Motion to Open & Close Requested**—Recorder Sanders asked for a meeting to open the Public Comment period.

**Shaw/Skinner motioned to open the Public Comment period. The motion carried.**

Recorder Sanders noted that no one requested to appear except under the Recognition for Guests.

**Shaw/Skinner motioned to close the Public Comment period. The motion carried.**

**7. Recognition of Guests**

**a. Anita Delahunt—2 Willowbrook Street**—Recorder Sanders recognized Anita Delahunt, who owns and lives at 2 Willowbrook Street. She stated that she had a problem at her property that resulted from work performed by the Sanitary Department. She explained her disappointment with the reclamation of her property conducted by the Sanitary Department after the necessary work was performed. Ethan Crosten, Director of Public Works & Sanitary Department Superintendent, explained to the board all the reclamation work that was accomplished, and he felt they had done all they could to return the property to its original condition. Ms. Delahunt felt that her property was not in as good a condition as before the work. A discussion occurred with all present and Ms. Delahunt. Ms. Delahunt's request is for the property to be worked on more and for the Department to reimburse her for removing a tree that cost \$250. Mayor Skinner was in favor of the Board doing so.

**Loftis/Shaw motioned to reimburse Anita Delahunt for up to \$250, with proof of cost in the form of a receipt from the contractor, and to return to the property in the spring to see if anything else can be done to improve its situation. The motion carried.**

**8. Financial Report – Director of Finance Amberle Jenkins** – Mrs. Jenkins presented the current financial reports.

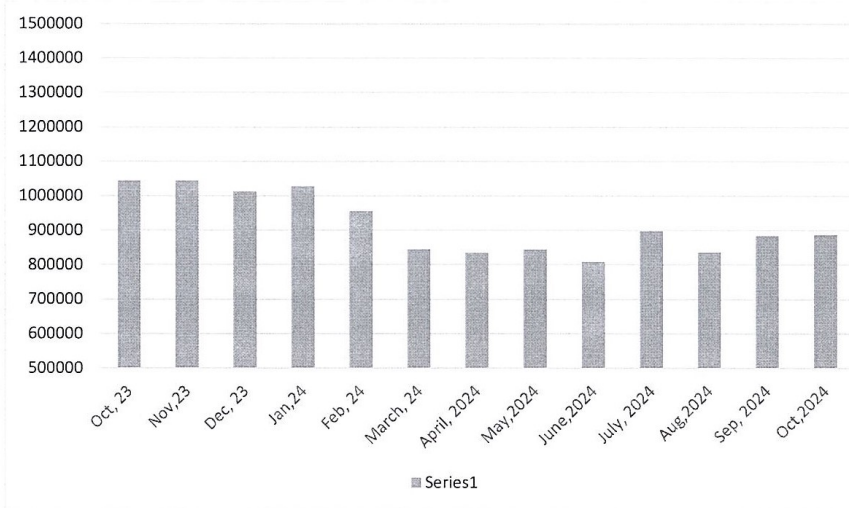
**SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Balance October 31, 2024**

**Money market checking** **\$887,236.50**  
**\$1,151,956.63 less \$264,720.13 put in WVBTI Nov 12, 2024**

**WVBTI working capital 11/12/24** **\$264,720.13**  
**CD Working Capital** **\$102,482.11**  
**(CD#368265) 4.18% matures 5-26-25**

**CD (303555) 4.75% maturity 3-19-25** **\$109,544.87**



**STORMWATER FUND  
Balance October 31, 2024** **\$176,662.34**

11-07-2024 01:30 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2024

PAGE: 4

401-SANITARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
401-343-000-00 SEWER TAPS	1,000	1,440.00	2,160.00	0.00	( 1,160.00)	216.00
TOTAL OTHER FEES	1,000	1,440.00	2,160.00	0.00	( 1,160.00)	216.00
<b>UTILITY BILLINGS</b>						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	164,826.32	666,417.84	0.00	1,133,582.16	37.02
TOTAL UTILITY BILLINGS	1,800,000	164,826.32	666,417.84	0.00	1,133,582.16	37.02
<b>HEALTH AND SAFETY</b>						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSMPT SURC BILLIN	50	16.50	71.40	0.00	( 21.40)	142.80
401-351-200-00 WST RD EXTEN SURCH BILLIN	2,000	250.00	1,000.00	0.00	1,000.00	50.00
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	24,788.93	100,454.51	0.00	105,320.49	48.82
TOTAL HEALTH AND SAFETY	207,825	25,055.43	101,525.91	0.00	106,299.09	48.85
<b>CHARGES FOR SERVICES</b>						
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	4,680.00	15,714.00	0.00	24,286.00	39.29
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	4,680.00	15,714.00	0.00	24,286.00	39.29
<b>GRANTS</b>						
401-368-000-00 CONTRIB REV NOT 5.5RULE	59,129	0.00	59,128.75	0.00	0.00	100.00
401-368-000-02 CONTRIB IN AID CONSTRUC	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	59,129	0.00	59,128.75	0.00	0.00	100.00
<b>INTRAFUND CONTR/CHARGES</b>						
401-370-000-01 LATE CHARGES	23,000	2,414.91	10,306.04	0.00	12,693.96	44.81
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,414.91	10,306.04	0.00	12,693.96	44.81
<b>OTHER REVENUE</b>						
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	17,256.29	0.00	( 16,906.29)	4,930.37
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	500	0.00	0.00	0.00	500.00	0.00
401-399-000-00 MISCELLANEOUS	2,000	0.00	304.05	0.00	1,695.95	15.20
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	0.00	17,560.34	0.00	( 14,710.34)	616.15
<b>TOTAL REVENUE</b>	<b>2,133,804</b>	<b>198,416.66</b>	<b>872,812.88</b>	<b>0.00</b>	<b>1,260,990.87</b>	<b>40.90</b>

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	92,000	7,836.71	35,946.75	0.00	56,053.25	39.07
TOTAL SALARIES & BENEFITS	92,000	7,836.71	35,946.75	0.00	56,053.25	39.07
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	25,000	1,998.35	8,532.29	0.00	16,467.71	34.13
TOTAL CONTRACTUAL SERVICES	25,000	1,998.35	8,532.29	0.00	16,467.71	34.13
COMMODITIES						
401-711-313-00 VICKSBURG	11,000	493.10	3,071.90	0.00	7,928.10	27.93
TOTAL COMMODITIES	11,000	493.10	3,071.90	0.00	7,928.10	27.93
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	10,000	473.55	1,749.65	0.00	8,250.35	17.50
TOTAL CAPITAL OUTLAY	10,000	473.55	1,749.65	0.00	8,250.35	17.50
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	112.32	453.29	0.00	2,546.71	15.11
TOTAL CONTRIBUTIONS	3,000	112.32	453.29	0.00	2,546.71	15.11
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,700	106.95	579.84	0.00	1,120.16	34.11
401-711-713-00 DEANVILLE	7,000	26.52	89.09	0.00	6,910.91	1.27
401-711-813-00 ISLAND AVENUE	400	16.26	66.77	0.00	333.23	16.69
401-711-913-00 MADISON STREET	400	25.08	98.95	0.00	301.05	24.74
401-711-914-00 TJM SEWAGE STATION	650	27.67	109.20	0.00	540.80	16.80
401-711-915-00 WESTON ROAD	550	37.01	154.53	0.00	395.47	28.10
401-711-916-00 HAMPTON INN PS	200	15.75	60.49	0.00	139.51	30.25
401-711-917-00 BRUSHY FORK PS	500	33.35	152.82	0.00	347.18	30.56
401-711-918-00 RT 20 SEWER PUMP STATION	100	10.00	49.00	0.00	51.00	49.00
401-711-919-00 1 BUCKHANNON RD	100	10.00	37.50	0.00	62.50	37.50
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	1,179.01	7,305.20	0.00	15,694.80	31.76
401-711-920-01 TENNERTON INTERCEPTOR	3,200	0.00	1,419.33	0.00	1,780.67	44.35
401-711-920-02 NATURAL GAS	2,500	6.42	15.86	0.00	2,484.14	0.63
401-711-921-00 BROOKE ST PUMP STA	3,600	337.24	1,298.78	0.00	2,301.22	36.08
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	200	10.82	46.41	0.00	153.59	23.21
TOTAL NON-OPERATING EXPENSES	44,100	1,842.08	11,483.77	0.00	32,616.23	26.04
TOTAL POWER/FUEL/UTILITY	185,100	12,756.11	61,237.65	0.00	123,862.35	33.08

401-SANITARY

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,700	672.21	5,149.78	0.00	3,550.22	59.19
TOTAL COMMODITIES	8,700	672.21	5,149.78	0.00	3,550.22	59.19
TOTAL UNIFORMS	8,700	672.21	5,149.78	0.00	3,550.22	59.19
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	14,000	2,522.67	6,514.59	0.00	7,485.41	46.53
TOTAL SALARIES & BENEFITS	14,000	2,522.67	6,514.59	0.00	7,485.41	46.53
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	1,026.13	7,646.13	3,000.42	24,353.45	30.42
TOTAL CONTRACTUAL SERVICES	35,000	1,026.13	7,646.13	3,000.42	24,353.45	30.42
COMMODITIES						
401-713-343-00 STREET DEPT SERVICES LINE	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY						
401-713-443-00 EQUIPMENT & MAINTENANCE L	40,000	2,729.77	14,673.27	0.00	25,326.73	36.68
TOTAL CAPITAL OUTLAY	40,000	2,729.77	14,673.27	0.00	25,326.73	36.68
TOTAL LINES	89,000	6,278.57	28,833.99	3,000.42	57,165.59	35.77
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	840.35	3,521.11	0.00	11,478.89	23.47
TOTAL SALARIES & BENEFITS	15,000	840.35	3,521.11	0.00	11,478.89	23.47
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	23,000	5,510.91	14,479.91	1,550.00	6,970.09	69.70
TOTAL CONTRACTUAL SERVICES	23,000	5,510.91	14,479.91	1,550.00	6,970.09	69.70
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	18,500	8,662.53	12,914.31	0.00	5,585.69	69.81
TOTAL COMMODITIES	18,500	8,662.53	12,914.31	0.00	5,585.69	69.81
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	215,000	8,601.92	34,210.13	0.00	180,789.87	15.91
TOTAL CAPITAL OUTLAY	215,000	8,601.92	34,210.13	0.00	180,789.87	15.91



401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRIBUTIONS</b>						
401-714-543-00 TELEPHONE	5,000	571.94	1,750.35	0.00	3,249.65	35.01
TOTAL CONTRIBUTIONS	5,000	571.94	1,750.35	0.00	3,249.65	35.01
<b>NON-OPERATING EXPENSES</b>						
401-714-643-00 OPERATION PLANT EXPENSE	11,000	997.48	2,105.06	0.00	8,894.94	19.14
401-714-743-00 TELEMETRY	2,875	299.50	658.70	0.00	2,216.30	22.91
TOTAL NON-OPERATING EXPENSES	13,875	1,296.98	2,763.76	0.00	11,111.24	19.92
TOTAL PLANT	290,375	25,484.63	69,639.57	1,550.00	219,185.43	24.52
<b>SALARIES PLANT/LINES</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-715-101-00 PLANT LABOR	227,000	8,762.00	44,594.32	0.00	182,405.68	19.65
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	480,000	30,205.00	143,437.40	0.00	336,562.60	29.88
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	707,000	38,967.00	188,031.72	0.00	518,968.28	26.60
<b>CONTRACTUAL SERVICES</b>						
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	707,000	38,967.00	188,031.72	0.00	518,968.28	26.60
<b>SALARIES BOARD/OFFICE</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	4,000.00	0.00	8,000.00	33.33
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	184,000	13,031.20	59,189.94	0.00	124,810.06	32.17
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	196,000	14,031.20	63,189.94	0.00	132,810.06	32.24

401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRACTUAL SERVICES</b>						
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	196,000	14,031.20	63,189.94	0.00	132,810.06	32.24
<b>FICA/INSURANCE</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-718-104-00 FICA TAX	69,100	4,051.98	19,209.84	0.00	49,890.16	27.80
401-718-105-00 HEALTH INSURANCE	183,000	12,010.66	77,914.84	0.00	105,085.16	42.58
TOTAL SALARIES & BENEFITS	252,100	16,062.64	97,124.68	0.00	154,975.32	38.53
TOTAL FICA/INSURANCE	252,100	16,062.64	97,124.68	0.00	154,975.32	38.53
<b>RETIREMENT</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-719-106-00 GROUP RETIREMENT	79,000	4,657.92	22,133.46	0.00	56,866.54	28.02
TOTAL SALARIES & BENEFITS	79,000	4,657.92	22,133.46	0.00	56,866.54	28.02
TOTAL RETIREMENT	79,000	4,657.92	22,133.46	0.00	56,866.54	28.02
<b>UNEMPLOYMENT/COMPENSATION</b>						
<b>CONTRACTUAL SERVICES</b>						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	992.70	4,508.90	0.00	15,491.10	22.54
TOTAL CONTRACTUAL SERVICES	20,000	992.70	4,508.90	0.00	15,491.10	22.54
TOTAL UNEMPLOYMENT/COMPENSATION	20,000	992.70	4,508.90	0.00	15,491.10	22.54
<b>BILLING/COMPUTER/DEP INT</b>						
<b>CONTRACTUAL SERVICES</b>						
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
<b>COMMODITIES</b>						
401-783-341-00 BILLING & COLLECTING	58,000	7,627.16	37,929.60	3,848.50	16,221.90	72.03
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	20,000	0.00	0.00	0.00	20,000.00	0.00

401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	300	0.00	0.00	0.00	300.00	0.00
TOTAL COMMODITIES	81,900	7,927.16	39,129.60	3,848.50	38,921.90	52.48
<b>NON-OPERATING EXPENSES</b>						
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	81,900	7,927.16	39,129.60	3,848.50	38,921.90	52.48
<b>OFFICE EXPENSE</b> =====						
<b>COMMODITIES</b>						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	50,000	4,513.79	14,761.71	93.50	35,144.79	29.71
TOTAL COMMODITIES	50,000	4,513.79	14,761.71	93.50	35,144.79	29.71
TOTAL OFFICE EXPENSE	50,000	4,513.79	14,761.71	93.50	35,144.79	29.71
<b>PSC ASSESS/DNR PERMIT</b> =====						
<b>SALARIES &amp; BENEFITS</b>						
401-797-116-00 PSC ASSESSMENTS	7,000	0.00	5,791.42	0.00	1,208.58	82.73
401-797-117-00 DNR PERMIT	2,500	0.00	0.00	0.00	2,500.00	0.00
TOTAL SALARIES & BENEFITS	9,500	0.00	5,791.42	0.00	3,708.58	60.96
TOTAL PSC ASSESS/DNR PERMIT	9,500	0.00	5,791.42	0.00	3,708.58	60.96
<b>PROPERTY INSURANCE</b> =====						
<b>CONTRACTUAL SERVICES</b>						
401-798-226-00 PROPERTY INSURANCE	48,000	5,324.46	19,010.25	0.00	28,989.75	39.60
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	48,000	5,324.46	19,010.25	0.00	28,989.75	39.60
TOTAL PROPERTY INSURANCE	48,000	5,324.46	19,010.25	0.00	28,989.75	39.60
<b>RENTS</b> =====						
<b>CONTRACTUAL SERVICES</b>						
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

401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>PROFESSIONAL</b> =====						
<b>CONTRACTUAL SERVICES</b>						
401-896-223-00 PROFESSIONAL SERVICES	45,000	4,564.25	9,439.25	0.00	35,560.75	20.98
TOTAL CONTRACTUAL SERVICES	45,000	4,564.25	9,439.25	0.00	35,560.75	20.98
TOTAL PROFESSIONAL	45,000	4,564.25	9,439.25	0.00	35,560.75	20.98
<b>BOND A</b> =====						
<b>SALARIES &amp; BENEFITS</b>						
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
<b>BOND B</b> =====						
<b>SALARIES &amp; BENEFITS</b>						
401-980-199-00 BOND ISSUE #B	28,000	0.00	0.00	0.00	28,000.00	0.00
TOTAL SALARIES & BENEFITS	28,000	0.00	0.00	0.00	28,000.00	0.00
TOTAL BOND B	28,000	0.00	0.00	0.00	28,000.00	0.00
<b>CAPITAL/PROJECTS</b> =====						
<b>CAPITAL OUTLAY</b>						
401-997-451-00 PLANT - CAPITAL	250,000	4,400.82	10,102.88	0.00	239,897.12	4.04
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 ARPA PROJECTS OVERRUNS	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	89,129	0.00	27,515.90	0.00	61,612.85	30.87
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	244,000	7,107.55	19,588.73	0.00	224,411.27	8.03
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	180,000	28,891.25	44,917.59	59.30	135,023.11	24.99
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	0	0.00	0.00	0.00	0.00	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	763,129	40,399.62	102,125.10	59.30	660,944.35	13.39

401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
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	763,129	40,399.62	102,125.10	59.30	660,944.35	13.39
DEPREC/AMORT/CONSTR =====						
<u>CAPITAL OUTLAY</u>						
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
<u>CONTRIBUTIONS</u>						
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	3,033,804	196,777.23	787,026.38	8,551.72	2,238,225.65	26.22
REVENUE OVER/(UNDER) EXPENDITURES	( 900,000)	1,639.43	85,786.50	( 8,551.72)	( 977,234.78)	8.58-

426-STORMWATER FUND

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>LIC PERMITS &amp; FRANCHISE</u>						
426-327-000-00 STORMWATER MISC PERMITS	0	0.00	20.00	0.00	( 20.00)	0.00
TOTAL LIC PERMITS & FRANCHISE	0	0.00	20.00	0.00	( 20.00)	0.00
<u>INTRAFUND CONTR/CHARGES</u>						
426-369-000-00 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
<u>OTHER REVENUE</u>						
426-399-000-00 STORMWATER MISC	0	0.00	2,222.59	0.00	( 2,222.59)	0.00
TOTAL OTHER REVENUE	0	0.00	2,222.59	0.00	( 2,222.59)	0.00
TOTAL REVENUE	100,000	0.00	52,242.59	0.00	47,757.41	52.24

426-STORMWATER FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
stormwater =====						
<u>SALARIES &amp; BENEFITS</u>						
426-805-101-00 STORMWATER PAYROLL	76,680	5,883.50	10,522.50	0.00	66,157.50	13.72
426-805-104-00 STORMWATER FICA	6,120	449.60	803.44	0.00	5,316.56	13.13
426-805-106-00 STORMWATER RET	7,200	529.52	947.03	0.00	6,252.97	13.15
TOTAL SALARIES & BENEFITS	90,000	6,862.62	12,272.97	0.00	77,727.03	13.64
<u>COMMODITIES</u>						
426-805-341-00 STORMWATER MATERIALS	5,000	2,181.82	5,465.55	0.00	( 465.55)	109.31
TOTAL COMMODITIES	5,000	2,181.82	5,465.55	0.00	( 465.55)	109.31
<u>CAPITAL OUTLAY</u>						
426-805-458-00 STORMWATER CAPITAL	105,000	4,865.80	7,493.74	505.00	97,001.26	7.62
TOTAL CAPITAL OUTLAY	105,000	4,865.80	7,493.74	505.00	97,001.26	7.62
TOTAL stormwater	200,000	13,910.24	25,232.26	505.00	174,262.74	12.87
TOTAL EXPENDITURES	200,000	13,910.24	25,232.26	505.00	174,262.74	12.87
REVENUE OVER/(UNDER) EXPENDITURES	( 100,000)	( 13,910.24)	27,010.33	( 505.00)	( 126,505.33)	26.51-



**SANITARY OCTOBER 2024 PAYMENT OF BILLS**

**\$2,049.98** – DELL BUSINESS CREDIT – LAPTOP COMPUTER FOR ETHAN

**\$3,100.00** – C.I. THORNBURG – POLYMER

**\$3,995.00** – JP INDUSTRIAL SERVICES- FLYGT SUB PUMP REBUILD INDUSTRIAL PARK

**\$2,751.64** – CLEVELAND BROTHERS EQUIPMENT – HYD CYLINDERS FOR P-11

**\$3,400.00** – GERALD LEE – TAPER LOCKS W/SHAFTS FOR AERATORS

**\$2,316.19** – TYLER TECHNOLOGIES – UTILITY BILLING NOTIFICATION, UTILITY BILL AUTOPAY, IVR, CC MAINTENANCE

**\$8,904.00** – JF ALLEN – PAVING PAR MAR PARKING LOT

**\$6,499.00** – CARON EAST – SOKKIA REFLECTORLESS TOTAL STATION, TRIPOD, HI-VIS PRISM POLE & TOPCON SINGLE TILTING PRISM ASSYMBLEY WITH TARGET

**\$12,313.48** – CORE & MAIN – MAN HOLES FOR LOWER DRIVE

**STORMWATER OCTOBER 2024 PAYMENT OF BILLS**

**\$3,430.00** – C.I. THORNBURG – FERNCO RITCHIE STREET STORMWATER

**\$2,082.82** – CORE & MAIN – KNOCK OUT BASE & TRAFFIC GRATE

11-07-2024 11:22 AM

DISBURSEMENTS 10-01-24 TO 10-31-24

PAGE: 18

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	26.52
		711-313-00	VICKSBURG	110086525471 SYCAMORE	493.10
		711-916-00	HAMPTON INN PS	110087568348 WBUC RD	15.75
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	16.26
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	27.67
		711-915-00	WESTON ROAD	110087676356 WESTON RD	37.01
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	33.35
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	10.00
		711-113-00	PLANT POWER	110 088 308 280 SEWER PLA	7,836.71
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,998.35
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	10.00
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	10.82
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	25.08
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOD	112.32
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	473.55
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	106.95
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	337.24

11-07-2024 11:22 AM

DISBURSEMENTS 10-01-24 TO 10-31-24

PAGE: 19

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	GREYLOCK PIPELINE, LLC	711-920-02	NATURAL GAS	SEPTEMBER 2024 SALES	6.42	
		711-920-00	FLYERS ENERGY LLC	PLANT VEHICLES-2,3,8 SAN SEPT 24 FUEL BILL	1,179.01	
					TOTAL:	12,756.11
UNIFORMS	CINTAS	712-345-00	UNIFORMS	SAN UNIFORMS 10-2-24	223.50	
		712-345-00	UNIFORMS	SAN UNIFORMS 10-9-24	223.50	
		712-345-00	UNIFORMS	SAN UNIFORMS 10-23-24	225.21	
					TOTAL:	672.21
LINES	LEAF	713-143-00	FACILITIES MAINTENAN	SAN COPIER PAYMENT	139.00	
	RITE-WAY HEATING & PLUMBING	713-443-00	EQUIPMENT & MAINTENA	2" PUMP	33.39	
	AUTO ZONE	713-443-00	SUPPLIES LINES	TAPE MEASURE COUPLER	70.37	
		713-443-00	EQUIPMENT & MAINTENA	P9 CREW TRUCK CALIPE	65.99	
	C.I. THORNBURG CO., INC.	713-443-00	EQUIPMENT & MAINTENA	P9 CREW TRUCK	16.88	
		713-243-00	SUPPLIES LINES	RESTOCK	490.00	
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	P9 BULBS	9.06	
	CODY TENNEY	713-443-00	EQUIPMENT & MAINTENA	P9 CREW TRK STEER ST	92.72	
		713-443-00	SUPPLIES LINES	REIMB MEALS @ CLASS III T	88.76	
	BRIAN MITCHELL	713-143-00	FACILITIES MAINTENAN	REIMB CDL RENEWAL	28.75	
	MICROSOFT STORE	713-143-00	FACILITIES MAINTENAN	PCRD-WINDOWS 10/11 PRO	104.94	
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	MESSAGE FEES FOR SEPT 2024	63.55	
	CARON EAST INC	713-443-00	EQUIPMENT & MAINTENA	PIPE LASER SERVICE	412.50	
	JENKINS FORD INC	713-443-00	EQUIPMENT & MAINTENA	FUEL FILTER HOUSING	73.72	
	FERGUSON WATERWORKS	713-443-00	EQUIPMENT & MAINTENA	CONCRETE BLADE	344.87	
	SUPPLIES LINES	713-243-00	SS RPR CLAMP-ELIAS F		310.00	
		713-443-00	EQUIPMENT & MAINTENA	P9 CREW TRUCK	40.00	
	ST JOSEPH HOSPITAL OF BUCKHA	713-243-00	SUPPLIES LINES	LAB TEST DEREK MARSH	67.00	
	DUNCAN PARNELL INC	713-443-00	EQUIPMENT & MAINTENA	TERRA FLEX YRLY SUBSC	99.00	
	DELL BUSINESS CREDIT	713-143-00	FACILITIES MAINTENAN	PCRD-COMPUTER LAPTOP ALIEN	2,049.98	
	CLEVELAND BROTHERS EQUIPMENT	713-443-00	EQUIPMENT & MAINTENA	BEARINGS AND EYES	364.92	
	713-443-00		EQUIPMENT & MAINTENA	HYD TUBES	389.37	
			EQUIPMENT & MAINTENA	FILTERS	154.10	
	713-443-00		EQUIPMENT & MAINTENA	FILTER	19.81	
	713-443-00		EQUIPMENT & MAINTENA	DECALS & FILM STRIPE	223.27	
	WORLD FUEL SERVICES, INC.	713-443-00	EQUIPMENT & MAINTENA	55GAL 30W OIL FOR DOZER	261.62	
	GARRETT K SUMMERS	713-143-00	FACILITIES MAINTENAN	INSTALL AUTO CAD	200.00	
	MOORES GARAGE	713-443-00	EQUIPMENT & MAINTENA	ALIGNMENT P 9 FRONTEND	65.00	
						TOTAL:
PLANT	RALSTON PRESS INC	714-643-00	OPERATION PLANT EXPE	SEPTAGE RECEIPTS	302.62	
	A F WENDLING INC	714-643-00	OPERATION PLANT EXPE	CUPS, TRASH BAGS	110.75	
	WV BUREAU FOR PUBLIC HEALTH	714-643-00	OPERATION PLANT EXPE	JOSH STREETS CLASS II RENE	150.00	
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	OXY & ACT TANK MIG TTP	200.57	
	C.I. THORNBURG CO., INC.	714-243-00	LAB EXPENSE PLANT	POLYMER DRUMS SHORT PD INV	585.00	
		714-243-00	LAB EXPENSE PLANT	POLYMER	3,100.00	
	ADVANCED ANALYTICAL SOLUTION	714-243-00	LAB EXPENSE PLANT	CHEMICALS , OVER NIGHT	350.91	
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	PARTS FOR P 11	53.66	
	714-343-00	EQUIPMENT MAINTENANC	PIPE CONNECTER, P11	16.33		
	714-343-00	EQUIPMENT MAINTENANC	BATTERY & CLAMP P 11	27.86		
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	SAN COPIER OVERAGES	42.07	
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	AUGUST SAMPLES	852.00	
	STATE EQUIPMENT INC.	714-343-00	EQUIPMENT MAINTENANC	P13 SEAL OIL	12.41	
	SYLVESTER W. LOWTHER	714-343-00	EQUIPMENT MAINTENANC	HOSE, FITTINGS P-11	119.90	
WV ENVIRONMENTAL TRAINING CE	714-243-00	LAB EXPENSE PLANT	REG CLASS 3 CODY TEN	195.00		



FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	JP INDUSTRIAL SERVICES, INC	714-443-00	PUMP STATION REPAIR	FLYGT PUMP-IND PK	3,995.00
	WALMART STORES INC -BUCKHANN	714-643-00	OPERATION PLANT EXPE	MISC SUPPLIES	148.51
		714-643-00	OPERATION PLANT EXPE	MISC SUPPLIES-PLANT	43.53
	CLEVELAND BROTHERS EQUIPMENT	714-343-00	EQUIPMENT MAINTENANC	HYD CYLINDERS-P11	2,751.64
	AT&T MOBILITY	714-543-00	TELEPHONE	PCRD-SEPT CELL PHONE & GEO	442.83
	WORLD FUEL SERVICES, INC.	714-343-00	EQUIPMENT MAINTENANC	GREASE, RAGS	201.20
	MICROLOGIC INC	714-743-00	TELEMETRY	OCT 2024 MNTHLY SECURITY M	119.80
		714-743-00	TELEMETRY	SEPT 2024 MNTHLY SECURITY	179.70
	FREEDOM AG & ENGERY COOPERAT	714-143-00	FACILITIES MAINTENAN	CASES WATER-PLANT	69.90
		714-143-00	FACILITIES MAINTENAN	FR HOODED JACKETS	259.98
		714-143-00	FACILITIES MAINTENAN	WATER	69.90
	ETHAN CROSTEN	714-143-00	FACILITIES MAINTENAN	REIMB PS EXAM FEE	375.00
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	129.11
	CUMMINS SALES & SERVICE FAIR	714-443-00	PUMP STATION REPAIR	MAINT E MAIN ST GEN	718.71
		714-443-00	PUMP STATION REPAIR	MAINT BROOK ST GEN	718.71
		714-443-00	PUMP STATION REPAIR	MAINT WOOD/RITCHIE G	718.71
		714-443-00	PUMP STATION REPAIR	MAINT WWTF GEN	846.17
		714-443-00	PUMP STATION REPAIR	MAINT ELIAS ST GEN	795.56
		714-443-00	PUMP STATION REPAIR	MAINT VICKSBURG GEN	809.06
	GARRETT K SUMMERS	714-643-00	OPERATION PLANT EXPE	TECH SUPPORT CODY'S	200.00
	CINTAS	714-143-00	FACILITIES MAINTENAN	FIRST AID STATION	65.57
	GERALD LEE	714-343-00	EQUIPMENT MAINTENANC	TAPER LOCKS W/SHAFTS	3,400.00
	HAMPTON INN-WHEELING, WV	714-243-00	LAB EXPENSE PLANT	PCRD-LODGING CODY TENNY FO	428.00
	ALFA LAVAL, INC	714-343-00	EQUIPMENT MAINTENANC	PRESS BELT	1,878.96
SALARIES PLANT/LINES	**PAYROLL EXPENSES			10/01/2024 - 10/31/2024	38,967.00
				TOTAL:	64,451.63
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			10/01/2024 - 10/31/2024	14,031.20
				TOTAL:	14,031.20
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN OCT 2024 HEALTH INS	11,534.66
		718-105-00	HEALTH INSURANCE	SAN OCT RETIREE'S INS	476.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,824.01
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,459.92
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	426.60
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	341.45
				TOTAL:	16,062.64
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,904.43
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,703.05
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	632.56
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	417.88
				TOTAL:	4,657.92
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 9-2 TO 10-1-24	886.82
	WV MUNICIPAL LEAGUE	720-226-00	UNEMPLOYMENT/COMPENS	SAN 3RD QTR UNEMPLOYMENT	105.88
				TOTAL:	992.70
BILLING/COMPUTER/DEP I	LEAF	783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE	177.89
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	OCT 24 METER READS	300.00
	GUARDIAN SAFETY & SUPPLY	783-341-00	BILLING & COLLECTING	INSTALLED BITDEFNDR EXP M	37.50
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	750.00
		783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	JERRY HEARD ASSC.	783-341-00	BILLING & COLLECTING	UTILITY BILLS	700.94

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LYNX WV INC	783-341-00	BILLING & COLLECTING	SEPT 2024 IT SERVICES	425.00
		783-341-00	BILLING & COLLECTING	OCT 2024 IT SERVICES	450.00
	US POSTAL SERVICE (CMRS-FP)	783-341-00	BILLING & COLLECTING	OCT 2024 POSTAGE	500.00
	FF FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	OCT 24 MAILER & INSERTER P	77.26
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	OCT 24 CITY HALL INTERNET	214.63
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	UTL BILL AUTOPAY, IVR,CC	2,245.31
		783-341-00	BILLING & COLLECTING	UTL BILLING NOTIFICATION C	70.88
	ROSSMAN & CO/PCE CORP	783-341-00	BILLING & COLLECTING	DEBT COLLECTION	21.34
	GARRETT K SUMMERS	783-341-00	BILLING & COLLECTING	NETWORK MAP SAN	700.00
		783-341-00	BILLING & COLLECTING	CYBER SEC RESPONSE	125.00
		783-341-00	BILLING & COLLECTING	BIT DEFENDER	27.50
	HEWLETT PACKARD FINANCIAL SE	783-341-00	BILLING & COLLECTING	DOCUMENT FEE	25.00
		783-341-00	BILLING & COLLECTING	MNTHLY PLOTTER PYMT	78.91
				TOTAL:	7,927.16
OFFICE EXPENSE	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	SEPT 2024 AA FEES	205.69
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	SEPT 2024 CREDIT CARD FEES	2,513.06
	WVNET	793-341-00	OFFICE SUPPLIES & EX	WEB HOSTING QTR 3 FY24	26.25
		793-341-00	OFFICE SUPPLIES & EX	WEB HOSTING QTR 4 FY24	26.25
	WALMART STORES INC -BUCKHANN	793-341-00	OFFICE SUPPLIES & EX	CITY HALL CLEANING SUPPLI	38.18
		793-341-00	OFFICE SUPPLIES & EX	SUPPLIES	28.34
	AT&T MOBILITY	793-341-00	OFFICE SUPPLIES & EX	PCRD-SEPT CELL PHONE & GEO	54.00
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	98.13
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
	UNITED STATE TREASURY	793-341-00	OFFICE SUPPLIES & EX	PENALTY LATE PAYMENT	1,499.72
				TOTAL:	4,513.79
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	10-01-24 -10-01-25 QTRLY P	2,310.72
	INDUSTRIAL APPRAISAL COMPANY	798-226-00	PROPERTY INSURANCE	WAT&SAN APPRAISAL MAINT	245.00
	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB NOV 24	2,768.74
				TOTAL:	5,324.46
PROFESSIONAL	THOMAS J O'NEILL	896-223-00	PROFESSIONAL SERVIC	NOV 24 ATTORNEY FEES	1,250.00
	DAVID L HOWELL CPA	896-223-00	PROFESSIONAL SERVIC	24 AUDIT BILL #1	3,314.25
				TOTAL:	4,564.25
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A OCT 2024 PYMT	14,144.97
				TOTAL:	14,144.97
CAPITAL/PROJECTS	RITE-WAY HEATING & PLUMBING	997-451-00	PLANT - CAPITAL	PVC PIPE TEE COUPLER	80.17
	AIRGAS USA, LLC	997-451-00	PLANT - CAPITAL	FACE SHIELDS CLAR 1	27.40
		997-451-00	PLANT - CAPITAL	CLARIFIER #1 FACE SH	32.88
	*DON'T USEAPPLIED MAINTENANC	997-451-00	PLANT - CAPITAL	NUT BLTS WASH CLAR1	145.91
	J F ALLEN CO	997-455-00	SEWER UPGRADE-CAPITA	PAVING PAR MAR LOT	8,904.00
	C.I. THORNBURG CO., INC.	997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	1,380.27
	NAPA-AMTOWER AUTO SUPPLY	997-451-00	PLANT - CAPITAL	COVERALLS CLARIFIER	48.66
	HARBOR FREIGHT TOOLS	997-451-00	PLANT - CAPITAL	PCRD-RATCHET STRAPS NECK S	64.93
	LOWES BUSINESS ACCOUNTS/SYNC	997-451-00	PLANT - CAPITAL	CLARIFIER #1	115.76
		997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	113.05
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	30.84
		997-455-00	SEWER UPGRADE-CAPITA	RAKE SHOVEL-LOWER DR	73.07
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	519.61
		997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVESAKRETE	58.70
		997-455-00	SEWER UPGRADE-CAPITA	PCRD-CONCRETE ANCHORS WASH	226.80

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		997-451-00	PLANT - CAPITAL	CLARIFER #1 BRUSH PA	103.82
		997-451-00	PLANT - CAPITAL	CLARIFIER #1 PT GUN	32.28
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	53.92
	BRUFFEY TRUCKING INC	997-455-00	SEWER UPGRADE-CAPITA	STONE FOR LOWER DR	718.50
		997-455-00	SEWER UPGRADE-CAPITA	STONE ISLAND AVE	721.80
		997-455-00	SEWER UPGRADE-CAPITA	CRUSH, STONE LOWER	1,337.70
		997-455-00	SEWER UPGRADE-CAPITA	STONE LOWER DRIVE	683.40
	CENTRAL SUPPLY CO	997-451-00	PLANT - CAPITAL	CLARIFIER #1	726.30
		997-451-00	PLANT - CAPITAL	30 100# BLACK BEAUTY	726.30
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	726.30
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	15.00
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	34.71
	CARON EAST INC	997-454-00	NEW EQUIPMENT-CAPITA	STATION, TRIPOD, POLE	6,499.00
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5CX 2021 NISSAN FRONTIE	230.43
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	125.43
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	125.26
		997-454-00	NEW EQUIPMENT-CAPITA	25H3HK 2021 RAM 1500	127.43
	CORE & MAIN LP	997-455-00	SEWER UPGRADE-CAPITA	M H FOR LOWER DRIVE	6,786.84
		997-455-00	SEWER UPGRADE-CAPITA	M H FOR LOWER DRIVE	5,526.64
	CRITES ELECTRICAL SUPPLY INC	997-451-00	PLANT - CAPITAL	WIRE	104.82
		997-451-00	PLANT - CAPITAL	SUPPLIES PISTA GRIT	91.90
		997-451-00	PLANT - CAPITAL	CLARIFIER #1 MISC IT	706.43
		997-451-00	PLANT - CAPITAL	CLARIFIER #1 ELBOW C	12.88
	MCCARTY'S SEPTIC SERVICE	997-455-00	SEWER UPGRADE-CAPITA	PORTA RENTAL	125.00
		997-455-00	SEWER UPGRADE-CAPITA	PORTA RENTAL	125.00
	ROZELLE ENTERPRISES LLC	997-455-00	SEWER UPGRADE-CAPITA	FORM POUR DRIVE-LOWE	1,937.50
	FREEDOM AG & ENGERY COOPERAT	997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	172.38
				TOTAL:	40,399.62

FUND: STORMWATER FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STORMWATER	C.I. THORNBURG CO., INC.	805-458-00	STORMWATER CAPITAL	RITCHIE STORM	3,430.00
	BRUFFEY TRUCKING INC	805-458-00	STORMWATER CAPITAL	NO 57 RITCHIE STORM	717.30
		805-458-00	STORMWATER CAPITAL	NO 57 RITCHIE STORM	718.50
	WV PUBLIC EMPLOYEES RETIREME	805-106-00	STORMWATER RET	WV RETIREMENT CONTRIBUTION	90.00
		805-106-00	STORMWATER RET	WV RETIREMENT CONTRIBUTION	189.18
		805-106-00	STORMWATER RET	WV RETIRE TIER2 CONTRIBUTI	69.75
		805-106-00	STORMWATER RET	WV RETIRE TIER2 CONTRIBUTI	180.59
	CORE & MAIN LP	805-341-00	STORMWATER MATERIALS	KNOCK OUT BASE, GRATE	2,082.82
	DUNCAN PARNELL INC	805-341-00	STORMWATER MATERIALS	TERRA FLEX YRLY SUBSC	99.00
	INTERNAL REVENUE SERVICE	805-104-00	STORMWATER FICA	FICA WITHHELD AND MATCHED	109.67
		805-104-00	STORMWATER FICA	FICA WITHHELD AND MATCHED	254.72
		805-104-00	STORMWATER FICA	MEDICARE WITHHELD & MATCHE	25.64
		805-104-00	STORMWATER FICA	MEDICARE WITHHELD & MATCHE	59.57
	**PAYROLL EXPENSES	805-104-00	STORMWATER FICA	10/01/2024 - 10/31/2024	5,883.50
				TOTAL:	13,910.24

**Shaw/Loftis motioned to accept the financial reports as presented. The motion carried.**

**a. Approval to Hire City Hall Utility Clerk -** Amby Jenkins proposed hiring an additional City Hall Utility Clerk whose wages would be divided among all city utility budgets.

**CITY OF BUCKHANNON  
CLERICAL POSITION**

The City of Buckhannon is currently accepting applications for clerical position(s). Office duties include but are not limited to data entry, answer phone, filing, assisting customers and general office duties.

Hourly rate starting at \$13.00 per hour with benefits. This is dependent on skills.

Applicant must be 18 or older with a high school diploma or GED equivalent. Applicants will be subject to skills testing, drug screening and background check.

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 for information. The deadline for applications is \_\_\_\_\_.

The City of Buckhannon is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors.

**Loftis/Shaw motioned to approve hiring an additional City Hall Utility Clerk, with one-third of their wages assigned to the Water Board budget. The motion carried.**

**9. Department Report –** Ethan Crosten provided the following reports:

**a. Plant Operations & Test -** The plant has been operating well throughout this period, and we did have an ammonia exceedance. This issue has been remediated and corrected.



Date	INFLUENT WASTEWATER					BELT PRESS		Plant Effluent					Amn. Nit. mg/l	
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals.Wet Added	Pounds Dry solid: Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l		PH
10/1/24			1.145											
10/2/24			1.071	21.0	7.10							8.1	7.16	
10/3/24			0.789	21.0	7.06						26	8.0	7.12	
10/4/24			0.768	21.0	7.12							7.9	7.17	
10/5/24	56	116	0.666	21.0	7.16		77,982	11,056	4	8		7.9	7.21	6.930
10/6/24			0.666	21.0	7.14							8.1	7.20	
10/7/24			0.741											
10/8/24			0.594											
10/9/24			0.549	22.0	7.13							8.2	7.19	
10/10/24			0.547	22.0	7.14							8.0	7.21	
10/11/24	174	223	0.534	22.0	7.10		69,752	9,889	4.0	2.0	21	7.9	7.18	9.89
10/12/24			0.493	22.0	7.11							7.6	7.17	
10/13/24			0.526	23.0	7.10							7.5	7.19	
10/14/24			0.980											
10/15/24			0.499											
10/16/24			0.739	23.0	7.16							7.4	7.22	
10/17/24	118	222	0.674	23.0	7.15				4.0	2	7	7.4	7.21	0.4
10/18/24			0.570	23.0	7.18		23,132	3,473				7.7	7.23	
10/19/24			0.544	22.0	7.16		27,756	3,704				7.8	7.22	
10/20/24			0.556	22.0	7.14							8.0	7.19	
10/21/24			0.609											
10/22/24			0.675											
10/23/24			0.639	21.0	7.09						16	8.0	7.18	
10/24/24			0.558	21.0	7.07							7.9	7.16	
10/25/24			0.623	21.0	7.05							7.7	7.15	
10/26/24	110	115	0.579	22.0	7.03				5.0	5.0		7.6	7.12	4.08
10/27/24			0.641	22.0	7.06							7.8	7.13	
10/28/24			0.607											
10/29/24			0.581											
10/30/24			0.616	23.0	7.12							7.6	7.14	
10/31/24			0.554											
TOTAL			20.333											
AVERAGE	115	169	0.656	21.9	7.11	2.0	198,622	28,122	4.3	4.3	19	7.8	7.18	5.33
MAXIMUM	174	223	1.145	23.0	7.18	2.0			5.0	8.0	26	8.2	7.23	9.89
MINIMUM	56	115	0.493	21.0	7.03	2.0			4.0	2.0	7	7.4	7.12	0.40
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

11/19/24, 10:37 AM

Electronic Submission System Printing



Applicant:	BUCKHANNON, CITY OF	Type:	Electronic DMR #153297
Reference ID:	WV0032336Sept2024 (10/24/2024)	Permit ID:	EDMR153297
eDMR Worksheet - WV0032336 - 001			
Status:	ERIS - Closed - Issued	Printed:	Nov. 19, 2024 10:36 AM

Permit:  Outlet No:  Type:  Lab Performing Analysis:   
 Report for the Month of:  Year:

Parameter	Permit Limits	Quantity				Other Units						Measurement Frequency	Sample Type	Lab Test Flag	
		Avg	Max	Units	Number Exceed	Min	Avg	Max	CEL*	Units	Number Exceed				
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.662 Rpt Only Avg. Monthl	1.713 Rpt Only Max. Daily			mgd	0	Continuous Continuous	measured	153 ✓
00310 (ML-B) RF-A Bod Summer July 1-Oct 31	Reported Permit Limits	17.3 Avg. Monthl	34.6 Max. Daily		0	N/A	3.8 Avg. Monthl	8.0 Max. Daily			mg/l	0	1/week 1/week	8 hr comp	157 ✓
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported Permit Limits	20.0 Avg. Monthl	27.2 Max. Daily		0	N/A	4.3 Avg. Monthl	5.0 Max. Daily			mg/l	0	1/week 1/week	8 hr comp	157 ✓
51012 (ML-K) RF-A Bod, 5day Percent Removal, Dry Year Round	Reported Permit Limits	N/A N/A	N/A N/A			97.8 Rpt Only Month. Avg.	N/A	N/A			Percent	0	2/month 2/month	Calculated	157 ✓
51013 (ML-K) RF-A Bod, 5day Percent Removal, Wet Year Round	Reported Permit Limits	N/A N/A	N/A N/A			0 Rpt Only Month. Avg.	N/A	N/A			Percent	0	2/month 2/month	Calculated	157 ✓
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported Permit Limits	N/A N/A	N/A N/A			96.3 Rpt Only Month. Avg.	N/A	N/A			Percent	0	2/month 2/month	Calculated	157 ✓
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported Permit Limits	N/A N/A	N/A N/A			0 Rpt Only Month. Avg.	N/A	N/A			Percent	0	2/month 2/month	Calculated	157 ✓
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	16 Mon. Geo. N	26 Max. Daily			Cnts/100ml	0	1/week 1/week	Grab	153 ✓
00400 (ML-A) RF-A Ph Year Round	Reported Permit Limits	N/A N/A	N/A N/A			7.12 Inst. Min.	N/A	7.28 Inst. Max.			S.U.	0	1/week 1/week	Grab	153 ✓
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported Permit Limits	N/A N/A	N/A N/A			7.4 Inst. Min.	N/A	N/A			mg/l	0	1/week 1/week	Grab	153 ✓
00610 (ML-A) RF-A Nitrogen, Ammonia Total Summer July 1-Oct 31	Reported Permit Limits	6.23 Avg. Monthl	42.0 Max. Daily		0	N/A	5.325 Avg. Monthl	9.890 Max. Daily			mg/l	2	1/week 1/week	8 hr comp	157 ✓
00655 (ML-A) RF-A Phosphorus, Total (As P) Summer May 1-Oct 31	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.77 Rpt Only Avg. Monthl	1.20 Rpt Only Max. Daily			mg/l	0	2/month 2/month	8 hr comp	157 ✓
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.00174 Avg. Monthl	0.00174 Max. Daily			mg/l	0	1/month 1/month	8 hr comp	157 ✓
01119 (ML-S) RF-B Copper Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.00237 Rpt Only Avg. Monthl	0.00237 Rpt Only Max. Daily			mg/l	0	1/quarter 1/quarter	Grab	157 ✓
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.0389 Avg. Monthl	0.147 Max. Daily			mg/l	0	1/month 1/month	8 hr comp	157 ✓
01094 (ML-S) RF-B Zinc Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	0.0458 Rpt Only Avg. Monthl	0.0458 Rpt Only Max. Daily			mg/l	0	1/quarter 1/quarter	Grab	157 ✓
00900 (ML-S) RF-B Hardness, Total Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	100 Rpt Only Avg. Monthl	100 Rpt Only Max. Daily			mg/l	0	1/quarter 1/quarter	Grab	157 ✓
00980 (ML-A) RF-B Iron, Total Recoverable Year Round	Reported Permit Limits	N/A N/A	N/A N/A			N/A	.10 Rpt Only Avg. Monthl	.10 Rpt Only Max. Daily			mg/l	0	1/quarter 1/quarter	8 hr comp	157 ✓
74059 (ML-S) RF-A Stream Flow, Estimated Summer July 1-Oct 31	Reported Permit Limits	N/A N/A	N/A N/A			1.4 Rpt Only Inst. Min.	21.4 Rpt Only Avg. Monthl	104.2 Rpt Only Inst. Max.			cfs	0	1/daily 1/daily	Calculated	153 ✓

**b. Maintenance Crew** - The maintenance crew has been continuing to prep the Clarifier while it is out of commission. They have also been rebuilding and installing a brush aerator.

**c. Line Crew #1**—Brian’s crew has been working with the maintenance crew on some of their projects and prepping equipment for winter and minor maintenance projects. Once materials arrive, they will begin the CMH development project. They have also been completing several tap requests.

**d. Line Crew #2**—Scott’s crew is nearing completion of the Lower Drive project. They will then move to Chestnut Street to begin another upgrade project.

## 10. Stormwater Management Discussions


**a. Stormwater Facility Construction Permit -158 Randolph Street** – South Buckhannon Mission Church, November 13, 2024, Permit Approved. This item was only for the Board's knowledge. No action was necessary.

## 11. Old Business Discussions:

a. None

## 12. New Business Discussions:

**a. Approval Expansion of Verkada Surveillance/Security Camera System**—Mr. Crosten explained that we have been expanding the City’s existing surveillance/ security camera system throughout the city, and he is recommending that we include the Sanitary Department in this expansion. The Sewage Treatment Plant would purchase two cameras, one for the entrance/exit gate and one to monitor septage haulers, which previously caused issues. The total cost for these cameras would be \$6,437.85.

Quote #BRIDGE-027659 Version 1 | 10/21/2024

**Verkada Cameras - Sewer Waste Treatment Plant**

### Verkada Cameras - Sewer Waste Treatment Plant



**Prepared by:**  
**Bridgeport**  
Patrick Marozzi  
304-848-3159  
Fax 304-720-1423  
pmarozzi@advantage.tech

**Prepared for:**  
**City of Buckhannon**  
70 East Main Street  
Buckhannon, WV 26201  
Amberle Jenkins  
(304) 472-1651  
ambyjenkins@buckhannonwv.org

**Quote Information:**  
**Quote #: BRIDGE-027659**  
Version: 1  
Delivery Date: 10/21/2024  
Expiration Date: 11/19/2024

### Products & Professional Services Summary

Description	Amount
Hardware	\$2,360.07
Software	\$2,412.78
Services	\$1,665.00
<b>Total:</b>	<b>\$6,437.85</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. All orders that contain hardware require a 50% downpayment.

**Shaw/Loftis motioned to approve the expansion of Verkada Surveillance/Security Camera System to include the Sanitary Department for \$6,437.85. The motion carried.**

**b. Approval Wage Increase Garrett Walton-Advancement to Supervisory Position** - Brian Mitchell, currently one of our crew chiefs, will retire in December. Mr. Mitchell has been taking some vacation days, and Garrett Walton has been acting in the supervisory position for approximately two months. Mr. Crosten recommends a \$2.50 increase for Mr. Walton to take him to \$23.00 per hour and be comparable to the other two Crew Chiefs in the Department. Mr. Walton has done well in running the crew for the past couple of months, has been with the department for the past 15 years, and has plenty of knowledge/skills to succeed in this position.



**Loftis/Shaw motioned to approve a \$2.50 per hour wage increase for Garrett Walton and making him a Crew Chief. The motion carried.**

**c. Approval to Hire Employee due to Retiree Replacement**—This is also in response to Brian Mitchell retiring. This would replace the position left by Garrett Walton’s promotion and allow us to begin the application process. The Street Department currently has been taking applications, and Mr. Crosten believes there could be potential for one of those.

**Loftis/Shaw motioned to approve advertising for hiring an employee to replace Garrett Walton due to his promotion. The motion carried.**

**CITY OF BUCKHANNON ACCEPTING APPLICATIONS FOR THE POSITION OF A FULL-TIME PIPE LAYER/LABORER**

Job Description – Sanitary Department-Stormwater Department

The City of Buckhannon Sanitary Department is accepting applications until January 3, 2025 for the position of a full-time pipe layer/laborer.

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

Candidates must:

- Be 18 years of age or older.
- Possess a valid WV Class A or Class B commercial driver’s license.
- Possess a High School diploma or equivalent.
- Be in good physical condition. This job includes, but is not limited to lifting between 50-100 lbs. regularly.
- Willing to work in confined spaces and in inclement weather

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

Hourly rate starting at **\$13.00 per hour** dependent on education, skills and qualifications.

Applications may be obtained at City Hall 70 E Main St, Buckhannon WV, Mon-Fri 8:30 a.m. to 4:30 p.m. or call 304-472-1651.

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

Randall H. Sanders, Recorder  
City of Buckhannon

**d. Procedures for Requiring Connection to Sanitary Sewer System** - Recently, a potential customer was looking to develop a parcel that has sanitary sewer access available. The customer stated they did not want to hook up to a sanitary sewer and would install a septic system instead. WV State Code 8-18-22 (in the packet) allows the municipal utility to require connection or charge a sewer bill based on water consumption. Mr. Crosten has spoken with Tom O’Neil regarding this matter and agrees that the required connection would be within the City’s authority. Mr. Crosten recommends requiring a connection in cases where sanitary sewer service is available. Customers will be billed for the service even if they refuse the connection. No action was necessary as the board felt this was within the regular department business.

***§8-18-22. Connection to sewers; board of health; penalty.***

*Regardless of whether a lot or parcel is within any municipality’s geographical limits, the owner or owners of any lot or parcel of land abutting on any street, alley, public way or easement on which a municipal sewer is now located or may hereafter be constructed and laid (whether constructed and laid under the provisions of this article or any other provisions of law) upon which lot or parcel of land any business or residence building is now located or may hereafter be erected, not connected with a public sewer, may be required and compelled by the municipality or by the board of health to connect any such building with such sewer. Notice so to connect shall be given by the municipality or by the board of health to the owner and to the lessee or occupant of such building. The owner or owners shall connect to the municipal sewer within thirty days after notice to connect has been sent by the municipality. Regardless of whether the owner or owners connect to such sewer, the municipality may bill the owner or owners of the lot or parcel and the owner or owners shall pay the municipality’s charge based on the actual water consumption on the lot or parcel. If the lot or parcel is not metered, the municipality’s charge shall be based on the municipality’s good faith estimate of the consumption on the lot or parcel.*

**e. Discussion S. Kanawha Street Sanitary Sewer Line Replacement Project** - This project is up for discussion due to the need to pave South Kanawha Street. Mr. Crosten noted that he spoke with Cody Tenney and determined that the sanitary sewer on South Kanawha Street had been upgraded further than previously thought. He also confirmed with Sam Ludlow, who believed Mr. Tenney was accurate. This would leave us with approximately 165 feet of gravity sewer needing to be replaced, which, based on the previous contract, would be approximately \$120,000. However, First Community Bank had planned to internally reroute their sewer to an existing tap. This would allow us to abandon the 165 feet that need to be replaced. The PSC also currently recommends a single tap per property, which would be cause to be more compliant. Discussion took place. Mr. Loftis recommended that the department speak with the Bank concerning this project to ensure we are all on the same page and for a memo to be executed so that they know that we no longer need that line once they reroute their sewer to an existing tap. No further action was necessary at this time.

South Kanawha Estimate				
ITEM	QUANTITY	UNIT	UNIT PRICE (\$)	COST
AUDIO VIDEO TAPING	1	LS	\$ 5,000.00	\$ 5,000.00
MOBILIZATION	1	LS	\$ 32,500.00	\$ 32,500.00
CONSTRUCTION SURVEY	1	LS	\$ 4,000.00	\$ 4,000.00
ERIOSION AND SEDIMENT CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00
BEDDING STONE	100	TON	\$ 35.00	\$ 3,500.00
8" PVC GRAVITY SEWER	165	LF	\$ 155.00	\$ 25,575.00
PRECAST MANHOLE <6-12'	2	EA	\$ 8,000.00	\$ 16,000.00
CONNECT EXISTING LATERAL TO MAIN	1	EA	\$ 1,500.00	\$ 1,500.00
4" CLEANOUT	1	EA	\$ 1,650.00	\$ 1,650.00
ABANDON EXISTING MANHOLE	2	EA	\$ 1,000.00	\$ 2,000.00
TYPE C TRENCH REPLACEMENT	165	EA	\$ 50.00	\$ 8,250.00
SEWER BYPASS PUMPING	1	LS	\$ 9,500.00	\$ 9,500.00
			<b>TOTAL:</b>	<b>\$ 119,475.00</b>

**13. Board Members' Remarks and Announcements**

**Phil Loftis:** Mr. Loftis stated that we should be cautious when promising property owners that we can return their property to its original state after any department project. A discussion took place.

**Mitchell Shaw:** Mr. Shaw agreed with Mr. Loftis and had nothing further.

**Mayor Skinner:** Mayor Skinner agreed with Mr. Loftis and had nothing further.

No other comments were offered.

**14. Declaration of Adjournment**

**At 8:41 a.m., Shaw made a motion to adjourn.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_