

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

A special meeting of the Sanitary Board was held on Thursday, January 30, 2025, at 11:00 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting\*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Phil Loftis	Present
Board Member	Mitchell Shaw	Absent
Director of Finance & Admin/Assistant Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present

Guests: Cody Tenney

*City of Buckhannon Sanitary Board Meeting Agenda  
11:00 AM Thursday, January 30, 2025  
Council Chambers | 70 East Main Street*

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1. Call to Order
  2. Moment of Silent Reflection
  3. Reciting of the Pledge of Allegiance
  4. Executive Session – Personnel Matters Per WV Code § 6-9A-4
    - a. Interview Candidates for the Position of Sanitary Department Superintendent
  5. After Executive Session- Possible Selection for the Position of Sanitary Department Superintendent
  6. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on January 17, 2025.*

**1. Call to Order:** At 11:00 a.m., Mayor Robbie Skinner called the January 30, 2025, special 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 of the Pledge of Allegiance** – Mayor Skinner led those in attendance in the Pledge of Allegiance.

**4. Executive Session – Personnel Matters Per WV Code § 6-9A-4**

- a. Interview Candidates for the Position of Sanitary Department Superintendent**

**CITY OF BUCKHANNON  
Sanitary Department Supervisor**

**GENERAL PURPOSE**

Performs a variety of technical and supervisory functions for the Sanitary Board of the City of Buckhannon.

**REPORTING RELATIONSHIPS**

Supervision Received: The Sanitary Department Supervisor works under the general and broad policy guidance of the Sanitary Board and the Director of Public Works.

Supervision Exercised: The Sanitary Supervisor provides general supervision over department employees and department functions.

**ESSENTIAL FUNCTIONS**

Supports all functions of the Sanitary Department including Sanitary collection systems, Sanitary Sewer Treatment Plant, Pump Stations, and equipment.

Directs all Sanitary Department, employees by assigning tasks and work schedules.

Responsible for all functions of the department's daily operation.

Prepares bid specifications for Sanitary Department trucks, equipment and facilities; Reviews operations and rates for maximum efficiency.

Coordinate's Sanitary-related activities with other city departments and outside agencies; works with other departments in carrying out of Sanitary Department functions for the city; participates with city staff and outside agencies in the review of development activities and city projects; supports other city departments as needed and/or directed.

Assists with the selection and supervision of all newly hired employees.

Assists in annual budget preparation; monitors expenditures in the Sanitary Department; advises regarding equipment, personnel and materials needs for the Sanitary Department; assists the Public Works Director with the preparation of the City's Capital Improvement Plan.

Participates in the long- and short-term planning activities of Sanitary Department; makes recommendations and reports to the Sanitary Board; reviews and prepares facility reports and submits them to the appropriate regulatory agency; attends public meetings and provides recommendations and input; prepares presentation materials; represents the City in meetings with the public and other public entities, Addresses customer complaints and service inquiries, all at the direction of the Public Works Director and the Sanitary Board.

Works closely with the Zoning officer to mitigate problems relative to Sanitary Department issues.

## **MINIMUM QUALIFICATIONS**

### **A. Education and Experience**

1. Minimum of 10 years' experience in a related field.
2. Experience with Sanitary Plant and Sanitary Collection Systems.

### **B. Required Knowledge, Skills and Abilities**

1. Knowledge of the modern principles, practices, methods, materials and techniques of Sanitary Department as applied to private and public works, both residential and commercial applications.
2. Experience completing Inflow and Infiltration reports, completing NPDES permit requirements, completing eDMR's through the WVDEP ESS, and Biosolid Reporting to the EPA.
2. Knowledge of employee management and administration; working knowledge of capital improvement planning and budgeting.
3. Ability to use a full range of computer programs, equipment and materials as applied to Sanitary Department, including word processing and spreadsheet applications; ability to organize and maintain information and records, ability to motivate, supervise and evaluate subordinates; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, other departments and agencies, and the public.

### **C. Special Qualifications (License, Certifications, etc.)**

1. Must possess a valid West Virginia driver's license.
2. Knowledge of mechanical and electrical principles of equipment.
3. Have a Minimum of a Class 2 Plant Operator License and be able to obtain a Class 3 License within 6 months of hire.
4. Must possess or obtain a Sanitary Collections License.

5. Must possess or obtain a Class A CDL with tanker endorsements within 6 months of employment.
6. Be able to operate equipment.

D. Work Environment and Physical Demands

The Sanitary Department Supervisor may work in variable weather and traffic conditions and other potentially hazardous circumstances with the use of safety equipment. The Supervisor performs moderate labor. Tasks regularly include walking, standing, stooping, sitting, reaching, climbing and lifting (50 lbs.). Talking, hearing and seeing are necessary for performing most essential duties. Common eye, hand and finger dexterity is required for most essential functions.

**At 11:01 a.m., Loftis/Skinner motioned that we move into an Executive Session - Personnel Matters Per WV Code § 6-9A-4 - to interview candidates for the Sanitary Department Superintendent position. The motion carried.**

**POSITION OF SANITARY DEPARTMENT SUPERINTENDENT  
CITY HALL IN COUNCIL CHAMBERS  
INTERVIEW SCHEDULE 01/30/25**

11:00 AM

Cody Tenney

In Person

**At 11:31 a.m., Loftis/Skinner motioned that we leave the Executive Session. The motion carried.**

**5. After Executive Session—Possible Selection for the Position of Sanitary Department Superintendent**—Mayor Skinner noted that we had just left an Executive Session, which had been called to discuss personnel matters per WV Code § 6-9A-4, during which time we conducted an interview for the position of Sanitary Department Superintendent.

**Loftis/Skinner motioned to extend an offer to Cody Tenney for the position of Sanitary Department Superintendent. The motion carried.**

**6. Declaration of Adjournment**

**At 11:30 a.m., Loftis made a motion to adjourn.**

Mayor Robert N. Skinner III

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City Recorder Randall H. Sanders

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