

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

A special meeting of the Waste Collection Board was held on Thursday, January 30, 2025, at 10:00 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	Pam Bucklew	Absent
Board Member	JT Pinegar	Present
Director of Finance & Admin/Assistant Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present

Guests: Dakota Arnold

*City of Buckhannon Waste Collection Board Meeting Agenda  
10:00 AM Thursday, January 30, 2025  
Council Chambers | 70 East Main Street*

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 Waste Collection Department Superintendent
5. After Executive Session- Possible Selection for the Position of Waste Collection Department Superintendent
6. Declaration of Adjournment

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

**1. Call to Order:** At 10:00 a.m., Mayor Robbie Skinner called the January 30, 2025, special meeting of the Waste Collection 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.

Mayor Skinner introduced and welcomed Mr. JT Pinegar as a new member of the Waste Collection Board.

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

**a. Interview Candidates for the Position of Waste Collection Department Superintendent**

**CITY OF BUCKHANNON  
Waste Department Superintendent**

**GENERAL PURPOSE**

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

**REPORTING RELATIONSHIPS**

Supervision Received: The Waste Department Superintendent works under the general and broad policy guidance of the Waste Collection Board and the Director of Public Works.

Supervision Exercised: The Waste Superintendent provides general supervision over department employees and department functions.

## **ESSENTIAL FUNCTIONS**

Supports all functions of the Waste Department including Waste collection, Transfer Station and Recycling Center.

Directs all Waste Collection, Transfer Station and Recycling employees by assigning tasks and work schedules.

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

Prepares bid specifications for Waste Department trucks, equipment and facilities; reviews collection routes and requests of services; Reviews operations and rates for maximum efficiency.

Coordinate's Waste-related activities with other city departments and outside agencies; works with other departments in carrying out of Waste Collection 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 Waste Department; advises regarding equipment, personnel and materials needs for the Waste 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 Waste Collection and Recycling activities; makes recommendations and reports to the Waste Collection 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 Waste Collection Board.

Works closely with the Zoning officer to mitigate problems relative to Waste Collection issues.

## **MINIMUM QUALIFICATIONS**

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

1. Minimum of 5 years' experience in a related field.
2. Experience with diesel mechanics and heavy trucks.

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

1. Knowledge of the modern principles, practices, methods, materials and techniques of Waste Collection and Recycling as applied to private and public works, both residential and commercial applications.
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 Waste Collection, 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. Spécial Qualifications (License, Certifications, etc.)**

1. Must possess a valid West Virginia Class A driver's license.

- 2. Knowledge of mechanical principles of diesel trucks and equipment.

D. Work Environment and Physical Demands

The Waste Collection Department Superintendent may work in variable weather and traffic conditions and other potentially hazardous circumstances with the use of safety equipment. The Superintendent 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.

Resumes will be accepted until January 24, 2025

The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, ethnicity, national origin, religion, gender, age, handicap, familial status, or sexual orientation.

**At 10:02 a.m., Pinegar/Skinner motioned that we move into an Executive Session - Personnel Matters Per WV Code § 6-9A-4 - to interview candidates for the Waste Collection Department Superintendent position. The motion carried.**

**POSITION OF WASTE DEPARTMENT SUPERINTENDENT  
CITY HALL IN COUNCIL CHAMBERS  
INTERVIEW SCHEDULE 01/30/2025**

**10:00 AM                      Dakota Arnold                      In Person**

**At 10:52 a.m., Pinegar/Skinner motioned that we leave the Executive Session. The motion carried.**

**5. After Executive Session—Possible Selection for the Position of Waste Collection 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 Waste Collection Department Superintendent.

**Skinner/Pinegar motioned to extend an offer to Dakota Arnold for the position of Waste Collection Department Superintendent on the condition that he obtain his Hazmat Certification by August 1, 2025. The motion carried.**

**6. Declaration of Adjournment**

**At 10:53 a.m., Pinegar made a motion to adjourn.**

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

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