

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, January 16, 2025, 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
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: None

*City of Buckhannon Sanitary Board
Meeting Agenda 7:30 AM Thursday, January 16, 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. Approval of Previous Meeting Minutes 11/21/2024
 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.
 8. Financial Report – Director of Finance, Amberle Jenkins
 - a.
 9. Department Report – Director of Public Works & Sanitary Department Superintendent Ethan Crosten
 - a. Plant Operations & Test
 - b. 2024 Inflow & Infiltration (I&I) Report
 - c. Maintenance Crew
 - d. Line Crew #1
 - e. Line Crew #2
 10. Stormwater Management Discussions
 - a. 4 Ambrose Street-Approval Stormwater Facility Construction Permit
 11. Old Business Discussions:
 - a.
 12. New Business Discussions:
 - a. Sewer Plant Evaluation-Postesta & Associates, Inc.
 - b. Sanitary Board Budget Revision
 - c. Discussion to Begin the Process to Select the Sanitary Department Superintendent Position
 13. Board Members’ Remarks and Announcements
 14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on January 10, 2025. *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 January 16, 2025, 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 – Mayor Skinner led those in attendance in the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 11/21/2024— Mayor Skinner recognized that the minutes for 11/21/2024 were available for consideration and asked for corrections or approval as presented.

Shaw/Skinner motioned to approve the Meeting Minutes of 11/21/24 as presented. The motion carried.

5. Report of Events, Correspondence, and Information – Mayor Skinner reviewed the following Events, Correspondence, and Information with the attendees:

- a. Tennerton P.S.D. Meeting Minutes-December 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—Mayor Skinner noted that was no one present to address the Board, so no action was necessary.

7. Recognition of Guests

- a. None

8. Financial Report – Director of Finance Amberle Jenkins – Mrs. Jenkins presented the current financial reports. She then provided an update of our Revenue Bond 86-B, which has been satisfied, as well as Revenue Bond 09-A and the recommended fund management, referencing materials in the meeting packet. She discussed an incident at 62 Boggess Street. Mr. Crosten noted that we have a policy that states we do not reimburse plumbing fees if the Sanitary Department was not notified in advance to investigate and potentially fix the problem. Board member Loftis recommends that we remind our customers of the policy from time to time. Recorder Sanders suggested that each department publish a FAQ page on the website and provide links on social media. Discussion took place.



Amberle Jenkins <amby.jenkins@buckhannonwv.org>

Buckhannon Sewer Revenue Bonds

Tennant, John K <john.k.tennant@wv.gov>

Wed, Jan 15, 2025 at 9:04 AM

To: "amby.jenkins@buckhannonwv.org" <amby.jenkins@buckhannonwv.org>

Cc: Barbara Hinkle <barbara.hinkle@buckhannonwv.org>

Ms. Jenkins,

The 86-B Revenue has enough funds on hand to defease, so no further payment is required on this issue. The last scheduled debt payment will be made on 10/1/25. The reserve has a balance of \$50,846.94, all of which is excess now that the revenue has been defeased. Those funds could be transferred to the 09-A.

The 09-A is also scheduled to mature on 10/1/25, but there is not a sufficient balance in that account to stop making deposits. If you want to transfer from the 86-B reserve, send us a letter on your letterhead and signed by an authorized person stating the amount you wish to transfer and referencing the accounts mentioned above. That would shorten the number of remaining deposits that need to be made. We calculate it would be defeased around 5/25.

Please feel free to contact me if you have any questions.

Thank you,

John K. Tennant
Acting Executive Director
WV Municipal Bond Commission
(304) 558-3971

West Virginia Municipal Bond Commission
900 Pennsylvania Avenue
Suite 1117
Charleston, WV 25302

Statement of Accounts
Buckhannon 09-A Sewer Refunding Revenue
BUK-S-1-09-A-UP-12

Activity
From 12/01/2024 To 12/31/2024
County: Upshur County

Balance Last Statement		42,756.62
Receipts:		
Deposits from Treasurer	14,144.97	
Deposits from Public Utility Taxes	0.00	
Pool Investments Interest Earned	129.29	
Escrow Investment Interest Earned	0.00	
Discount Earned on Investment	0.00	
Transfer from Rev/Res Account	0.00	
Transfer from Other Account	0.00	
Miscellaneous	0.00	
Total Receipts		14,274.26
Total Including Balance Forward		57,030.88
Disbursements:		
Bearer Bonds Paid	0.00	
Coupons Interest Paid	0.00	
Registered Bonds Matured and Paid	-13,607.93	
Registered Interest Paid	-537.04	
Admin Fee to Bondholder	0.00	
Premium Paid on Called Bonds	0.00	
Bank Service Charge Paid	0.00	
MBC Service Fees	-28.29	
IMB Service Fees	0.00	
Legal Advertisements	0.00	
Premium Paid on Matured Escrow Investments	0.00	
Transfer to Rev/Res Account	0.00	
Transfer to Other Account	0.00	
Refunds to Issuer	0.00	
Miscellaneous	0.00	
Total Disbursements		-14,173.26
Balance This Statement		42,857.62
The Above Balance is Held as Follows:		
Cash/IMB Money Market Pool Inv	42,857.62	
Escrowed Investments	0.00	
Total		42,857.62

Remaining Principal Balance Outstanding, as of 12/31/2024 (Unaudited): 138,745

West Virginia Municipal Bond Commission
900 Pennsylvania Avenue
Suite 1117
Charleston, WV 25302

Statement of Accounts
Buckhannon 09-A Sewer Refunding Revenue
BUK-S-1-09-A-UP-12

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Remaining Principal Balance Outstanding, as of 12/31/2024 (Unaudited): 138,745

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900 Pennsylvania Avenue
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Statement of Accounts
Buckhannon 86-B Sewer Revenue
BUK-S-1-86-B-UP-12

Activity
From 12/01/2024 To 12/31/2024
County: Upshur County

Balance Last Statement		32,404.53
Receipts:		
Deposits from Treasurer	0.00	
Deposits from Public Utility Taxes	0.00	
Pool Investments Interest Earned	123.88	
Escrow Investment Interest Earned	0.00	
Discount Earned on Investment	0.00	
Transfer from Rev/Res Account	0.00	
Transfer from Other Account	0.00	
Miscellaneous	0.00	
Total Receipts		123.88
Total Including Balance Forward		32,528.41
Disbursements:		
Bearer Bonds Paid	0.00	
Coupons Interest Paid	0.00	
Registered Bonds Matured and Paid	0.00	
Registered Interest Paid	0.00	
Admin Fee to Bondholder	0.00	
Premium Paid on Called Bonds	0.00	
Bank Service Charge Paid	0.00	
MBC Service Fees	0.00	
IMB Service Fees	0.00	
Legal Advertisements	0.00	
Premium Paid on Matured Escrow Investments	0.00	
Transfer to Rev/Res Account	0.00	
Transfer to Other Account	0.00	
Refunds to Issuer	0.00	
Miscellaneous	0.00	
Total Disbursements		0.00
Balance This Statement		32,528.41
The Above Balance is Held as Follows:		
Cash/IMB Money Market Pool Inv	32,528.41	
Escrowed Investments	0.00	
Total		32,528.41

Remaining Principal Balance Outstanding, as of 12/31/2024 (Unaudited): 27,029

West Virginia Municipal Bond Commission
900 Pennsylvania Avenue
Suite 1117
Charleston, WV 25302

Statement of Accounts
Buckhannon 86-B Sewer Reserve
BUK-S-2-86-B-UP-12

Activity
From 12/01/2024 To 12/31/2024
County: Upshur County

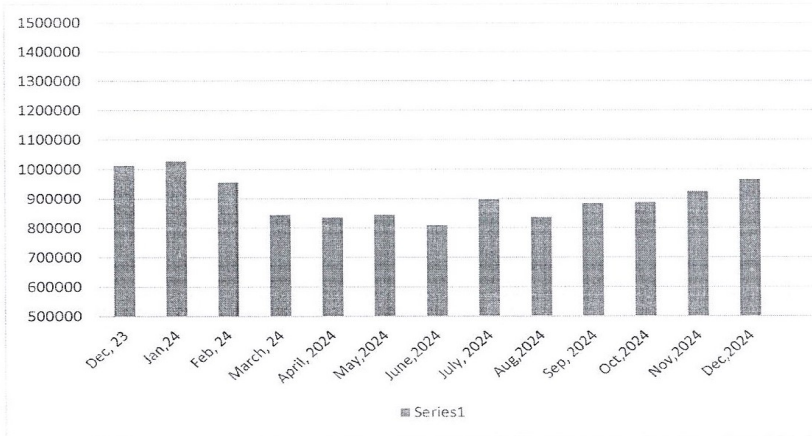
Balance Last Statement		50,464.49
Receipts:		
Deposits from Treasurer	0.00	
Deposits from Public Utility Taxes	0.00	
Pool Investments Interest Earned	192.92	
Escrow Investment Interest Earned	0.00	
Discount Earned on Investment	0.00	
Transfer from Rev/Res Account	0.00	
Transfer from Other Account	0.00	
Miscellaneous	0.00	
Total Receipts		192.92
Total Including Balance Forward		50,657.41
Disbursements:		
Bearer Bonds Paid	0.00	
Coupons Interest Paid	0.00	
Registered Bonds Matured and Paid	0.00	
Registered Interest Paid	0.00	
Admin Fee to Bondholder	0.00	
Premium Paid on Called Bonds	0.00	
Bank Service Charge Paid	0.00	
MBC Service Fees	0.00	
IMB Service Fees	0.00	
Legal Advertisements	0.00	
Premium Paid on Matured Escrow Investments	0.00	
Transfer to Rev/Res Account	0.00	
Transfer to Other Account	0.00	
Refunds to Issuer	0.00	
Miscellaneous	0.00	
Total Disbursements		0.00
Balance This Statement		50,657.41
The Above Balance is Held as Follows:		
Cash/IMB Money Market Pool Inv	50,657.41	
Escrowed Investments	0.00	
Total		50,657.41

There is no requirement for this issue. All funds on deposit may be withdrawn at any time.

SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance December, 31, 2024

Money market checking	\$965,282.52
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 December 31, 2024 \$171,671.24

401-SANITARY		% OF YEAR COMPLETED: 50.00				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	0.00	2,160.00	0.00	(1,160.00)	216.00
TOTAL OTHER FEES	1,000	0.00	2,160.00	0.00	(1,160.00)	216.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	169,140.87	1,011,381.97	0.00	788,618.03	56.19
TOTAL UTILITY BILLINGS	1,800,000	169,140.87	1,011,381.97	0.00	788,618.03	56.19
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSMP SURC BILLIN	50	31.20	117.90	0.00	(67.90)	235.80
401-351-200-00 WST RD EXTEN SURCH BILLIN	2,000	250.00	1,500.00	0.00	500.00	75.00
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	22,052.20	148,145.99	0.00	57,629.01	71.99
TOTAL HEALTH AND SAFETY	207,825	22,333.40	149,763.89	0.00	58,061.11	72.06
CHARGES FOR SERVICES						
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	2,556.00	21,165.00	0.00	18,835.00	52.91
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	2,556.00	21,165.00	0.00	18,835.00	52.91
GRANTS						
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
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,573.82	15,335.62	0.00	7,664.38	66.68
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,573.82	15,335.62	0.00	7,664.38	66.68
OTHER REVENUE						
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	17,272.17	0.00	(16,922.17)	4,934.91
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	17,576.22	0.00	(14,726.22)	616.71
TOTAL REVENUE	2,133,804	196,604.09	1,276,511.45	0.00	857,292.30	59.82

401-SANITARY

% OF YEAR COMPLETED: 50.00

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	8,146.91	52,058.49	0.00	39,941.51	56.59
TOTAL SALARIES & BENEFITS	92,000	8,146.91	52,058.49	0.00	39,941.51	56.59
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	25,000	2,490.10	13,044.60	0.00	11,955.40	52.18
TOTAL CONTRACTUAL SERVICES	25,000	2,490.10	13,044.60	0.00	11,955.40	52.18
COMMODITIES						
401-711-313-00 VICKSBURG	11,000	1,339.89	5,047.23	0.00	5,952.77	45.88
TOTAL COMMODITIES	11,000	1,339.89	5,047.23	0.00	5,952.77	45.88
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	10,000	1,197.32	3,542.54	0.00	6,457.46	35.43
TOTAL CAPITAL OUTLAY	10,000	1,197.32	3,542.54	0.00	6,457.46	35.43
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	237.04	806.84	0.00	2,193.16	26.89
TOTAL CONTRIBUTIONS	3,000	237.04	806.84	0.00	2,193.16	26.89
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,700	195.73	880.74	0.00	819.26	51.81
401-711-713-00 DEANVILLE	7,000	44.01	155.70	0.00	6,844.30	2.22
401-711-813-00 ISLAND AVENUE	400	26.28	108.86	0.00	291.14	27.22
401-711-913-00 MADISON STREET	400	54.14	178.94	0.00	221.06	44.74
401-711-914-00 TJM SEWAGE STATION	650	51.82	185.55	0.00	464.45	28.55
401-711-915-00 WESTON ROAD	550	49.66	238.91	0.00	311.09	43.44
401-711-916-00 HAMPTON INN PS	200	21.50	97.74	0.00	102.26	48.87
401-711-917-00 BRUSHY FORK PS	500	44.49	230.66	0.00	269.34	46.13
401-711-918-00 RT 20 SEWER PUMP STATION	100	10.00	69.00	0.00	31.00	69.00
401-711-919-00 1 BUCKHANNON RD	100	10.00	57.50	0.00	42.50	57.50
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	920.65	9,561.95	0.00	13,438.05	41.57
401-711-920-01 TENNERTON INTERCEPTOR	3,200	0.00	2,148.48	0.00	1,051.52	67.14
401-711-920-02 NATURAL GAS	2,500	207.46	307.64	0.00	2,192.36	12.31
401-711-921-00 BROOKE ST PUMP STA	3,600	383.76	1,928.50	0.00	1,671.50	53.57
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	12.93	70.00	0.00	130.00	35.00
TOTAL NON-OPERATING EXPENSES	44,100	2,032.43	16,220.17	0.00	27,879.83	36.78
TOTAL POWER/FUEL/UTILITY	185,100	15,443.69	90,719.87	0.00	94,380.13	49.01

401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,700	1,169.31	7,529.95	0.00	1,170.05	86.55
TOTAL COMMODITIES	8,700	1,169.31	7,529.95	0.00	1,170.05	86.55
TOTAL UNIFORMS	8,700	1,169.31	7,529.95	0.00	1,170.05	86.55
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	14,000	518.86	8,649.86	0.00	5,350.14	61.78
TOTAL SALARIES & BENEFITS	14,000	518.86	8,649.86	0.00	5,350.14	61.78
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	3,889.82	12,149.21	792.00	22,058.79	36.97
TOTAL CONTRACTUAL SERVICES	35,000	3,889.82	12,149.21	792.00	22,058.79	36.97
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	723.98	17,929.68	98.48	21,971.84	45.07
TOTAL CAPITAL OUTLAY	40,000	723.98	17,929.68	98.48	21,971.84	45.07
TOTAL LINES	89,000	5,132.66	38,728.75	890.48	49,380.77	44.52
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	855.44	6,186.68	0.00	8,813.32	41.24
TOTAL SALARIES & BENEFITS	15,000	855.44	6,186.68	0.00	8,813.32	41.24
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	23,000	2,764.00	22,713.11	0.00	286.89	98.75
TOTAL CONTRACTUAL SERVICES	23,000	2,764.00	22,713.11	0.00	286.89	98.75
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	18,500	1,785.20	17,266.24	1,590.37	(356.61)	101.93
TOTAL COMMODITIES	18,500	1,785.20	17,266.24	1,590.37	(356.61)	101.93
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	215,000	23,352.09	62,562.22	0.00	152,437.78	29.10
TOTAL CAPITAL OUTLAY	215,000	23,352.09	62,562.22	0.00	152,437.78	29.10

401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	5,000	698.70	2,888.62	0.00	2,111.38	57.77
TOTAL CONTRIBUTIONS	5,000	698.70	2,888.62	0.00	2,111.38	57.77
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	11,000	291.90	2,453.86	0.00	8,546.14	22.31
401-714-743-00 TELEMETRY	2,875	239.60	898.30	0.00	1,976.70	31.25
TOTAL NON-OPERATING EXPENSES	13,875	531.50	3,352.16	0.00	10,522.84	24.16
TOTAL PLANT						
	290,375	29,986.93	114,969.03	1,590.37	173,815.60	40.14
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	227,000	10,099.72	65,318.51	0.00	161,681.49	28.77
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	33,070.35	210,752.50	0.00	269,247.50	43.91
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	43,170.07	276,071.01	0.00	430,928.99	39.05
CONTRACTUAL SERVICES						
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	43,170.07	276,071.01	0.00	430,928.99	39.05

SALARIES BOARD/OFFICE
=====

SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	6,000.00	0.00	6,000.00	50.00
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	13,364.94	86,082.43	0.00	97,917.57	46.78
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	14,364.94	92,082.43	0.00	103,917.57	46.98

401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
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	14,364.94	92,082.43	0.00	103,917.57	46.98
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	69,100	4,398.54	28,151.68	0.00	40,948.32	40.74
401-718-105-00 HEALTH INSURANCE	183,000	13,016.83	90,931.67	0.00	92,068.33	49.69
TOTAL SALARIES & BENEFITS	252,100	17,415.37	119,083.35	0.00	133,016.65	47.24
TOTAL FICA/INSURANCE						
	252,100	17,415.37	119,083.35	0.00	133,016.65	47.24
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	79,000	5,066.22	32,433.47	0.00	46,566.53	41.06
TOTAL SALARIES & BENEFITS	79,000	5,066.22	32,433.47	0.00	46,566.53	41.06
TOTAL RETIREMENT						
	79,000	5,066.22	32,433.47	0.00	46,566.53	41.06
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	894.92	6,290.64	0.00	13,709.36	31.45
TOTAL CONTRACTUAL SERVICES	20,000	894.92	6,290.64	0.00	13,709.36	31.45
TOTAL UNEMPLOYMENT/COMPENSATION						
	20,000	894.92	6,290.64	0.00	13,709.36	31.45
BILLING/COMPUTER/DEP INT						
=====						
CONTRACTUAL SERVICES						
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
COMMODITIES						
401-783-341-00 BILLING & COLLECTING	58,000	2,010.61	41,354.35	3,848.50	12,797.15	77.94
401-783-341-05 BILLING WAT BD METER READ	3,600	600.00	1,800.00	0.00	1,800.00	50.00
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: 50.00

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	2,610.61	43,154.35	3,848.50	34,897.15	57.39
NON-OPERATING EXPENSES						
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	2,610.61	43,154.35	3,848.50	34,897.15	57.39
OFFICE EXPENSE						
=====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	50,000	3,375.55	21,505.14	0.00	28,494.86	43.01
TOTAL COMMODITIES	50,000	3,375.55	21,505.14	0.00	28,494.86	43.01
TOTAL OFFICE EXPENSE						
	50,000	3,375.55	21,505.14	0.00	28,494.86	43.01
PSC ASSESS/DNR PERMIT						
=====						
SALARIES & BENEFITS						
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
PROPERTY INSURANCE						
=====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	48,000	5,079.46	26,858.45	0.00	21,141.55	55.96
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	48,000	5,079.46	26,858.45	0.00	21,141.55	55.96
TOTAL PROPERTY INSURANCE						
	48,000	5,079.46	26,858.45	0.00	21,141.55	55.96
RENTS						
=====						
CONTRACTUAL SERVICES						
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: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROFESSIONAL						
=====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	45,000	2,500.00	13,189.25	0.00	31,810.75	29.31
TOTAL CONTRACTUAL SERVICES	45,000	2,500.00	13,189.25	0.00	31,810.75	29.31
TOTAL PROFESSIONAL						
	45,000	2,500.00	13,189.25	0.00	31,810.75	29.31
BOND A						
=====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
TOTAL SALARIES & BENEFITS	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
TOTAL BOND A						
	171,000	14,144.97	85,209.30	0.00	85,790.70	49.83
BOND B						
=====						
SALARIES & BENEFITS						
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
CAPITAL/PROJECTS						
=====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	250,000	128.37	18,686.06	0.00	231,313.94	7.47
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	27,851.90	0.00	61,276.85	31.25
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	1,454.12	22,475.48	0.00	221,524.52	9.21
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	707.13	59,045.97	855.18	120,098.85	33.28
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	2,289.62	128,059.41	855.18	634,214.16	16.89

401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
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	2,289.62	128,059.41	855.18	634,214.16	16.89
DEPREC/AMORT/CONSTR						
=====						
CAPITAL OUTLAY						
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
CONTRIBUTIONS						
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	162,644.32	1,101,675.82	7,184.53	1,924,943.40	36.55
REVENUE OVER/(UNDER) EXPENDITURES	(900,000)	33,959.77	174,835.63	(7,184.53)	(1,067,651.10)	18.63-

426-STORMWATER FUND

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
LIC PERMITS & FRANCHISE						
426-327-000-00 STORMWATER MISC PERMITS	0	0.00	30.00	0.00	(30.00)	0.00
TOTAL LIC PERMITS & FRANCHISE	0	0.00	30.00	0.00	(30.00)	0.00
INTRAFUND CONTR/CHARGES						
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
OTHER REVENUE						
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	52,252.59	0.00	47,747.41	52.25

426-STORMWATER FUND

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
stormwater						
=====						
SALARIES & BENEFITS						
426-805-101-00 STORMWATER PAYROLL	76,680	0.00	10,522.50	0.00	66,157.50	13.72
426-805-104-00 STORMWATER FICA	6,120	0.00	803.44	0.00	5,316.56	13.13
426-805-106-00 STORMWATER RET	7,200	0.00	947.03	0.00	6,252.97	13.15
TOTAL SALARIES & BENEFITS	90,000	0.00	12,272.97	0.00	77,727.03	13.64
COMMODITIES						
426-805-341-00 STORMWATER MATERIALS	5,000	0.00	5,913.46	0.00	(913.46)	118.27
TOTAL COMMODITIES	5,000	0.00	5,913.46	0.00	(913.46)	118.27
CAPITAL OUTLAY						
426-805-458-00 STORMWATER CAPITAL	105,000	120.00	12,046.93	0.00	92,953.07	11.47
TOTAL CAPITAL OUTLAY	105,000	120.00	12,046.93	0.00	92,953.07	11.47
TOTAL stormwater	200,000	120.00	30,233.36	0.00	169,766.64	15.12
TOTAL EXPENDITURES	200,000	120.00	30,233.36	0.00	169,766.64	15.12
REVENUE OVER/(UNDER) EXPENDITURES	(100,000)	(120.00)	22,019.23	0.00	(122,019.23)	22.02-

SANITARY DECEMBER 2024 PAYMENT OF BILLS

\$2,726.00 – C.I. THORNBURG – MISC FORCE MAIN REPAIR CLAMPS FOR RESTOCK

\$23,270.00 – JP INDUSTRIAL SERVICES – 30HP PUMP REBUILD

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-916-00	HAMPTON INN PS	110087568348 WBUC RD	21.50
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	26.28
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	51.82
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	44.49
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	8,146.91
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	2,490.10
		711-919-00	1 BUCKHANNO RD	110 088 263 998 BUCKHANNO	10.00
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	12.93
		711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	44.01
		711-313-00	VICKSBURG	110086525471 SYCAMORE	1,339.89
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	54.14
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOD	237.04
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	1,197.32
		711-915-00	WESTON ROAD	110087676356 WESTON RD	49.66
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	10.00
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	195.73
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	383.76

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	GREYLOCK PIPELINE, LLC	711-920-02	NATURAL GAS	NOV 2024 SALES	207.46
	FLYERS ENERGY LLC	711-920-00	PLANT VEHICLES-2,3,8	SAN NOV 24 FUEL BILL	920.65
				TOTAL:	15,443.69
UNIFORMS	CINTAS	712-345-00	UNIFORMS	SAN UNIFORMS 11-26-24	225.21
		712-345-00	UNIFORMS	SAN UNIFORMS 12-04-24	225.21
		712-345-00	UNIFORMS	SAN UNIFORMS 12-11-24	268.47
		712-345-00	UNIFORMS	SAN UNIFORMS 12-18-24	225.21
		712-345-00	UNIFORMS	SAN UNIFORMS 12-26-24	225.21
				TOTAL:	1,169.31
LINES	REGION VII PLANNING PDC	713-143-00	FACILITIES MAINTENAN	GIS SERVICES OCT-NOV 24	130.00
	VALLEY STEEL SERVICE	713-443-00	EQUIPMENT & MAINTENA	EQUIPMENT TRAILOR REPAIR	126.45
	WV TRACTOR & EQUIPMENT CO.	713-443-00	EQUIPMENT & MAINTENA	BLOCKS SHIMS SOCKET	137.43
	RITE-WAY HEATING & PLUMBING	713-443-00	EQUIPMENT & MAINTENA	P5 MISC COUPLINGS	57.78
		713-243-00	SUPPLIES LINES	MARKING PAINT, CAUTION TA	213.34
		713-243-00	SUPPLIES LINES	TOOLS P6	92.05
	C.I. THORNBURG CO., INC.	713-243-00	SUPPLIES LINES	RESTOCK	2,726.00
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	P6 BATTERY	134.04
		713-443-00	EQUIPMENT & MAINTENA	P6 FILLER HOSE	62.94
	HARBOR FREIGHT TOOLS	713-443-00	EQUIPMENT & MAINTENA	PCRD-2000 LB TRAILER JACK	25.49
	LOWES BUSINESS ACCOUNTS/SYNC	713-243-00	SUPPLIES LINES	CHANNEL LOCKS, SHARPIES	24.66
		713-443-00	EQUIPMENT & MAINTENA	PCRD-STAINLESS SCREWS SHEE	49.90
	FERGUSON WATERWORKS	713-243-00	SUPPLIES LINES	FORCE MAIN REPAIR	274.42
		713-243-00	SUPPLIES LINES	MISC BRASS FITTINGS	493.46
	BENNY'S BOOT HILL	713-143-00	FACILITIES MAINTENAN	STEEL TOE WORK BOOTS	188.91
	EBAY	713-443-00	EQUIPMENT & MAINTENA	PCRD-STEERING STABILIZER S	129.95
	FREEDOM AG & ENGERY COOPERAT	713-143-00	FACILITIES MAINTENAN	STEEL TOE WORK BOOTS	199.95
	PAR MAR OIL COMPANY	713-243-00	SUPPLIES LINES	SEPT 24 ICE	65.89
				TOTAL:	5,132.66
PLANT	LEAF	714-643-00	OPERATION PLANT EXPE	E-STUDIO COPIER RENT	139.00
		714-643-00	OPERATION PLANT EXPE	E-STUDIO COPIER LEASE	152.90
	RITE-WAY HEATING & PLUMBING	714-343-00	EQUIPMENT MAINTENANC	PISTA GRIT	236.35
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	STRIKERS CUTTING GLASSES	25.86
		714-343-00	EQUIPMENT MAINTENANC	TORCH SUPPLIES	158.78
		714-343-00	EQUIPMENT MAINTENANC	OXYGEN TANK	41.40
		714-343-00	EQUIPMENT MAINTENANC	TANK REFILL	191.21
	BAKER TRUCK EQUIPMENT COMPAN	714-343-00	EQUIPMENT MAINTENANC	P8 CRANE TRUCK	836.50
	C.I. THORNBURG CO., INC.	714-243-00	LAB EXPENSE PLANT	POLYMER	1,550.00
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	ALLEN SOCKET	8.49
		714-343-00	EQUIPMENT MAINTENANC	NOV 24 SERVICE CHARGE	5.72
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	MISC TESTS	1,139.00
	LOWES BUSINESS ACCOUNTS/SYNC	714-343-00	EQUIPMENT MAINTENANC	AERATOR #6	23.44
		714-443-00	PUMP STATION REPAIR	HANDHELD TORCHES	82.09
	JP INDUSTRIAL SERVICES, INC	714-443-00	PUMP STATION REPAIR	30 HP PUMP REBUILD	23,270.00
	JOHN BOGGESS dba VJG ASSOCIA	714-143-00	FACILITIES MAINTENAN	MISC GLOVES	271.60
	OFFICE OF WATER PROGRAMS CA	714-243-00	LAB EXPENSE PLANT	PCRD-WW COLLECTION SYS VOL	75.00
	CRITES ELECTRICAL SUPPLY INC	714-343-00	EQUIPMENT MAINTENANC	MISC ELECTRICAL SUPPLIES	37.00
		714-343-00	EQUIPMENT MAINTENANC	MISC ELECTICRAL SUPPLIES	6.37
	WALMART STORES INC -BUCKHANN	714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	267.99
		714-343-00	EQUIPMENT MAINTENANC	PISTA GRIT	49.28
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	113.96
	AT&T MOBILITY	714-543-00	TELEPHONE	PCRD-NOV 2024 CELL PHN & G	438.68

01-10-2025 01:44 PM		DISBURSEMENTS 12-01-24 TO 12-31-24			PAGE: 20
FUND: SANITARY					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
SALARIES PLANT/LINES	WORLD FUEL SERVICES, INC.	714-343-00	EQUIPMENT MAINTENANC	GREASE, RAGS	164.80
	MICROLOGIC INC	714-743-00	TELEMETRY	DEC 24 SAN MNLY SEC MONITO	119.80
		714-743-00	TELEMETRY	DEC 24 MNTLY SEC MONITORIN	119.80
	FREEDOM AG & ENGERY COOPERAT	714-143-00	FACILITIES MAINTENAN	10 CS WATER	69.90
		714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	130.01
		714-543-00	TELEPHONE	472-5459-101515-4 SAN	130.01
	CINTAS	714-143-00	FACILITIES MAINTENAN	FIRST AID	27.14
	**PAYROLL EXPENSES			12/01/2024 - 12/31/2024	43,170.07
				TOTAL:	73,157.00
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			12/01/2024 - 12/31/2024	14,364.94
				TOTAL:	14,364.94
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN DEC 2024 HEALTH INS	11,532.68
		718-105-00	HEALTH INSURANCE	SAN DEC 2024 RETIREE'S INS	476.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,791.42
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,773.39
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	418.97
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	414.76
	USI INSURANCE SERVICES LLC	718-105-00	HEALTH INSURANCE	GROUP BENEFIT 3RD INST 202	959.40
	PAYFLEX - INSPIRA	718-105-00	HEALTH INSURANCE	SAN NOV 2024 HSA FEES	48.75
				TOTAL:	17,415.37
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,885.83
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,940.42
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	604.41
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	635.56
				TOTAL:	5,066.22
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11/4/24 - 12/1/	886.82
	WV MUNICIPAL LEAGUE	720-226-00	UNEMPLOYMENT/COMPENS	SAN 4TH QTR 2024 UNEMPLOYM	8.10
				TOTAL:	894.92
BILLING/COMPUTER/DEP I	LEAF	783-341-00	BILLING & COLLECTING	DEC 24 COPIER LEASE	162.34
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	DEC 24 METER READS	300.00
		783-341-05	BILLING WAT BD METER	NOV 24 METER READS	300.00
	HART OFFICE SOLUTIONS INC	783-341-00	BILLING & COLLECTING	STAPLES	19.47
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	WALMART STORES INC -BUCKHANM	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	38.39
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-TAPE DISP FILE FOLDER	11.30
	US POSTAL SERVICE (CMRS-FP)	783-341-00	BILLING & COLLECTING	DECEMBER 2024 POSTAGE	250.00
	FP FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	DEC 24 MAILER & INSERT PYM	107.30
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	DEC 24 CITY HALL INTERNET	214.62
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	EPSN THML RCT JAN-JUN 25 M	59.83
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	NOV 24 DEBT COLLECTION	20.33
	GARRETT K SUMMERS	783-341-00	BILLING & COLLECTING	DEC 24 BITDEF ENDPRT SECURI	48.12
	HEWLETT PACKARD FINANCIAL SE	783-341-00	BILLING & COLLECTING	PLOTTER RENTAL DEC 24	78.91
				TOTAL:	2,610.61
OFFICE EXPENSE	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	NOV 24 AA FEES	182.91
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	NOV 24 CREDIT CARD FEES	2,506.40
	INDEED.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-CLERICAL AD	107.48
	GENERAL FUND	793-341-00	OFFICE SUPPLIES & EX	NOV 24 LOC FEES	72.50


Shaw/Loftis motioned to accept the financial reports as presented and to transfer the bond funds from 86-B to 09-A. 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 with no exceedances. We completed our 4th quarter tests in December which also came back within limits.

Date	INFLUENT WASTEWATER					BELT PRESS			Plant Effluent										
	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.	Gals.Wet Sludge Added	Pounds Dry solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amm. Nit. mg/l					
11/1/24	68	186	0.604	19.0	7.12	2.0			18.0	2.6		8.1	7.18	0.5					
11/2/24			0.526			2.0													
11/3/24			0.518			2.0													
11/4/24			0.522	19.0	7.08	2.0					14	8.3	7.16						
11/5/24			0.557	18.0	7.10	2.0						8.4	7.17						
11/6/24			0.641	18.0	7.11	2.0						8.2	7.17						
11/7/24			0.591	18.0	7.14	2.0						8.0	7.19						
11/8/24			0.503	18.0	7.17	2.0						7.9	7.22						
11/9/24			0.502			2.0													
11/10/24			1.037			2.0													
11/11/24	98	140	0.721	17.0	7.21	2.0			6.0	2		7.7	7.26	0.5					
11/12/24			0.627	17.0	7.20	2.0						7.6	7.25						
11/13/24			0.552	17.0	7.19	2.0					9	7.8	7.24						
11/14/24			2.344	17.0	7.22	2.0						8.0	7.27						
11/15/24			1.530	17.0	7.20	2.0						8.1	7.26						
11/16/24			0.961			2.0													
11/17/24			0.806			2.0													
11/18/24			0.728	18.0	7.20	2.0					21	8.2	7.25						
11/19/24			0.764	18.0	7.22	2.0						8.1	7.26	3.69					
11/20/24			0.829	18.0	7.24	2.0						8.0	7.28						
11/21/24	1.504	18.0	7.26	2.0				7.8	7.31										
11/22/24	2.525	18.0	7.25	2.0				7.9	7.29										
11/23/24	2.578			2.0															
11/24/24	1.503			2.0															
11/25/24	38	61.9	2.065	18.0	7.21	2.0			4.0	11.7	28	8.0	7.27	1.85					
11/26/24			1.752	17.0	7.18	2.0						8.2	7.25						
11/27/24			1.313	17.0	7.16	2.0						8.1	7.23						
11/28/24			2.300	18.0	7.12	2.0						7.8	7.20						
11/29/24			1.421	18.0	7.10	2.0						7.7	7.18						
11/30/24			1.079			2.0													
TOTAL					33.903														
AVERAGE			66	127	1.130	17.8	7.18	2.0					9.0		4.6	19	8.0	7.23	1.64
MAXIMUM	98	186	2.578	19.0	7.26	2.0		0	18.0	11.7	28	8.4	7.31	3.69					
MINIMUM	38	62	0.502	17.0	7.08	2.0			4.0	2.0	9	7.6	7.16	0.50					
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					

1/15/25, 11:39 AM

Electronic Submission System Printing



Applicant:BUCKHANNON, CITY OF

Type:Electronic DMR #155191

Reference ID:wvoo32336Nov2024(11/18/24) (12/18/2024)

Permit ID:EDMR153297

eDMR Worksheet -- WV0032336 - 001

Status:ERIS - Closed - Issued

Printed:Jan. 15, 2025 11:39 AM

PermitWV0032336

Outlet No:001

TypeNORMAL

Lab Performing Analysis:157 - STURM ENVIRONMENTAL SERVICES

Report for the Month of:November

Year2024

Retrieve Parameters

eDMR Schedule

Parameter	Permit Limits	Quantity				Other Units							Measurement Frequency	Sample Type	Lab	
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units	Number Exceed.	Test Flag				
50050 (ML-1) RF-A Flow In Conduit Or Treatment Plant Year Round	Reported	N/A	N/A			N/A	1.130 Rpt Only Avg. Monthl	2.578 Rpt Only Max. Daily		mgd	0	Continuous	measured	153		
	Permit Limits											Continuous		✓		
00310 (ML-B) RF-A Bod Winter Nov 1-June 30	Reported	52.1	171	Lbs/Day	0	N/A	4.6 Avg. Monthl	11.7 Max. Daily		mg/l	0	1/week	8 hr comp	157		
	Permit Limits	313 Avg. Monthl	626 Max. Daily								1/week	✓				
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported	57.4	88.7	Lbs/Day	0	N/A	9.0 Avg. Monthl	18.0 Max. Daily		mg/l	0	1/week	8 hr comp	157		
	Permit Limits	625.5 Avg. Monthl	1251 Max. Daily								1/week	✓				
51012 (ML-K) RF-A Bod,5day Percent Removal, Dry Year Round	Reported					96.4 Month. Avg.	N/A	N/A		Percent	0	2/month	Calculated	157		
	Permit Limits	N/A	N/A								2/month	✓				
51013 (ML-K) RF-A Bod,5day Percent Removal, Wet Year Round	Reported					0.0 Rpt Only Month. Avg.	N/A	N/A		Percent	0	2/month	Calculated	157		
	Permit Limits	N/A	N/A								2/month	✓				
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported					86.4 Month. Avg.	N/A	N/A		Percent	0	2/month	Calculated	157		
	Permit Limits	N/A	N/A								2/month	✓				
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported					0.0 Rpt Only Month. Avg.	N/A	N/A		Percent	0	2/month	Calculated	157		
	Permit Limits	N/A	N/A								2/month	✓				
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported					N/A	16 Mon. Geo. M	28 Max. Daily		Cnts/100ml	0	1/week	Grab	157		
	Permit Limits	N/A	N/A								1/week	✓				
00400 (ML-A) RF-A Ph Year Round	Reported					7.16 Inst. Min.	N/A	7.31 Inst. Max.		S.U.	0	1/week		153		
	Permit Limits	N/A	N/A								1/week	✓				
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported					7.6 Inst. Min.	N/A	N/A		mg/l	0	1/week	Grab	153		
	Permit Limits	N/A	N/A								1/week	✓				
00610 (ML-A) RF-A Nitrogen, Ammonia Total Winter Nov 1-June 30	Reported	6.23	27.0	Lbs/Day	0	N/A	1.635 Avg. Monthl	3.360 Max. Daily		mg/l	0	1/week	8 hr comp	157		
	Permit Limits	62.6 Avg. Monthl	125 Max. Daily								1/week	✓				
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported					N/A	0.00167 Avg. Monthl	0.00167 Max. Daily		mg/l	0	1/month	8 hr comp	157		
	Permit Limits	N/A	N/A								1/month	✓				
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported					N/A	0.0225 Avg. Monthl	0.0225 Max. Daily		mg/l	0	1/month	8 hr comp	157		
	Permit Limits	N/A	N/A								1/month	✓				
74069 (ML-B) RF-A Stream Flow, Estimated Winter Nov 1-June 30	Reported					18.4 Rpt Only Inst. Min.	294.0 Rpt Only Avg. Monthl	1787.1 Rpt Only Inst. Max.		cfs	0	1/daily	Calculated	157		
	Permit Limits	N/A	N/A								1/daily	✓				

- b. I and I Report – Not yet available
- c. Maintenance Crew – The crew set an aerator into Ditch #1; have been working on upgrading plumbing and cyclone in pista grit area; and have received the parts for the Drive Gear of the clarifier. We hope to have the gear rebuilt and returned tomorrow and the clarifier back in operator within the next couple of weeks.
- d. Line Crew #1— Garrett’s crew has been responding to sewer complaints, performing equipment maintenance, and working on inventory tracking.

- e. **Line Crew #2**—Scott’s crew bored the final manhole of Lower Drive and are waiting for a break in the weather to set the final manhole. They have also been assisting in line maintenance and snow removal.

10. Stormwater Management Discussions

4 Ambrose Street-Approval Stormwater Facility Construction Permit- This item was only for the Board's knowledge. No action was necessary.

11. Old Business Discussions:

- a. None

12. New Business Discussions:

- a. **Sewer Plant Evaluation-Potesta & Associates, Inc.** – Mr. Crosten provided an overview of the equipment problems, drudging ditches, and other plant issues. He is recommending that we contract Posteta & Associates, Inc., to do a plant evaluation and consider a new bond to finance the necessary upgrades. We will also consider a rate increase. The plant evaluation will cost between \$70,000 and \$80,000. Funding will be available with a budget revision.

Loftis/Shaw motioned to execute a task order for Potesta & Associates to do a plant study as presented. The motion carried.

- b. **Sanitary Board Budget Revision** – Amby Jenkins provided an overview of the recommended budget revision.

Sanitary Budget Rev 2					
1/16/2025					
Expenses					
401-714-243-00	Lab Expenses	23000	10000	33000	
401-714-343-00	Equipment Maintenan	18500	10000	28500	aerator issues
401-783-341-00	Billing and Collecting	58000	10000	68000	costs up: paper; postage; IT; handheld upgrade
401-783-342-00	Capital Outlay City Hall	20000	-10000	10000	Mv to 783-341 items pd from wrong acct.
401-997-451-00	Plant Capital Outlay	250000	-84000	166000	Remove PS Scada Project/Funds needed in Professional for plant study
401-896-223-00	Professional Services	45000	64000	109000	
			0		
Revenues					
0	0	0	0	0	
			0		

Shaw/Loftis motioned to approve the Sanitary Board Budget Revision as presented. The motion carried.

- c. **Discussion to Begin the Process to Select the Sanitary Department Superintendent Position** – A discussion took place regarding either promoting directly from within the department for this position or advertising for the position while encouraging current plant employees to apply as well. The recent practice throughout the city has been to advertise the job opening and conduct interviews.

Loftis/Shaw motioned to advertise for the position expecting current plant employees to apply as well. The motion carried.

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.

13. Board Members' Remarks and Announcements

Mitchell Shaw: Mr. Shaw had nothing further.

Phil Loftis: Mr. Loftis asked Mr. Shaw about the John C. Allen Regional Hub project and a discussion took place. Jay Hollen participated in the discussion and provided an overview of what the engineers will need to know concerning sewer and water. All agreed that we should have a meeting with the principles soon. Mr. Loftis also discussed upcoming projects with the Habitat for Humanity on Ambrose Street.

Recorder Sanders: Mr. Sanders discussed the pending project at 34 S Florida Street regarding a potential warming shelter. Discussion took place.

Mayor Skinner: Mayor Skinner had nothing further.

No other comments were offered.

14. Declaration of Adjournment

At 8:27 a.m., Shaw made a motion to adjourn.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
