

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

A regular meeting of the Consolidated Public Works Board was held on Thursday, January 23, 2025, at 7:30 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	Rob Zuliani	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present - GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Office Manager	Barb Hinkle	Present
Mybuckhannon	Monica Zalaznik	Present

Guests: Doyle Cutright, Kimbra Wachob, Upshur County Emergency Communications; & Ben Arisman.

*City of Buckhannon Consolidated Public Works Board
7:30 AM Thursday, January 23, 2025 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: 12/05/2024
5. Report of Events, Correspondence, and Information
 - a. See Full Listing in Council Packet
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests
 - a. Upshur County Emergency Communications Assistant Director Kimbra Wachob
 - b. Police Chief Matt Gregory
 - c. City Horticulturist Dixie Green
8. Financial Report – Director of Finance Amberle Jenkins
 - a.
9. Department Report – Street Department & Parks Superintendent Brad Hawkins
10. Old Business Discussions
 - a. City Horticulturist Consulting Cost Proposal WVWC Campus Beautification/Landscape Project
11. New Business Discussions:
 - a. Issues/Process for Towing of Vehicles during Special Events/Parades
 - b. Create Buckhannon Request Placement of Four Swings in Jawbone Park
 - c. Event Request- Buckhannon Lions Club Easter Egg Hunt on 04/19/25 at City Park
 - d. Event Request-South Buckhannon Mission Church Easter Egg Hunt on 04/20/25 at City Park
 - e. Approval to Advertise for Bids-Mowing Season 2025
 - City Owned Properties, including Weeding of the Curbs
 - Heavner Cemetery
 - f. Discussion Implementation of Proposed Public Works Employee Classifications
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Monday, January 19, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/376934309>, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

1. Call to Order: At 7:30 a.m., Mayor Robbie Skinner called the January 23, 2025, meeting of the Buckhannon Consolidated Public Works Board to order.

2. Moment of Silent Reflection—Mayor Skinner invited those in attendance to a moment of silent reflection.

3. Pledge of Allegiance—Mayor Skinner invited those in attendance to recite the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 12/05/2024 - Mayor Skinner recognized that the meeting minutes of 12/05/2024 were available for consideration and asked for corrections or approval as presented.

Shobe/Zuliani motioned to approve the minutes of the meetings of 12/05/2024 as presented. The motion carried.

5. Report of Events, Correspondence, and Information – Mayor Skinner provided an overview of the following:

a. WVDOT Notice to Proceed Design Phase of Morton Ave Sidewalk & Lighting Phase I



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

December 9, 2024

Mr. Jay Hollen, P.E.
City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201

Dear Mr. Hollen:

This letter serves as your official Notice to Proceed (NTP) for the design phase of the Buckhannon Morton Avenue Sidewalk & Lighting Phase I Transportation Alternatives (TA) project (State Project: U349-MOR/LC-1. 00) in Upshur County. In the conduct of your project, please refer to the project agreement and follow applicable federal regulations and state code.

Please remember that each invoice submitted for reimbursement must be accompanied by a progress report reflecting the work that justifies the funds requested and the attached cover invoice. No invoice can be processed without an acceptable progress report.

Should you have any questions, please contact Mrs. Sharonnia Osayaba, Project Manager with our Grant Administration Unit within the Planning Division, at (304) 414-6902 or by email at Sharonnia.M.Osayaba@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Jimmy Wriston, P.E.".

Jimmy Wriston, P.E.
Secretary of Transportation/
Commissioner of Highways

JW:Ot

Enclosure

6. Public Comment—Motion to Open & Close Requested - Without objection, Mayor Skinner recognized Ben Arisman, who spoke on placing swam traps on specific city properties, which would give honey bees and the human population a safe place. He would then remove the bees and take them to his atrium. This was a broad proposal noting that if there is an interest, he will prepare a formal proposal to present at the next CPWB meeting. The board had no objection, so Mayor Skinner invited Mr. Arisman to prepare the proposal and appear next month.

7. Recognition of Guests

a. Upshur County Emergency Communications Assistant Director Kimbra Wachob—Mayor Skinner recognized Upshur County Emergency Communications Assistant Director Kimbra

Wachob, who explained a problem with the County Communications Center being involved with the enforcement of Ordinance 454, which provides for the prohibition of motor vehicle parking during certain times along routes of authorized parades within the city of Buckhannon. The ordinance calls for the towing of vehicles deemed to be in violation, and the WV State Code has restrictions on how the towing services are to be utilized by the Upshur County Emergency Call Center, specifically on a rotation. Doyle Cutright, Upshur County Emergency Communications Assistant Director, and BPD Chief Matthew Gregory joined the discussion. It was explained that many times, a towing service is called, but by the time they arrive, the vehicle owner has voluntarily removed the vehicle, causing the towing service to lose its position in the rotation, thereby losing business. The recommendation was to have the City of Buckhannon put the towing services for parades and special events out to bid, which allows interested towing services to be contracted directly. All agreed this was a sensible solution and asked the CPWB to consider recommending this to the City Council.

Without objection, item a., under 11. New Business Discussions, ***Issues/Process for Towing of Vehicles during Special Events/Parades*** were moved to the table for action.

Zuliani/Waldo motioned to recommend to the City Council that the City develop an RFP for towing services during special events and parades covered under Ordinance 454, noting that these towings were not a result of an emergency but of a planned event. The motion carried.

b. Police Chief Matt Gregory – See above

c. City Horticulturist Dixie Green—Without objection, ***10. Old Business Discussions City Horticulturist Consulting Cost Proposal WVWC Campus Beautification/Landscape Project.*** Mayor Skinner recognized Dixie Green, who presented her research on this agenda item. Ms. Green stated that she had discussed the requested consultation with WVWC and that the necessary time would cost approximately \$111 in labor expenses, which the City would bill WVWC. A discussion of the pros and cons took place. As a result of the discussion, three options were determined: 1.) Dixie Green would develop a comprehensive report including a general overview of what a planting & growing season of flowers would consist of following the City of Buckhannon’s flower scheme, and for this particular soil area would require; 2.) Work with WVWC with a specific plan based upon its campus on a one-time basis; 3.) A combination of 1 & 2. Further discussion took place.

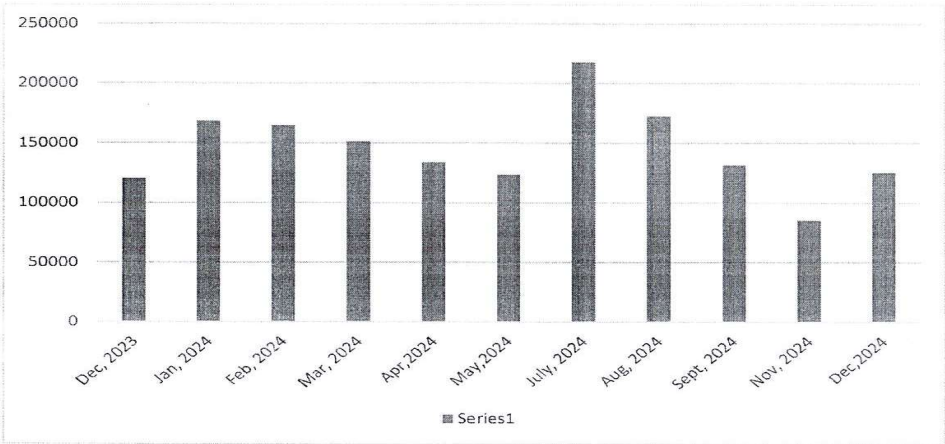
Shobe/Waldo motioned to choose 1.) Direct the City Horticulturist, Dixie Green, to develop a comprehensive report including a general overview of what a planting & growing season of plants following the City of Buckhannon’s flower scheme and for this soil area would require, make it available to any City of Buckhannon business or person. The motion carried.

8. Financial Report – Director of Finance Amberle Jenkins – Amby Jenkins presented an overview of the financial reports.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
December 31, 2024 \$125,270.28

Cemetery CD and savings matures April 2026 \$ 235,407.30



093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	36.00	0.00	24.00	60.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	42.00	0.00	18.00	70.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	298.49	0.00 (298.49)	0.00
093-342-000-01 PARK.PEN.LOT 1	0	40.00	40.00	0.00 (40.00)	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	102.00	531.50	0.00	968.50	35.43
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	50.50	0.00 (50.50)	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	165.00	860.00	0.00	4,140.00	17.20
093-347-000-00 OPENING & CLOSING GRAVES	30,000	1,800.00	12,750.00	0.00	17,250.00	42.50
093-347-000-01 SALE OF LOTS	12,000	1,600.00	5,600.00	0.00	6,400.00	46.67
093-347-000-03 PLACEMENT OF MARKERS	1,500	100.00	900.00	0.00	600.00	60.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	50,120	3,820.00	21,108.49	0.00	29,011.51	42.12
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	0.00	16,108.51	0.00	19,891.49	44.75
093-368-000-00 RENTAL OF PAVILION	4,000	0.00	3,400.00	0.00	600.00	85.00
TOTAL GRANTS	40,000	0.00	19,508.51	0.00	20,491.49	48.77
OTHER REVENUE						
093-380-000-00 INTEREST	200	0.00	495.08	0.00 (295.08)	247.54
093-399-000-00 MISCELLANEOUS	0	0.00	209.13	0.00 (209.13)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	178,000	50,000.00	100,000.00	0.00	78,000.00	56.18
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	750.00	750.00	0.00 (750.00)	0.00
TOTAL OTHER REVENUE	178,200	50,750.00	101,454.21	0.00	76,745.79	56.93
TOTAL REVENUE	268,320	54,570.00	142,071.21	0.00	126,248.79	52.95

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	8,400.00	0.00	8,400.00	50.00
093-700-103-00 SALARIES	49,000	1,200.00	19,931.25	0.00	29,068.75	40.68
093-700-103-01 FLOWER SALARIES	82,000	4,420.50	32,083.75	0.00	49,916.25	39.13
093-700-104-00 FICA TAX	11,350	537.07	4,621.74	0.00	6,728.26	40.72
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	3,600	114.92	744.54	0.00	2,855.46	20.68
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	382.88	2,793.83	0.00	2,906.17	49.01
TOTAL SALARIES & BENEFITS	168,450	8,055.37	68,575.11	0.00	99,874.89	40.71
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	1,090.56	4,032.25	0.00	5,967.75	40.32
TOTAL CONTRACTUAL SERVICES	10,000	1,090.56	4,032.25	0.00	5,967.75	40.32
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	9,000	0.00	4,332.05	0.00	4,667.95	48.13
093-700-342-00 MAT & SUPP - PARKING	5,000	136.53	3,538.83	0.00	1,461.17	70.78
093-700-343-00 MAT&SUPP-PARKS	110,798	4,824.07	74,342.11	4,683.00	31,772.67	71.32
093-700-343-01 DOG PARK EXP	1,500	11.26	65.12	0.00	1,434.88	4.34
093-700-344-00 AUTO SUPPLIES	3,000	0.00	932.11	0.00	2,067.89	31.07
093-700-345-00 TREE MAINTENANCE	10,000	0.00	333.80	0.00	9,666.20	3.34
093-700-346-00 COMMUNITY ENHANCE DONATIO	757	0.00	757.22	0.00	0.00	100.00
TOTAL COMMODITIES	140,055	4,971.86	84,301.24	4,683.00	51,070.76	63.54
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	477.33	3,217.69	0.00	16,782.31	16.09
093-700-465-00 CONTRACT MOWING CEMETERY	66,690	0.00	37,050.00	0.00	29,640.00	55.56
TOTAL CAPITAL OUTLAY	86,690	477.33	40,267.69	0.00	46,422.31	46.45
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

10. Old Business Discussions

a. City Horticulturist Consulting Cost Proposal WVWC Campus Beautification/Landscape Project – Action taken earlier in the meeting.

11. New Business Discussions:

a. Issues/Process for Towing of Vehicles during Special Events/Parades – Action taken earlier in the meeting.

b. Create Buckhannon Request Placement of Four Swings in Jawbone Park—Mayor Skinner reviewed this request, which was presented to the Board last month. The swings would be placed in the previously used Bocce Ball court area. Discussion took place, including a request for swingers for children and shorter adults in future planning, which does not pertain to this request.

Reger/Waldo motioned to approve the Create Buckhannon request for placing four swings in Jawbone Park, as discussed. The motion carried.

c. Event Request - Buckhannon Lions Club Easter Egg Hunt on 04/19/25 at City Park – Mayor Skinner provided an overview of this event request.

Shobe/Waldo motioned to approve the Event Request by the Buckhannon Lions Club for an Easter Egg Hunt on 04/19/25 at the City Park. The motion carried.

d. Event Request - South Buckhannon Mission Church Easter Egg Hunt on 04/20/25 at City Park – Mayor Skinner provided an overview of this event request.

Shobe/Waldo motioned to approve the Event Request by the South Buckhannon Mission Church for an Easter Egg Hunt on 04/20/25 at the City Park. The motion carried.

e. Approval to Advertise for Bids-Mowing Season 2025

- **City Owned Properties, including Weeding of the Curbs**
- **Heavner Cemetery**

Mayor Skinner provided an overview of this agenda item, which resulted in a discussion about better monitoring the curb weed-eating this season.

Reger/Shobe motioned to approve advertising for bids for the City of Buckhannon 2025 Mowing Season for 2025 to include the City Owned Properties, including Weeding of the Curbs and Heavner Cemetery. The motion carried.

CITY OF BUCKHANNON 2025 CEMETERY MOWING AD FOR BIDS

The City of Buckhannon Consolidated Public Works Board will accept bids from responsible contractors for the mowing and trimming of the Heavner and Buckhannon Memorial Park Cemeteries for the 2025 season. The successful low bidder must provide proof of liability insurance in the amount of not less than \$ 1,000,000 and certification of Workmen's Compensation coverage. The mowing contract will begin on April 1, 2025 and end on October 31, 2025 for a total of 27 mowings. The bids must be submitted in a cost per mowing format on a one-year bid basis. Bids must be received by 4:00 PM on February 26, 2025. Bids will be opened during the Consolidated Public Works Board meeting on February 27, 2025 at 7:30 AM. The City of Buckhannon reserves the right to reject any and all bids for failure to meet the requirements herein, and to reject irresponsible bidders in accordance with state and local law. Bid specifications are available for inspection during regular business hours, at the Director of Public Works Office at 395 Mud Lick Road, Buckhannon, WV 26201 or at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201. Any questions should be addressed to Brad Hawkins at 304-642-1601 or email to: streetdept@gmail.com. Bids must be mailed or delivered in person to:

***Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201***

“Bids must be submitted in a sealed envelope clearly marked “Cemetery Mowing Bids”

CITY OF BUCKHANNON
2025 CITY PROPERTY MOWING AD FOR BIDS

The City of Buckhannon Consolidated Public Works Board will accept bids from responsible contractors for mowing and trimming 31 City owned properties identified herein. Bidders must provide proof of liability insurance in the amount of not less than \$ 1,000,000 and certification of Workmen’s Compensation coverage. The mowing contract will begin on April 1, 2025 and end on October 31, 2025 for a total of 27 mowings. The bids must be submitted in a cost per mowing format for each parcel on a one-year bid basis. Bids must be received by 4:00 PM on February 26, 2025. Bids will be opened during the Consolidated Public Works Board meeting on February 27, 2025 at 7:30 AM. The City of Buckhannon reserves the right to reject any and all bids for failure to meet the requirements herein, and to reject irresponsible bidders in accordance with state and local law. Bid specifications are available for inspection during regular business hours, at the Street Department Office at 395 Mud Lick Road, Buckhannon, WV 26201 or at Buckhannon City Hall 70 East Main Street, Buckhannon, WV 26201. Any questions should be addressed to Brad Hawkins at 304-642-1601 or email to: streetdept@gmail.com. Bids must be mailed or delivered in person to:

Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201

“Bids must be submitted in a sealed envelope clearly marked “Mowing Bids”

f. Discussion Implementation of Proposed Public Works Employee Classifications - Mayor Skinner and Amby Jenkins provided an overview of the contribution from the CPWB budget, including adding the City Horticulturist.

City of Buckhannon
Employee Classifications
Public Works Department

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● **1.0 Purpose**

This document is intended to set Job Classifications for the 4 public works departments (Sanitary Sewer, Water, Waste and Street). These classifications give a general outline of job descriptions which will be used to clearly outline responsibilities associated with the classification. In addition to outlining responsibilities, these classifications will also unify the City’s departments to be equal compensation based on skill, responsibility, and application.

In addition, the classification clearly outlines how employees can move up in pay by obtaining necessary certifications and/ or experience. This is designed in such a way that employees will have a reason to stay committed to the City, as there is a path for progression. The classes are also set up in such a way that not every employee can be the highest class without a position becoming available. For example, Classification 7 is as high as any employee can go without becoming a supervisor in some capacity.

In order to maintain the current ‘in house’ approach the City implements pay rates must stay competitive. In the current job market, it is becoming increasingly difficult to attract and retain skilled employees. The City of Buckhannon must remain competitive in order to continue operations as it currently does.

● **2.0 Process**

These Classification ranges were developed through researching current market rates for the same or similar positions from around the West Virginia. In certain cases, classifications were estimated based on responsibility due to lack of available information for specific positions in the City. Each classification has an opportunity to increase by 10% based on positive employee evaluations and performance. Once an employee achieves the high end of the range, the opportunity for pay increases would rely on obtaining necessary qualifications, which in turn lead to more responsibility, or cost of living increases. The classes are design like this to reward employees who are content and do an exceptional job in lower, but necessary classifications. The classification puts a limit on jobs which do not have as high of responsibilities or skills required, while still leaving room for improvement.

Employees who wish to increase wages have the opportunity to pursue qualifications necessary for department operations. However, with increase qualifications comes increased responsibility. Employees will be able to contribute to operations more as they gain qualifications. Employees can progress until classification 7. After reaching that classification a supervisory position must become available for the employee to move further. Like every classification, there is a 10% range which the employee can continue to have opportunity for wage increases as performance allows.

Classifications ranges and the Market Rate for each Department are shown in the following tables.

Table 2.1 – Proposed Public Works Department Classifications

	Minimum Rate		Maximum Rate	
Class	Hourly	Annual	Hourly	Annual
1	\$15.00	\$ 31,200.00	\$16.50	\$ 34,320.00
2	\$16.00	\$ 33,280.00	\$17.60	\$ 36,608.00
3	\$18.00	\$ 37,440.00	\$19.80	\$ 41,184.00
4	\$19.00	\$ 39,520.00	\$20.90	\$ 43,472.00
5	\$20.00	\$ 41,600.00	\$22.00	\$ 45,760.00
6	\$22.00	\$ 45,760.00	\$24.20	\$ 50,336.00
7	\$24.20	\$ 50,336.00	\$26.62	\$ 55,369.60
8	\$26.62	\$ 55,369.60	\$29.28	\$ 60,906.56
9	\$29.28	\$ 60,906.56	\$30.75	\$ 63,951.89
10	\$32.28	\$ 67,149.48	\$35.51	\$ 73,864.43

Table 2.2 – Sanitary Sewer Department Market Rate Resources

	Source for Market Rate Sanitary	Market Rate Sanitary	
Class		Hourly	Annual
1	https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv	\$ 15.53	\$ 32,302.40
2			\$ -
3	West Virginia Envirnmental Training Center 2022	\$ 17.54	\$ 36,483.20
4	West Virginia Envirnmental Training Center 2022	\$ 18.31	\$ 38,084.80
5	https://www.indeed.com/career/excavator-operator/salaries/WV https://www.ziprecruiter.com/Salaries/Journeyman-Electrician-Salary--in-West-	\$ 22.50	\$ 46,800.00
6			\$ -
7			\$ -
8	https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=	\$ 28.77	\$ 59,841.60
9			\$ -
10	https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=	\$ 34.22	\$ 71,177.60

Table 2.3 – Street Department Market Rate Resources

	Source for Market Rate Street	Market Rate Street	
Class		Hourly	Annual
1	https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv	\$ 15.22	\$ 31,657.60
2	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 19.33	\$ 40,206.40

3			\$ -
4			\$ -
5	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 21.03	\$ 43,742.40
6			\$ -
7			\$ -
8	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 28.50	\$ 59,280.00
9			\$ -
10	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 37.42	\$ 77,833.60

Table 2.4 – Waste Department Market Rate Resources

	Source for Market Rate Waste	Market Rate Waste	
Class		Hourly	Annual
1	https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv	\$ 15.22	\$ 31,657.60
2	https://www.salary.com/tools/salary-calculator/senior-construction-laborer/buckhannon-wv	\$ 18.70	\$ 38,896.00
3	https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Commercial-Driver?from=acme-salaries-v2	\$ 21.21	\$ 44,116.80
4			\$ -
5	https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Driver?from=acme-salaries-v2	\$ 22.34	\$ 46,467.20
6	Truck driver salary in West Virginia (indeed.com)	\$ 41.15	\$ 85,592.00
7			\$ -
8	https://www.indeed.com/career/shop-foreman/salaries/Buckhannon--WV?from=top_sb	\$ 27.07	\$ 56,305.60
9			\$ -
10	https://govsalaries.com/lanham-jered-182046991	\$ 31.38	\$ 65,270.40

Table 2.5 – Water Department Market Rate Resources

	Source for Market Rate Water	Market Rate Water	
Class		Hourly	Annual
1	Clarksburg Water Board 2022	\$ 15.00	\$ 31,200.00
2			\$ -
3	Clarksburg Water Board 2022	\$ 21.00	\$ 43,680.00
4			\$ -
5			\$ -
6	Clarksburg Water Board 2022	\$ 25.04	\$ 52,083.20
7			\$ -
8	West Vrginia American Water	\$ 31.58	\$ 65,686.40
9	Clarksburg Water Board 2022	\$ 32.26	\$ 67,100.80
10			

3.0 Classifications

Each department has developed 10 descriptions of classification based on this research. The classification requirements are shown in the following Tables. Classifications may not be uniform across all departments based on the same or similar skills. For example, a Class 3 Water Plant Operator is a higher classification than a Class 3 Wastewater Plant Operator. Classes are set up in this manner due to the market rates for the given qualification.

Class 1

Position is based on no experience or qualifications relevant to Department functions. Intended to serve as a training position to develop necessary skills for contribution to

the Department.

Table 3.1 - Class 2

Department	Job Title	Requirements
Sanitary	Laborer / OIT	Position is for entry level employees who have shown improvement over the first year of employment or new employees with verified, relevant experience related to Department functions.
Street	Laborer	Position is for entry level employees who have shown improvement with in the first year of employment or employees starting with some knowledge of Department operations.
Waste	Laborer / Helper	Laborer /helper: Position is for Helpers who have worked no less than 1 year in class one and has demonstrated punctuality, willingness to learn, as well as learned a skill relevant to the Department. (skid steer operation, excavator operation) This employee is also capable of assisting in navigating routes.
Water	Laborer / OIT	Position is for entry level employees who have shown improvement over the first year of employment or new employees with verified, relevant experience related to Department functions.

Table 3.2 - Class 3

Department	Job Title	Requirements
Sanitary	Pipe Layer OR Class 1 Wastewater Operator	Position is for employees which have developed, earned, or previously had a skill which will immediately contribute to the department with limited supervision. Certifications required for this classification is a Class C (Collection crews only) OR Class I wastewater operator (maintenance/ operators only) license. OR a full-time employee for greater than 3 years

Street	Skilled Laborer	This position must have knowledge of duties to be performed such as concrete finishing/ forming or blacktop finishing with minimal supervision and ability to operate equipment under supervision (Backhoe, mini excavator, wheel loader, roller) OR have experience maintaining parks AND locating grave sites in cemetery
Waste	Probationary Class B Driver OR Scalehouse Operator	Probationary Class B Driver: Position is for class B drivers who have worked in the department less than 1 year. Drivers are expected to operate a waste collection truck on a predetermined route as well as operate equipment at transfer station when necessary. OR Scalehouse operator: This position is responsible for operation of the scalehouse. Must be able to count money as well as operate the computer software and interact with the public. This position must also be able to run all equipment at the transfer station as well as keep it clean and maintained. This position is a Class 2 employee with the additional training and skills required to operate the scalehouse.
Water	Lineman 1 OR Class 1 Water Operator	Position is for employees which have developed, earned, or previously had a skill which will immediately contribute to the department with limited supervision Certifications required for this classification is 1 of the 3 certifications (distribution crews only): <ul style="list-style-type: none">• Water Distribution Certification• Meter Test Card for large and small meters• Backflow certification AND Have 2 years’ experience, have minimal understanding of maps, have no experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.

		OR posses a class I operator license, possess a valid WV drivers license, participate in training required to possess a Class II license, work in conjunction with other operators to supply water to the City and fill in other roles as directed.
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Table 3.3 - Class 4

Department	Job Title	Requirements
Sanitary	Small Equipment Operator OR	Position for employees who regularly operator wheel loaders, track loaders, requiring a Class B CDL license. Employees must use these skills greater tha

	Class II Wastewater Operator	OR employees who have obtained a Class II wastewater operator license or be a certified lab technician. These employees must be a part of the maintenance crew where the license is used regularly
Street	Equip ment Operat or in Trainin g	This position is for employees with 5 yrs. or greater experience, and that can demonstrate efficiency and safety while operating equipment such as (backhoe, excavator, wheel loader roller, paver, skid steer, street sweeper) Or obtain at least class B CDL license which is regularly used for department functions.
Waste	Class B Driver	Employees who maintain a Class B CDL, and who have demonstrated ample progression, great attendance, and cleanliness of equipment. At minimum 1+ year of experience.
Water	Lineman II	Certifications required for this classification with 2 of the 3 certifications (distribution crews only): <ul style="list-style-type: none"> Water Distribution Certification Meter Test Card for large and small meters Backflow certification AND Have 3 years’ experience, have general understanding of maps, have minimal experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.

Table 3.4 - Class 5

Departme nt	Job Title	Requirements
Sanitary	Excav ator Operat or OR Journey man Electrici an	Position for operators running an excavator greater than 50% of time working. Must have verifiable experience or certification for new hires OR possess a Class A CDL in a position which the license is regularly utilized. Available to Collection Crews only. OR employees who obtain/ possess a West Virginia Journeyman Electrical License. Available only to maintenance/ operators.

Street	Equipm ent Operato r OR Tradesma n	This position is for employees that can demonstrate proper use of all equipment such as (concrete truck, grader, big excavator) AND have a Class A CDL license OR possess a West Virginia Journeyman Electrical License, West Virginia Journeyman Carpentry License, West Virginia Journeyman HVAC License
Waste	Senior Class B Driver	Senior Class B Driver: This position is an employee with a class B CDL license who has: been employed for over 5 years, demonstrated punctuality, cleanliness of equipment and has mastered one if not all of the routes.

Water	Excava tor Operat or OR Journey man Electricia n	Position for operators running an excavator greater than 50% of time working. Must have verifiable experience or certification for new hires OR possess a Class A CDL in a position which the license is regularly utilized. Available to Distribution Crews only. OR employees who obtain/ possess a West Virginia Journeyman Electrical License.
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Table 3.5 - Class 6

Departmen t	Job Title	Requirements
Sanitary	Maintena nce Assistant OR Collecti ons Assistan t	Position requires 5 years of full-time experience in addition to possess two of the certifications/ skills required for pay grades 3-5. Collections crews: must have 5 years’ experience AND class C wastewater certification AND class A CDL license/ loader operator skills Maintenance Crews: must have 5 years’ experience OR Class II wastewater operator’s license AND Journeyman’s electrical license OR be a certified lab technician.
Street	Crew Assist ant	This position requires 5 years of full-time experience is for employees with regularly operates equipment and shows strong leadership with other employees in performing jobs at hand. This position requires no onsite supervision of project crews including sidewalk upgrades, paving projects, concrete finishing, event set up and take down, and other necessary jobs. In this position the employ must be able to complete departmental tasks without need of department superintendent.
Waste	Class A Driver	Class A driver/equipment operator: This position must have a Class A license as well as equipment operation abilities. Position must be able to drive any truck in the fleet as well as operate all equipment.
Water	Lineman III OR Class II Operator	Certifications required for this classification with all 3 certifications (distribution crews only): <ul style="list-style-type: none"> Water Distribution Certification Meter Test Card for large and small meters Backflow certification AND Have 5 years’ experience, have the ability to read maps, experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.
		OR possess a Class II operator license, work under the supervision of a class III or higher operator, assist in sampling and testing, maintain records, cleaning facilities and other duties necessary with keeping normal operation of the plant.

Table 3.6 - Class 7

Department	Job Title	Requirements
Sanitary	Maintenance Assistant OR Collections Assistant	Positions for employee which meet all requirements for Grade 6 and have over 10 years of experience full time or obtain a Class III wastewater operator license (maintenance only)
Street	Crew Assistant	Position for employee which meet all requirements for Grade 6 and have over 10 years of experience full time AND a Class A CDL
Waste	Senior Class A Driver	Position for employees that meet the requirements for Grade 6 and have over 10 years of experience operating a Class A Vehicle on a regular basis. OR Primarily work in the welding/ maintenance shop. These employees must have relevant certifications (welding or mechanic experience) plus 10 years or relevant work experience.
Water	Lineman IV	Have all necessary requirements for Lineman III AND 2 years of full-time experience as a Lineman III, proficient in interpreting maps, experience operating backhoes, end loaders, and tapping machines, be able to work in all weather conditions, willing to be on call, work periodic weekends and holidays, and act in absence of Crew Chief

Table 3.7 - Class 8

Department	Job Title	Requirements
Sanitary	Crew Chief	Responsible for day-to-day operation of crew. Works under minimum supervision of the Department Superintendent and is responsible for production and maintenance of collection and plant facilities. Collection Crew Chiefs: Must possess a Class C wastewater operator’s license AND a class A CDL AND skills operating a loader OR skills operating an excavator. Maintenance Crew Chiefs: Must posses a Class II wastewater operator license while actively pursuing a Class III operator license AND possess a class A CDL license AND Journeyman Electrical license or be a Certified Lab Technician
		Crew Chiefs with greater than 20 years of overall experience shall be paid the maximum rate.
Street	Foreman / Tradesman	Responsible for day-to-day operation of crew. Works under minimum supervision of the Department Superintendent and is responsible for production and maintenance of scheduled projects. Must have two of the following qualifications: <ul style="list-style-type: none">• Welding Certification• Electrical License• HVAC License• Carpentry License• Class A CDL License• Verified Paving / Masonry Experience
Waste	Foreman	This position is based on a double classified employee. For example: Head mechanic with a class A license. (Class 4 and above) Someone who can maintain employee operations on a day-to-day basis if needed and assist in supervision of a branch of the department. Must have a CDL license. Must have qualifications or ample experience in 2 or more of the following: <ul style="list-style-type: none">• Welding• Auto Body• Mechanic• CDL driver

Water	Crew Chief OR Class III Operator	<p>Class III Operator – Possess and maintain a valid Class III operator license, valid WV drivers license, operate the City’s Class IV Water Treatment Plant, run laboratory testing and sampling, maintain records, maintain equipment, works shifts in conjunction with other operators, and fill in other roles as directed.</p> <p>Crew Chief – Hold valid WV drivers license, relay operational activities of the water distribution personnel to ensure all state and federal regulations are met, and maintain requirements of a lineman IV.</p> <p>Crew Chiefs with greater than 20 years of overall experience shall be paid the maximum rate</p>
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Table 3.8 - Class 9

Department	Job Title	Requirements
Sanitary	Assistant Superintendent/ Chief Operator	<p>Positions to support Department Superintendent. Supervisory roles which are responsible for overall plant operations which may include purchase orders, eDMR’s, reports and other support activities.</p> <p>Chief Operator: Must possess Class III wastewater operator license AND be a certified laboratory technician AND have extensive knowledge of reports, plant operation, belt press operation, and verifiable experience in a supervisory role OR possess a bachelor’s degree in biology, chemistry, environmental science AND obtain a Class III wastewater operator’s license within 2 years of employment.</p> <p>Assistant Department Superintendent: Must posses Class III wastewater operator license and Class A CDL license. Must have ability to operate GPS units, operate CAD software, ability to purchase materials, complete minor design work, and assist in various reports.</p>
Street	Assistant Superintendent	<p>Position: Must be knowledgeable in and able to assist in any of the aforementioned classifications as well as support the Department superintendent as needed. Must be able to handle the public with any issues or problems when needed. Must possess extensive knowledge of all equipment as well as maintain all normal department functions. Must know the Cemetery layout rules and regulations. Attend board, park advisory, and special event meetings. This position must be able to purchase equipment, maintain daily operations, assist with purchase orders, and payroll as well as gather information for all reports. Must meet all qualifications required for Class 8.</p>
Waste	Assistant Superintendent	<p>Position must maintain a CDL license (A or B). Must be knowledgeable in and able to assist in any of the aforementioned classifications as well as support the Department superintendent as needed. Must be able to handle day to day customer complaints when needed and solve problems in a mutually beneficial way. Must possess extensive knowledge of all equipment as well as maintain all normal department functions. Position must be able to purchase equipment, maintain daily operations, assist with purchase orders as well as gather information for all reports.</p>
Water	Assistant Superintendent/ Chief Operator (Maximum) OR Class IV Operator	<p>Chief Operator: maintain water quality standards, at the treatment plant, report to superintendent regarding activities, respond to work orders, make suggestions for improvements, provide tasks needing attention, must possess a Class IV water operator license, and fill in other roles as directed.</p>

Table 3.9 - Class 10

Departme	Job Title	Requirements
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Sanitary	Superintendent	Position to oversee capital improvement projects, budget preparation, plant process improvements, personnel management, project design, contract administration, permit renewals and maintenance, plant and CSO inspections, and NPDES permit compliance. Must possess an Bachelors in engineering, biology, chemistry, or environmental studies or a closely relate field AND possess a Class III wastewater operator license OR possess a Class III wastewater operator license AND 10+ years’ experience working in the wastewater industry, preferably with 3+ in a supervisory role.
Street	Superintendent	Position to oversee projects and knowledge of the many facilities from City Parks, Parking Lots, Cemetery, Streets, Sidewalks, Maintenance on several City Buildings, Trees, and River Banks. Must be able to confidently assist the public with any issues and problems that fit within the Dept. Must be proficient in Microsoft Word and Excel. Must have knowledge of the use of all equipment and procedures of the daily operations. Must have at least 5+ years of experience at class 8 or above. Must be able to do Budget preparation, long term planning, employee scheduling, and improvements.
Waste	Superintendent	Must be able to confidently and accurately assist the public with any issues and problems with their service and is the point of contact for all complaints/service issues. Must be proficient in Microsoft Excel and Word. Must have extensive mechanical knowledge of all equipment as well as extensive knowledge of all daily functions. Must be able to amend routes as needed as well as supervise employees. Must have at least 5+ years of experience at class 7 or above. Must be able to do all yearly reports, maintain PSC compliance, Budget preparation, long term planning, employee scheduling, and plan facility improvements.
Water	Superintendent	Delegate responsibilities to all Department Personnel, response to personnel conflict, administer payroll activities, approve and make schedules/ shifts, approve leave time and prepare budgetary items. Must posses or actively pursue a Class IV Water Operator License.

4.0 – Benefit of Classification System

This system will provide several financial and operation benefits, primarily through retention and attraction of qualified employees. Various studies have shown the average cost to replace an employee is ½ to 2 times the employee’s salary. This cost is accrued by advertising, production lost during hiring, production lost during training, and paying for obtaining necessary qualifications.

The City of Buckhannon currently provides much of the upgrade work in house through all departments. Comparisons of Sanitary Sewer Projects (Table 4.1), Water projects (Table 4.2), and Street projects (Table 4.3) are shown based on the most recent information provided by contractors during bidding processes. In order to complete these project skilled employees must be on staff, employees who lack knowledge/ ability are not capable of completing recent project that the City has recently undertook.

Table 4.1 – Sanitary Sewer Comparison

Island Ave if Contractor Completed				
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	495	TON	\$ 35.00	\$ 17,325.00
10" PVC GRAVITY SEWER	1600	LF	\$ 155.00	\$ 248,000.00
16" BORE	80	LF	\$ 700.00	\$ 56,000.00
18" PVC GRAVITY SEWER	120	LF	\$ 200.00	\$ 24,000.00
PRECAST MANHOLE <6-12'	5	EA	\$ 8,000.00	\$ 40,000.00
DOGHOUSE MANHOLE	2	EA	\$ 16,000.00	\$ 32,000.00
CONNECT EXISTING LATERAL TO MAIN	17	EA	\$ 1,500.00	\$ 25,500.00
WYE CONNECTIONS	17	EA	\$ 900.00	\$ 15,300.00
4" CLEANOUT	17	EA	\$ 1,650.00	\$ 28,050.00

ABANDON EXISTING MANHOLE	4	EA	\$ 1,000.00	\$ 4,000.00
TYPE C TRENCH REPLACEMENT	1720	EA	\$ 50.00	\$ 86,000.00
SEEDING AND MULCHING	1720	LF	\$ 10.00	\$ 17,200.00
TREE REMOVAL	2	LS	\$ 10,000.00	\$ 20,000.00
SEWER BYPASS PUMPING	1	LS	\$ 9,500.00	\$ 9,500.00
			TOTAL:	\$ 674,375.00
Island Ave Completed by City				
Materials:	78036.14			
Labor:	62345.49			
Total:	140381.63			
Labor with Proposed Raises:	217483.37			
Total Project with Raises:	295519.51			

Table 4.2 – Water Department Comparison

Water Department In-house Vs Contracted Jobs					
Job	Constructed By	Pipe Size (in)	Length (ft)	Cost/ ft	Total Cost
Liggett Add. - Contract #1	Contractor	10 to 12	7272	\$ 192.52	\$ 1,400,000.00
Tennerton Booster Line	Contractor	8 to 10	740	\$ 366.00	\$ 271,150.00
Thurman Ave	Inhouse	6	2205	\$ 62.41	\$ 137,620.38
Riley Hieghts	Inhouse	2	420	\$ 38.38	\$ 16,126.87
Wilt / Turansky	Inhouse	2	448	\$ 27.26	\$ 12,211.61

Table 4.3 – Street Department Comparison

5.0 Supporting Information

There are other issues with lack of employee attraction/ retention. Below is additional supporting information outlining the benefits of in-house maintenance and construction.

5.1 Facts Regarding Utility Privatization

Below is an email from a reputable West Virginia Public Agency expressing concerns regarding privatization in the utility sector. This email was shared with association members in 2023 when private companies were looking to expand operations.

5.0 Current City of Buckhannon Rate Comparison

The City of Buckhannon currently has rates for water and sewer in the lower percentiles according to the West Virginia Public Service Commission’s rankings for 2024. Water rates currently rank as the 35th lowest out of 335 water utilities (top 11 percentile) and Sewer Ranks 97 out of 309 sewer utilities (top 32 percentile).

These rates are further skewed when considering the utilities ahead of

Buckhannon. A majority of utilities with lower rates have a significantly smaller customer base. Utilities with a smaller customer base often have less complex treatment plants and less extensive distribution and collection systems, all requiring greater maintenance. When Buckhannon is compared to utilities of similar customer based, it is far below. This is shown in Table 5.1 – Sewer Comparison and Table 5.2 – Water Comparison.

Table 5.1 – Sewer Rate Comparison

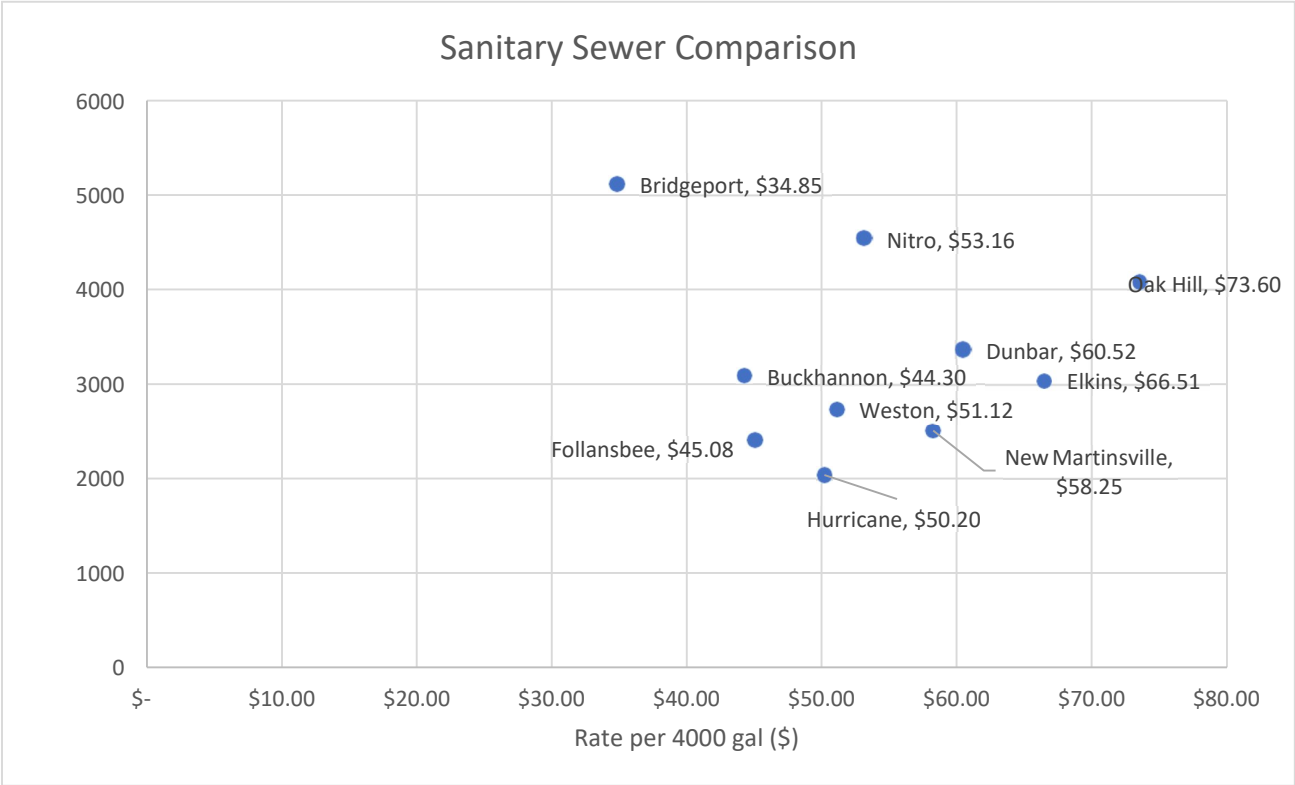


Table 5.2 – Water Rate Comparison

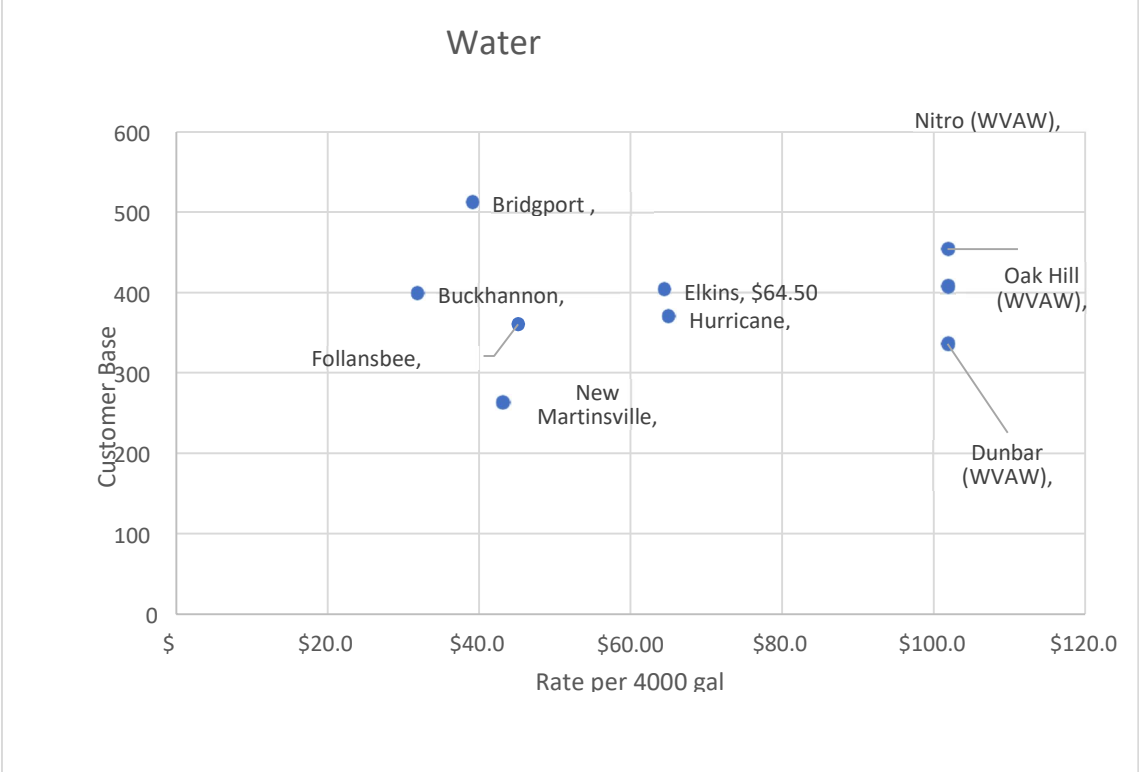
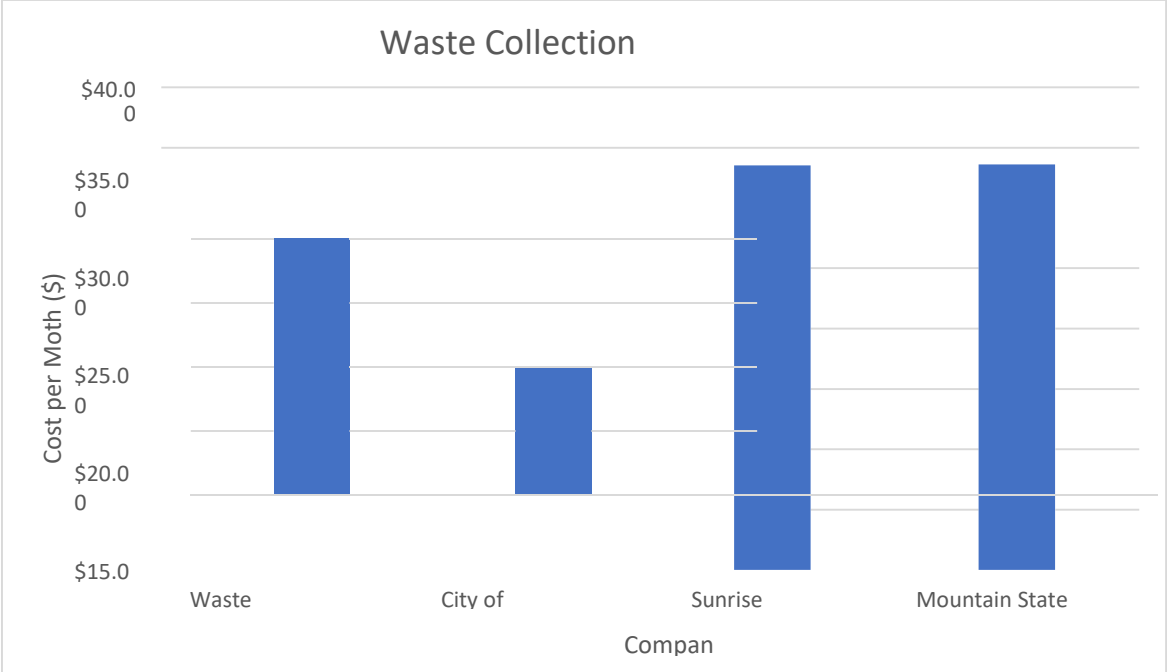


Table 5.3 – Waste Collection



● 6.0 – Conclusion

In order to maintain the current operations, the City of Buckhannon runs, attraction and retention of employees must be a top priority. Not only do these increase support employees, but also help maintain low utility rates. The City of Buckhannon Public Works runs a highly complex operation for a municipality of it’s size. With these wage increases, many positions will still be below the current market rate. With these increases employees can be held to a higher level of accountability, as they would be if part of a private organization. The hiring process will be enhanced as the competitive rates will attract higher quality candidates.

Reger/Waldo motioned to accept the concept of implementing the proposed Public Works Employee Classification system, including adding the City Horticulturist. The motion carried.

12. Board Members’ Remarks and Announcements

Nancy Shobe: Mrs. Shobe had nothing further.

Jack Reger: Mr. Reger commended the Street Department for their work keeping up with the snow removal. He also asked about the Upshur County Schools request regarding the parking plan. Mayor Skinner does have a meeting scheduled with the superintendent.

Mark Waldo: Mr. Waldo asked about the footprint of the stage in Jawbone Park. Mr. Crosten provided an overview.

Robert Zuliani: Mr. Zuliani also commended the Street Department for their work keeping up with the snow removal.

Randall Sanders: Mr. Sanders also commended the Street Department for their work keeping up with the snow removal.

13. Declaration of Adjournment

At 8:53 a.m., Shobe made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____