

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, February 20, 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	Present
Board Member	Phil Loftis	Present
Board Member	Mitchell Shaw	Present - GTM
Director of Public Works	Ethan Crosten	Present
Sanitary Superintendent	Cody Tenney	Present

Guests: None

*City of Buckhannon Sanitary Board Meeting Agenda
7:30 AM Thursday, February 20, 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 01/16/2025, 01/30/2025
5. Announcement of Selection of the Sanitary Department Superintendent
6. Report of Events, Correspondence, and Information
 - a. See Full Listing in the Sanitary Board Packet
7. Public Comment – Motion to Open & Close Requested
8. Recognition of Guests
 - a.
9. Financial Report – Director of Finance, Amberle Jenkins
 - a. January 2025
10. Department Report –Sanitary Department Superintendent Cody Tenney
 - a. Plant Operations & Test
 - b. 2024 Inflow & Infiltration (I&I) Report
 - c. Maintenance Crew
 - d. Line Crew #1
 - e. Line Crew #2
11. Stormwater Management Discussions
 - a. Possible Vote 9 Maple Street Stormwater Issues
 - b. Stormwater Facility Construction Permit-118 Randolph Street
12. Old Business Discussions:
 - a.
13. New Business Discussions:
 - a. Payoff of the Portable Temporary Traffic Signal Lights
 - b. Approval Modification of Budget up to \$100,000 for the Elias Pump Station Emergency
 - c. City Council Recommendation of Public Works Employee Classification System
 - d. Implementation of City Hall Office Employee Classification System
14. Board Members’ Remarks and Announcements
15. Declaration of Adjournment

This agenda was certified by Mayor Robbie Skinner on February 14, 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 7:31 a.m., Mayor Robbie Skinner called the February 20, 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: 01/16/2025, 01/30/2025** - Mayor Skinner recognized that the minutes for 01/16/2025 and 01/30/2025 were available for consideration and asked for corrections or approval as presented.
- Loftis/Shaw motioned to approve the Meeting Minutes of 01/16/2025 and 01/30/2025 as presented. The motion carried.
5. **Announcement of Selection of the Sanitary Department Superintendent**—Mayor Skinner recognized and welcomed Cody Tenney as our new Sanitary Department Superintendent.
6. **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-January 2025- 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

b. Agreement COB & Potesta & Associates, Inc. -Task Order No. 120 Waste Water Treatment Plant Study-

SUGGESTED FORM OF
TASK ORDER

Waste Water Treatment Plant Study

Task order no 120

This is Task Order

No. 120, consisting

of 4 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 18 , 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

a. Effective Date of Task Order: January 31, 2025

b. Owner: City of Buckhannon

c. Engineer: Potesta & Associates, Inc.

d. Specific Project (title): Waste Water Treatment Plant Evaluation

e. Specific Project (description): Evaluation and Condition Assessment of the Current Waste Water Treatment Plant

2. Services of Engineer

A. The specific services to be provided or furnished by Engineer under this Task Order are:

☒

set forth in Part 1—Basic Services of Exhibit A, “Engineer’s Services for Task Order,” modified for this specific Task Order, and attached to and incorporated as part of this Task Order.

B. Resident Project Representative (RPR) Services

Does not apply.

C. Designing to a Construction Cost Limit

Does not apply.

D. Other Services

Engineer shall also provide the following services:

None.

E. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Additional Services

Additional Services that may be authorized or necessary under this Task Order are:

None.

Task Order Form

EICDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition. Copyright © 2014 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

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4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

None.

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

Task to be completed and submitted to Owner for review 6 months days after receiving notice to proceed.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)	\$75,000	Lump Sum
2. Additional Services (Part 2 of Exhibit A)	(N/A)	[]
a. Only to be authorized with an Amendment to Task Order	\$[]	[]

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order:

Arrow Engineering, Inc. (Structural Subconsultant) and Miller Engineering, Inc. (Electrical Subconsultant)

8. Other Modifications to Agreement and Exhibits:

None.

9. Attachments:

None.


- b. 2024 EPA Biosolids Report- Complete report available at the office of the Public Works Director-

Biosolids Annual Report Landing Page / BUCKHANNON, CITY OF

NPDES ID: WV/L032336
Biosolids Status: Active
Facility Name: BUCKHANNON, CITY OF
SEWER PLANT, HALL ROAD BUCKHANNON, WV 26201

View Annual Report

NPDES FORM 6100-035

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, DC 20460
BIOSOLIDS ANNUAL REPORT

Form Approved.
OMB No. 2040-0004.
Exp. 07/31/2026

Program Information

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with 40 CFR part 503. The facility is:

- ☐ a Class I Sludge Management Facility as defined in 40 CFR 503.9
- ☐ a POTW with a design flow rate equal to or greater than one million gallons per day
- ☐ a POTW that serves 10,000 people or more

In the reporting period, did you manage your sewage sludge or biosolids using any of the following management practices: land application, surface disposal, or incineration?

☒ YES ☐ NO

If your facility is a POTW, please provide the estimated total amount of sewage sludge produced at your facility for the reporting period (in dry metric tons). If your facility is not a POTW, please provide the estimated total amount of biosolids produced at your facility for the reporting period (in dry metric tons).

81.7

Reporting Period Start Date: 01/01/2024 Reporting Period End Date: 12/31/2024

Treatment Processes

Processes to Significantly Reduce Pathogens (PSRP):

Aerobic Digestion
Air Drying (or Sludge Drying Beds)

Processes to Further Reduce Pathogens (PFRP):

Physical Treatment Options:
Thickening (e.g., Gravity and/or Flotation Thickening, Centrifugation, Belt Filter Press, Vacuum Filter, Screw Press)

Other Processes to Manage Sewage Sludge:
Temporary Sludge Storage (Sewage Sludge Stored on Land 2 Years or Less, Not in Sewage Sludge Unit)
Other Treatment Process

Other Treatment Process Text Area

Extended Aeration, Increase sludge Digestion

Analytical Methods

Did you or your facility collect sewage sludge or biosolids samples for laboratory analysis? ☒ YES ☐ NO

Analytical Methods

- ☐ EPA Method 6010 - Arsenic (ICP-OES)
- ☐ EPA Method 6010 - Cadmium (ICP-OES)

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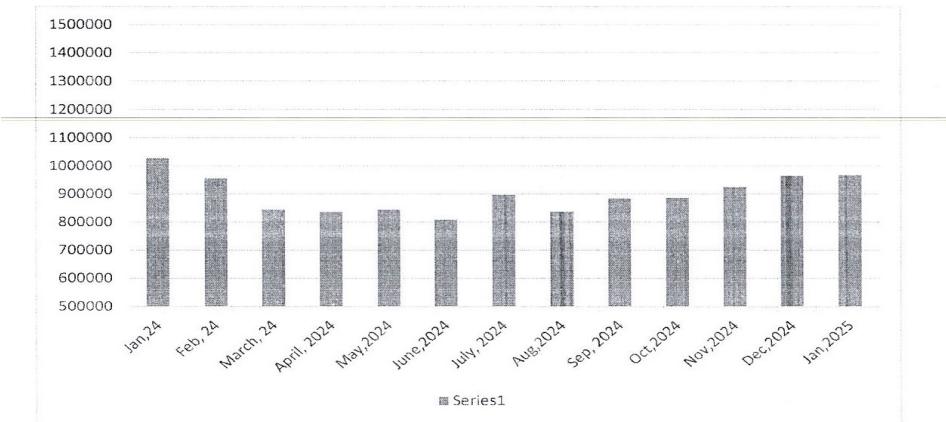
7. Public Comment—Motion to Open & Close Requested—Mayor Skinner noted that no one was present to address the Board, so no action was necessary.

8. Recognition of Guests
a. None

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

SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance December, 31, 2024
Money market checking \$967,929.63
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 January 31, 2025 \$221,781.24

2-12-2025 10:31 AM CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JANUARY 31ST, 2025 PAGE: 4

401-SANITARY % OF YEAR COMPLETED: 58.33

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	162,278.69	1,173,660.66	0.00	626,339.34	65.20
TOTAL UTILITY BILLINGS	1,800,000	162,278.69	1,173,660.66	0.00	626,339.34	65.20
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 CONSMPT SURC BILLIN	50	19.80	137.70	0.00	(87.70)	275.40
401-351-200-00 WST RD EXTEN SURCH BILLIN	2,000	250.00	1,750.00	0.00	250.00	87.50
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	23,669.16	171,815.15	0.00	33,959.85	83.50
TOTAL HEALTH AND SAFETY	207,825	23,938.96	173,702.85	0.00	34,122.15	83.58
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	2,070.00	23,235.00	0.00	16,765.00	58.09
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	2,070.00	23,235.00	0.00	16,765.00	58.09
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	2,686.00	18,021.62	0.00	4,978.38	78.35
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,686.00	18,021.62	0.00	4,978.38	78.35
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	190,973.65	1,467,485.10	0.00	666,318.65	68.77

401-SANITARY	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY =====						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	92,000	8,600.59	60,659.08	0.00	31,340.92	65.93
TOTAL SALARIES & BENEFITS	92,000	8,600.59	60,659.08	0.00	31,340.92	65.93
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	25,000	3,133.96	16,178.56	0.00	8,821.44	64.71
TOTAL CONTRACTUAL SERVICES	25,000	3,133.96	16,178.56	0.00	8,821.44	64.71
COMMODITIES						
401-711-313-00 VICKSBURG	11,000	1,705.50	6,752.73	0.00	4,247.27	61.39
TOTAL COMMODITIES	11,000	1,705.50	6,752.73	0.00	4,247.27	61.39
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	10,000	1,238.18	4,780.72	0.00	5,219.28	47.81
TOTAL CAPITAL OUTLAY	10,000	1,238.18	4,780.72	0.00	5,219.28	47.81
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	3,000	290.57	1,097.41	0.00	1,902.59	36.58
TOTAL CONTRIBUTIONS	3,000	290.57	1,097.41	0.00	1,902.59	36.58
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,700	177.41	1,058.15	0.00	641.85	62.24
401-711-713-00 DEANVILLE	7,000	54.89	210.59	0.00	6,789.41	3.01
401-711-813-00 ISLAND AVENUE	400	38.68	147.54	0.00	252.46	36.89
401-711-913-00 MADISON STREET	400	40.70	219.64	0.00	180.36	54.91
401-711-914-00 TJM SEWAGE STATION	650	76.02	261.57	0.00	388.43	40.24
401-711-915-00 WESTON ROAD	550	66.32	305.23	0.00	244.77	55.50
401-711-916-00 HAMPTON INN PS	200	23.50	121.24	0.00	78.76	60.62
401-711-917-00 BRUSHY FORK PS	500	67.46	298.12	0.00	201.88	59.62
401-711-918-00 RT 20 SEWER PUMP STATION	100	15.94	84.94	0.00	15.06	84.94
401-711-919-00 1 BUCKHANNON RD	100	10.00	67.50	0.00	32.50	67.50
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	1,004.14	10,566.09	0.00	12,433.91	45.94
401-711-920-01 TENNERTON INTERCEPTOR	3,200	691.05	2,839.53	0.00	360.47	88.74
401-711-920-02 NATURAL GAS	2,500	544.26	851.90	0.00	1,648.10	34.08
401-711-921-00 BROOKE ST PUMP STA	3,600	410.99	2,339.49	0.00	1,260.51	64.99
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	20.63	90.63	0.00	109.37	45.32
TOTAL NON-OPERATING EXPENSES	44,100	3,241.99	19,462.16	0.00	24,637.84	44.13
TOTAL POWER/FUEL/UTILITY	185,100	18,210.79	108,930.66	0.00	76,169.34	58.85

401-SANITARY	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
401-712-345-00 UNIFORMS	8,700	861.23	8,391.18	0.00	308.82	96.45
TOTAL COMMODITIES	8,700	861.23	8,391.18	0.00	308.82	96.45
TOTAL UNIFORMS	8,700	861.23	8,391.18	0.00	308.82	96.45
LINES =====						
SALARIES & BENEFITS						
401-713-143-00 FACILITIES MAINTENANCE LI	14,000	340.94	8,990.80	0.00	5,009.20	64.22
TOTAL SALARIES & BENEFITS	14,000	340.94	8,990.80	0.00	5,009.20	64.22
CONTRACTUAL SERVICES						
401-713-243-00 SUPPLIES LINES	35,000	383.68	12,532.89	857.66	21,609.45	38.26
TOTAL CONTRACTUAL SERVICES	35,000	383.68	12,532.89	857.66	21,609.45	38.26
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	1,140.71	19,070.39	91.06	20,838.55	47.90
TOTAL CAPITAL OUTLAY	40,000	1,140.71	19,070.39	91.06	20,838.55	47.90
TOTAL LINES	89,000	1,865.33	40,594.08	948.72	47,457.20	46.68
PLANT =====						
SALARIES & BENEFITS						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	112.84	6,299.52	317.00	8,383.48	44.11
TOTAL SALARIES & BENEFITS	15,000	112.84	6,299.52	317.00	8,383.48	44.11
CONTRACTUAL SERVICES						
401-714-243-00 LAB EXPENSE PLANT	33,000	1,976.00	24,689.11	377.02	7,933.87	75.96
TOTAL CONTRACTUAL SERVICES	33,000	1,976.00	24,689.11	377.02	7,933.87	75.96
COMMODITIES						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	28,500	2,238.87	19,505.11	1,363.10	7,631.79	73.22
TOTAL COMMODITIES	28,500	2,238.87	19,505.11	1,363.10	7,631.79	73.22
CAPITAL OUTLAY						
401-714-443-00 PUMP STATION REPAIR & MAI	215,000	6,950.00	69,512.22	6,990.44	138,497.34	35.58
TOTAL CAPITAL OUTLAY	215,000	6,950.00	69,512.22	6,990.44	138,497.34	35.58

401-SANITARY

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
401-714-543-00 TELEPHONE	5,000	556.13	3,444.75	0.00	1,555.25	68.90
TOTAL CONTRIBUTIONS	5,000	556.13	3,444.75	0.00	1,555.25	68.90
NON-OPERATING EXPENSES						
401-714-643-00 OPERATION PLANT EXPENSE	11,000	170.36	2,624.22	0.00	8,375.78	23.86
401-714-743-00 TELEMETRY	2,875	119.80	1,018.10	0.00	1,856.90	35.41
TOTAL NON-OPERATING EXPENSES	13,875	290.16	3,642.32	0.00	10,232.68	26.25
TOTAL PLANT	310,375	12,124.00	127,093.03	9,047.56	174,234.41	43.86
SALARIES PLANT/LINES						
=====						
SALARIES & BENEFITS						
401-715-101-00 PLANT LABOR	227,000	15,900.60	81,219.11	0.00	145,780.89	35.78
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	49,377.33	260,129.83	0.00	219,870.17	54.19
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	65,277.93	341,348.94	0.00	365,651.06	48.28
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	65,277.93	341,348.94	0.00	365,651.06	48.28
SALARIES BOARD/OFFICE						
=====						
SALARIES & BENEFITS						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	7,000.00	0.00	5,000.00	58.33
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	184,000	19,893.18	105,975.61	0.00	78,024.39	57.60
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	20,893.18	112,975.61	0.00	83,024.39	57.64

401-SANITARY

% OF YEAR COMPLETED: 58.33

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	20,893.18	112,975.61	0.00	83,024.39	57.64
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	69,100	6,590.57	34,742.25	0.00	34,357.75	50.28
401-718-105-00 HEALTH INSURANCE	183,000	11,579.43	102,511.10	0.00	80,488.90	56.02
TOTAL SALARIES & BENEFITS	252,100	18,170.00	137,253.35	0.00	114,846.65	54.44
TOTAL FICA/INSURANCE	252,100	18,170.00	137,253.35	0.00	114,846.65	54.44
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	79,000	7,273.19	39,706.66	0.00	39,293.34	50.26
TOTAL SALARIES & BENEFITS	79,000	7,273.19	39,706.66	0.00	39,293.34	50.26
TOTAL RETIREMENT	79,000	7,273.19	39,706.66	0.00	39,293.34	50.26
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	0.00	6,290.64	0.00	13,709.36	31.45
TOTAL CONTRACTUAL SERVICES	20,000	0.00	6,290.64	0.00	13,709.36	31.45
TOTAL UNEMPLOYMENT/COMPENSATION	20,000	0.00	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	68,000	4,598.57	45,952.92	3,848.50	18,198.58	73.24
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	2,100.00	0.00	1,500.00	58.33
401-783-342-00 NEW COMPUTER CAPITAL OUTL	10,000	0.00	0.00	0.00	10,000.00	0.00

401-SANITARY

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-369-00 CUSTOMER DEP INTEREST PAI	300	0.00	0.00	0.00	300.00	0.00
TOTAL COMMODITIES	81,900	4,898.57	48,052.92	3,848.50	29,998.58	63.37
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	4,898.57	48,052.92	3,848.50	29,998.58	63.37
OFFICE EXPENSE						
=====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	50,000	4,112.43	25,617.57	56.43	24,326.00	51.35
TOTAL COMMODITIES	50,000	4,112.43	25,617.57	56.43	24,326.00	51.35
TOTAL OFFICE EXPENSE						
	50,000	4,112.43	25,617.57	56.43	24,326.00	51.35
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	0.00	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	0.00	26,858.45	0.00	21,141.55	55.96
TOTAL PROPERTY INSURANCE						
	48,000	0.00	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: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PROFESSIONAL						
=====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSIONAL SERVICES	109,000	3,347.50	16,536.75	0.00	92,463.25	15.17
TOTAL CONTRACTUAL SERVICES	109,000	3,347.50	16,536.75	0.00	92,463.25	15.17
TOTAL PROFESSIONAL						
	109,000	3,347.50	16,536.75	0.00	92,463.25	15.17
BOND A						
=====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	171,000	14,144.97	99,354.27	0.00	71,645.73	58.10
TOTAL SALARIES & BENEFITS	171,000	14,144.97	99,354.27	0.00	71,645.73	58.10
TOTAL BOND A						
	171,000	14,144.97	99,354.27	0.00	71,645.73	58.10
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	166,000	12,909.77	31,595.83	0.00	134,404.17	19.03
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	1,432.63	23,908.11	0.00	220,091.89	9.80
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	11,381.41	70,427.38	193.40	109,379.22	39.23
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	679,129	25,723.81	153,783.22	193.40	525,152.13	22.67

401-SANITARY

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
401-997-570-00 DEPRECIATION CURRENT YEAR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL/PROJECTS	679,129	25,723.81	153,783.22	193.40	525,152.13	22.67
<u>DEPREC/AMORT/CONSTR</u>						
<u>CAPITAL OUTLAY</u>						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
401-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 BOND ISSUANCE COST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPREC/AMORT/CONSTR	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,033,804	196,902.93	1,298,578.75	14,094.61	1,721,130.39	43.27
REVENUE OVER/(UNDER) EXPENDITURES	(900,000)	(5,929.28)	168,906.35	(14,094.61)	(1,054,811.74)	17.20-

426-STORMWATER FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>LIC PERMITS & FRANCHISE</u>						
426-327-000-00 STORMWATER MISC PERMITS	0	110.00	140.00	0.00	(140.00)	0.00
TOTAL LIC PERMITS & FRANCHISE	0	110.00	140.00	0.00	(140.00)	0.00
<u>INTRAFUND CONTR/CHARGES</u>						
426-369-000-00 CONTRIB FROM GEN FUND	100,000	50,000.00	100,000.00	0.00	0.00	100.00
TOTAL INTRAFUND CONTR/CHARGES	100,000	50,000.00	100,000.00	0.00	0.00	100.00
<u>OTHER REVENUE</u>						
426-399-000-00 STORMWATER MISC	0	0.00	2,222.59	0.00	(2,222.59)	0.00
TOTAL OTHER REVENUE	0	0.00	2,222.59	0.00	(2,222.59)	0.00
TOTAL REVENUE	100,000	50,110.00	102,362.59	0.00	(2,362.59)	102.36

426-STORMWATER FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>stormwater</u>						
<u>SALARIES & BENEFITS</u>						
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
<u>COMMODITIES</u>						
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
<u>CAPITAL OUTLAY</u>						
426-805-458-00 STORMWATER CAPITAL	105,000	0.00	12,046.93	0.00	92,953.07	11.47
TOTAL CAPITAL OUTLAY	105,000	0.00	12,046.93	0.00	92,953.07	11.47
TOTAL stormwater	200,000	0.00	30,233.36	0.00	169,766.64	15.12
TOTAL EXPENDITURES	200,000	0.00	30,233.36	0.00	169,766.64	15.12
REVENUE OVER/(UNDER) EXPENDITURES	(100,000)	50,110.00	72,129.23	0.00	(172,129.23)	72.13-

SANITARY JANUARY 2025 PAYMENT OF BILLS

\$6,9500.00 – JP INDUSTRIAL SERVICES – P/S 4 20HP PUMP REBUILD

\$2,097.50 - DAVID L HOWELL CPA – 2024 AUDIT BILL #3

\$12,493.28 SMITH & LOVELESS INC – CLARIFIER #1 BULL GEAR REBUILD

\$10,461.66 – FERGUSON WATERWORKS – MISC PIPE & FITTINGS FOR LOWER DRIVE

02-12-2025 10:09 AM		DISBURSEMENTS 01-01-25 TO 1-31-25			PAGE: 20	
FUND: SANITARY						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
POWER/FUEL/UTILITY	MON POWER	711-917-00	BRUSHY FORK PS	SAN ELECT 1-13-25	67.46	
		711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	54.89	
		711-313-00	VICKSBURG	110086525471 SYCAMORE	1,705.50	
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	40.70	
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOD	290.57	
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	1,238.18	
		711-916-00	HAMPTON INN PS	110087568348 WBUC RD	23.50	
02-12-2025 10:09 AM		DISBURSEMENTS 01-01-25 TO 1-31-25			PAGE: 21	
FUND: SANITARY						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	38.68	
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	76.02	
		711-915-00	WESTON ROAD	110087676356 WESTON RD	66.32	
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	15.94	
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	8,600.59	
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	3,133.96	
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	177.41	
		711-919-00	1 BUCKHANNO RD	110 088 263 998 BUCKHANNO	10.00	
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	410.99	
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	20.63	
		TENNERTON PUBLIC SERVICE DIS	711-920-01	TENNERTON INTERCEPTO	DEC 24 WESTON ROAD BILLING	336.00
			711-920-01	TENNERTON INTERCEPTO	NOV 24 WESTON ROAD	355.05
		GREYLOCK PIPELINE, LLC	711-920-02	NATURAL GAS	DEC 2024 SALES	544.26
		FLYERS ENERGY LLC	711-920-00	PLANT VEHICLES-2,3,8	SAN DEC 24 FUEL BILL	1,004.14
		TOTAL:				
UNIFORMS	CINTAS	712-345-00	UNIFORMS	SAN UNIFORMS 1-2-25	209.45	
		712-345-00	UNIFORMS	SAN UNIFORMS 1-9-25	23.43	
		712-345-00	UNIFORMS	SAN UNIFORMS 1-15-25	209.45	
		712-345-00	UNIFORMS	SAN UNIFORMS 1-22-25	209.45	
		712-345-00	UNIFORMS	SAN UNIFORMS 1-29-25	209.45	
		TOTAL:				
LINES	FISHER AUTO PARTS INC	713-443-00	EQUIPMENT & MAINTENA	P15	92.88	
		713-443-00	EQUIPMENT & MAINTENA	P15	92.88	
		713-443-00	EQUIPMENT & MAINTENA	P15	95.58	
	MAINLINE LLC	713-243-00	SUPPLIES LINES	3" SQUARE TUBE	35.00	
	AIRGAS USA, LLC	713-243-00	SUPPLIES LINES	PIPE DUMPSTER	189.49	
	AUTO ZONE	713-443-00	EQUIPMENT & MAINTENA	P9	85.99	
		713-443-00	EQUIPMENT & MAINTENA	DURALAST BRAKE CALIPER	65.99	
	ADVANCE AUTO PARTS	713-443-00	EQUIPMENT & MAINTENA	DURALAST BRAKE ROTOR	88.99	
		713-443-00	EQUIPMENT & MAINTENA	PCRD-BLK PAINT JUMPER CABL	60.49	
		713-443-00	EQUIPMENT & MAINTENA	PCRD-TRAILER CONNECTOR ROC	79.77	
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	PCRD-YELLOW PAINT ROCKER S	36.97	
		713-443-00	EQUIPMENT & MAINTENA	1/4" SWIVEL	12.49	
		713-443-00	EQUIPMENT & MAINTENA	P17	4.96	
	LOWES BUSINESS ACCOUNTS/SYNC	713-443-00	EQUIPMENT & MAINTENA	PCRD-HOLE PLUGS WHITE PAIN	31.72	
	FREEDOM AG & ENGERY COOPERAT	713-243-00	SUPPLIES LINES	TOOLS	109.19	
		713-143-00	FACILITIES MAINTENAN	WORK BOOTS CODY TENNEY	138.96	
	MOONLIGHT DESIGNS LLC	713-143-00	FACILITIES MAINTENAN	BOOTS	201.98	
		713-243-00	SUPPLIES LINES	PCRD-RETIREMENT CLOCK BRIA	50.00	
	MOORES GARAGE	713-443-00	EQUIPMENT & MAINTENA	P15 TIRES	392.00	
	TOTAL:					1,865.33
PLANT	LEAF	714-643-00	OPERATION PLANT EXPE	SAN JAN 25 COPIER PYMT	139.00	
	WV BUREAU FOR PUBLIC HEALTH	714-243-00	LAB EXPENSE PLANT	TIM WILSON CLASS II LICENS	150.00	
		714-243-00	LAB EXPENSE PLANT	CODY TENNEY CLASS III LICE	175.00	
	AIRGAS USA, LLC	714-343-00	EQUIPMENT MAINTENANC	PISTA GRIT REPAIR	1,160.58	
		714-343-00	EQUIPMENT MAINTENANC	MULE	10.84	
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	BRAKE CLEAN, WASHER FLUID	74.22	
		714-343-00	EQUIPMENT MAINTENANC	10 CRIMSON GREASE, PUNCH	103.11	
		714-343-00	EQUIPMENT MAINTENANC	DIESEL ANTIGEL, BUTANE FU	59.94	
		714-343-00	EQUIPMENT MAINTENANC	DIESEL ANTIGEL, BUTANE FU	13.04	
		714-343-00	EQUIPMENT MAINTENANC	P8 BATTERY	134.04	

02-12-2025 10:09 AM		DISBURSEMENTS 01-01-25 TO 1-31-25			PAGE: 22
FUND: SANITARY					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
SALARIES PLANT/LINES	APPLIED INDUSTRIAL TECHNOLOG	714-343-00	EQUIPMENT MAINTENANC	MISC BOLTS AND WASHERS	315.77
	CRITES ELECTRICAL INC	714-343-00	EQUIPMENT MAINTENANC	PISTA GRIT	83.64
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	DEC LAB SERVICES	1,651.00
	LOWES BUSINESS ACCOUNTS/SYNC	714-343-00	EQUIPMENT MAINTENANC	AABRATOR #6	39.80
		714-343-00	EQUIPMENT MAINTENANC	PISTA GRIT	18.20
	JP INDUSTRIAL SERVICES, INC	714-443-00	PUMP STATION REPAIR	PS4	6,950.00
	AT&T MOBILITY	714-543-00	TELEPHONE	PCRD-DEC CELL PHN & GEOTAB	426.12
	WORLD FUEL SERVICES, INC.	714-343-00	EQUIPMENT MAINTENANC	PAIL GREASE	217.70
	MICROLOGIC INC	714-743-00	TELEMETRY	JAN 25 MONTHLY SEC MONITOR	119.80
	FREEDOM AG & ENGERY COOPERAT	714-143-00	FACILITIES MAINTENAN	6 BAGS SALT	47.94
		714-343-00	EQUIPMENT MAINTENANC	HEAT LAMP BULB	7.99
		714-143-00	FACILITIES MAINTENAN	10 CASES WATER	64.90
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	130.01
	CINTAS	714-643-00	OPERATION PLANT EXPE	FIRST AID	31.36
				1/01/2025 - 10/31/2025	85,661.86
				TOTAL:	97,785.86
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			1/01/2025 - 10/31/2025	27,916.40
				TOTAL:	27,916.40
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN JAN 2025 HEALTH INS	11,054.68
		718-105-00	HEALTH INSURANCE	SAN JAN 2025 RETIREE'S INS	476.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,692.87
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,008.11
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,640.38
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	395.92
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	469.65
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	383.64
	PAYFLEX - INSPIRA	718-105-00	HEALTH INSURANCE	SAN DEC 2024 HSA FEES	48.75
				TOTAL:	18,170.00
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,668.99
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,890.10
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	1,690.65
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	678.19
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	656.30
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	688.96
			TOTAL:	7,273.19	
BILLING/COMPUTER/DEP I	RALSTON PRESS INC	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	263.38
	LEAF	783-341-00	BILLING & COLLECTING	JAN 25 COPIER LEASE	162.34
		783-341-00	BILLING & COLLECTING	CITY HALL COPIER LEASE FEB	178.57
	WATER BD-CITY OF BUCKHANNO	783-341-05	BILLING WAT BD METER	JAN 25 METER READS	300.00
	HART OFFICE SOLUTIONS INC	783-341-00	BILLING & COLLECTING	338264	10.06
	BUCKHANNO POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	WALMART STORES INC -BUCKHAN	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	48.53
		783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	14.50
	KOMAX LLC	783-341-00	BILLING & COLLECTING	INKJET CARTRIDGE POSTAGE	62.98
	FP FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	JAN 25 MAILER & INSERT PYM	94.31
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	JAN 25 CITY HALL INTERNET	214.62
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	UTILITY BILL NOTIFICATION	97.87
		783-341-00	BILLING & COLLECTING	UTIL BILL AUTOPAY, IVR, SI	2,235.00
	HEWLETT PACKARD FINANCIAL SE	783-341-00	BILLING & COLLECTING	PLOTTER RENTAL JAN 25	78.91
	TYLER UNIVERSITY	783-341-00	BILLING & COLLECTING	PCRD-TRAINING CLASSES FOR	137.50

02-12-2025 10:09 AM		DISBURSEMENTS 01-01-25 TO 1-31-25			PAGE: 23
FUND: SANITARY					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	4,898.57
OFFICE EXPENSE	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	DEC 24 CREDIT CARD FEES	2,410.63
	JERRY HEARD ASSC.	793-341-00	OFFICE SUPPLIES & EX	2024 TAX FORMS	187.78
	WYNET	793-341-00	OFFICE SUPPLIES & EX	WEB HOSTING 3RD QTR 2021	26.25
	AMAZON.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-COLOR PAPER	26.25
		793-341-00	OFFICE SUPPLIES & EX	PCRD- 2 SHARP CALCULATORS	40.50
		793-341-00	OFFICE SUPPLIES & EX	PCRD-PAPER CLIPS FILE FOLD	28.48
		793-341-00	OFFICE SUPPLIES & EX	PCRD-COPY PAPER	19.50
	AT&T MOBILITY	793-341-00	OFFICE SUPPLIES & EX	PCRD-DEC CELL PHN & GEOTAB	49.41
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	98.71
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
	COMFORTECH LLC	793-341-00	OFFICE SUPPLIES & EX	ANNUAL MAINT CH 2025	1,200.75
				TOTAL:	4,112.43
PROFESSIONAL	THOMAS J O'NEILL	896-223-00	PROFESSSIONAL SERVIC	FEB 25 ATTORNEY FEES	1,250.00
	DAVID L HOWELL CPA	896-223-00	PROFESSSIONAL SERVIC	2024 AUDIT BILL #3	2,097.50
				TOTAL:	3,347.50
BOND A	MUNICIPAL BOND COMM OF WV	970-199-00	BOND ISSUE #A	SAN BOND A JAN 25	14,144.97
				TOTAL:	14,144.97
CAPITAL/PROJECTS	UNITED RENTALS	997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	661.78
		997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	132.97
	SMITH & LOVELESS INC	997-451-00	PLANT - CAPITAL	CLARIFIER #1	1,457.62
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	10,961.21
		997-451-00	PLANT - CAPITAL	CLARIFIER #1	74.45
	FERGUSON WATERWORKS	997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE	10,461.66
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	23W5CX 2021 NISSAN FRONTIE	427.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	322.18
		997-454-00	NEW EQUIPMENT-CAPITA	25H3HK 2021 RAM 1500	360.75
	MCCARTY'S SEPTIC SERVICE	997-455-00	SEWER UPGRADE-CAPITA	LOWER DRIVE POT RENT	125.00
	AMAZON.COM	997-451-00	PLANT - CAPITAL	PCRD-SUBMERSIBLE PUMP BATT	416.49
				TOTAL:	25,723.81

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

10. Department Report – Cody Tenney 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.
b. I and I Report—The 2024 I&I Report, which is a requirement of our NPDES permit, is included in the packet. This report summarizes the year’s projects, CSOs, and river quality. It is a good document for the board to review as it details plant operations and projects in more detail. (NPDES Permit No WV0032336-7/8/2022 available on record at the office of the Public Works Director).
c. Maintenance Crew – We have received the rebuilt gear for Clarifier #1 and are trying to plan around the weather to get it installed. Doing body work on P9. Fixed an electrical issue in our Pista Grit Building

- d. **Line Crew #1**— Garrett’s crew fixed a sinkhole near 16 ½ Cleveland Avenue and repaired a small sewer service at 223 Camden Avenue.
- e. **Line Crew #2**—Scott’s crew has set the final manhole at Lower Drive, waiting for better weather to make all the connections.

ES-59
Revised 1975

STATE OF WEST VIRGINIA
SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS

Month: Dec.2024
City: Buckhannon, WV.
Operat: Ethan.Crosten

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 solid: Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amn. Nit. mg/l
12/1/24			1.006				2.0							
12/2/24			0.874	17.0	7.14		2.0					8.1	7.21	
12/3/24	65	55.3	0.895	17.0	7.11		2.0		17.0	3.5		8.4	7.19	1.86
12/4/24			0.920	16.0	7.12		2.0				21	7.9	7.20	
12/5/24			0.986	16.0	7.15		2.0					7.8	7.22	
12/6/24			0.882	16.0	7.17		2.0					7.7	7.23	
12/7/24			0.846				2.0							
12/8/24			1.198				2.0							
12/9/24			2.223	15.0	7.13		2.0					7.6	7.21	
12/10/24			0.591	15.0	7.10		2.0					7.9	7.21	
12/11/24	44	36.2	0.554	15.0	7.07		2.0		5.0	8.4	24	8.1	7.18	0.5
12/12/24			1.978	15.0	7.05		2.0					8.2	7.17	
12/13/24			1.439	15.0	7.01		2.0					8.3	7.15	
12/14/24			1.138				2.0				14			
12/15/24			2.678				2.0							
12/16/24			2.549	16.0	7.03		2.0					8.1	7.16	
12/17/24	43	44	1.957	16.0	7.06		2.0		15.0	3.6		8.0	7.18	0.5
12/18/24			2.829	16.0	7.08		2.0					8.1	7.20	
12/19/24			2.529	16.0	7.07		2.0					8.2	7.19	
12/20/24			2.080	16.0	7.10		2.0					8.0	7.17	
12/21/24			1.693				2.0							
12/22/24			1.414				2.0							
12/23/24			1.323	14.0	7.09		2.0				9	7.9	7.15	
12/24/24			1.515	15.0	7.06		2.0					7.7	7.13	
12/25/24			1.263	16.0	7.04		2.0					7.6	7.12	
12/26/24			1.170	16.0	7.02		2.0					7.8	7.14	
12/27/24			1.341	16.0	7.05		2.0					8.0	7.16	
12/28/24			1.307				2.0							
12/29/24			1.332				2.0							
12/30/24	47	32.5	1.143	15.0	7.07		2.0		30.0	2.0		8.1	7.14	0.52
12/31/24			2.206	15.0	7.10		2.0					8.3	7.17	
TOTAL			45.859											
AVERAGE	50	42	1.479	15.6	7.08	2.0			16.8	4.4	19	8.0	7.18	1.64
MAXIMUM	65	55	2.829	17.0	7.17	2.0			30.0	8.4	24	8.4	7.23	3.69
MINIMUM	43	33	0.554	14.0	7.01	2.0			5.0	2.0	9	7.6	7.12	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

Current User: CROSTEN, ETHAN GREGORY

Applicant: BUCKHANNON, CITY OF

Ref. Id: wvoo32336Dec.2024 (01/23/2025)

App Effective Date: 11/01/2007

Type: Electronic DMR

eDMR Worksheet -- WV0032336 - 001

☒ Section Complete ☐ Section Incomplete

Activities Attachments Comments Instructions

Permit: WV0032336 Outlet No: 001 Type: NORMAL

Lab Performing Analysis: 157 - STURM ENVIRONMENTAL SERVICES

Report for the Month of: December Year: 2024

Retrieve Parameters eDMR Schedule

Parameter	Permit Limits	Quantity			Number Exceed.	Other Units				Units	Number Exceed.	Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units		Min	Avg	Max	CEL*					
50050 (ML-1) RF-A Flow,In Conduit Or Treatment Plant Year Round	Reported					1.479	2.829					Continuous		153
	Permit Limit	N/A	N/A			N/A	Rpt Onl	Rpt Onl		mgd	0	Continuous	measured	
							Avg. Mc	Max. Dz						
00310 (ML-B) RF-A Bod Winter Nov 1-June 30	Reported	36.4	58.8			4.4	8.4					1/week		157
	Permit Limit	313	626	Lbs/Day	0	N/A	15	30		mg/l	0	1/week	8 hr comp	
							Avg. Mc	Max. Dz						
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported	181.5	331.0			16.8	30.0					1/week		157
	Permit Limit	625.5	1251	Lbs/Day	0	N/A	30	60		mg/l	0	1/week	8 hr comp	
							Avg. Mc	Max. Dz						
51012 (ML-K) RF-A Bod,5day Percent Removal, Dry Year Round	Reported					89.6						2/month		157
	Permit Limit	N/A	N/A			85	N/A	N/A		Percent	0	2/month	Calculated	
51013 (ML-K) RF-A Bod,5day Percent Removal, Wet Year Round	Reported					0						2/month		157
	Permit Limit	N/A	N/A			Rpt Onl	N/A	N/A		Percent	0	2/month	Calculated	
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported					66.3						2/month		157
	Permit Limit	N/A	N/A			85	N/A	N/A		Percent	1	2/month	Calculated	
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported					0						2/month		157
	Permit Limit	N/A	N/A			Rpt Onl	N/A	N/A		Percent	0	2/month	Calculated	
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported					16.0	24.0					1/week		153
	Permit Limit	N/A	N/A			N/A	200	400		Cnts/10	0	1/week	Grab	
							Mon. G	Max. Dz						
00400 (ML-A) RF-A Ph Year Round	Reported					7.12	7.23					1/week		153
	Permit Limit	N/A	N/A			6	N/A	9		S.U.	0	1/week	Grab	
							Inst. Mi	Inst. Ma						
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported					7.6						1/week		153
	Permit Limit	N/A	N/A			7.25	N/A	N/A		mg/l	0	1/week	Grab	
							Inst. Mi							
00610 (ML-A) RF-A Nitrogen, Ammonia Total Winter Nov 1-June 30	Reported	6.23	13.9			0.845	1.860					1/week		157
	Permit Limit	62.6	125	Lbs/Day	0	N/A	3	6		mg/l	0	1/week	8 hr comp	
							Avg. Mc	Max. Dz						
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported					0.083	0.083					1/month		157
	Permit Limit	N/A	N/A			N/A	0.007	0.017		mg/l	2	1/month	8 hr comp	
							Avg. Mc	Max. Dz						
01119 (ML-5) RF-B Copper Total Recoverable Year Round	Reported					0.00071	0.00071					1/quarter		157
	Permit Limit	N/A	N/A			N/A	Rpt Onl	Rpt Onl		mg/l	0	1/quarter	Grab	
							Avg. Mc	Max. Dz						
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported					0.0281	0.0281					1/month		157
	Permit Limit	N/A	N/A			N/A	0.075	0.147		mg/l	0	1/month	8 hr comp	
							Avg. Mc	Max. Dz						
01094 (ML-5) RF-B Zinc Total Recoverable Year Round	Reported					0.0279	0.0279					1/quarter		157
	Permit Limit	N/A	N/A			N/A	Rpt Onl	Rpt Onl		mg/l	0	1/quarter	Grab	
							Avg. Mc	Max. Dz						
00900 (ML-6) RF-B Hardness Total	Reported					45.0	45.0					1/quarter		157

11. Stormwater Management Discussions

a. Possible Vote 9 Maple Street Stormwater Issues – Ethan Crosten provided an overview and update of the situation, noting that a document signed by the property owner releasing the City from liability exists. Indexed Sanitary A 366. Discussion took place. No action required.

Good Afternoon All,

This email is a follow up of a conversation I just had with Rex Harris of 9 Maple Street. Mr. Harris has previously complained during these large rainfall events and nothing has come from it, but I wanted to give a summary in case anyone is questioned.

History of the Issue:

In approximately 2018-2019, there was a significant rainfall event in Buckhannon. The Culvert at 9 Maple Street, which carries Jawbone Run, became plugged with roots/ debris. The Sanitary Superintendent at the time instructed a crew to remove the culvert to help alleviate flooding issues upstream. Mr. Harris claims he was told it would cost approximately \$8,000 at his expense to have the culvert reinstalled. He did not agree to this to which he then claimed the City agreed to maintain the Culvert, which I cannot say for sure if he was told that or not.

In October of 2021 I found an email from myself to Jerry Arnold with a design of a headway to remediate this issue. This was around the same time there was much discussion regarding the City responsibility of the Maintenance of Jawbone Runs drainage area. Also around this time, the City decided to take the stance that the City did not own and therefore was not responsible for the maintenance of the Jawbone Run, or any drainage area (which in my opinion is 100% the correct stance since Jawbone Run is a non navigable stream). With this stance, the project was never completed which Mr. Harris has much objection to.

Today's Conversation:

Mr. Harris explained these same issues to me again and that the removal of the Culvert has caused foundational issues to his house. About 2 years ago, Jay, Mark Sankoff, Dave Sharp and myself visited the site and I believe we all thought this was a stretch. Correct me if I am wrong Jay.

After listening to the complaints, I explained to him that the City does not own the stream, that I could not plan a project without approval and on property which is not owned by the city. He did not like that answer so I went on to tell him I would pass his complaints along to the appropriate board/ officials and that I would get back with him next week, which he seemed okay with.

Possible Solutions:

I do not like exceptions, and understand the public opinion but it seems like Mr. Harris has a legitimate complaint about his yard since the City initially removed the culvert, even if it was an emergency situation. I do not believe it would be overly expensive to repair, as long as there is an agreement that it would be a one time fix.

Tell Mr. Harris we cannot do anything about the situation since the city does not own the property and if he wishes to pursue any action he will have to go through the legal system.

*Let me know if anyone has any questions or concerns,
Ethan*

**STORM SEWER
HOLD HARMLESS AND RELEASE OF LIABILITY**

This **HOLD HARMLESS and RELEASE OF LIABILITY**, dated this 21 day of JUNE, 2018. Is authorized and consented to by REX HARRIS, the Owner/Owners of the property located at 9 MAPLE ST., hereinafter referred to as Owner, to the City of Buckhannon, hereinafter referred to as City, in order to establish the conditions under which the City will undertake certain drainage related work for the Owner.

Owner understands that the stream, creek, drainage swale, culvert, pipeline, or any other drainage facility on the Owner's property is the property of the Owner and not the property of the City or part of the City's overall storm water drainage system. The City has no direct responsibility for construction, operation, or maintenance of these facilities on the Owner's property.

The City has no continuous rights to be on the Owner's property for the purpose of maintenance, upgrade, repair, or improvement of these drainage facilities. Owner is inviting City to enter Owner's property in order to assist Owner with a drainage problem.

The City is performing this work generally at the expense of the Owner and for the benefit of the Owner although there may be incidental benefit to City.

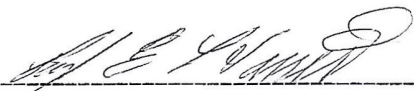
Work is to be performed as agreed between the Owner and the City. Owner acknowledges understanding and concurrence with the nature and scope of the proposed work to be done by the City.

Owner shall provide City with reasonable access to the work site on Owner's property. Any incidental damage to the Owner's property as a result of the work done or access to the work site, except in the case of gross negligence, shall be the responsibility of the Owner. Owner agrees to defend, indemnify and hold harmless City and its elected and appointed officials, officers, employees, contractors, agents, successors and assigns, from and against any and all claims, causes of action, liabilities, losses, costs and expenses that may arise from the work performed herein.

Owner acknowledges that he/she has reviewed this document with a licensed attorney-at-law of his/her choosing to review the contents of this document or, upon review of the document has determined that a review by a licensed attorney is not necessary.

City shall perform the work in a diligent and workmanlike manner to the best of its ability, but shall provide no assurance that its work will resolve the drainage concerns of the Owner. City makes no warranties whatsoever in regard to work performed pursuant to this Hold Harmless and Release of Liability.

Owner shall be responsible to obtain any permits or pay any fees which are required in order to undertake work of this nature.


Owner

Date 6/29/18

Owner

Date _____

b. Stormwater Facility Construction Permit-118 Randolph Street – This item was only for the Board's knowledge. No action was necessary.

12. Old Business Discussions:

a. None

13. New Business Discussions:

a. Payoff of the Portable Temporary Traffic Signal Lights - Ethan Crosten provided an overview of this item, explaining that we have been participating in a rent-to-own program through A&A Safety to purchase these signals. This was part of the Island Avenue project, and purchasing the

lighting system was more cost-effective than renting it. The Water Department approved their payoff last week, and the Sanitary Department would owe the final \$11,600.

Loftis/Shaw motioned to approve the final payment of the rent-to-own program for the traffic signal lights, which is \$11,600. The motion carried.

b. Approval Modification of Budget up to \$100,000 for the Elias Pump Station Emergency - During the high-water event near the end of January, we had a total failure at Elias Pump Station. We are asking for approval to use the money set aside for the new dump truck, up to \$100,000 to pay for the expenses for buying a new pump (last pump purchased was in 2008), paying for the HazMat diver, replacing the transducer, rebuilding 2 pumps and any other expenses related to fixing the PS. There are a few quotes and costs in the packet.

Shaw/Loftis motioned to approve the budget modification of up to \$100,000 for the Elias Pump Station Emergency, as presented. The motion carried.

c. City Council Recommendation of Public Works Employee Classification System—Mayor Skinner provided an overview of the City Council's recommendation.

Shaw/Loftis motioned to approve the City Council recommendation of the Public Works Employee Classification System as presented. The motion carried.

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

Class	Minimum Rate		Maximum Rate	
	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 Environmental Training Center 2022	\$ 17.54	\$ 36,483.20
4	West Virginia Environmental 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	Labore r / 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	Labore r	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	Labore r / 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	Labore r / 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 Wastew ater Operato r	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	Probation ary Class B Driver OR Scalehou se 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	<p>Position is for employees which have developed, earned, or previously had a skill which will immediately contribute to the department with limited supervision</p> <p>Certifications required for this classification is 1 of the 3 certifications (distribution crews only):</p> <ul style="list-style-type: none">• Water Distribution Certification• Meter Test Card for large and small meters• Backflow certification <p>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.</p> <p>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.</p>
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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, or drive a vehicle requiring a Class B CDL license. Employees must use these skills greater than 50% of the time.

	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	Equipment Operator in Training	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	<p>Certifications required for this classification with 2 of the 3 certifications (distribution crews only):</p> <ul style="list-style-type: none">• Water Distribution Certification• Meter Test Card for large and small meters• Backflow certification <p>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.</p>

Table 3.4 - Class 5

Department	Job Title	Requirements
Sanitary	Excavator Operator OR Journey	<p>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.</p> <p>OR employees who obtain/ possess a West Virginia Journeyman Electrical</p>

	man Electrician	License. Available only to maintenance/ operators.
Street	Equipment Operator OR Tradesman	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	Excavator Operator OR Journeyman Electrician	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.

Table 3.5 - Class 6

Department	Job Title	Requirements
Sanitary	Maintenance Assistant OR Collections Assistant	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 OR excavator 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 Assistant	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.
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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	<p>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:</p> <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>

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	<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>

	IV Operator	
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Table 3.9 - Class 10

Department	Job Title	Requirements
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.

Customer Base

Table 5.1 – Sewer Rate Comparison

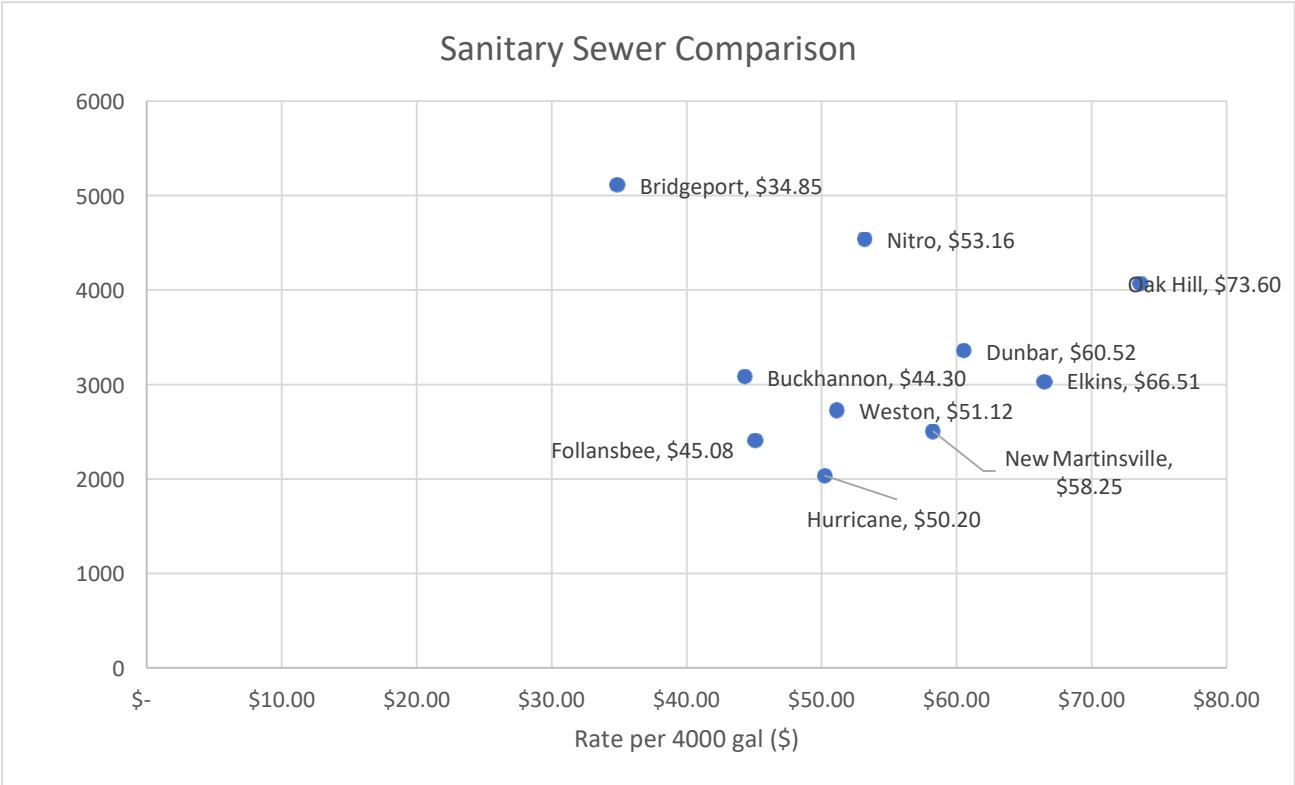


Table 5.2 – Water Rate Comparison

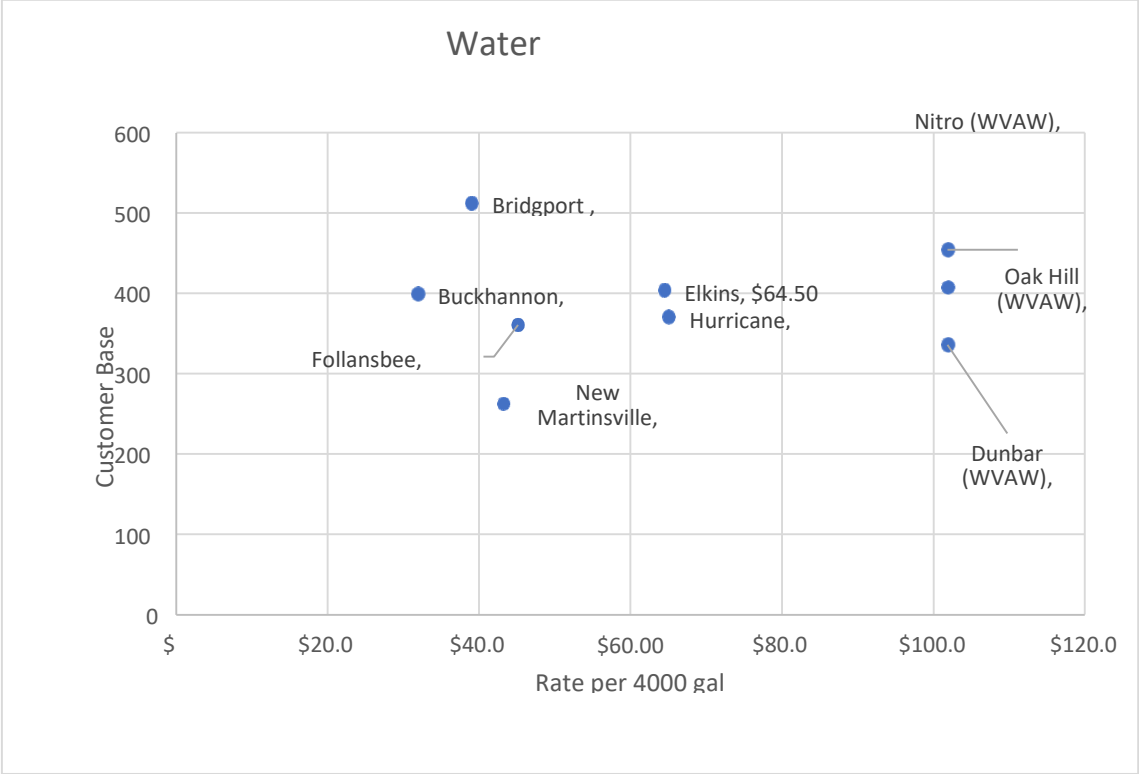


Table 5.3 – Waste Collection



● 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

d. Implementation of City Hall Office Employee Classification System – Mayor Skinner provided an overview of the proposed City Hall Office Employee Classification System and the percentages that the Sanitary Board would be responsible for from its budget.

City Hall Administration
Job Classifications

Classifications
Class 1- Entry Level - Must immediately learn Incode and Iworq software modules that are pertinent to the assigned job. Must have knowledge of how to operate Microsoft Word and Excel programs. Perform other office tasks as directed.
Class 2- Class 2 is for the employee(s) with at least 1 to 2 years of service and must have gained confidence in using all software programs expected at the entry level. Judgment and level of mistakes must have greatly reduced; shown to have gained more knowledge and understanding of operations within the city functions and can assist customers and answer commonly asked questions pertinent to the job assigned; learn the operation of equipment and be able to troubleshoot issues; effectively communicate with other staff members regarding office operations; makes use of downtime. Perform other office tasks as directed.
Class 3— This classification is for employees who have developed, earned, or have a skill that will immediately contribute to the department or a full-time employee with 3-4 years of service; limited supervision on trained skills; gained and broadened their knowledge and understanding of operations within city functions; able to answer questions or know where to find answers that citizens may have; has minimal downtime and performs other office tasks as directed.
Class 4— This classification is for employees with 5 to 6 years of experience who can demonstrate efficiency, confidence, good communication, and improved skills related to their primary job and have successfully completed training on needed software pertinent to job duties. They also have the ability to effectively train incoming staff.
Class 5— This classification is for employees with 7 to 10 years of experience who can demonstrate a very high skill level of understanding and accuracy in their primary job with minimal supervision and who can effectively train incoming staff.
Class 6— This classification is for employees with 10+ years of experience who obtain high-level skills outside their primary job and are cross-trained on other duties within city hall. They can perform multiple high-level functions, must have organizational skills, can identify problem areas, and effectively communicate with superiors. This will require very little supervision.

City Hall Administration
Job Descriptions

<i>Job Descriptions</i>			<i>Minimum Salary</i>	<i>Maximum Salary</i>
Office Manager (City Hall) - Under limited supervision, performs highly responsible advanced-level administrative support work in providing assistance to the Office Director (supervisor). Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on office management and administrative functions in the absence of the supervisor. Responsibilities include high-level secretarial, clerical, office management, and general administrative duties with a primary emphasis on relieving the supervisor of administrative details. Work is performed in strict confidence and accordance with modern professional secretarial principles and techniques. Supervision may be exercised over subordinate office personnel. The Office Manager also evaluates office staff and develops office policies that follow the principles and techniques that comply with the Council, Boards, Public Service Commission, and WV State Code mandates. Other miscellaneous office tasks as directed.				
Governmentjobs.com Executive Secretary Salary	closest match to duties of this description		37000	65000
ZipRecruiter Executive Secretary Salary	closest match to duties of this description		37500	63000
Executive Secretary - Under limited supervision, performs highly responsible advanced-level administrative support work in providing assistance to the Office Director (supervisor). Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on administrative functions in the absence of the supervisor. Responsibilities include high-level secretarial, clerical, and general administrative duties, primarily relieving the supervisor of administrative details. Work is performed in strict confidence and accordance with modern professional secretarial principles and techniques. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in areas of office operations within the Utility Department and the General Governmental Administration Office.				
Governmentjobs.com Executive Secretary Salary	closest match to duties of this description		37000	65000
ZipRecruiter Executive Secretary Salary	closest match to duties of this description		37500	63000

City Hall Administration
Job Descriptions

General Governmental Administration Office Clerk - The General Governmental Administration Office Clerk is responsible for collecting, recording, and processing customer payments in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor and primarily works with the General Governmental Administration Office. The General Governmental Office Clerk also works closely with the Code Enforcement Officer, Finance Department, Police Department, Fire Department, Street Department, Stockert Youth and Community Center, Colonial Theatre, The Event Center at Brushy Fork, Cemetery, City Parks, and Municipal Court functions. This includes but is not limited to scheduling, work orders, permitting, record keeping, and other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444
Accounts Payable Clerk - The Accounts Payable Clerk reviews purchase orders, statements, and invoices to verify amounts owed. They support the day-to-day operational activities of the accounts payable department. Accounts Payable Clerk maintains and reconciles accounts payable ledger to validate charges and ensure accurate and timely payments. Records and processes payments for vendor invoices in accordance with internal accounting policies, and they oversee payment schedules. In addition, the Accounts Payable Clerk responds to vendor inquiries and assists with researching discrepancies in billings and payments. They will utilize accounting software and systems to manage invoices and payments. Requires a high school diploma. Typically reports to a supervisor. Accounts Payable Clerk works under the direct direction of senior personnel in the functional area. They must possess an understanding of the general aspects of the job. Other miscellaneous office tasks as directed. Staff in this position are to cross-train in areas of office operations within the Utility Department and the General Governmental Administration Office.				
Salary.com Accounts Payable Clerk Salary	closest match to duties of this description		38000	56000
ZipRecruiter Accounts Payable Clerk Salary	closest match to duties of this description		29800	41400

City Hall Administration
Job Descriptions

Billing Clerk - Performs various clerical activities and administrative duties in the billing department, including data entry, information verification, and invoice generation. Identifies, flags, and monitors overdue or unpaid accounts for further action and analysis. They gather pertinent account information to assist with researching invoice discrepancies and errors. Manages follow-up notifications and may respond to standard billing inquiries. Follows policies, procedures, and controls to validate customer billing information, invoice amount, and order details. Requires a high school diploma. Typically reports to a supervisor. Independently performs a wide range of complex duties under general guidance from supervisors. Must have full proficiency in a broad range of activities related to the job. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in areas of operations within the Utility Department and the General Governmental Administration Office.				
Salary.com Billing Clerk Salary	closest match to duties of this description		35500	55500
Salaryexpert.com Billing Clerk Salary	closest match to duties of this description		32100	51900
Utility Clerk 1 - The Utility Clerk 1 is responsible for collecting, recording, and processing payments from customers in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor and primarily works with utility operations. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444

City Hall Administration
Job Descriptions

Utility Clerk 2 - The Utility Clerk 2 is responsible for collecting, recording, and processing payments from customers in a timely and accurate manner. This position manages the processing, reconciling, and recording cash receipts and credit card payments, providing customer service, and resolving customer inquiries or disputes. Typically reports to a supervisor. A Utility Clerk 2 will also prepare utility shutoff notices and coordinate shutoff tasks with the service department. Other duties will also include waste and miscellaneous billings and collection of delinquent accounts. Other miscellaneous office tasks as directed. Typically reports to a supervisor. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Utility Clerk Salary	closest match to duties of this description		22800	51800
Indeed Utility Clerk Salary	closest match to duties of this description		38118	61444
Parking Enforcement Officer - This person monitors and enforces parking ordinances, rules, and regulations. This class works under close supervision according to set procedures. Other miscellaneous office tasks as directed. Staff in this position are encouraged to cross-train in both areas of office operations within the Utility Department and the General Governmental Administration Office.				
ZipRecruiter Parking Enforcemnt Salary	closest match to duties of this description		17000	47000
Indeed Parking Enforcement Salary	closest match to duties of this description		23400	52900
Custodian - Under general supervision, performs routine manual work at the full-performance level cleaning in and around buildings. Work involves maintaining cleanliness and orderliness in an assigned area. Performs related work as required. Responsible for shopping for cleaning supplies.				
Governmentjobs.com Custodian Salary	closest match to duties of this description		20000	37000
Indeed Custodian Salary	closest match to duties of this description		18300	32500

14. Board Members’ Remarks and Announcements

Mitchell Shaw: Mr. Shaw spoke about the progress with the John C. Allen Regional Hub project. He suggested that city utility representatives meet with the county representatives soon to discuss specific needs. A discussion took place. Ethan Crosten offered to meet with the appropriate parties.

Phil Loftis: Mr. Loftis mentioned that the Water Department did a great job on a project in his neighborhood recently.

Mayor Skinner: Mayor Skinner had nothing further to add.

No other comments were offered.

15. Declaration of Adjournment

At 8:02 a.m., Loftis made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____