

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

A regular meeting of the Waste Board was held on Thursday, February 06, 2025, at 7:30 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates by GoToMeeting\*):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Board Member	J.T. Pinegar	Present
Director of Finance & Admin/Assistant Recorder	Amberle Jenkins	Present
City Hall Office Manager	Barbara Hinkle	Present
Director of Public Works	Ethan Crosten	Present
Waste Department Superintendent	Dakota Arnold	Present
City Engineer	Jay Hollen	Absent

Guests: None

*City of Buckhannon Waste Collection Board Meeting Agenda  
7:30 AM Thursday, February 06, 2025  
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting of the Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 12/05/2024, 01/02/2025, 01/30/2025
5. Announcement of Selection of the Waste Department Superintendent
6. Report of Events, Correspondence, and Information
  - a. See Full Listing the Waste Collection Board Packet
7. Public Comment – Motion to Open & Close Requested
8. Recognition of Guests
9. Financial Report – Director of Finance, Amberle Jenkins
  - a. PSCWV G.O. No. 64.7 Tariff Rate Increase 3.80%
  - b. Approval Waste Collection Board Budget Revision
10. Department Report – Waste Department Superintendent, Dakota Arnold
  - a. Recycling Center Report
  - b. Transfer Station Report
  - c. Waste Collection Report
11. Old Business Discussions:
  - a.
12. New Business Discussions:
  - a. Equipment Bill of Sale Agreement between COB Waste Collection Board & City of Philippi
  - b. WV Development Corp Request Bill Adjustment for Poinsettia Drive MHP
  - c. Upshur County Solid Waste Authority Request the use of the Public Works Facility at 395 Mud Lick Rd for the Free Paper Shred Event on Saturday, April 26, 2025, 9:00am-12noon
  - d. Approval Storm Water Pollution Prevention Plan for the Transfer Station & Recycling Center
  - e. Approval Groundwater Protection Plan for the Transfer Station & Recycling Center
  - f. City Council Recommendation of Public Works Employee Classification System
  - g. Implementation of City Hall Office Employee Classification System
13. Board Members’ Remarks and Announcements

14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on January 31, 2025. \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/382929125>, or by phone: (669) 224-3412, Access code: 382-929-125.*

**1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner called the February 06, 2025, meeting of the Waste 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: 12/05/2024, 01/02/2025, 01/30/2025** – Mayor Sinner noted that all minutes had been distributed for review and asked for any corrections or approval of the minutes as presented.

**Bucklew/Pinegar motioned to approve the meeting minutes of 12/05/2024, 01/02/2025, and 01/30/2025. The motion carried.**

**5. Announcement of Selection of the Waste Department Superintendent** – Mayor Skinner introduced Dakota Arnold as the new Waste Department Superintendent, and all welcomed him.

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

**a. Notice to Customers of Rate Increase**

WASTE COLLECTION BOARD  
CITY OF BUCKHANNON

70 E Main St  
Buckhannon, WV 26201

January 6, 2025

«Name»  
«Address\_1»  
«Address\_2»  
«City» «State» «Zip»

Phone: 304-472-1430

**NOTICE TO CUSTOMERS OF RATE INCREASE**

Service address: «Service\_Address»    Acct #«Account»

The Waste Collection Board of the City of Buckhannon provides this notice that it will increase its rates (excluding fuel and tipping fee surcharges) to not exceed the 3.8% percentage increase in the United States Department of Labor, Bureau of Labor Statistics, Garbage and Trash Collection Index from September 2023 to September 2024, as calculated by the Public Service Commission in M.C. General Order No. 64.7.

The increased residential and negotiated commercial tariff rates will take effect on March 1, 2025 as shown in the table below:

RATES	Present Rate	Proposed Rate	\$ Increase	Percent Increase
<b>Residential</b>				
<b>Base Rates</b>				
Residential				
In City Limits	\$20.53	\$21.31	\$0.78	3.8
Out of				
City Limits	\$22.99	\$23.86	\$0.87	3.8
Additional containers in excess of two 30-gallon containers or one Waste Collection issued poly cart, must purchase additional tags at City Hall.				
	\$2.05 per bag	\$2.13	\$0.08	3.8
<b>Commercial</b>				
<b>Rates</b>				
In City Limits	\$29.46	\$30.58	\$1.12	3.8
Out of				
City Limits	\$34.36	\$35.67	\$1.31	3.8
Additional containers in excess of two 30-gallon containers or one Waste Collection issued poly cart, must purchase additional tags at City Hall.				
	\$2.05 per bag	\$2.13	\$0.08	3.8

This increase will be implemented pursuant to West Virginia Code 24A-5-2a(d) which specifies that an annual rate increase shall be permitted without the filing of an application for approval by the Public Service Commission provided that (1) the motor carrier has filed fewer than four rate increases under WV Code 24A-5-2a(d) since the conclusion of its most recent base rate proceeding under Public Service Commission Tariff Rule 30.1, 30.2, 3.3.1 or 31.1, (2) notice is given to customers, and (3) the increase if not greater than the preceding September year over year increase in the Garbage and Trash Collection Index.

## **b. General Information to Customers regarding Waste Collection Services**

January 2025

### ***General Information about your waste collection service:***

Garbage must be set out the night before your regular service day.

All garbage must be in an assigned container (polycart). If you have extra bags that do not fit in the assigned polycart, with the lid closed, you may purchase tags for each extra bag, but the extra bags must be in a separate container that has a closing lid. The tags need to be attached to the extra container. Do not place loose trash in the containers.

#### **Holidays:**

The Waste Collection Department observes the following holidays:

New Year Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Garbage service will operate on a one-day delay following these holidays.

#### **Location:**

The Billing office is located in City Hall at 70 E Main St, Buckhannon, WV 26201

The Transfer Station and Recycling Center is located at 380 Mudlick Rd, Buckhannon, WV 26201

#### **Phone Numbers:**

Waste Collection Billing Office 304-472-1430

Waste Collection Garage 304-472-4443

Recycling Center 304-472-8949

#### **Bulky Goods pickup:**

Your residential service includes monthly removal of oversized items and must be scheduled prior to pickup. Bulky Goods pickup will occur the 2<sup>nd</sup> Friday of each month (unless it falls on a holiday) and must be scheduled two days in advance by calling the office at 304-472-1430. Bulky goods pickup is limited to four items per month. Construction items are not eligible for bulky goods pickup.

You may purchase tags for additional garbage at the office.

#### **Bill Payment:**

Online at [www.municipalonlinepayments.com/buckhannonwv](http://www.municipalonlinepayments.com/buckhannonwv)

Phone – 1-866-933-4026 (24 hour service)

In Person or by Mail – City Hall, 70 E Main St, Buckhannon, WV 26201

## **c. Notice of Substantial Change to Waste Collection Services on the Adrian School Road**

*Adrian School Rd  
Adrian, WV 26210*

*December 27, 2024*

### ***NOTICE OF SUBSTANTIAL CHANGE TO WASTE COLLECTION SERVICES ON THE ADRIAN SCHOOL ROAD.***

*We regret to inform you that after January 9, 2025, the City of Buckhannon Waste Collection Department can no longer pickup garbage service at your residence on the Adrian School Road. The Waste Collection Department has been notified that there is no longer a safe turning area for the garbage trucks on this road. Our staff has explored other options, but cannot find an alternative. Any options are either very unsafe, or property is privately owned or there is not enough room for the trucks to turn. We realize the inconvenience this causes you, however, the circumstances are beyond our control.*

*The polycarts owned by the city will be collected on January 9<sup>th</sup>. This will be the last pickup day for garbage service on this road and we will cease billing you for that service. If you wish to take garbage to the Waste Transfer Station on the Mudlick Road, the cost is \$1.00 per 30-gallon bag for regular household garbage. The Waste Transfer Station is open weekdays, from 7:30 am to 3:30 pm and on Saturday from 7:30 am to 11:30 am. It is closed on holidays.*

*If you have any questions, please feel free to contact the office at 304-472-1430 EXT 1406.*

*Respectfully,  
Jerry Arnold, Director of Public Works*



d. Transfer Station NPDES Permit Renewal - Potesta Task Order

RE: Task Order for the NPDES Permit renewal (21-0235.500)  
2 messages

Dave B. Sharp <dsharp@potesta.com> Fri, Jan 3, 2025 at 2:05 PM  
To: Ethan Crosten <ethan.crosten@buckhannonwv.org>  
Cc: Jay Hollen <jay.hollen@buckhannonwv.org>, "Mark A. Sankoff" <masankoff@potesta.com>, "Christina C. Moore" <CCmoore@potesta.com>, Gabrielle Dixon <gdixon@potesta.com>

Ethan-

Below is the scope of work for the NPDES permit for the transfer station. If you can reply to this email authorizing this work to be completed under the previously executed Task Order 500 on a time and materials basis for a not to exceed cost of \$5,500 that should be all we need to move forward.

- Complete site visit, if determined necessary, to obtain information for permitting the existing stormwater outfall.
- Complete Form A of the National Pollutant Discharge Elimination System (NPDES) permit application for the identified on-site stormwater outfall and submit via email to WVDEP. As per WVDEP request, this information will be submitted for incorporation into the solid waste permit.
- Provide direction for obtaining the required sample analysis associated with the submittal of Form A. Baseline samples must be collected from the storm water outfall and analyzed for BOD, COD, TSS, TKN, oil & grease, nitrate plus nitrite nitrogen, total phosphorus, and pH. Costs for sample collection and laboratory analyses ARE NOT included.
- Update existing site mapping to include NPDES stormwater permit requirements.
- Prepare a combination Storm Water Pollution Prevention Plan and Groundwater Protection Plan for implementation at the facility. This plan is required for submittal to the WVDEP for review and approval in association with the stormwater outfall permitting.

e. Transfer Station NPDES SWF MOD A Application

State of West Virginia - Department of Environmental Protection  
Division of Water and Waste Management  
Solid Waste Management Unit  
Module A - NPDES Application

Application No.

Revised 11/21 Please print or type in the unshaded areas only

I. NAME OF FACILITY		
City of Buckhannon Solid Waste Transfer Station and Recycling Center		
II. FACILITY CONTACT		
A. Name and Title (last, first, and title) Crosten, Ethan, Public Works Director	B. Phone (area code & number) 304-471-1651	
III. FACILITY MAILING ADDRESS		
A. Street or Post Office Box City Hall - 70 East Main Street		
B. City or Town Buckhannon	C. State WV	D. Zip Code 26201
IV. FACILITY LOCATION		
A. Street, Route No. or other specific identifier 378 Mud Lick Road		
B. City, Town or nearest Post Office Buckhannon	C. County Upshur	D. Zip Code 26201
V. OPERATOR AND OWNERSHIP INFORMATION		
A. Name and Address of Operator City of Buckhannon City Hall - 70 East Main Street, Buckhannon, WV, 26201		B. Phone 304-472-1651
C. Is name listed in Item V-A also owner		<input checked="" type="checkbox"/> Yes (go to Item V-E) <input type="checkbox"/> No (complete V-D)
D. Name and Address of Owner		E. Phone
F. Status of Operator (Enter appropriate letter into the answer box, if "Other" specify) F-Federal S-State P-Private <u>M-Public</u> O-Other Specify: <input type="checkbox"/>		
VI. APPLICANT REQUEST		
A. Reissue existing State Water Pollution Control Permit or State NPDES Permit (go to Item VII) <input type="checkbox"/>		
B. Modify existing State Water Pollution Control Permit or State NPDES Permit (see instructions) <input type="checkbox"/>		
C. 1. Acquire, construct, install and operate a leachate and/or storm water disposal system for direct or indirect discharge of treated leachate and/or storm water into Waters of the State. <input type="checkbox"/>		
2. Operate and maintain an existing leachate and/or disposal system for direct or indirect discharge of treated leachate and/or storm water into Waters of the State. <input checked="" type="checkbox"/> *		
*Please note that this application is being submitted at the request of WVDEP to incorporate the stormwater discharge from this facility into the existing solid waste permit (Permit No. SWF-5025).		



f. 2nd Half 2024 DMR

STATE OF WEST VIRGINIA  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
DISCHARGE MONITORING REPORT

FACILITY NAME: City of Buckhannon Landfill COMMERCIAL LABORATORY NAME: \_\_\_\_\_  
LOCATION OF FACILITY: US33 along Co Rte 5/7 and 6/4, Upshur County COMMERCIAL LABORATORY ADDRESS: \_\_\_\_\_  
PERMIT NUMBER: SWC-5062/WV0109509 OUTLET NO.: 099  
WASTELOAD FOR MONTH OF: Feb through Dec 2024 INDIVIDUAL PERFORMING ANALYSIS: \_\_\_\_\_

Parameter		Quantity					Other Units					Measurement Frequency	Sample Type
		Minimum	Avg Monthly	Max Daily	Units	N.E.	Minimum	Avg Monthly	Max Daily	Units	N.E.		
Flow 50050	Reported						<i>6.66E-01</i>	<i>6.66E-01</i>	<i>6.66E-01</i>	MGD		Continuous	Measured
	Permit Limitation							Monitor Only					
	Reported												
	Permit Limitation												
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Name of Principal Exec. Officer	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Date Completed
<i>James S. Hellen, III</i>		<i>1-13-2025</i>
Title of Officer		Signature of Principal Exec. Officer or Auth. Agent
<i>City Engineer</i>		<i>[Signature]</i>

7. Public Comment – Motion to Open & Close Requested – None

8. Recognition of Guests – None

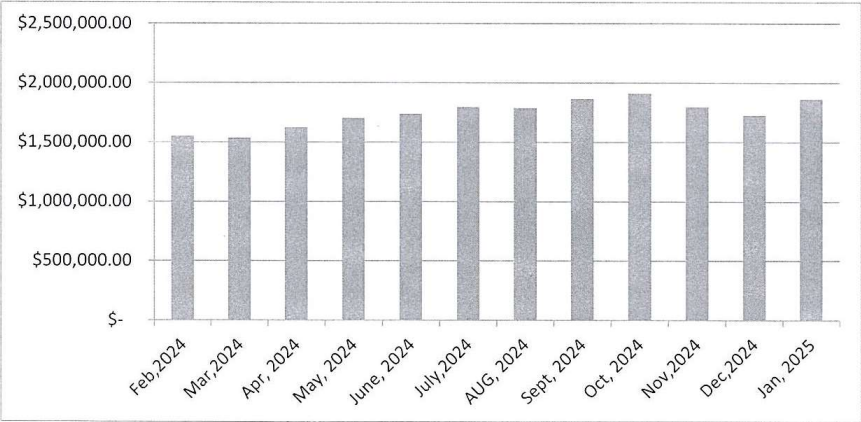
9. Financial Report - Director of Finance Amberle Jenkins - Mrs. Jenkins presented the current financial reports and explained Agenda Item 9. a. She noted that Agenda Item 9. b was not being presented today.

WASTE BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance January 31, 2025

Money Market & Checking	\$1,862,685.60
CD Citizens Bank	\$ 80,918.58
CDAR (April 2026)	\$ 27,835.81
CD	\$ 210,241.93

Landfill Bond \$64,000.00 (Letter of Credit required by DEP with First Community Bank 5-26-2021)



Money Market & Checking Trend

404-WASTE COLLECTION

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
404-303-002-00 RECYCLE-ALUMINUM	1,500	0.00	0.00	0.00	1,500.00	0.00
404-303-003-00 RECYCLE-OCC-CARDBOARD	11,000	1,617.00	17,708.18	0.00	6,708.18)	160.98
404-303-004-00 RECYCLE-MGOP/SOW-OFFICE P	0	0.00	0.00	0.00	0.00	0.00
404-303-005-00 RECYCLE-HDPE-MILK JUGS	1,500	0.00	0.00	0.00	1,500.00	0.00
404-303-006-00 RECYCLE-ONP-NEWSPAPER	2,000	0.00	0.00	0.00	2,000.00	0.00
404-316-000-00 DUMPSTERS	2,000	0.00	4,281.00	0.00	2,281.00)	214.05
404-317-000-00 DUMPSTER RENTAL	85,000	9,797.59	69,017.49	0.00	15,982.51	81.20
TOTAL TAXES	103,000	11,414.59	91,006.67	0.00	11,993.33	88.36
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	120,000	17,393.47	124,596.73	0.00	4,596.73)	103.83
TOTAL OTHER FEES	120,000	17,393.47	124,596.73	0.00	4,596.73)	103.83
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,534,000	250,080.16	1,811,034.99	0.00	722,965.01	71.47
TOTAL UTILITY BILLINGS	2,534,000	250,080.16	1,811,034.99	0.00	722,965.01	71.47
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	310,000	18,408.00	252,085.26	0.00	57,914.74	81.32
TOTAL HEALTH AND SAFETY	310,000	18,408.00	252,085.26	0.00	57,914.74	81.32
GRANTS						
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
404-368-000-00 CONTRIBUTION FROM UCSWA	3,000	900.00	2,700.00	0.00	300.00	90.00
TOTAL GRANTS	3,000	900.00	2,700.00	0.00	300.00	90.00
INTRAFUND CONTR/CHARGES						
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00
404-370-000-02 CUSTOMER BILL FEES(BANK-S	200	0.00	200.00	0.00	0.00	100.00
TOTAL INTRAFUND CONTR/CHARGES	200	0.00	200.00	0.00	0.00	100.00
OTHER REVENUE						
404-380-000-00 INTEREST	200	0.00	1,742.59	0.00	1,542.59)	871.30
404-381-000-00 MAINT BILLING OTHER DEPTS	600	0.00	0.00	0.00	600.00	0.00
404-399-000-00 WASTE COLL. MISCELLANEOUS	84,000	228.75	16,892.60	0.00	67,107.40	20.11
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	84,800	228.75	18,635.19	0.00	66,164.81	21.98
TOTAL REVENUE	3,155,000	298,424.97	2,300,258.84	0.00	854,741.16	72.91

404-WASTE COLLECTION

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
WASTE DEPARTMENT						
SALARIES & BENEFITS						
404-530-103-00 WASTE EMPLOYEES SALARIES	863,000	84,520.66	474,286.38	0.00	388,713.62	54.96
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	66,100	6,443.20	36,100.94	0.00	29,999.06	54.62
404-530-105-00 WASTE EMPLOYEE INSURANCE	183,000	15,894.85	129,568.63	0.00	53,431.37	70.80
404-530-106-00 WASTE EMPLOYEE RETIREMENT	77,670	7,606.88	42,587.29	0.00	35,082.71	54.83
TOTAL SALARIES & BENEFITS	1,189,770	114,465.59	682,543.24	0.00	507,226.76	57.37
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	18,000	1,587.62	4,915.80	0.00	13,084.20	27.31
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	0.00	22,621.43	0.00	35,378.57	39.00
TOTAL CONTRACTUAL SERVICES	76,000	1,587.62	27,537.23	0.00	48,462.77	36.23
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	41,000	2,291.55	28,831.35	159.98	12,008.67	70.71
404-530-341-05 SAFETY EQUIPMENT	10,000	960.47	7,990.59	0.00	2,009.41	79.91
404-530-343-00 TRUCK MAINTENANCE	90,000	17,253.59	81,459.69	0.00	8,540.31	90.51
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	120,000	7,649.67	61,092.03	0.00	58,907.97	50.91
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,200	0.00	0.00	0.00	2,200.00	0.00
404-530-345-00 WASTE COLL. UNIFORMS	14,000	2,907.16	15,433.97	0.00	1,433.97)	110.24
TOTAL COMMODITIES	277,200	31,062.44	194,807.63	159.98	82,232.39	70.33
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	303,409	2,148.82	158,693.58	0.00	144,715.52	52.30
404-530-459-01 TOTER SYSTEM	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	313,409	2,148.82	158,693.58	0.00	154,715.52	50.63
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	30,000	0.00	587.86	0.00	29,412.14	1.96
TOTAL CONTRIBUTIONS	30,000	0.00	587.86	0.00	29,412.14	1.96
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	112.79	8,206.23	0.00	7,793.77	51.29
TOTAL NON-OPERATING EXPENSES	16,000	112.79	8,206.23	0.00	7,793.77	51.29
TOTAL WASTE DEPARTMENT	1,902,379	149,377.26	1,072,375.77	159.98	829,843.35	56.38
RECYCLING DEPARTMENT						
SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	122,000	14,375.07	60,148.98	0.00	61,851.02	49.30
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	9,350	1,100.93	4,605.99	0.00	4,744.01	49.26

404-WASTE COLLECTION

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-531-105-00 GROUP INSURANCE	29,000	1,897.69	17,772.80	0.00	11,227.20	61.29
404-531-106-00 GROUP RETIREMENT	10,980	1,293.77	5,413.46	0.00	5,566.54	49.30
TOTAL SALARIES & BENEFITS	171,330	18,667.46	87,941.23	0.00	83,388.77	51.33
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	6,800	767.14	4,411.32	0.00	2,388.68	64.87
404-531-226-00 INSURANCE & BONDS	16,500	0.00	9,341.18	0.00	7,158.82	56.61
TOTAL CONTRACTUAL SERVICES	23,300	767.14	13,752.50	0.00	9,547.50	59.02
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	14,000	3,012.34	12,789.49	0.00	1,210.51	91.35
404-531-343-01 FUEL - RECYCLING CENTER	12,000	1,323.66	7,564.14	0.00	4,435.86	63.03
404-531-343-02 EQUIPMENT MAINTENANCE	12,000	921.24	5,145.06	0.00	6,854.94	42.88
404-531-399-00 MISCELLANEOUS	5,400	38.00	2,001.95	0.00	3,398.05	37.07
TOTAL COMMODITIES	43,400	5,295.24	27,500.64	0.00	15,899.36	63.37
CAPITAL OUTLAY						
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	25,000	0.00	24,000.00	0.00	1,000.00	96.00
TOTAL CAPITAL OUTLAY	25,000	0.00	24,000.00	0.00	1,000.00	96.00

TOTAL RECYCLING DEPARTMENT 263,030 24,729.84 153,194.37 0.00 109,835.63 58.24

LANDFILL  
=====

CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	1,494.16	4,331.24	0.00 (	4,331.24)	0.00
404-532-216-01 TREATMENT OF LEACHATE	30,000	563.24	4,856.45	0.00	25,143.55	16.19
TOTAL CONTRACTUAL SERVICES	30,000	2,057.40	9,187.69	0.00	20,812.31	30.63
CAPITAL OUTLAY						
404-532-461-00 BONDING (LANDFILL)	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
404-532-599-00 WASTE DEPRECIATION	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 LANDFILL 30,000 2,057.40 9,187.69 0.00 20,812.31 30.63

TRANSFER STATION  
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SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	69,300	17,780.01	92,005.79	0.00 (	22,705.79)	132.76
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	5,310	1,354.50	6,998.90	0.00 (	1,688.90)	131.81
404-533-105-00 GROUP INSURANCE	5,000	929.23	8,900.08	0.00 (	3,900.08)	178.00

404-WASTE COLLECTION

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	6,250	1,600.19	8,280.44	0.00 (	2,030.44)	132.49
TOTAL SALARIES & BENEFITS	85,860	21,663.93	116,185.21	0.00 (	30,325.21)	135.32
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	9,000	739.50	3,071.63	0.00	5,928.37	34.13
404-533-216-00 DRAINAGE EXPENSE TRANSFER	4,000	307.00	1,200.00	0.00	2,800.00	30.00
404-533-226-00 INSURANCE & BONDS	24,000	0.00	16,868.18	0.00	7,131.82	70.28
TOTAL CONTRACTUAL SERVICES	37,000	1,046.50	21,139.81	0.00	15,860.19	57.13
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	40,000	1,717.48	17,412.85	0.00	22,587.15	43.53
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	108,000	6,759.72	55,164.80	0.00	52,835.20	51.08
404-533-343-02 MAINTENANCE TRUCK/TRAILER	46,000	9,858.21	32,213.14	0.00	13,786.86	70.03
404-533-345-00 UNIFORMS	4,000	577.77	3,096.47	0.00	903.53	77.41
TOTAL COMMODITIES	198,000	18,913.18	107,887.26	0.00	90,112.74	54.49
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	13,452	1,120.97	10,834.05	0.00	2,617.95	80.54
404-533-460-00 TIPPING FEES	925,000	64,428.63	485,341.60	0.00	439,658.40	52.47
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	40,000	0.00	0.00	0.00	40,000.00	0.00
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	978,452	65,549.60	496,175.65	0.00	482,276.35	50.71
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,300	279.99	2,811.96	0.00	2,488.04	53.06
TOTAL NON-OPERATING EXPENSES	5,300	279.99	2,811.96	0.00	2,488.04	53.06

TOTAL TRANSFER STATION 1,304,612 107,453.20 744,199.89 0.00 560,412.11 57.04

WASTE OFFICE/BOARD  
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SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	800.00	6,800.00	0.00	5,200.00	56.67
404-534-103-00 CLERK, ATTORNEY, ENGINEER	175,000	19,481.46	103,344.26	0.00	71,655.74	59.05
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	14,500	1,551.52	8,422.84	0.00	6,077.16	58.09
404-534-105-00 GROUP INSURANCE	11,000	940.42	7,278.96	0.00	3,721.04	66.17
404-534-106-00 GROUP RETIREMENT	15,750	1,739.09	9,252.67	0.00	6,497.33	58.75
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	228,250	24,512.49	135,098.73	0.00	93,151.27	59.19
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	18,000	3,284.30	10,799.15	0.00	7,200.85	60.00
404-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
404-534-223-00 PROFESSIONAL SERVICES (LE	25,000	3,347.50	15,411.75	0.00	9,588.25	61.65



404-WASTE COLLECTION

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	17,000	0.00	8,241.82	0.00	8,758.18	48.48
TOTAL CONTRACTUAL SERVICES	70,000	6,631.80	34,452.72	0.00	35,547.28	49.22
COMMODITIES						
404-534-353-00 PSC ASSESSMENTS	8,200	0.00	9,455.79	0.00	1,255.79)	115.31
404-534-399-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	8,200	0.00	9,455.79	0.00	1,255.79)	115.31
CAPITAL OUTLAY						
404-534-459-00 CAPTIAL EXPENSE	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL CAPITAL OUTLAY	20,000	0.00	0.00	0.00	20,000.00	0.00
NON-OPERATING EXPENSES						
404-534-699-99 WASTE BOARD CONTINGENCY	0	0.00	0.00	0.00	0.00	0.00
404-534-999-00 GEM & ADM MISC BILLING EX	80,000	7,455.54	51,564.40	56.43	28,379.17	64.53
TOTAL NON-OPERATING EXPENSES	80,000	7,455.54	51,564.40	56.43	28,379.17	64.53
TOTAL WASTE OFFICE/BOARD						
	406,450	38,599.83	230,571.64	56.43	175,821.93	56.74
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
404-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT						
	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
	3,906,471	322,217.53	2,209,529.36	216.41	1,696,725.33	56.57
REVENUE OVER/(UNDER) EXPENDITURES	( 751,471)	( 23,792.56)	90,729.48	( 216.41)	( 841,984.17)	12.04-

Waste January 2025 Payment of Bills

- \$5,386.78- MATHENY MOTOR- AXLE HOUSING
- \$7,460.00 – RELIABLE TIRE – TIRES
- \$64,428.63 – WM CORPORATE – DEC TIPPING FEES
- \$2097.50 – DAVID HOWELL CPA – 2024 AUDIT BILL #3

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DISBURSEMENTS 01-01-25 TO 1-31-25

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FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
WASTE DEPARTMENT	MON POWER	530-213-00	WASTE COLL. UTILITIE	110088931545 WASTE GARAGE	152.88
	MONT LEVINE INC.	530-343-00	TRUCK MAINTENANCE	STEEL	1,624.66
	MILLER SUPPLY	530-343-00	TRUCK MAINTENANCE	CABLE CLAMPS	58.50
	COLE TRUCK PARTS INC	530-343-00	TRUCK MAINTENANCE	AIR DRYER FILTER	42.26
		530-343-00	TRUCK MAINTENANCE	ASSORTED TRUCK PARTS	534.22
		530-343-00	TRUCK MAINTENANCE	CHAIN TOOL	8.96
	LAWSON PRODUCTS INC	530-341-00	SHOP MAINTENANCE	SHOP SUPPLIES	612.42
	LEAF	530-999-00	COLLECTION MISCELLAN	COPIER LEASE	54.88
	AIRGAS USA, LLC	530-341-00	SHOP MAINTENANCE	CYLINDER LEASE	109.00
	WV PUBLIC EMPLOYEES INSURANC	530-105-00	WASTE EMPLOYEE INSUR	WAS JAN 2025 HEALTH INS	15,302.10
		530-105-00	WASTE EMPLOYEE INSUR	WASTE JAN 2025 RETIREE SUB	544.00
	MATHENY MOTOR TRUCK CO	530-343-00	TRUCK MAINTENANCE	REAR END PARTS	600.17
		530-343-00	TRUCK MAINTENANCE	CAMSHAFT SENSOR	53.28

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		530-343-00	TRUCK MAINTENANCE	DEF DOSER PUMP	1,672.65
		530-343-00	TRUCK MAINTENANCE	DEF DOSER LINE	141.39
		530-343-00	TRUCK MAINTENANCE	CAM SENSOR	0.33
		530-343-00	TRUCK MAINTENANCE	AXLE HOUSING	5,386.78
	AUTO ZONE	530-343-00	TRUCK MAINTENANCE	FUSE TAPS FLOOR MATS	56.59
	NAPA-AMTOWER AUTO SUPPLY	530-343-00	TRUCK MAINTENANCE	BRAKE CLEANER/HEADLIGHT	60.91
		530-343-00	TRUCK MAINTENANCE	MARKER LIGHTS	23.25
		530-343-00	TRUCK MAINTENANCE	HUB SEALS	98.70
		530-343-00	TRUCK MAINTENANCE	TIRE CHAIN TENSIONERS	328.10
	UPSHUR ULTRA POWER	530-343-00	TRUCK MAINTENANCE	TIRE CHAIN REPAIR KITS	93.03
	HOLTZ INDUSTRIES INC	530-343-00	TRUCK MAINTENANCE	DRY VALVE KIT	1,075.00
	HARBOR FREIGHT TOOLS	530-341-00	SHOP MAINTENANCE	PCRD-AIR HOSE PAINT BODY K	66.98
	LOWES BUSINESS ACCOUNTS/SYNC	530-343-00	TRUCK MAINTENANCE	BALL VALVE	23.73
		530-343-00	TRUCK MAINTENANCE	FITTINGS AND PROPANE	33.17
	ATCO INTERNATIONAL	530-343-00	TRUCK MAINTENANCE	TAKEOFF DEGREASER	175.25
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,395.26
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,411.15
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,562.49
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,032.31
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,057.33
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,148.34
	ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	25XTJN 2022 RAM 2500	969.95
		530-459-00	WASTE COLL. NEW EQUI	25PQXL 2022 CHEVY EQUINOX	305.74
		530-459-00	WASTE COLL. NEW EQUI	25QBXR 2022 RAM 1500	433.57
		530-459-00	WASTE COLL. NEW EQUI	25QBZM 2022 RAM 1500	439.56
	JOHN BOGGESS dba VJG ASSOCIA	530-341-05	SAFETY EQUIPMENT	GLOVES	316.24
	RELIABLE TIRE COMPANY	530-343-00	TRUCK MAINTENANCE	TIRES	220.00
		530-343-00	TRUCK MAINTENANCE	TIRES	690.00
		530-343-00	TRUCK MAINTENANCE	TIRE	220.00
		530-343-00	TRUCK MAINTENANCE	TIRES	2,560.00
	FLEET PRIDE	530-343-00	TRUCK MAINTENANCE	PTO SOLENOID VALVE	407.58
		530-343-00	TRUCK MAINTENANCE	REAR END PARTS	389.39
	TOOLS ETC	530-341-00	SHOP MAINTENANCE	IMPACT GUNS	1,129.00
	WALMART STORES INC -BUCKHAMH	530-341-00	SHOP MAINTENANCE	PCRD-SPRAY PAPER TOWELS	72.22
		530-999-00	COLLECTION MISCELLAN	PCRD-PLATES FORKS SPOONS	27.50
	BENNY'S BOOT HILL	530-341-05	SAFETY EQUIPMENT	CARHARTT INSULATED COAT	179.99
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,662.35
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,690.54
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,869.06
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	388.78
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	395.36
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	437.11
	AMAZON.COM	530-341-00	SHOP MAINTENANCE	PCRD-FLAP DISC CUTOFF WHLS	155.03
		530-341-00	SHOP MAINTENANCE	PCRD-2025 VACATION PLANNER	30.41
		530-343-00	TRUCK MAINTENANCE	PCRD-U-BAR TIRE CHAINS	590.78
		530-999-00	COLLECTION MISCELLAN	PCRD- WALL VACATION SCHEDU	30.41
	PAYFLEX - INSPIRA	530-105-00	WASTE EMPLOYEE INSUR	WASTE DEC 2024 HSA FEES	48.75
	AT&T MOBILITY	530-213-00	WASTE COLL. UTILITIE	PCRD-DEC CELL PHN & GEOTAB	49.41
		530-213-00	WASTE COLL. UTILITIE	PCRD-DEC CELL PHN & GEOTAB	194.25
	IN & OUT TIRE	530-343-00	TRUCK MAINTENANCE	OIL CHANGE, SUPPLIES	84.91
	FREEDOM AG & ENGERY COOPERAT	530-341-05	SAFETY EQUIPMENT	DRYSHOD BOOTS	141.99
		530-341-05	SAFETY EQUIPMENT	INSULATED COAT	124.99
	FRONTIER	530-213-00	WASTE COLL. UTILITIE	WASTE DEC 2024 PHN BILL	101.96
		530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	98.71

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	101.96
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.17
	FLYERS ENERGY LLC	530-343-01	GAS & OIL EXPENSE 1,	CFS-4109915 12-31-24	7,649.67
	CINTAS	530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	297.62
		530-345-00	WASTE COLL. UNIFORMS	WAS T/S ST UNIFORMS 1-3-25	297.62
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	292.94
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	284.87
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	1,734.11
		530-341-00	SHOP MAINTENANCE	FIRST AIDE SERVICE	116.49
		530-341-05	SAFETY EQUIPMENT	EYEWASH STATION	197.26
	HOPE GAS	530-213-00	WASTE COLL. UTILITIE	WAST DEC GAS BILL	300.69
		930-213-00	WASTE COLL. UTILITIE	WAS GAS 1-30-25	463.59
	CITYNET LLC	530-213-00	WASTE COLL. UTILITIE	PCRD-WASTE FIBER 12-2-24 T	100.00
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	84,520.66
				TOTAL:	149,377.26
RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	580.70
	COLE TRUCK PARTS INC	531-343-00	TRUCK MAINTENANCE	ASSORTED TRUCK PARTS	534.21
	AIRGAS USA, LLC	531-343-00	TRUCK MAINTENANCE	PCRD-BX SOAPSTONE MIG WIRE	606.15
	WV PUBLIC EMPLOYEES INSURANC	531-105-00	GROUP INSURANCE	WAS JAN 2025 HEALTH INS	1,785.94
		531-105-00	GROUP INSURANCE	WASTE JAN 2025 RETIREE SUB	102.00
	MATHENY MOTOR TRUCK CO	531-343-00	TRUCK MAINTENANCE	BODY CONTROL MODULE	738.49
	KSD ENTERPRISES LLC	531-343-00	TRUCK MAINTENANCE	TRANSMISSION PARTS	104.34
	NAPA-AMTOWER AUTO SUPPLY	531-343-02	EQUIPMENT MAINTENANC	HYDRAULIC HOSE SUPPLIES	526.80
		531-343-00	TRUCK MAINTENANCE	STRAIGHT RAZORS	9.99
		531-343-00	TRUCK MAINTENANCE	WIRING FOR R18	26.90
		531-399-00	MISCELLANEOUS	V BELTS	38.00
		531-343-00	TRUCK MAINTENANCE	PAINT SUPPLIES R14	544.94
	WV PUBLIC EMPLOYEES RETIREME	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	400.23
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	376.20
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	417.89
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	15.30
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	45.90
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	38.25
	SYLVESTER W. LOWTHER	531-343-02	EQUIPMENT MAINTENANC	HYDRAULIC HOSES	199.60
		531-343-02	EQUIPMENT MAINTENANC	HYD LINES	194.84
	FLEET PRIDE	531-343-00	TRUCK MAINTENANCE	REAR END PARTS	251.49
	KEYSTONE AUTOMOTIVE	531-343-00	TRUCK MAINTENANCE	PCRD-CAB CORNERS FOR RECYC	195.83
	INTERNAL REVENUE SERVICE	531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	286.59
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	291.11
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	314.56
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	67.03
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	68.08
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	73.56
	PAYFLEX - INSPIRA	531-105-00	GROUP INSURANCE	WASTE DEC 2024 HSA FEES	9.75
	AT&T MOBILITY	531-213-00	UTILITIES	PCRD-DEC CELL PHN & GEOTAB	51.80
	FLYERS ENERGY LLC	531-343-01	FUEL - RECYCLING CEN	CFS-4109915 12-31-24	1,323.66
	HOPE GAS	531-213-00	UTILITIES	WAS GAS 1-30-25	134.64
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	14,375.07
				TOTAL:	24,729.84
LANDFILL	BUCKHANNOH UTIL BOARDS	532-216-00	TESTING/MONITOR WELL	JAN 2025 LEACHATE	1,494.16
	STURM ENVIRONMENTAL SERVICES	532-216-01	TREATMENT OF LEACHAT	DEC LAB SERVICES	318.00
	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	LEACHAT TREATMT DEC 24	245.24



FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TOTAL:					2,057.40
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	496.71
	COLE TRUCK PARTS INC	533-343-02	MAINTENANCE TRUCK/TR	ASSORTED TRUCK PARTS	534.21
		533-343-02	MAINTENANCE TRUCK/TR	FILTERS	749.04
	HOTSY EQUIPMENT CO	533-343-00	EQUIPMENT MAINTENANC	PRESSURE WASHER WANDS	394.00
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WAS JAN 2025 HEALTH INS	891.98
		533-105-00	GROUP INSURANCE	WASTE JAN 2025 RETIREE SUB	34.00
	NAPA-AMTOWER AUTO SUPPLY	533-343-00	EQUIPMENT MAINTENANC	BATTERY	159.01
		533-343-02	MAINTENANCE TRUCK/TR	ANTIGEL	14.99
		533-343-00	EQUIPMENT MAINTENANC	BATTERY	178.73
	STURM ENVIRONMENTAL SERVICES	533-216-00	DRAINAGE EXPENSE TRA	DEC LAB SERVICES	307.00
	LOWES BUSINESS ACCOUNTS/SYNC	533-343-00	EQUIPMENT MAINTENANC	EXTENSION CORDS	208.94
		533-999-00	MISCELLANEOUS TRANSF	WATER HOSES	99.71
	S R MACHINE CO	533-343-02	MAINTENANCE TRUCK/TR	DIRVESHAFT	1,198.67
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	379.88
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	378.50
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	382.36
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	159.30
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	117.90
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	182.25
	CITIZENS BANK OF WV	533-459-00	NEW EQUIPMENT	WAS FEB 2025	1,120.97
	RELIABLE TIRE COMPANY	533-343-02	MAINTENANCE TRUCK/TR	TIRES	230.00
		533-343-02	MAINTENANCE TRUCK/TR	TIRES	4,900.00
		533-343-02	MAINTENANCE TRUCK/TR	TIRES	220.00
	FLEET PRIDE	533-343-02	MAINTENANCE TRUCK/TR	REAR END PARTS	539.65
		533-343-02	MAINTENANCE TRUCK/TR	REAR END PARTS	1,290.14
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	368.98
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	339.51
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	389.28
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	86.29
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	79.40
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	91.04
	AMAZON.COM	533-343-00	EQUIPMENT MAINTENANC	PCRD-INK FOR SCALEHOUSE PR	144.75
		533-343-00	EQUIPMENT MAINTENANC	PCRD-PRINTER PAPER	632.05
	PAYFLEX - INSPIRA	533-105-00	GROUP INSURANCE	WASTE DEC 2024 HSA FEES	3.25
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	TIPPING FEE 12/1-12/31/24	52,391.78
		533-460-00	TIPPING FEES	TIPPING FEE C&D 12/16-12/3	8,742.60
		533-460-00	TIPPING FEES	C & D TIPPING FEE 1/1-1/15	3,294.25
	NEWLOUS INTERNATIONAL SALESL	533-343-02	MAINTENANCE TRUCK/TR	OIL CAP	67.11
		533-343-02	MAINTENANCE TRUCK/TR	HOOD SPRINGS	114.40
	AT&T MOBILITY	533-213-00	UTILITIES	PCRD-DEC CELL PHN & GEOTAB	38.85
	FRONTIER	533-213-00	UTILITIES	WASTE DEC 2024 PHN BILL	101.97
		533-213-00	UTILITIES	472-4443-101915-4 WASTE	101.97
	FLYERS ENERGY LLC	533-343-01	FUEL/OIL TRANSFER ST	CFS-4109915 12-31-24	6,759.72
	CINTAS	533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 12-27-24	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	80.72
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 1-3-25	35.00
		533-345-00	UNIFORMS	WAS T/S ST UNIFORMS 1-3-25	241.75
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 1-9-25	40.28
		533-345-00	UNIFORMS	T/S UNIFORMS	80.72
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 1-16-25	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	85.92
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 1-23-25	35.00

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TOTAL:					107,453.20
WASTE OFFICE/BOARD	**PAYROLL EXPENSES	533-345-00	UNIFORMS	T/S UNIFORMS	88.66
				1/01/2025 - 1/31/2025	17,780.01
				TOTAL:	107,453.20
	PALSTON PRESS INC	534-999-00	GEM & ADM MISC BILLI	CLEANING SUPPLIES	263.37
	LEAF	534-999-00	GEM & ADM MISC BILLI	JAN 25 COPIER LEASE	162.34
		534-999-00	GEM & ADM MISC BILLI	CITY HALL COPIER LEASE FEB	178.57
	WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WAS JAN 2025 HEALTH INS	831.92
		534-105-00	GROUP INSURANCE	WASTE JAN 2025 RETIREE SUB	102.00
	HART OFFICE SOLUTIONS INC	534-999-00	GEM & ADM MISC BILLI	338264	10.07
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	262.58
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	250.57
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	256.75
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	365.72
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	302.98
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	300.49
	BUCKHANNON POSTMASTER	534-218-00	POSTAGE	STAMPS	730.00
		534-218-00	POSTAGE	STAMPS	1,460.00
		534-218-00	POSTAGE	PERMIT #10 POSTAGE	1,000.00
	THOMAS J O'NEILL	534-223-00	PROFESSIONAL SERVICE	FEB 25 ATTORNEY FEES	1,250.00
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	DEC 24 CREDIT CARD FEES	2,410.64
	DAVID L HOWELL CPA	534-223-00	PROFESSIONAL SERVICE	2024 AUDIT BILL #3	2,097.50
	JERRY HEARD ASSC.	534-999-00	GEM & ADM MISC BILLI	2024 TAX FORMS	187.77
	WVNET	534-999-00	GEM & ADM MISC BILLI	WEB HOSTING 3RD QTR 2021	26.25
	WALMART STORES INC -BUCKHAMN	534-999-00	GEM & ADM MISC BILLI	CLEANING SUPPLIES	48.53
		534-999-00	GEM & ADM MISC BILLI	CLEANING SUPPLIES	14.50
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	491.98
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	381.08
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	384.36
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	115.08
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	89.13
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	89.89
	AMAZON.COM	534-999-00	GEM & ADM MISC BILLI	PCRD-COLOR PAPER	26.25
		534-999-00	GEM & ADM MISC BILLI	PCRD-PAPER CLIPS FILE FOLD	28.48
		534-999-00	GEM & ADM MISC BILLI	PCRD-COPY PAPER	19.50
		534-999-00	GEM & ADM MISC BILLI	PCRD- 2 SHARP CALCULATORS	40.50
	PAYFLEX - INSPIRA	534-105-00	GROUP INSURANCE	WASTE DEC 2024 HSA FEES	6.50
	KOMAX LLC	534-999-00	GEM & ADM MISC BILLI	INKJET CARTRIDGE POSTAGE	62.98
	FP FINANCE PROGRAM	534-218-00	POSTAGE	JAN 25 MAILER & INSERT PYM	94.30
	OPTIMUM B2B, DEPT. 1264	534-999-00	GEM & ADM MISC BILLI	JAN 25 CITY HALL INTERNET	214.62
	TYLER TECHNOLOGIES INC	534-999-00	GEM & ADM MISC BILLI	UTILITY BILL NOTIFICATION	97.87
		534-999-00	GEM & ADM MISC BILLI	UTIL BILL AUTOPAY, IVR, SI	2,235.00
	ROSSMAN & CO/PCB CORP	534-999-00	GEM & ADM MISC BILLI	HEATHER NORMAN	11.14
	HEWLETT PACKARD FINANCIAL SE	534-999-00	GEM & ADM MISC BILLI	PLOTTER RENTAL JAN 25	78.91
	TYLER UNIVERSITY	534-999-00	GEM & ADM MISC BILLI	PCRD-TRAINING CLASSES FOR	1,377.50
	COMFORTECH LLC	534-999-00	GEM & ADM MISC BILLI	ANNUAL MAINT CH 2025	1,200.75
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	20,281.46
				TOTAL:	38,599.83

a. PSCWV G.O. No. 64.7 Tariff Rate Increase 3.80%



Public Service Commission  
of West Virginia

201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
Fax: (304) 340-0325

January 27, 2025

Karen Buckley, Executive Secretary  
Public Service Commission  
201 Brooks Street  
Charleston WV 25323

10:18 AM JAN 27 2025 EXEC SEC DIV

Re: CPI Buckhannon 25A

Dear Ms. Buckley:

On January 23, 2025, City of Buckhannon Waste Collection Board filed a request in this matter seeking an increase in its approved tariff rates by 3.80% as permitted under W. Va. Code §24A-5-2a(d). This request is the fourth annual increase requested since the last formal rate case.

I have reviewed the informal filing from the carrier and have determined that the increase is within the percentage set forth by the Commission in G.O. No. 64.7. The carrier included an affidavit demonstrating the required advance public notice and submitted a proper tariff revision effective March 1, 2025. Therefore, the proposed tariff change should be accepted for filing by the Commission, the revised tariff forwarded to the Commission Tariff Officer and this matter closed. Please feel free to contact me with any questions and forward a copy of this letter to both the carrier and Commission Staff.

Sincerely,

Keith A. George  
Administrative Law Judge

**b. Approval of Waste Collection Board Budget Revision:** Mrs. Jenkins noted that Agenda Item 9. b was not being presented today.

**Pinegar/Bucklew motioned to accept the financial reports as presented. The motion carried.**

**10. Department Report –** Waste Department Superintendent Dakota Arnold provided the following reports:

**a. Recycling Center Report –** See the report

		City of Buckhannon Recycling Center			
				DATE:	January-25
		Inventory & Balance Sheet			
	Uproc.	Proc.	Total		
ONP	2	20.2	22.2		
OCC	1.5	56.99	58.49		
MGOP	0.38	15.79	16.17		
STEEL	0.5	11	11.5		
ALUM.	0.2	1	1.2		
E-WAST	0.1	0.8	0.9		
Pete #1	0.15	11.56	11.71		
No. 2	0.3	7.6	7.9		
Total	5.13	124.94	130.07		
Inventory 01/01/2025				101.4	
Inventory 02/01/2025				130.07	
Diff.				28.67	
Loads Shipped				21.56	
Total Diff. Inventory & Loads Shipped				50.23	
Total Received				50.23	
Less Garbage				0	
Total				50.23	
		Residential Curbside 200			
		Appliance	Iron	Total	Total \$
		0	0	0	0.00
		Yard Debris 5000			

b. Transfer Station Report – See the report

		City of Buckhannon				
		Transfer Station Totals				
		January	2025			
Total Transactions				2282		
Total Weight				1140.48		
Total Cash Received				\$18,408.00		
Total City Trucks				\$64,763.46	778 tons	
Total Charge				\$14,356.58		
Grand total				\$97,528.04		
Total C/D Material				192.11		
Total Commercial/Residential				890.79		
Bulky Goods	Steel	Waste	Total			
	1.1	1.76	2.86			

c. Waste Collection Report – As part of the discussion, Dakota Arnold discussed a significant truck breakdown recently.

11. Old Business Discussions:

- a. None

12. New Business Discussions:

- a. Equipment Bill of Sale Agreement between COB Waste Collection Board & City of Philippi  
Amby Jenkins, Dakota Arnold, and Ethan Crosten all participated in an overview of the agenda item. Mayor Skinner suggested that we transfer the ownership of the equipment, with an appropriate waiver of liability, at no cost to them.

Bucklew/Pinegar motioned to give the four pieces of equipment to the City of Philippi at no cost, with the City of Philippi executing a liability waiver for us. The motion carried.

Bill of Sale and Agreement

FOR CONSIDERATION RECEIVED, the City of Buckhannon (Waste Collection Board), a West Virginia municipal corporation, (hereafter "Seller") does transfer and convey to the City of Philippi, West Virginia, a political subdivision of the State of West Virginia, (hereinafter "Buyer"), the property described hereinbelow ("Equipment"), under the terms and conditions contained herein.

<u>Equipment</u>	<u>Serial Number</u>	<u>Price</u>
2016 Case Skid Steer	NGM425918	\$1.00 (One Dollar)
2003 Case 60 XT Skid Steer	JAF0366186	\$1.00 (One Dollar)
1994 Case 580SK Backhoe	JJG0182325	\$1.00 (One Dollar)
1994 Case Backhoe	JJG0181946	\$1.00 (One Dollar)

Seller sells the aforesaid Equipment to the Buyer pursuant to *West Virginia Code §8-12-18(a)*, for a public purpose, deeming the consideration paid to be adequate, not considering alone the market value of the Equipment.

Buyer accepts the Equipment "AS IS, WHERE IS". Seller makes no warranties, expressed or implied, with respect to the Equipment, and Seller Expressly disclaims all warranties, INCLUDING ANY WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE. Buyer acknowledges that Seller has not made and does not hereby make any representation, warranty, or covenant with respect to the title, merchantability, condition, quality, description, durability, or suitability of the Equipment in any respect or in any connection with or for the purpose of the Buyer. Buyer henceforth and forever releases the City of Buckhannon, WV, hereinafter known as "Seller" and all their respective officers, directors, employees, agents, and members from any liability for any reason whatsoever in the sale of the Equipment to buyer.

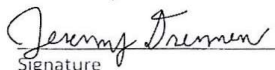
Buyer agrees to assume full responsibility for and will pay the complete cost, if any, of removal, crating, loading, and freight of the Equipment from the Seller's point of origin to the Buyer's premises.

Buyer shall be fully responsible for the installation of the Equipment and of any and all devices necessary for the proper operation and use of the Equipment and shall be totally responsible for any training of operators and others as necessary in the property operation, use, application and maintenance of the Equipment. Seller expressly disclaims any and all responsibility with respect to such matters.

Buyer shall indemnify, defend, save and hold harmless the Seller, the City of Buckhannon, and all their respective officers, directors, employees, agents, and members from and against any and all claims, demands, losses, suits and judgements and all costs and expenses in connection therewith, including attorney's fees, arising out of or in any way related to the Equipment or this Agreement, and including without limitation any of the foregoing involving allegations of negligence on the part of the Seller or any theory of Seller's strict liability in tort.

Buyer hereby agrees that none of the Equipment has been or will be placed in service by Buyer until after this Agreement has been signed.

For the Buyer:

  
Signature

Jeremy Drennen

Name printed

City Manager, Philippi, WV

Title

2/6/2025

Date

For the Seller:

  
Signature

Robert Neal Skinner, III

Name printed

Mayor, City of Buckhannon

Title

February 6, 2025

Date

- b. **WV Development Corp Request Bill Adjustment for Poinsettia Drive MHP** - The customer owns a group of rentals and offers a City Dumpster for the tenants to use, for which he pays the monthly fee. It was discovered that his tenants were also paying a monthly waste collection fee, and he is asking for a refund of his payments. Ethan Crosten suggested that we check with the PSC to see if there is a ruling on this type of refund. We will do so and revisit the matter next month. No further action was necessary.
- c. **Upshur County Solid Waste Authority Request the use of the Public Works Facility at 395 Mud Lick Rd for the Free Paper Shred Event on Saturday, April 26, 2025, 9:00 am-12 noon.** - Mayor Skinner provided an overview of the request.

**Pinegar/Bucklew motioned to approve the Upshur County Solid Waste Authority request to use the Public Works Facility at 395 Mud Lick Rd for a Free Paper Shred Event on Saturday, April 26, 2025, 9:00 am-12 noon. The motion carried.**

- d. **Approval Storm Water Pollution Prevention Plan for the Transfer Station & Recycling Center** - Ethan Crosten provided an overview of the plan and recommended that the Board approve it as presented.



# **STORM WATER POLLUTION PREVENTION PLAN**

***City of Buckhannon  
Solid Waste Transfer Station & Recycling  
Center Buckhannon, Upshur County, West  
Virginia***

*Prepared for:*

## **City of Buckhannon**

70 East Main Street  
Buckhannon, West Virginia  
26201

*Prepared by:*

## **Potesta & Associates, Inc.**

125 Lakeview Drive  
Morgantown, West Virginia  
26508  
Phone: (304) 225-2245    Fax: (304) 225-2246  
Email: [potesta@potesta.com](mailto:potesta@potesta.com)

Project No. 0102-21-0235-502

January 2025

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Storm Water Pollution Prevention Plan – Buckhannon Solid Waste Transfer Station & Recycling Center (0102-21-0235-502), January 2025

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•
 

STORM WATER  
 POLLUTION PREVENTION PLAN

a.
 

City of Buckhannon  
*Solid Waste Transfer Station & Recycling Center*  
*Upshur County, West Virginia*

a.i.1.
 

1.0
 INTRODUCTION

This Storm Water Pollution Prevention Plan (SWPPP) has been prepared in accordance with the requirements of the West Virginia/National Pollutant Discharge Elimination System (WV/NPDES). This plan is to be implemented immediately and be available for review by the Director of the West Virginia Department of Environmental Protection (WVDEP), Division of Water and Waste Management, or authorized representative. Upon review of the SWPPP, additional data may be requested to evaluate the plan, and modifications may be required to ensure its adequacy.

The City of Buckhannon Solid Waste Transfer Station & Recycling Center (Buckhannon) is located in Buckhannon, Upshur County, West Virginia. The facility receives solid waste and recyclable materials from the City of Buckhannon and citizens of Upshur, Lewis, Barbour, and Randolph Counties. The facility sorts the material and then transports it to a landfill or recycling facility. This SWPPP contains information to assist with managing storm water and other discharges associated with this industrial facility.

The purpose of the plan is:

1.
 

To identify potential sources of storm water pollution and develop a strategy to ensure the application of practices in order to comply with the WV/NPDES.

This plan is to be submitted as part of any future application for facility permits or renewals.



---

**a.i.2. 2.0 CERTIFICATION**

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: -----Ethan Crosten----- Title: Public Works Director

*a.i.3. 3.0 GENERAL SITE INFORMATION*

Buckhannon receives solid waste from the activities of the City of Buckhannon and citizens of Upshur, Lewis, Barbour, and Randolph Counties. The facility receives, processes and ships the following materials: Municipal solid waste including, but not limited to, paper, glass, metal, food waste, construction/demolition, and household waste. Bulky and white goods may be placed in containers for proper management. No infectious or hazardous waste is accepted at this facility. This facility places containers to collect and transfer recyclable materials.

Solid waste arrives at site by truck and/or citizen drop off. The solid waste and/or recyclables are then sorted and taken to either a landfill or recycling facility.

<b>Facility Name:</b>	City of Buckhannon Solid Waste Transfer Station & Recycling Center
<b>Location:</b>	378 Mud Lick Road, Buckhannon West Virginia 26201*
<b>Mailing Address:</b>	70 East Main Street, Buckhannon West Virginia 26201
<b>Contact Person:</b>	Ethan Crosten – Public Works Director
<b>Type of Facility:</b>	Waste Transfer Station & Recycling Center
<b>Primary SIC Code:</b>	4953 – Refuse Systems
<b>Operating Schedule:</b>	The facility is in operation Monday through Friday 7:30 a.m. to 4:30 p.m. and Saturday 7:30 a.m. to 12:00 noon.
<b>Depth to Groundwater:</b>	Unknown

\* See Topo and Site Maps in **Appendix A**

*a.i.4. 4.0 SITE HISTORY AND EXISTING WATER CONDITIONS*

The City of Buckhannon applied to construct and operate the Solid Waste Transfer Station on August 17, 1992. The Solid Waste Transfer Station was built to remedy the closing of the only solid waste disposal facility in Upshur County, Buckhannon’s City Landfill, which was required to close by law in March 1993. The City of Buckhannon Solid Waste Transfer Station later incorporated recycling into their routine operations.

According to the US Department of Agriculture’s Soil Survey of Upshur County, West Virginia, the facility is located in Vandalia silt loam soil classification. This classification indicates that the soil beneath the site is well drained colluvium derived from sandstone and siltstone.

The facility is unaware of historical sampling or data concerning groundwater at the site.

#### ***a.i.5. 5.0 HISTORICAL SPILLS AND LEAKS***

Buckhannon has not experienced any significant spills or leaks that were exposed to precipitation or otherwise drained to a storm water conveyance at the facility over the past three years. The facility is unaware of spills or leaks of toxic and/or hazardous pollutants at the site that may have impacted surface water.

### ***6.0 ADDITIONAL REGULATORY REQUIREMENTS***

The following is a summary of additional regulatory requirements to which the facility is subject which have an impact on surface water protection.

#### ***6.1 WVDEP/OWR Storm Water Permitting***

At the request of the WVDEP, Buckhannon provided information to incorporate permitting of the stormwater discharge from this facility into the existing Solid Waste Permit (Permit No SWF-5025).

#### ***6.2 WVDEP/Division of Air Quality Air Permitting***

This facility is not required for coverage under air pollution control permits.

### ***7.0 INVENTORY OF OPERATIONS AND POTENTIAL POLLUTANT SOURCES AND POLLUTION PREVENTION PROCEDURES***

The following discussion provides:

- 1) A description of potential sources which may be reasonably expected to add significant amounts of pollutants to storm water discharges or which may result in the discharge of pollutants during dry weather from separate storm sewers draining the facility, with an assessment of the potential risk of storm water contamination.
- 2) A description of significant materials that have been treated; stored or disposed in a manner to allow exposure to storm water between the time of three years prior to the date of the coverage under this permit and the present.
- 3) The method of on-site storage or disposal, materials management practices employed to minimize contact of these materials with storm water runoff, the location and a description of existing structural and non-structural control measures to reduce pollutants in storm water runoff, a description of any treatment the storm water receives, and a description of the procedures designed to protect storm water.

### **7.1 Loading and Unloading of Dry Bulk Materials or Liquids**

Loading and unloading of bulk materials such as office supplies, equipment parts, and absorbent takes place on paved or enclosed areas of the facility under the supervision of facility staff.

Bulk liquids stored at the site include degreaser and deodorizer. Loading and unloading of bulk liquids takes place in paved areas under the supervision of facility staff. The degreaser and deodorizer are delivered to the site in 55-gallon drums by truck then offloaded and stored inside the Transfer Station Building (see **Appendix A**). If a leak or spill associated with the degreaser or deodorizer were to occur, the Transfer Station Building would serve as secondary containment. The leak or spill would be promptly contained using booms, cleaned up with an absorbent, containerized, and be picked up by a licensed waste contractor. Any portion of the leak or spill not captured by the booms or absorbent would be captured by the sanitary sewer system that would allow the spilled material to drain to the City of Buckhannon Wastewater Treatment Plant. Two spill kits are available onsite in the event of spills or leaks.

Since loading and unloading of dry bulk materials and liquids take place on paved or enclosed areas of the facility under the supervision of facility staff, and the materials are stored inside, the potential for contact and contamination of surface water is minimal.

### **7.2 Outdoor Storage of Raw Materials, Intermediary Products or Products**

There is no outdoor storage of raw materials, intermediary or products at this facility.

### **7.3 Fueling Areas**

This facility has a portable 60-gallons storage tank used to store diesel fuel for site equipment. When not in use the portable storage tank is stored inside the Recycling Building. If a spill or leak were to occur associated with this portable diesel tank, the Recycling Building would serve as secondary containment. The leak or spill would be promptly contained using booms, cleaned up with an absorbent, containerized, and be picked up by a licensed waste contractor. Filling operations of this portable diesel tank take place offsite. Surface water pollutants associated with this material include oil and grease, and diesel range organics. To minimize the potential of spills and leaks, fueling is a manual operation which takes place on paved or concrete areas with site personnel in attendance. Two spill kits are available onsite in the event of spills or leaks that could occur during these activities.

### **7.4 Dust or Particulate Generating Processes**

Vehicle traffic and equipment have the potential to create dust. However, most of the areas where vehicles travel is pavement or concrete. In the graveled area located on the northern portion of the site, existing vegetation along the edges of the graveled area will help to filter the runoff minimizing the impact to stormwater.

### **7.5     *Illicit Connections or Management Practices***

The facility will not have illicit connections or management practices that could lead to pollution of surface waters or storm water.

### **7.6     *Waste Disposal Practices***

Wastes generated and accepted at the Buckhannon Waste Transfer Station & Recycling Center are disposed of in accordance with federal, state, and local regulations, as well as the requirements set forth in the facility's Solid Waste Permit. Used oil generated at this facility is stored in an aboveground storage tank (AST) located inside the Recycling Building. The used oil is burned in a used oil burner attached to the AST. If a leak were to occur, it would be contained in the tanks doubled wall construction, the leaked material would then be removed and disposed of by a licensed waste contactor. If a spill associated with the used oil AST were to occur, the Recycling Building would serve as secondary containment, the spill would be contained using booms, cleaned up with an absorbent, containerized, and disposed of by a licensed waste contractor. These preventive measures reduce the risk of potential contamination of storm water or surface waters.

### **7.7     *Areas with the Potential for Soil Erosion***

The majority of the active site area is paved or graveled. Existing vegetation has been kept in place and maintained in a manner to minimize the potential for soil erosion.

### **7.8     *Materials Handling***

Discussed in previous sections.

### **7.9     *Equipment Cleaning***

There is no equipment cleaning at this facility. However, trucks that are used to transport refuse are periodically rinsed at this facility. No soaps are used in the truck rinsing operations. Truck rinsing operations are conducted on paved or concrete areas of the facility. Water from the truck rinsing operations drains to the sanitary sewer where it then flows to the Buckhannon Wastewater Treatment Plant.

### **7.10    *Construction Activities***

Construction at the site is not anticipated. Should construction activities be initiated, erosion and sediment control practices will be employed. Construction storm water permit coverage will be obtained, if necessary.



### **7.11 Maintenance Activities**

Anticipated on-site maintenance involves the regular inspection and preventive maintenance of facility equipment and operating systems. These preventive maintenance activities should reduce the potential for breakdowns and failures.

### **7.12 Pipelines Carrying Contaminants**

There are no known underground pipelines carrying contaminants present at the facility.

### **7.13 Drums, Pumps, Sumps and Tanks Containing Contaminants**

Degreaser and deodorizer are delivered to the facility in 55-gallon drums. The drums are stored inside the Transfer Station Building (discussed in **Section 7.1**).

Used oil is stored in a 250-gallon AST and diesel fuel is stored in a portable 60-gallon storage tank. Leaked used oil would be contained within the tank's double walled construction and removed by a licensed waste contractor. If a spill or leak were to occur associated with the portable diesel tank, the Recycling Building would serve as secondary containment. The leak or spill would be promptly contained using booms, cleaned up with an absorbent, containerized, and be picked up by a licensed waste contractor. Spills during filling operations would fall to asphalt or concrete beneath the tank and be promptly cleaned up by the observing employee using an absorbent, containerized, and picked up by a license waste contractor. If oil or fuel leaks occur, including, but not limited to, seams, gaskets, piping, pumps, valves, rivets and bolts, they shall be promptly cleaned up removing accumulation of oil in the impacted area.

There are no sumps at this facility.

## **a.i.6. 8.0 GOOD HOUSEKEEPING**

Good housekeeping requires the maintenance of a clean, orderly facility. Good housekeeping procedures conducted at this site include the routine, proper disposal of wastes, proper material storage, and the prompt, complete clean-up of spilled materials.

## **a.i.7. 9.0 WASTE USAGE**

In accordance with ' 4.11.6. of 47 CSR 58, no wastes will be used for deicing, fills, or for any other purpose, unless specifically allowed by applicable regulations.

*a.i.8. 10.0 POLLUTION PREVENTION COMMITTEE*

The following group of people comprises the facility’s Pollution Prevention Committee (PPC). These individuals are responsible for all pollution prevention activities, including the implementation, revision and maintenance of this plan.

Committee Chairman:	Ethan Crosten	(304) 591-3342
Committee Members:	Dakota Arnold	(304) 439-9915
Committee Members:	Jay Holland	(304) 613-0002

**11.0 EMPLOYEE TRAINING**

The PPC is responsible for training employees in the provisions and goals of this plan. Training will stress that water is a resource that, by law, must be protected and that protection of water quality is vital to the success of the facility. This training will stress employee responsibilities regarding storm water protection and pollution prevention and will cover standard operating procedures to minimize the possibility of storm or surface water contamination, recognition of potential water contaminants, spill response and reporting, procedures for cleanup should a spill or potential threat to water quality occur, good housekeeping and maintenance. Training will also include where spill kits are located, their proper usage and the importance of regular visual inspections of tanks, drums and piping which has the potential to leak. Training will be conducted on at least an annual basis and will be refreshed as soon as practical if the plan undergoes substantial revision or in the event of a spill or release incident that indicates the need for additional training. New employees will be trained during their probationary period. Training records can be found in **Appendix B**.

*12.0 SITE INSPECTIONS AND PLAN REVIEW*

*12.1 Annual Inspections*

On an annual basis, a site inspection will be conducted by appropriate personnel named in the SWPPP to verify that the description of potential pollutant sources is accurate, to confirm the drainage map reflects current conditions, and to ensure that the structural controls described in the plan are intact and properly functioning. The inspection also includes, as necessary, tests of site equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants.

The plan shall be updated to reflect current conditions, if necessary. Records of these inspections can be found in **Appendix C** and will be maintained at the site for at least three years.

## **12.2 Visual Examinations of Storm Water**

During each quarterly storm water monitoring period a visual examination of the storm water must be conducted. Samples will be collected within the first 30 minutes (or as soon thereafter as practical, but not to exceed one hour) of when the runoff or snowmelt begins discharging from Outlet 001 at the City of Buckhannon Waste Transfer & Recycling Center. The examination shall document observations of color, odor, clarity, floating solids, settled solids, suspended solids, foam, oil sheen, and other obvious indicators of storm water pollution. Completed Visual Examination Reports, found in **Appendix D**, shall be maintained on-site in this plan.

## **12.3 Preventive Maintenance Activities**

Maintenance of the facility is performed to avoid and prevent releases to the environment. The preventive maintenance program is associated with the routine inspections discussed in the facility Groundwater Protection Plan and SWPPP, respectively. During these inspections, the pollution control structures are examined for signs of wear or deterioration. Additionally, should a pollution prevention control structure fail, the cause of the failure will be determined and included as an area of special concern during routine inspections.

As a follow-up to the routine inspections, items that are identified as in need of maintenance or repair are brought to the attention of appropriate personnel. The action(s) taken and the date(s) of completion of repair or maintenance are documented. Records of these activities can be found in **Appendix E**.

## **a.i.9. 13.0 NON-STORM WATER DISCHARGES**

The discharges from this facility have been observed for the presence of non-storm water discharges. The certification of this observance is contained in **Appendix F**.

## **a.i.10. 14.0 STORM WATER DISCHARGES**

The northern portion of the facility contains graveled and vegetated areas. The fire department training facility, police department shooting range, and miscellaneous equipment parking and storage is located on the northern portion of the site. The stormwater runoff from the northern portion of the facility drains to Outlet 001. Stormwater from the northern portion of the site drains across the site from east to west as Illustrated in **Figure 2**. An estimate of the impervious surfaces relative to the total area drained by each outlet is contained in **Appendix G**.

The southern portion of the facility is comprised of concrete and paved areas. The transfer station operations take place on the southern portion of the site. The truck scales, transfer station (office, bin and compressor), customer unloading area, a vehicle parking and equipment storage area, recycle bins, and the recycling building (office, processing, and storage) are located on the southern portion of the site. Stormwater runoff from the southern portion of the facility, which

has the potential to come into contact with leachate from the transfer station operations, is contained by a series of retaining walls that allow the runoff to drain to the sanitary sewer, which is treated at the Buckhannon Wastewater Treatment Plant.

The data obtained from storm water sampling and the visual examination (VE) forms are reviewed as they become available. On-site practices are reviewed if an unsatisfactory condition is noted on the VE form (i.e., site is checked for spills if a petroleum odor is noted). If the storm water data exhibit a value greater than the permit limit, applicable best management practices are reviewed and implemented or revised in an effort to comply with the permit limits. Records of the actions taken in response to unsatisfactory conditions noted on VE forms or benchmark exceedances are maintained in **Appendix H** of this plan.

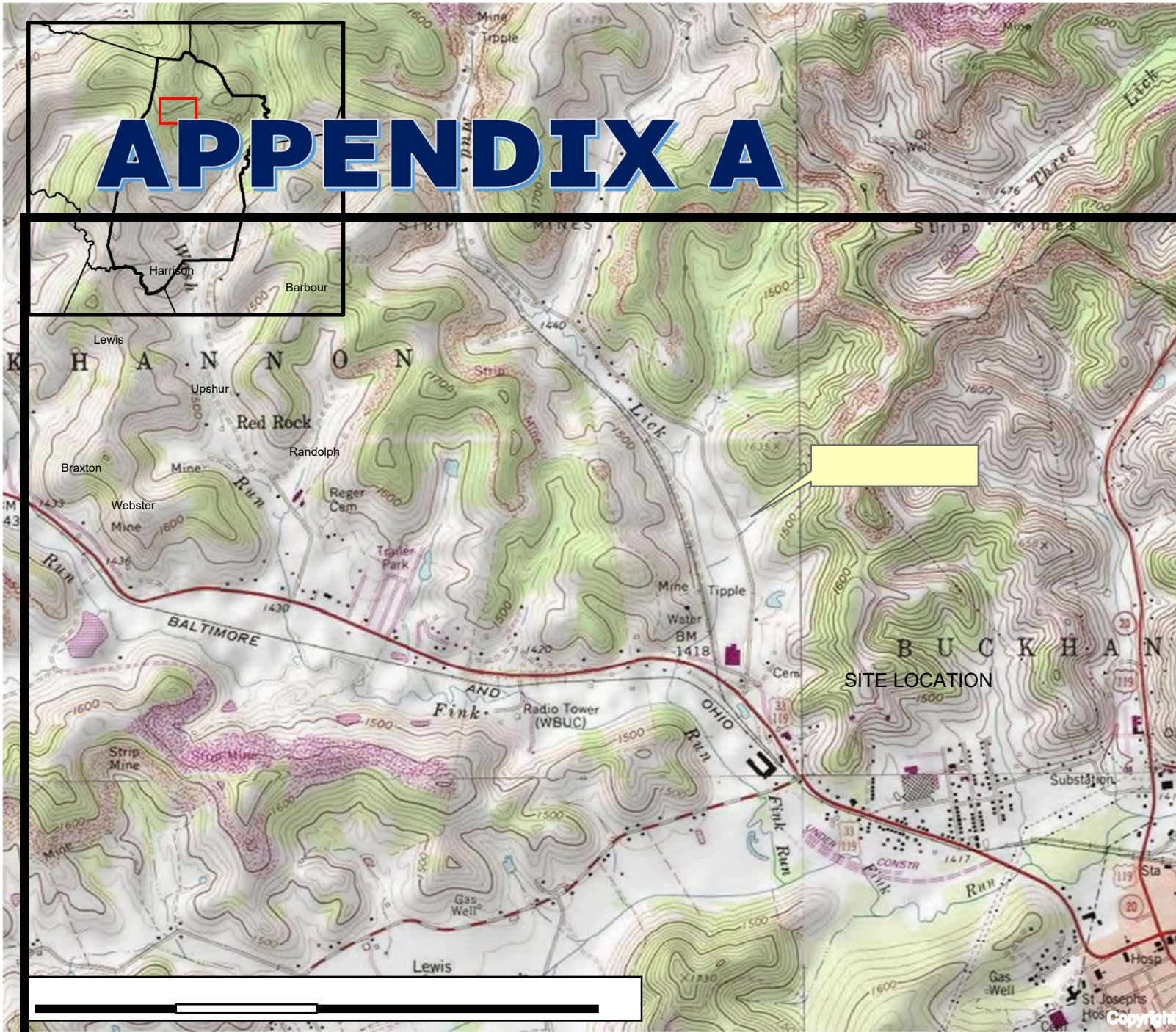
#### ***a.i.11. 15.0 SPILL RESPONSE AND REPORTING***

Spills, leaks or accidental releases of potential storm water or surface water contaminants will be reported to a member of the PPC as soon as reasonably possible. A record of any significant spill must be maintained for three years following the spill. The spill report form is included as **Appendix I**.

It will be the responsibility of the PPC to initiate containment and clean-up activities and to determine if a particular incident requires a report to state or federal authorities. **Appendix J** contains a copy of the West Virginia Emergency Response Spill Alert System for use in complying with Title 47, Series 11, Section 2 of the Legislative Rules as they pertain to the reporting of spills and accidental discharges.



# APPENDIX A



0 2,000 4,000 8,000 Feet

FIGURE 1

**MAPPING FOR VISUAL REPRESENTATION ONLY**

Site Location Map  
City of Buckhannon Solid Waste  
Transfer Station and Recycling Center  
Berlin Quadrangle  
Upshur County, West Virginia  
For Informational Purposes Only

CITY OF BUCKHANNON  
70 E Main Street  
Buckhannon, West Virginia 26201



**Potesta & Associates**  
ENGINEERS AND ENVIRONMENTAL  
7012 Mac Corkle Avenue  
Charleston, WV 25305  
Office: (304) 342-1400 Fax: (304) 342-1401  
E-mail: potesta@potesta.com






\* Placing your initials in this box verifies that you have been trained in this SWPPP.

00000

# APPENDIX C

a.ii. ANNUAL INSPECTION RECORD

Inspector: _____ Date: _____		
Yes	No	Inspection Item
		<i>The description of the potential pollutant sources accurate.</i>
		<i>The site map reflects current site conditions.</i>
		<i>The controls described in the plan to reduce the potential for pollution of groundwater are being implemented and are adequate.</i>

If you answered “No” to any question, provide an explanation:

Description of any other conditions noted:

Provide a description of the action(s) taken or planned:

# APPENDIX D

a.iii. VISUAL EXAMINATION OF  
STORM WATER QUALITY

Facility Name:	Outlet Number:
----------------	----------------



[illegible]



# APPENDIX F

## CERTIFICATION OF NON-STORM WATER DISCHARGE TESTING

**Methods used to test:** The site and the storm water outlets were observed during dry conditions for indications of non-storm water discharges. This involved a walk-through of the site followed by direct observations of the discharge points.

**Discharge points that were directly observed during the testing:**

Outlet 001.

**Date of test:**

*I hereby certify that the discharge from this facility has been tested for the presence of non-storm discharges in accordance with the aforementioned methods.*



Ethan Crosten, Public Works Director

Date

# APPENDIX G

## •OUTLET DRAINAGE AREAS

Outlet Number	Type Of Surface	Area In Square Feet	Impervious Surface %
001	Paved, Roofed (Impervious)	0Ft <sup>2</sup>	0%
	Graveled (Semipervious)	98,000 Ft <sup>2</sup>	
	Barren Ground	0 Ft <sup>2</sup>	
	Vegetated	72,000 Ft <sup>2</sup>	
	TOTAL	33,100 Ft <sup>2</sup>	

# APPENDIX H

## RECORD OF ACTIONS TAKEN IN RESPONSE TO UNSATISFACTORY CONDITIONS NOTED ON VE FORMS OR EXCEEDENCE OF STORM WATER BENCHMARKS

**Date:** \_\_\_\_\_

**Outlet Number:** \_\_\_\_\_

List which benchmark(s) was exceeded or what “unsatisfactory” condition(s) was noted on the Visual Examination form:

\_\_\_\_\_



# APPENDIX J

## EMERGENCY RESPONSE SPILL ALERT SYSTEM WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION

### REQUIREMENTS:

Title 47, Series 11, Section 2, of the West Virginia Legislative Rules, Environmental Protection Water Resources – Waste Management, Effective July 1, 1994.

### RESPONSIBILITY FOR REPORTING:

Each and every person who may cause or be responsible for any spill or accidental discharge of pollutants into the waters of the State shall give immediate notification to the Division of Water and Waste Management's Emergency Notification number, 1-800-642-3074. Such notification shall set forth insofar as possible and as soon thereafter as practical the time and place of such spill or discharge, the type or types and quantity or quantities of the material or materials therein, action or actions taken to stop such spill or discharge and to minimize the polluting effect thereof, the measure or measures taken or to be taken in order to prevent a recurrence of any such spill or discharge and such additional information as may be requested by the Division of Water and Waste Management.

This also applies to spills to the waters of the State resulting from accidents to common carriers by highway, rail and water.

It shall be the responsibility of each industrial establishment or other entity discharging directly to a stream to have available the following information pertaining to those substances that are employed or handled in its operation in sufficiently large amounts as to constitute a hazard in case of an accidental spill or discharge into a public stream:

- 1) Potential toxicity in water to man, animals and aquatic life;
- 2) Details on analytical procedures for the quantitative estimation of such substances in water and
- 3) Suggestions on safeguards or other precautionary measures to nullify the toxic effects of a substance once it has gotten into a stream.

Failure to furnish such information as required by Section 14, Article 11, Chapter 22, Code of West Virginia shall be punishable under Section 24, Article 11, Chapter 22, and/or Section 22, Article 11, Chapter 22 Code of West Virginia.

It shall be the responsibility of any person who causes or contributes in any way to the spill or accidental discharge of any pollutant or pollutants into State waters to immediately take any and all measures necessary to contain such spill or discharge. It shall further be the responsibility of such person to take any and all measures necessary to clean-up, remove and otherwise render such spill or discharge harmless to the waters of the State.

When the Director determines it necessary for the effective containment and abatement of spills and accidental discharges, the Director may require the person or persons responsible for such spill or discharge to monitor affected waters in a manner prescribed by the Director until the possibility of adverse effect on the waters of the State no longer exist.

### VOLUNTARY REPORTING BY LAW OFFICERS, U. S. COAST GUARD, LOCK MASTERS AND OTHERS:

In cases involving river and highway accidents where a responsible party may or may not be available to report the incident, law officers, U. S. Coast Guard, Lock Masters and other interested person should make the report.

### WHO TO CONTACT:

Notify the following number: 1-800-642-3074

### INFORMATION NEEDED:

- |  |                                       |
|--|---------------------------------------|
| - Source of spill or discharge               | - Personnel at the scene              |
| - Location of incident                       | - Actions initiated                   |
| - Time of incident                           | - Shipper/Manufacturer identification |
| - Material spilled or discharged             | - Railcar/Truck identification number |
| - Amount spilled or discharged               | - Container type                      |
| - Toxicity of material spilled or discharged |                                       |

**Bucklew/Pinegar motioned to approve the presented Storm Water Pollution Prevention Plan for the Transfer Station & Recycling Center. The motion carried.**

- e. **Approval Groundwater Protection Plan for the Transfer Station & Recycling Center** - Ethan Crosten provided an overview of the plan and recommended that the Board approve it as presented.

# GROUNDWATER PROTECTION PLAN

***City of Buckhannon***  
***Solid Waste Transfer Station & Recycling***  
***Center Buckhannon, Upshur County, West***  
***Virginia***

*Prepared for:*

**City of Buckhannon**

**70 East Main Street**  
**Buckhannon, West Virginia**  
**26201**

*Prepared by:*

**Potesta & Associates, Inc.**

**125 Lakeview Drive**  
**Morgantown, West Virginia**  
**26508**

Phone: (304) 225-2245    Fax: (304) 225-2246  
Email:

potesta@potesta.com

Project No. 0102-21-

0235-502

January 2025



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- **GROUNDWATER PROTECTION PLAN**

- a. **City of Buckhannon**

- Solid Waste Transfer Station & Recycling Center  
Upshur County, West Virginia***

- a.i.1. 1.0 INTRODUCTION***

The City of Buckhannon Solid Waste Transfer Station & Recycling Center is located in Buckhannon, Upshur County, West Virginia. This Groundwater Protection Plan (GPP) has been prepared in accordance with the requirements of the West Virginia/National Pollutant Discharge Elimination System (WV/NPDES). This plan is to be implemented immediately and be available for review by the Director of the West Virginia Department of Environmental Protection (WVDEP), Division of Water and Waste Management (DWWM), or authorized representative. Upon review of the GPP, additional data may be requested to evaluate the plan, and modifications may be required to ensure its adequacy.

At the request of WVDEP, the City of Buckhannon Waste Transfer Station & Recycling Center (Buckhannon) is submitting an application to incorporate the stormwater discharge from this facility into the existing Solid Waste Permit (SWP-5025). Coverage under this permit requires the development of a Groundwater Protection Plan (GPP) and the implementation of Best Management Practices (BMPs) with the goal of protecting groundwater and soils at the facility.

This plan is to be submitted as part of any future application for facility permits or renewals.

**a.i.2. 2.0 CERTIFICATION**

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

Signature:

Date: **01-22-24**

Name: Ethan Crosten

Title: Public Works Director

*a.i.3. 3.0 GENERAL SITE INFORMATION*

Buckhannon receives solid waste from the activities of the City of Buckhannon and citizens of Upshur, Lewis, Barbour, and Randolph Counties. The facility receives, processes and ships the following materials: Municipal solid waste including, but not limited to, paper, glass, metal, food waste, construction/demolition, and household waste. Bulky and white goods may be placed in containers for proper management. No infectious or hazardous waste is accepted at this facility. This facility places containers to collect and transfer recyclable materials.

Solid waste arrives at site by truck and/or citizen drop off. The solid waste and/or recyclables are then sorted and taken to either a landfill or recycling facility.

<b>Facility Name:</b>	City of Buckhannon Solid Waste Transfer Station & Recycling Center
<b>Facility Street Address:</b>	378 Mud Lick Road, Buckhannon West Virginia 26201*
<b>Facility Mailing Address:</b>	70 East Main Street, Buckhannon West Virginia 26201
<b>Owner:</b>	City of Buckhannon 70 East Main Street, Buckhannon West Virginia 26201
<b>Operator:</b>	City of Buckhannon 70 East Main Street, Buckhannon West Virginia 26201
<b>Contact:</b>	Ethan Crosten – Public Works Director
<b>Location:</b>	The facility is located on Mud Lick Road Route 5/7, 0.5 miles north of Route 12 (Old Route 33) west of Buckhannon. Approximate facility coordinates are latitude 39° 00' 34" and longitude 80° 15' 08".
<b>Facility Description:</b>	This facility is a solid waste transfer station and recycling center.
<b>Primary SIC Code:</b>	4953 – Refuse Systems
<b>Depth to Groundwater</b>	Unknown

\*See Topo/Location Map in **Appendix A**.

*4.0 INVENTORY OF OPERATIONS AND POTENTIAL POLLUTANT SOURCES AND POLLUTION PREVENTION PROCEDURES FOR GROUND WATER*

This section provides: (1) an inventory of operations that may reasonably be expected to contaminate the groundwater resources with an indication of the potential for soil and groundwater contamination from those operations, and (2) a thorough and detailed description of procedures



designed to protect groundwater from the identified potential contamination sources. The site location map and site sketch illustrate the components of the facility (**Appendix A**).

There are a variety of designed structures and implemented procedures to protect groundwater at Buckhannon. See the facility's Storm Water Pollution Prevention Plan, in addition to the following sections, regarding the facility's procedures for reducing potential groundwater contamination from these activities.

#### **4.1     *Materials Handling***

##### **4.1.a     *Outdoor Storage of Raw Materials, Intermediary Product or Products***

There is no outdoor storage of raw materials, intermediary or products at this facility.

##### **4.1.b     *Waste Disposal Practices***

Wastes generated and accepted at Buckhannon are disposed of in accordance with federal, state, and local regulations, as well as the requirements set forth in the facility's Solid Waste Permit. Used oil generated at this facility is stored in an aboveground storage tank (AST) located inside the Recycling Building. The used oil is burned within an oil burner attached to the used oil AST. If a leak were to occur, it would be contained in the tank's doubled wall construction, the leaked material would then be removed and disposed of by a licensed waste contractor. If a spill associated with the used oil AST were to occur, the Recycling Building would serve as secondary containment, the spill would be contained using booms, cleaned up with an absorbent, containerized, and disposed of by a licensed waste contractor. These preventive measures reduce the risk of potential contamination of soil and groundwater

##### **4.1.c     *Loading and Unloading of Dry Bulk Materials or Liquids***

Loading and unloading of bulk materials such as office supplies, equipment parts, and absorbent takes place on paved or enclosed areas of the facility under the supervision of facility staff.

Bulk liquids stored at the site include degreaser and deodorizer. Loading and unloading of bulk liquids takes place in paved areas under the supervision of facility staff. The degreaser and deodorizer are delivered to the site in 55-gallon drums by truck then offloaded and stored inside the Transfer Station Building (see **Appendix A**). If a leak or spill associated with the degreaser or deodorizer were to occur, the Transfer Station Building would serve as secondary containment. The leak or spill would be promptly contained using booms, cleaned up with an absorbent, containerized, and be picked up by a licensed waste contractor. In the event that a portion of the leak or spill not captured by the booms or absorbent would be captured by the sanitary sewer system that would drain the spilled material to the City of Buckhannon Wastewater Treatment Plant. Two spill kits are available onsite in the event of spills or leaks.

Since all loading and unloading of all dry bulk materials and liquids take place on paved or enclosed areas of the facility under the supervision of facility staff, and the materials are stored inside, the potential for contact and contamination of soil or groundwater is minimal.

#### **4.2     *Equipment Cleaning***

There is no equipment cleaning at this facility. However, trucks that are used to transport refuse are periodically rinsed at this facility. No soaps are used in the truck rinsing operations. Truck rinsing operations are conducted on paved or concrete areas of the facility. Water from the truck rinsing operations drains to the sanitary sewer where it then flows to the Buckhannon Wastewater Treatment Plant.

#### **4.3     *Construction and Maintenance***

Construction on the site is not anticipated. If construction activities take place on the site, appropriate erosion and sediment control practices will be employed. Construction storm water permit coverage will be obtained, if necessary. Anticipated on-site maintenance involves the regular inspection and routine maintenance of facility equipment and operating systems. These preventive maintenance activities should reduce the potential for breakdowns and failures.

#### **4.4     *Pipelines Carrying Contaminants***

The site does not have pipelines carrying contaminants.

#### **4.5     *Drums, Pumps, Sumps and Tanks Containing Contaminants***

Degreaser and deodorizer are delivered to the facility in 55-gallon drums. The drums are stored inside the Transfer Station Building (discussed in **Section 7.1**).

Used oil is stored in a 250-gallon AST and diesel fuel is stored in a portable 60-gallon storage tank. Leaked used oil would be contained within the tank's double walled construction and removed by a licensed waste contractor. If a spill or leak were to occur associated with the portable diesel tank, the Recycling Building would serve as secondary containment. The leak or spill would be promptly contained using booms, cleaned up with an absorbent, containerized, and be picked up by a licensed waste contractor. Spills during filling operations would fall to asphalt or concrete beneath the tank and be promptly cleaned up by the observing employee using an absorbent, containerized, and picked up by a license waste contractor. If oil or fuel leaks occur, including, but not limited to, seams, gaskets, piping, pumps, valves, rivets and bolts, they shall be promptly cleaned up removing accumulation of oil in the impacted area.

There are no sumps at this facility.

#### **4.6 Outdoor Process Activities**

Site equipment is sometimes fueled outside on the concrete or paved areas. Groundwater pollutants associated with these materials include oil and grease and diesel range organics. To minimize the potential of spills and leaks, fueling is a manual operation with site personnel in attendance. Two spill kits are available in the event of spills or leaks that could occur during these activities.

#### **4.7 Dust or Particulate Generating Processes**

Vehicle traffic and equipment have the potential to create dust. However, most of the areas where vehicles travel is pavement or concrete. In the graveled area located on the northern portion of the site, existing vegetation along the edges of the graveled area will help to filter the runoff minimizing the impact to groundwater.

#### **4.8 Illicit Connections or Management Practices**

The facility does not have illicit connections or management practices that could lead to pollution of surface waters or groundwater.

### **a.i.4. 5.0 DESIGN OF NEW EQUIPMENT/OPERATIONS**

In the event that the facility makes changes in equipment or operations, a review of existing applicable regulations will be undertaken. This review will be aimed at ensuring that the changes are designed in such a way to meet all applicable standards for pollution prevention.

#### **6.0 ADDITIONAL REGULATORY REQUIREMENTS**

The following is a summary of additional regulatory requirements to which the facility is subject which have an impact on groundwater protection.

##### **6.1 WVDEP DWWM Industrial Stormwater Permit**

At the request of the WVDEP, Buckhannon is submitting information to incorporate the stormwater discharge from this facility into the existing Solid Waste Permit (Permit No SWF-5025). This permit is the primary reason for the creation of this Plan and the implementation of BMPs aimed at protecting surface waters and groundwater.

##### **6.2 WVDEP, Division of Air Quality, Air Permitting**

This facility is not required to obtain coverage under air pollution control permits.

**a.i.5. 7.0 GROUNDWATER PROTECTION**

No current activities require regulation for groundwater protection. There is no known issue with the current quality of groundwater.

**a.i.6. 8.0 WASTE USAGE (47CSR58 Section 4.11.f)**

In accordance with §443.22-443-25. of 40 CFR 443, there will be no discharge of process wastewater pollutants to navigable waters. No wastes will be used for deicing, fills or for other uses on the site unless provided for in the existing rule.

**a.i.7. 9.0 EMPLOYEE TRAINING (47CSR58 Section 4.11.g)**

The facility’s Pollution Prevention Committee (PPC) is responsible for training employees in the provisions and goals of this plan. Training will stress that water is a resource that, by law, must be protected and that protection of water quality is vital to the success of the facility. This training will stress employee responsibilities regarding storm water and groundwater protection and pollution prevention and will cover standard operating procedures to minimize the possibility of groundwater contamination, recognition of potential water contaminants, spill response and reporting, procedures for cleanup should a spill or potential threat to water quality occur, good housekeeping and maintenance. Training will also include where spill kits are located, their proper usage and the importance of regular visual inspections of tanks, drums and piping which has the potential to leak. Training will be conducted on at least an annual basis and will be refreshed as soon as practical if the plan undergoes substantial revision or in the event of a spill or release incident that indicates the need for additional training. New employees will be trained during their probationary period. Training records can be found in **Appendix B**.

**a.i.8. 10.0 SPILL RESPONSE AND REPORTING**

Spills, leaks, or accidental releases of potential groundwater or soil contaminants will be reported to the PPC as soon as reasonably possible. A record of any significant spill must be maintained on site for three years following the spill. The spill report form is included as **Appendix C**.

It will be the responsibility of the PPC to initiate containment and clean-up activities and to determine if a particular incident requires a report to state or federal authorities.

Committee Chairman:	Ethan Crosten	(304) 591-3342
Committee Members:	Dakota Arnold	(304) 439-9915
	Jay Hollen	(304) 613-0002

In the event of any spill, the following procedures should be enacted as soon as possible:

1. Initiate activities to contain the spill. Every effort should be made to protect human health. Employees should not endanger their health, or the health of others, in order to stop a leak or spill.
2. The source of the spill or leak should be located, and free product contained.
3. Contact a designated authority at the facility who will determine if the spill is reportable.
4. Continue with containment and cleanup activities until the spilled material and any contaminated surfaces have been remediated.
5. Dispose of the cleanup materials properly.
6. Documentation of a reportable spill must be kept with this plan.

A major spill should be reported and the following information documented.

- A. Location and time of spill.
- B. Type of material spilled.
- C. Nature of incident, including:
  1. Whether it was a spill or leak.
  2. When spill occurred.
  3. Estimated quantity spilled.
  4. Estimated quantity contained.
  5. Location of spill and direction it may be migrating.
- D. Preventive measures taken.

In the event of a spill, immediate internal notification should be made verbally by telephone or in person to the PPC.

A spill is reportable to regulatory agencies if it enters or will imminently enter a navigable waterway. If a spill is reportable, notification will be made immediately to the following regulatory agencies by the PPC.

WVDEP  
1-800-642-3074 (24-hour phone)

United States Environmental Protection Agency National Response Center  
1-800-424-8802 (24-hour phone)

It is the responsibility of the PPC or their designee to file written notification of a reportable spill to the WVDEP within five business days of the report.

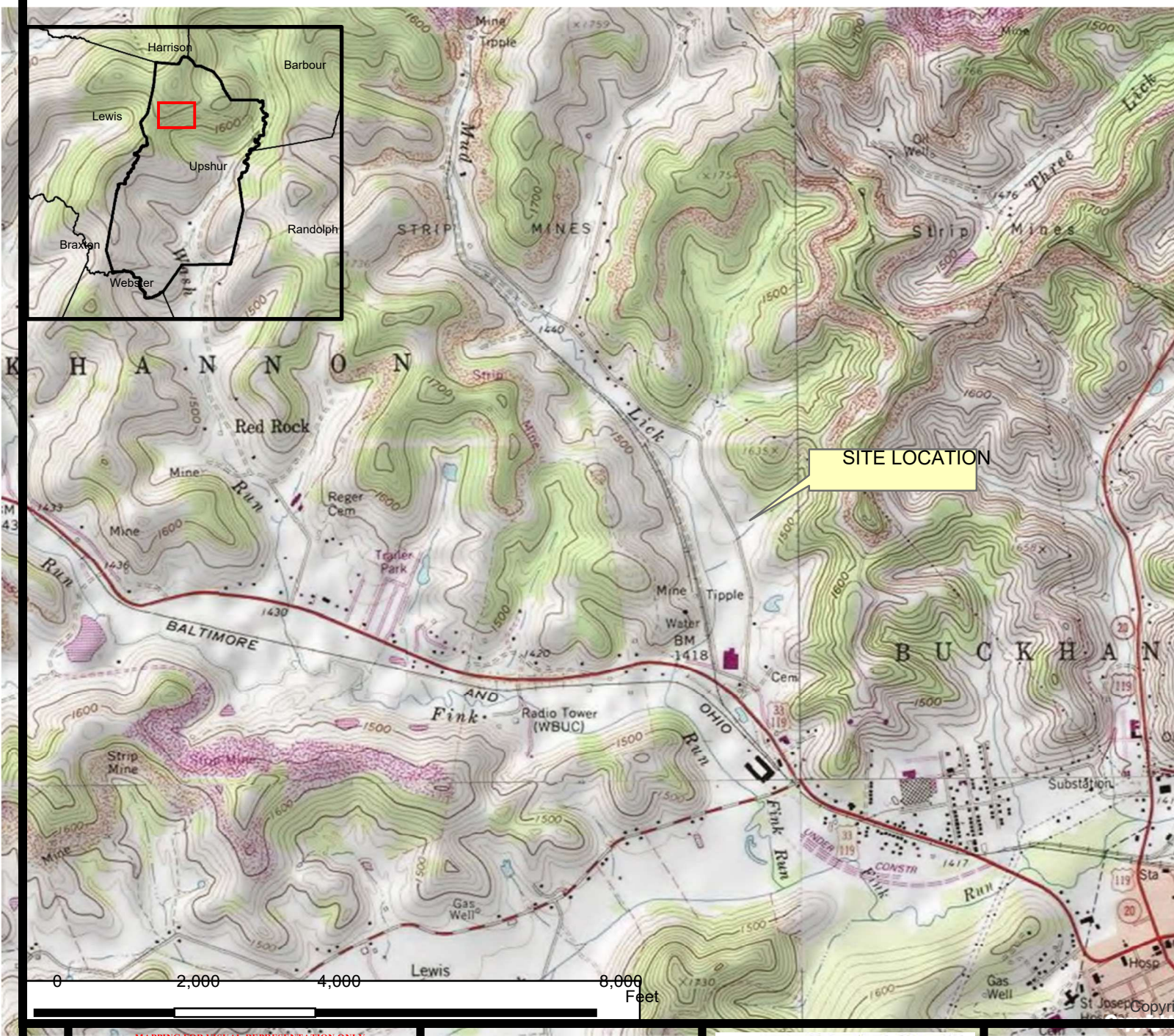


*a.i.9. 11.0 SITE INSPECTIONS (47CSR58 Section 4.11.h)*

The PPC is responsible for conducting visual inspections and plan reviews. These inspections are conducted on a quarterly basis and are intended to ensure that the elements and equipment specified in this plan are in place, properly functioning and appropriately managed.

A record of quarterly inspections can be found in **Appendix D** of this document. These records will be maintained at the site for at least three years.

# APPENDIX A



MAPPING FOR VISUAL REPRESENTATION ONLY

Site Location Map  
City of Buckhannon Solid Waste  
Transfer Station and Recycling Center  
Berlin Quadrangle  
Upshur County, West Virginia  
For Informational Purposes Only

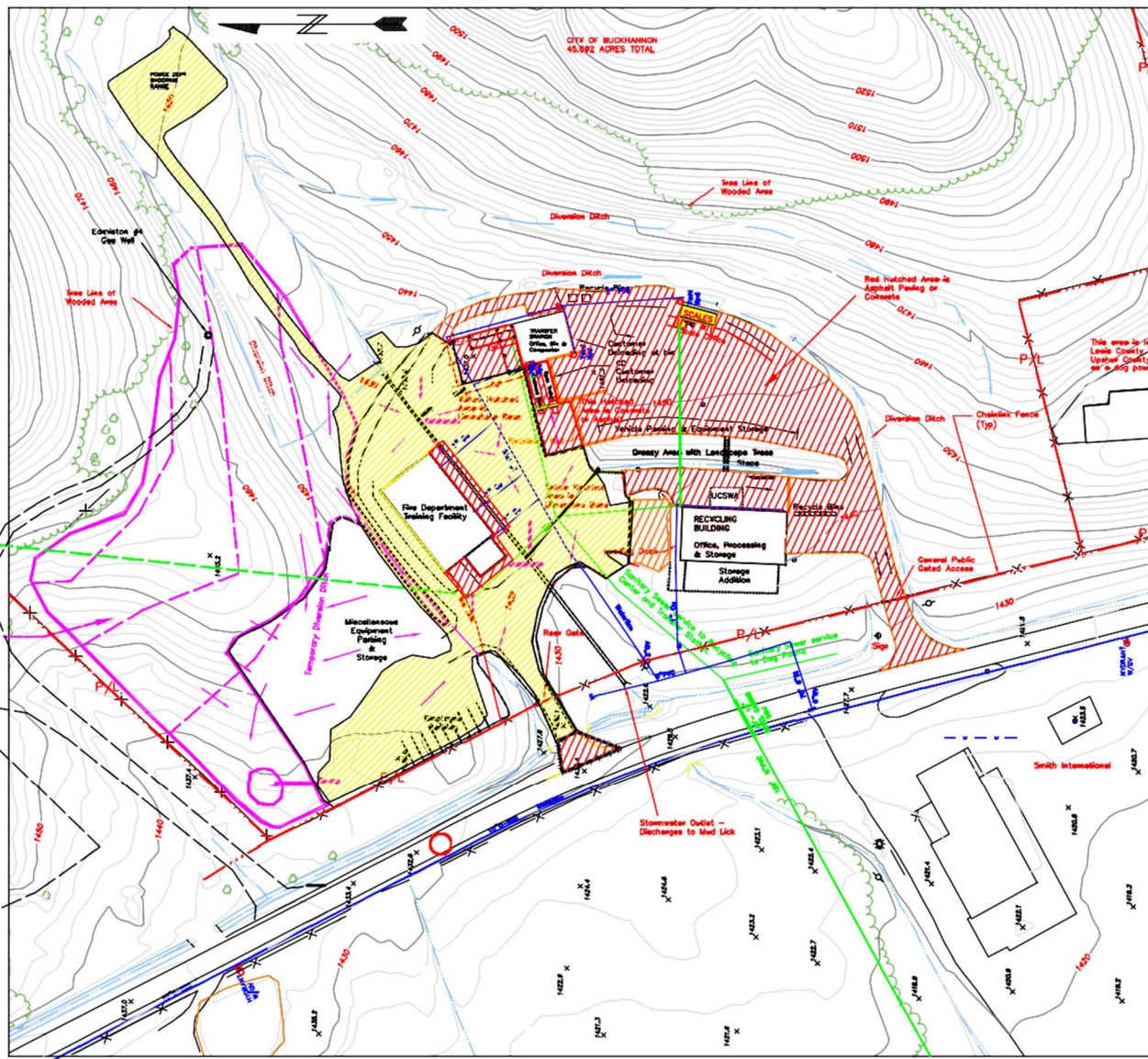
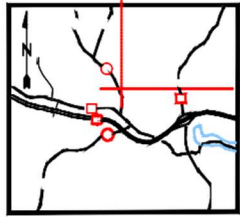
CITY OF BUCKHANNON  
70 E Main Street  
Buckhannon, West Virginia 26201



Potesta & Associates  
ENGINEERS AND ENVIRONMENTAL CONSULTANTS

7012 Mac Corder Avenue  
Charleston, WV 25309  
Office: (304) 342-1400 Fax: (304) 342-1401  
E-mail: potesta@potesta.com





**PROGRESS & RENEWAL MAP, Transfer Station Permit No. SWF-5025**

Buckhannon District, Upshur County, WV  
July 30, 2019

CITY OF BUCKHANNON

# APPENDIX B

# EMPLOYEE TRAINING RECORD

The following employees were trained on the contents and procedures associated with this Groundwater Protection Plan and their individual responsibilities with regard to pollution prevention.

[illegible]

\* Placing your initials in this box verifies that you have been trained in this GPP.



# APPENDIX C

LIST OF SIGNIFICANT SPILLS AND LEAKS		C o m p l e t e d b y : D a t e :						
Directions: Record below all significant spills and leaks of toxic or hazardous pollutants that occur at the facility.								
Definitions: Significant spills include, but are not limited to, releases of <u>oil</u> or <u>hazardous substances in excess of reportable quantities</u> .								
Dat e of Spi ll or Lea k	Location (as indicated on site map)	D e s c r i p t i o n				Response Procedure		Pr ev en tio n M ea su re s Ta ke n
		Type of Material	Quantity	Source, if Known	Reason	Amou nt of Mater ial Recov ered	Materia l No Longer Expose d to Storm Water (True/F alse)	

# APPENDIX D

## QUARTERLY INSPECTION RECORD

	Inspector:		Date:
Yes	No	N/A	Inspection Item
			Engineering controls, including dikes, berms, secondary containment structures, and ditches are in good condition.

			<i>55-gallon drums are clearly labelled, closed when not in use and provided with secondary containment if stored outdoors.</i>
			<i>Sediment ditches and retention structures are free of accumulated sediment.</i>
			<i>Wastes are in proper containers and all facility areas are free of litter.</i>
			<i>There is no evidence of, or observable potential for, pollutants entering the drainage system in materials handling areas.</i>
			<i>Spills or leaks over the last quarter have been properly cleaned-up.</i>

If you answered “No” to any question, provide an explanation:

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Description of any other conditions noted:

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Provide a description of the action(s) taken or planned:

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**Bucklew/Pinegar motioned to approve the presented Groundwater Protection Plan for the Transfer Station & Recycling Center. The motion carried.**

**f. City Council Recommendation of Public Works Employee Classification System – See below**

**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**

Class	Source for Market Rate Sanitary	Market Rate Sanitary	
		Hourly	Annual
1	<a href="https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv">https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv</a>	\$ 15.53	\$ 32,302.40
2			\$ -
3	West Virginia Envirnmental Training Center 2022	\$ 17.54	\$ 36,483.20
4	West Virginia Envirnmental Training Center 2022	\$ 18.31	\$ 38,084.80
5	<a href="https://www.indeed.com/career/excavator-operator/salaries/WV">https://www.indeed.com/career/excavator-operator/salaries/WV</a> <a href="https://www.ziprecruiter.com/Salaries/Journeyman-Electrician-Salary--in-West-">https://www.ziprecruiter.com/Salaries/Journeyman-Electrician-Salary--in-West-</a>	\$ 22.50	\$ 46,800.00

6			\$ -
7			\$ -
8	<a href="https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=">https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=</a>	\$ 28.77	\$ 59,841.60
9			\$ -
10	<a href="https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=">https://www.cityofclarksburgwv.com/DocumentCenter/View/1620/Sanitary-Board-Base-Pay-Schedule-2023-2024?bidId=</a>	\$ 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	<a href="https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv">https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv</a>	\$ 15.22	\$ 31,657.60
2	<a href="https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023">https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023</a>	\$ 19.33	\$ 40,206.40
3			\$ -
4			\$ -
5	<a href="https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023">https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023</a>	\$ 21.03	\$ 43,742.40
6			\$ -
7			\$ -
8	<a href="https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023">https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023</a>	\$ 28.50	\$ 59,280.00
9			\$ -
10	<a href="https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023">https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023</a>	\$ 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	<a href="https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv">https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv</a>	\$ 15.22	\$ 31,657.60
2	<a href="https://www.salary.com/tools/salary-calculator/senior-construction-laborer/buckhannon-wv">https://www.salary.com/tools/salary-calculator/senior-construction-laborer/buckhannon-wv</a>	\$ 18.70	\$ 38,896.00
3	<a href="https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Commercial-Driver?from=acme-salaries-v2">https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Commercial-Driver?from=acme-salaries-v2</a>	\$ 21.21	\$ 44,116.80
4			\$ -
5	<a href="https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Driver?from=acme-salaries-v2">https://www.indeed.com/cmp/Mountain-State-Waste/salaries/Driver?from=acme-salaries-v2</a>	\$ 22.34	\$ 46,467.20
6	Truck driver salary in West Virginia (indeed.com)	\$ 41.15	\$ 85,592.00
7			\$ -
8	<a href="https://www.indeed.com/career/shop-foreman/salaries/Buckhannon--WV?from=top_sb">https://www.indeed.com/career/shop-foreman/salaries/Buckhannon--WV?from=top_sb</a>	\$ 27.07	\$ 56,305.60
9			\$ -
10	<a href="https://govsalaries.com/lanham-jered-182046991">https://govsalaries.com/lanham-jered-182046991</a>	\$ 31.38	\$ 65,270.40



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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

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

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

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

<b>Street</b>	Equip ment Operat or in Trainin g	This position is for employees with 5 yrs. or greater experience, and that can demonstrate efficiency and safety while operating equipment such as (backhoe, excavator, wheel loader roller, paver, skid steer, street sweeper) Or obtain at least class B CDL license which is regularly used for department functions.
<b>Waste</b>	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.
<b>Water</b>	Lineman II	Certifications required for this classification with 2 of the 3 certifications (distribution crews only): <ul style="list-style-type: none"><li>• Water Distribution Certification</li><li>• Meter Test Card for large and small meters</li><li>• Backflow certification</li></ul> AND Have 3 years’ experience, have general understanding of maps, have minimal experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.

Table 3.4 - Class 5

Departme nt	Job Title	Requirements
<b>Sanitary</b>	Excav ator Operat or OR Journey man Electrici an	Position for operators running an excavator greater than 50% of time working. Must have verifiable experience or certification for new hires OR possess a Class A CDL in a position which the license is regularly utilized. Available to Collection Crews only. OR employees who obtain/ possess a West Virginia Journeyman Electrical License. Available only to maintenance/ operators.
<b>Street</b>	Equipm ent Operato r OR Tradesma n	This position is for employees that can demonstrate proper use of all equipment such as (concrete truck, grader, big excavator) AND have a Class A CDL license OR possess a West Virginia Journeyman Electrical License, West Virginia Journeyman Carpentry License, West Virginia Journeyman HVAC License
<b>Waste</b>	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.

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

Departme nt	Job Title	Requirements
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<b>Sanitary</b>	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.
<b>Street</b>	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.
<b>Waste</b>	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.
<b>Water</b>	Lineman III OR Class II Operator	Certifications required for this classification with all 3 certifications (distribution crews only): <ul style="list-style-type: none"> <li>• Water Distribution Certification</li> <li>• Meter Test Card for large and small meters</li> <li>• Backflow certification</li> </ul> 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**

<b>Department</b>	<b>Job Title</b>	<b>Requirements</b>
<b>Sanitary</b>	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)
<b>Street</b>	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
<b>Waste</b>	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.
<b>Water</b>	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
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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"><li>• Welding Certification</li><li>• Electrical License</li><li>• HVAC License</li><li>• Carpentry License</li><li>• Class A CDL License</li><li>• Verified Paving / Masonry Experience</li></ul>
Waste	Foreman	This position is based on a double classified employee. For example: Head mechanic with a class A license. (Class 4 and above) Someone who can maintain employee operations on a day-to-day basis if needed and assist in supervision of a branch of the department. Must have a CDL license. Must have qualifications or ample experience in 2 or more of the following: <ul style="list-style-type: none"><li>• Welding</li><li>• Auto Body</li><li>• Mechanic</li><li>• CDL driver</li></ul>
Water	Crew Chief OR Class III Operator	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.  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.  Crew Chiefs with greater than 20 years of overall experience shall be paid the maximum rate

Table 3.8 - Class 9

Department	Job Title	Requirements
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<b>Sanitary</b>	Assistant Superintendent/ Chief Operator	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. 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. Assistant Department Superintendent: Must possess 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.
<b>Street</b>	Assistant Superintendent	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.
<b>Waste</b>	Assistant Superintendent	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.
<b>Water</b>	Assistant Superintendent/ Chief Operator (Maximum) OR Class IV Operator	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.

**Table 3.9 - Class 10**

Department	Job Title	Requirements
<b>Sanitary</b>	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.

<b>Street</b>	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.
<b>Waste</b>	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.
<b>Water</b>	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 possess 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
			<b>TOTAL:</b>	<b>\$ 674,375.00</b>
<b>Island Ave Completed by City</b>				
<b>Materials:</b>	78036.14			
<b>Labor:</b>	62345.49			
<b>Total:</b>	<b>140381.63</b>			
<b>Labor with Proposed Raises:</b>	217483.37			
<b>Total Project with Raises:</b>	<b>295519.51</b>			

**Table 4.2 – Water Department Comparison**

<b>Water Department In-house Vs Contracted Jobs</b>					
<b>Job</b>	<b>Constructed By</b>	<b>Pipe Size (in)</b>	<b>Length (ft)</b>	<b>Cost/ ft</b>	<b>Total Cost</b>
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 35<sup>th</sup> lowest out of 335 water utilities (top 11 percentile) and Sewer Ranks 97 out of 309 sewer utilities (top 32 percentile).

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

Table 5.1 – Sewer Rate Comparison

Table 5.2 – Water Rate Comparison

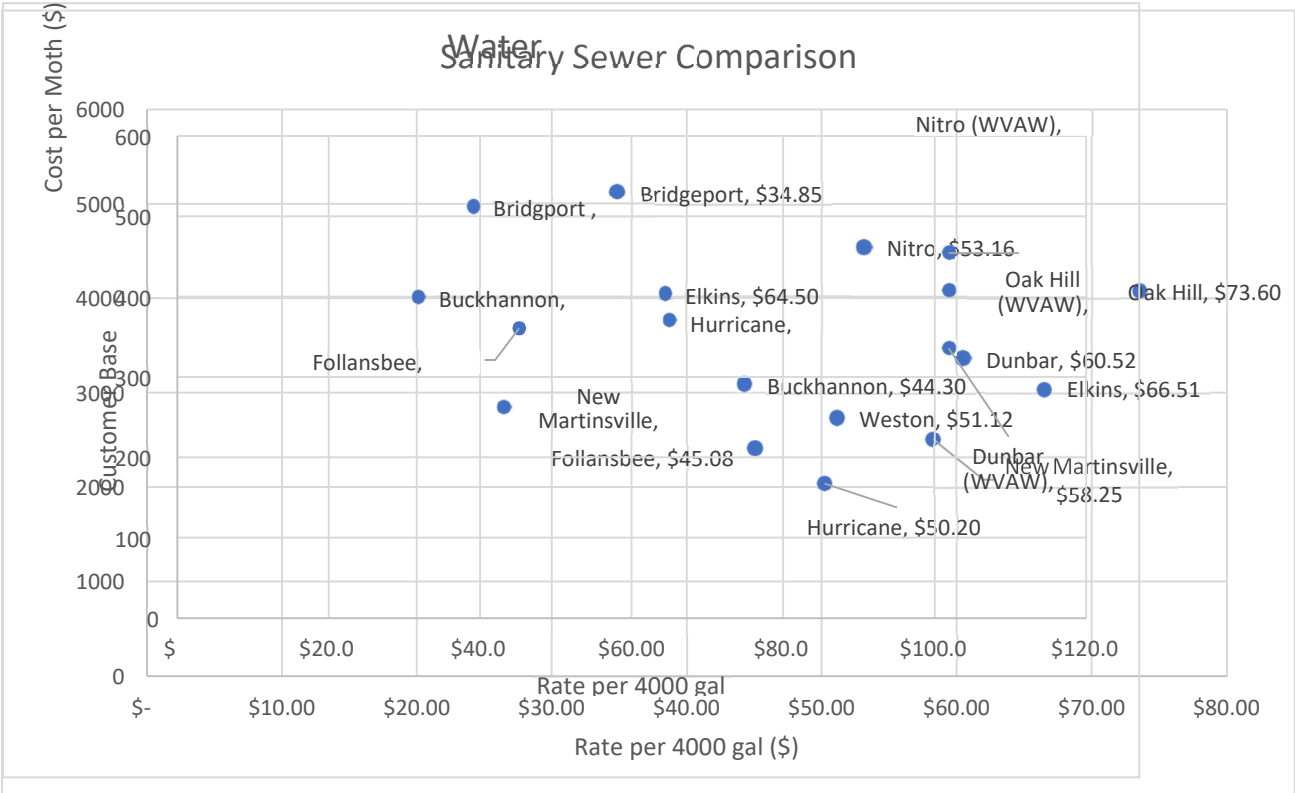


Table 5.3 – Waste Collection



● 6.0 – Conclusion

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

g. Implementation of City Hall Office Employee Classification System – See below

City Hall Administration Job Classifications
<b>Classifications</b>
<b>Class 1-</b> 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.
<b>Class 2-</b> 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.
<b>Class 3—</b> 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.
<b>Class 4—</b> 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.
<b>Class 5—</b> 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.
<b>Class 6—</b> 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

Job Descriptions			Minimum Salary	Maximum Salary
<b>Office Manager (City Hall)</b> - 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
<b>Executive Secretary</b> - 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

<b>General Governmental Administration Office Clerk</b> - 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
<b>Accounts Payable Clerk</b> - 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

<b>Billing Clerk</b> - 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
<b>Utility Clerk 1</b> - 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

<b>Utility Clerk 2</b> - 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
<b>Parking Enforcement Officer</b> - 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
<b>Custodian</b> - 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

**At 7:55 a.m., Bucklew/Pinegar motioned to move into an Executive Session per WV State Code § 6-9A-4 to discuss personnel issues. The motion carried.**

**At 8:23 a.m., Bucklew/Pinegar motioned to leave the Executive Session. The motion carried.**

**Mayor Skinner noted that we had just left an Executive Session where, by state code, we discussed personnel issues concerning pay classification and employee pay amounts.**

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

**Bucklew/Pinegar motioned to approve the implementation of the City Hall Office Employee Classification System as presented. The motion carried.**

**13. Board Members’ Remarks and Announcements**

**Pam Bucklew:** Mrs. Bucklew welcomed J.T. Pinegar to the Waste Board and wished him well. She also congratulated Dakota Arnold and Ethan Crosten on their new positions.

**J. T. Pinegar** – Mr. Pinegar congratulated Dakota Arnold and Ethan Crosten on their new positions.

**Mayor Skinner:** Mayor Skinner mentioned that we wanted to thank all employees for their handling of the recent winter weather events, and he explained a planned thank-you lunch for our employees.

No other comments were offered.

**14. Declaration of Adjournment**

**At 8:29 a.m., Bucklew made a motion to adjourn.**

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

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