

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

A regular meeting of the Waste Board was held on Thursday, March 6, 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	Present - GTM

Guests: None

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

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Approval of Previous Meeting Minutes: 02/06/2025
- 5. Public Comment – Motion to Open & Close Requested
- 6. Recognition of Guests
- 7. Financial Report – Director of Finance, Amberle Jenkins
  - a. WV Development Corp Bill Adjustment
- 8. Department Report – Waste Department Superintendent, Dakota Arnold
  - a. Recycling Center Report
  - b. Transfer Station Report
  - c. Waste Collection Report
- 9. Old Business Discussions:
  - a.
- 10. New Business Discussions:
  - a. Approval Transfer Station Closure on Easter Saturday, April 19, 2025
  - b. Waste Collection Operation and Strategic Plan
- 11. Report of Events, Correspondence, and Information
  - a. Upshur County Solid Waste Authority Free Paper Shred Event on Saturday, April 26, 2025,  
9:00am -12noon at the Public Works Facility 395 Mud Lick Rd
- 12. Board Members’ Remarks and Announcements
- 13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on February 28, 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 March meeting of the Waste Board to order.
- 2. Moment of Silent Reflection:** Mayor Skinner invited those in attendance to join in silent reflection.

**3. Pledge of Allegiance:** Mayor Skinner led those in attendance in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 02/06/2025:** Mayor Sinner noted that the minutes had been distributed for review and asked for any corrections or approval of the minutes as presented.

**Pinegar/Bucklew motioned to approve the meeting minutes of 02/06/2025. The motion carried.**

**5. Public Comment – Motion to Open & Close Requested:** None

**6. Recognition of Guests:** None

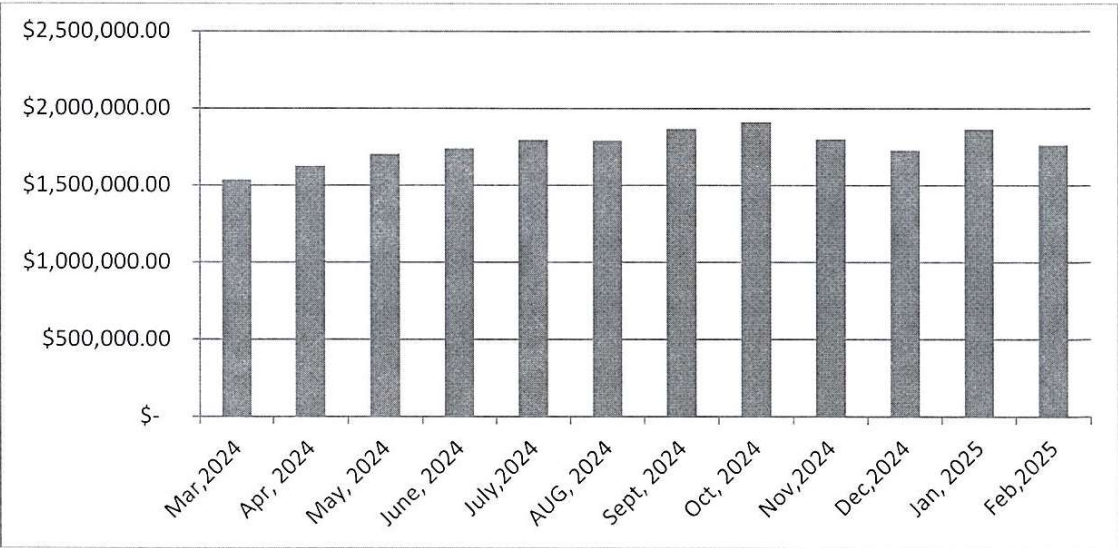
**7. Financial Report - Director of Finance Amberle Jenkins:** Mrs. Jenkins presented the current financial reports and explained Agenda Item 9. a. She noted Agenda Item 9. b was not being presented today.

**WASTE BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Balance February 28, 2025**

<b>Money Market &amp; Checking</b>	<b>\$1,762,106.06</b>
<b>CD Citizens Bank</b>	<b>\$ 83,639.50</b>
<b>CDAR (April 2026)</b>	<b>\$ 28,461.21</b>
<b>CD</b>	<b>\$ 210,241.93</b>

**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: 66.67

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	0.00	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	9,148.59	78,166.08	0.00	6,833.92	91.96
TOTAL TAXES	103,000	9,148.59	100,155.26	0.00	2,844.74	97.24
OTHER FEES						
404-341-000-00 FUEL SURCHARGE	120,000	18,135.87	142,732.60	0.00	( 22,732.60)	118.94
TOTAL OTHER FEES	120,000	18,135.87	142,732.60	0.00	( 22,732.60)	118.94
UTILITY BILLINGS						
404-350-000-00 WASTE COLLECTION BILLINGS	2,534,000	253,376.95	2,064,411.94	0.00	469,588.06	81.47
TOTAL UTILITY BILLINGS	2,534,000	253,376.95	2,064,411.94	0.00	469,588.06	81.47
HEALTH AND SAFETY						
404-355-000-00 TRANSFER ST/LANDFILL RECE	310,000	29,120.38	281,205.64	0.00	28,794.36	90.71
TOTAL HEALTH AND SAFETY	310,000	29,120.38	281,205.64	0.00	28,794.36	90.71
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	0.00	2,700.00	0.00	300.00	90.00
TOTAL GRANTS	3,000	0.00	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	1,857.80	0.00	( 1,657.80)	928.90
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	312.65	17,205.25	0.00	66,794.75	20.48
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	312.65	19,063.05	0.00	65,736.95	22.48
TOTAL REVENUE	3,155,000	310,094.44	2,610,468.49	0.00	544,531.51	82.74

404-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

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	57,792.60	532,078.98	0.00	330,921.02	61.65
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	4,396.02	40,496.96	0.00	25,603.04	61.27
404-530-105-00 WASTE EMPLOYEE INSURANCE	183,000	13,507.62	143,076.25	0.00	39,923.75	78.18
404-530-106-00 WASTE EMPLOYEE RETIREMENT	77,670	5,201.38	47,788.67	0.00	29,881.33	61.53
TOTAL SALARIES & BENEFITS	1,189,770	80,897.62	763,440.86	0.00	426,329.14	64.17
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	18,000	909.20	5,825.00	0.00	12,175.00	32.36
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	3,208.84	25,830.27	0.00	32,169.73	44.53
TOTAL CONTRACTUAL SERVICES	76,000	4,118.04	31,655.27	0.00	44,344.73	41.65
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	41,000	2,800.65	31,632.00	196.06	9,171.94	77.63
404-530-341-05 SAFETY EQUIPMENT	10,000	394.52	8,385.11	0.00	1,614.89	83.85
404-530-343-00 TRUCK MAINTENANCE	90,000	2,196.25	83,655.94	2,281.02	4,063.04	95.49
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	120,000	9,961.96	71,053.99	0.00	48,946.01	59.21
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,200	97.90	97.90	0.00	2,102.10	4.45
404-530-345-00 WASTE COLL. UNIFORMS	14,000	1,022.27	16,456.24	0.00	( 2,456.24)	117.54
TOTAL COMMODITIES	277,200	16,473.55	211,281.18	2,477.08	63,441.74	77.11
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	303,409	2,148.82	293,138.50	0.00	10,270.60	96.61
404-530-459-01 TOTER SYSTEM	10,000	1,916.63	1,916.63	0.00	8,083.37	19.17
TOTAL CAPITAL OUTLAY	313,409	4,065.45	295,055.13	0.00	18,353.97	94.14
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	30,000	0.00	587.86	22,690.00	6,722.14	77.59
TOTAL CONTRIBUTIONS	30,000	0.00	587.86	22,690.00	6,722.14	77.59
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	2,412.87	10,619.10	0.00	5,380.90	66.37
TOTAL NON-OPERATING EXPENSES	16,000	2,412.87	10,619.10	0.00	5,380.90	66.37
TOTAL WASTE DEPARTMENT	1,902,379	107,967.53	1,312,639.40	25,167.08	564,572.62	70.32
RECYCLING DEPARTMENT						
=====						
SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	122,000	9,248.11	69,397.09	0.00	52,602.91	56.88
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	707.49	5,313.48	0.00	4,036.52	56.83

404-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

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	19,670.49	0.00	9,329.51	67.83
404-531-106-00 GROUP RETIREMENT	10,980	832.34	6,245.80	0.00	4,734.20	56.88
TOTAL SALARIES & BENEFITS	171,330	12,685.63	100,626.86	0.00	70,703.14	58.73
CONTRACTUAL SERVICES						
404-531-213-00 UTILITIES	6,800	747.95	5,159.27	0.00	1,640.73	75.87
404-531-226-00 INSURANCE & BONDS	16,500	3,208.84	12,550.02	0.00	3,949.98	76.06
TOTAL CONTRACTUAL SERVICES	23,300	3,956.79	17,709.29	0.00	5,590.71	76.01
COMMODITIES						
404-531-343-00 TRUCK MAINTENANCE	14,000	1,190.51	13,980.00	0.00	20.00	99.86
404-531-343-01 FUEL - RECYCLING CENTER	12,000	1,389.37	8,953.51	0.00	3,046.49	74.61
404-531-343-02 EQUIPMENT MAINTENANCE	12,000	5,971.08	11,116.14	171.35	712.51	94.06
404-531-399-00 MISCELLANEOUS	5,400	120.00	2,121.95	0.00	3,278.05	39.30
TOTAL COMMODITIES	43,400	8,670.96	36,171.60	171.35	7,057.05	83.74
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	25,313.38	178,507.75	171.35	84,350.90	67.93
LANDFILL						
CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	1,319.50	5,650.74	0.00	5,650.74)	0.00
404-532-216-01 TREATMENT OF LEACHATE	30,000	365.41	5,221.86	0.00	24,778.14	17.41
TOTAL CONTRACTUAL SERVICES	30,000	1,684.91	10,872.60	0.00	19,127.40	36.24
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	1,684.91	10,872.60	0.00	19,127.40	36.24
TRANSFER STATION						
SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	69,300	12,487.34	104,493.13	0.00	35,193.13)	150.78
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	948.42	7,947.32	0.00	2,637.32)	149.67
404-533-105-00 GROUP INSURANCE	5,000	929.23	9,829.31	0.00	4,829.31)	196.59

404-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	6,250	1,123.86	9,404.30	0.00	3,154.30)	150.47
TOTAL SALARIES & BENEFITS	85,860	15,488.85	131,674.06	0.00	45,814.06)	153.36
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	9,000	692.82	3,764.45	0.00	5,235.55	41.83
404-533-216-00 DRAINAGE EXPENSE TRANSFER	4,000	139.00	1,339.00	0.00	2,661.00	33.48
404-533-226-00 INSURANCE & BONDS	24,000	3,208.84	20,077.02	0.00	3,922.98	83.65
TOTAL CONTRACTUAL SERVICES	37,000	4,040.66	25,180.47	0.00	11,819.53	68.06
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	40,000	1,667.24	19,080.09	4,571.36	16,348.55	59.13
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	108,000	5,308.33	60,473.13	0.00	47,526.87	55.99
404-533-343-02 MAINTENANCE TRUCK/TRAILER	46,000	1,260.75	33,473.89	2,876.58	9,649.53	79.02
404-533-345-00 UNIFORMS	4,000	338.89	3,435.36	0.00	564.64	85.88
TOTAL COMMODITIES	198,000	8,575.21	116,462.47	7,447.94	74,089.59	62.58
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	13,452	4,910.55	15,744.60	0.00	2,292.60)	117.04
404-533-460-00 TIPPING FEES	925,000	58,898.98	544,240.58	0.00	380,759.42	58.84
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	5,442.50	5,442.50	0.00	34,557.50	13.61
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	978,452	69,252.03	565,427.68	0.00	413,024.32	57.79
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,300	401.70	3,213.66	0.00	2,086.34	60.64
TOTAL NON-OPERATING EXPENSES	5,300	401.70	3,213.66	0.00	2,086.34	60.64
TOTAL TRANSFER STATION	1,304,612	97,758.45	841,958.34	7,447.94	455,205.72	65.11
WASTE OFFICE/BOARD						
SALARIES & BENEFITS						
404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	7,800.00	0.00	4,200.00	65.00
404-534-103-00 CLERK, ATTORNEY, ENGINEER	175,000	13,438.30	116,782.56	0.00	58,217.44	66.73
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	1,103.93	9,526.77	0.00	4,973.23	65.70
404-534-105-00 GROUP INSURANCE	11,000	940.42	8,219.38	0.00	2,780.62	74.72
404-534-106-00 GROUP RETIREMENT	15,750	1,209.61	10,462.28	0.00	5,287.72	66.43
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	228,250	17,692.26	152,790.99	0.00	75,459.01	66.94
CONTRACTUAL SERVICES						
404-534-218-00 POSTAGE	18,000	2,975.55	13,774.70	0.00	4,225.30	76.53
404-534-219-00 RENT	10,000	10,000.00	10,000.00	0.00	0.00	100.00
404-534-223-00 PROFESSIONAL SERVICES (LE	25,000	1,550.00	16,961.75	0.00	8,038.25	67.85



404-WASTE COLLECTION

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	17,000	10.02	8,251.84	0.00	8,748.16	48.54
TOTAL CONTRACTUAL SERVICES	70,000	14,535.57	48,988.29	0.00	21,011.71	69.98
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	2,709.45	2,709.45	0.00	17,290.55	13.55
TOTAL CAPITAL OUTLAY	20,000	2,709.45	2,709.45	0.00	17,290.55	13.55
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	5,047.17	56,611.57	0.00	23,388.43	70.76
TOTAL NON-OPERATING EXPENSES	80,000	5,047.17	56,611.57	0.00	23,388.43	70.76
TOTAL WASTE OFFICE/BOARD	406,450	39,984.45	270,556.09	0.00	135,893.91	66.57
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	272,708.72	2,614,534.18	32,786.37	1,259,150.55	67.77
REVENUE OVER/(UNDER) EXPENDITURES	( 751,471)	37,385.72	( 4,065.69)	( 32,786.37)	( 714,619.04)	4.90

Waste February 2025 Payment of Bills

- \$1,980.00- WOODFORD OIL- HYDRAULIC OIL
- \$5,442.50 – POTESTA & ASSOCIATES – TRANSFER STATION PERMIT NPDES
- \$58,643.78 – WM CORPORATE – JANUARY TIPPING FEES
- \$3,867.55 – ADVANTAGE TECHNOLOGY – 3 CAMERAS WASTE DEPT
- \$10,000.00 – CITY OF BUCKHANNON – FY 2024-25 RENT
- \$2,410.20 – TATE COMMUNICATIONS – UPGRADE PHONE SYSTEM AT CITY HALL SPLIT 4 WAYS

03-05-2025 03:39 PM		DISBURSEMENTS 02-01-25 TO 02-28-25		
FUND: WASTE COLLECTION				
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIP
WASTE DEPARTMENT	MPL CORPORATION	530-999-00	COLLECTION MISCELLAN	WASTE
	MON POWER	530-213-00	WASTE COLL. UTILITIE	110088
	MILLER SUPPLY	530-459-01	TOTER SYSTEM	LOCKS
	LEAF	530-999-00	COLLECTION MISCELLAN	MONTHL
	ENCOVA INSURANCE	530-226-00	COMP, UNEMPL & INSUR	WCN600
	AIRGAS USA, LLC	530-341-00	SHOP MAINTENANCE	CYLIND
	WV PUBLIC EMPLOYEES INSURANC	530-105-00	WASTE EMPLOYEE INSUR	WAS FE
		530-105-00	WASTE EMPLOYEE INSUR	WAS FE
	MATHENY MOTOR TRUCK CO	530-343-00	TRUCK MAINTENANCE	WIRNG
		530-343-00	TRUCK MAINTENANCE	WIPER
		530-343-00	TRUCK MAINTENANCE	CRANK
		530-343-00	TRUCK MAINTENANCE	SEAT C
	AUTO ZONE	530-343-00	TRUCK MAINTENANCE	FUSES
		530-344-00	MAINTENANCE OTHER DE	WATER
		530-343-00	TRUCK MAINTENANCE	CLEANI
	NAPA-AMTOWER AUTO SUPPLY	530-343-00	TRUCK MAINTENANCE	MUDFLA
		530-343-01	GAS & OIL EXPENSE 1,	HYDRAU
		530-343-00	TRUCK MAINTENANCE	BRAKE
		530-343-01	GAS & OIL EXPENSE 1,	WATER
		530-344-00	MAINTENANCE OTHER DE	WATER
		530-344-00	MAINTENANCE OTHER DE	WATER

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	HARBOR FREIGHT TOOLS	530-343-00	TRUCK MAINTENANCE	BRACKETS	14.74
		530-343-00	TRUCK MAINTENANCE	GREASE, HYD HOSE/FITTINGS	134.74
		530-343-01	GAS & OIL EXPENSE 1,	GREASE, HYD HOSE/FITTINGS	94.90
		530-341-00	SHOP MAINTENANCE	PCRD-FLOOR JACK CREEPER PR	537.94
	LOWES BUSINESS ACCOUNTS/SYNC	530-341-00	SHOP MAINTENANCE	PCRD-PLIERS WRENCH TOILET	128.95
		530-341-00	SHOP MAINTENANCE	PCRD-BLEACH MR. CLEAN LYSO	35.42
	CENTRAL SUPPLY CO	530-341-00	SHOP MAINTENANCE	PEAT MOSS	91.12
		530-341-00	SHOP MAINTENANCE	SANDBLAST MEDIA	869.10
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,435.52
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,486.58
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,031.46
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,247.82
	INDEED.COM	530-999-00	COLLECTION MISCELLAN	PCRD-WASTE SUPERINTENDENT	258.81
		530-999-00	COLLECTION MISCELLAN	PCRD-WASTE SUPERINTENDENT	120.64
	TOTAL EQUIPMENT SOLUTIONS	530-459-01	TOTER SYSTEM	TOTER PARTS	1,568.63
		530-226-00	COMP, UNEMPL & INSUR	REIMB FOR WORKERS COMP JAN	1,604.42
	GENERAL FUND	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
	ENTERPRISE FM TRUST	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	530-999-00	COLLECTION MISCELLAN	GLOVES	606.48
		530-343-00	TRUCK MAINTENANCE	PCRD-CABLE CLAMPS	25.14
	TRACTOR SUPPLY CREDIT PLAN	530-343-00	TRUCK MAINTENANCE	TIRES	440.00
		530-343-00	TRUCK MAINTENANCE	TIRES	440.00
	RELIABLE TIRE COMPANY	530-999-00	COLLECTION MISCELLAN	ZACH HULL CDL TEST	32.50
		530-999-00	COLLECTION MISCELLAN	DAKOTA ARNOLD HAZMAT ENDOR	17.50
	WV DIV OF MOTOR VEHICLES	530-999-00	SHOP MAINTENANCE	BROOMS	247.00
		530-341-00	SHOP MAINTENANCE	BROOMS	247.00
	STEVEN C RODEHEAVER	530-343-01	GAS & OIL EXPENSE 1,	HYD OIL	1,980.00
		530-343-01	GAS & OIL EXPENSE 1,	HYD OIL	1,980.00
	WOODFORD OIL COMPANY	530-343-00	TRUCK MAINTENANCE	PCRD-18 COMMERCIAL STICKER	75.00
		530-343-00	TRUCK MAINTENANCE	TOOLS	687.00
	WV STATE POLICE	530-999-00	COLLECTION MISCELLAN	LAB TEST ROD WOODS	85.00
		530-341-00	SHOP MAINTENANCE	PCRD-S/D CARD READER AIR F	29.50
	TOOLS ETC	530-341-00	SHOP MAINTENANCE	PCRD-S/D CARD READER AIR F	29.50
		530-999-00	COLLECTION MISCELLAN	LAB TEST ROD WOODS	85.00
	ST JOSEPH HOSPITAL OF BUCKHA	530-341-00	SHOP MAINTENANCE	PCRD-S/D CARD READER AIR F	29.50
		530-341-00	SHOP MAINTENANCE	PCRD-S/D CARD READER AIR F	29.50
	WALMART STORES INC -BUCKHANN	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,689.29
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,873.52
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,873.52
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,873.52
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	395.07
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	438.14
	AMAZON.COM	530-341-00	SHOP MAINTENANCE	PCRD-KEY FOB BATTERIES DOO	31.54
		530-341-00	SHOP MAINTENANCE	PCRD-KEY FOB BATTERIES DOO	31.54
		530-341-00	SHOP MAINTENANCE	PCRD-5PK WELDING LENS	15.09
		530-341-00	SHOP MAINTENANCE	PCRD-5PK WELDING LENS	15.09
		530-999-00	COLLECTION MISCELLAN	PCRD-6PK WELDING COVER LEN	18.99
		530-999-00	COLLECTION MISCELLAN	PCRD-GEL PENS	31.84
	PAYFLEX - INSPIRA	530-999-00	COLLECTION MISCELLAN	PCRD-REG & INS CARD HOLDER	182.26
		530-105-00	WASTE EMPLOYEE INSUR	WASTE JAN 2025 HSA FEES	52.00
	MICROLOGIC INC	530-999-00	COLLECTION MISCELLAN	FIBER TERMINATION	879.21
		530-999-00	COLLECTION MISCELLAN	FIBER TERMINATION	879.21
	FRONTIER	530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	98.93
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	102.21
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.18
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.18
	CUMMINS SALES & SERVICE FAIR	530-343-00	TRUCK MAINTENANCE	DIPSTICK TUBE	216.74
		530-343-00	TRUCK MAINTENANCE	DIPSTICK TUBE	216.74
	FLYERS ENERGY LLC	530-343-01	GAS & OIL EXPENSE 1,	WAS JAN 25 FUEL BILL	7,606.43
		530-343-01	GAS & OIL EXPENSE 1,	WAS JAN 25 FUEL BILL	7,606.43
	CINTAS	530-341-05	SAFETY EQUIPMENT	EYEWASH AGREEMENT	197.26
		530-345-00	WASTE COLL. UNIFORMS	WAS T/S ST UNIFORMS 1-30-2	269.60
		530-345-00	WASTE COLL. UNIFORMS	WAS T/S ST UNIFORMS 2-6-25	253.58
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	245.51
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	253.58
		530-341-05	SAFETY EQUIPMENT	EYEWASH MONTHLY FEE	197.26
	HOPE GAS	530-213-00	WASTE COLL. UTILITIE	WASTE GAS 2-7-25	395.72
		530-213-00	WASTE COLL. UTILITIE	WASTE GAS 2-7-25	395.72

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	CITYNET LLC	530-213-00	WASTE COLL. UTILITIE	PCRD-WASTE FIBER 1-2 TO 2-	100.00
		530-999-00	COLLECTION MISCELLAN	CDL LIC RENEW KEVIN CLICK	43.75
		**PAYROLL EXPENSES		2/01/2025 - 2/28/2025	57,792.60
				TOTAL:	107,967.53
RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110088931701 RECYCLING CEN	579.87
		531-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	1,604.42
		531-343-02	EQUIPMENT MAINTENANC	PCRD-ARGON REPILL MIG WIRE	513.70
		531-105-00	GROUP INSURANCE	WAS FEB 2025 RETIREES INS	102.00
	WV PUBLIC EMPLOYEES INSURANC	531-105-00	GROUP INSURANCE	WAS FEB 2025 HEALTH INS	1,785.94
		531-343-00	TRUCK MAINTENANCE	PAINT	192.98
		531-343-00	TRUCK MAINTENANCE	FITTINGS	5.02
		531-343-00	TRUCK MAINTENANCE	MASKING TAPE, PRIMER	45.60
	NAPA-AMTOWER AUTO SUPPLY	531-343-00	TRUCK MAINTENANCE	TRANS ADDITIVE	31.94
		531-343-02	EQUIPMENT MAINTENANC	BRAKES, OIL CHANGE, PLUGS	894.49
		531-343-00	TRUCK MAINTENANCE	PAINT	403.68
		531-343-00	TRUCK MAINTENANCE	WEATHERSTRIPPING	477.67
	PERFORMANCE MOTORS SALES, IN	531-343-00	EQUIPMENT MAINTENANC	PEAT MOSS	85.46
		531-343-02	EQUIPMENT MAINTENANC	PEAT MOSS	85.46
		531-343-00	TRUCK MAINTENANCE	HASPS	33.62
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	393.59
	LOWES BUSINESS ACCOUNTS/SYNC	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	380.25
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.25
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	38.25
		531-226-00	INSURANCE & BONDS	REIMB FOR WORKERS COMP JAN	1,604.42
	MOUNTAIN STATE PEST GUARD	531-399-00	MISCELLANEOUS	WASTE DEPT PEST CONTROL JA	60.00
		531-399-00	MISCELLANEOUS	WASTE DEPT PEST CONTROL FE	60.00
	INTERNAL REVENUE SERVICE	531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	285.09
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	288.30
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	66.67
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	67.43
	PAYFLEX - INSPIRA	531-105-00	GROUP INSURANCE	WASTE JAN 2025 HSA FEES	9.75
		531-105-00	GROUP INSURANCE	WASTE JAN 2025 HSA FEES	9.75
		531-343-02	EQUIPMENT MAINTENANC	TIRES	1,004.00
		531-343-02	EQUIPMENT MAINTENANC	BALER PARTS	3,473.43
	R & R REPAIR, LLC	531-343-01	FUEL - RECYCLING CEN	WAS JAN 25 FUEL BILL	1,389.37
		531-343-01	FUEL - RECYCLING CEN	WAS JAN 25 FUEL BILL	1,389.37
		531-213-00	UTILITIES	WASTE GAS 2-7-25	168.08
		531-213-00	UTILITIES	WASTE GAS 2-7-25	168.08
	**PAYROLL EXPENSES			2/01/2025 - 2/28/2025	9,248.11
				TOTAL:	25,313.38
LANDFILL	SANITARY BOARD-CITY OF BUCKN	532-216-01	TREATMENT OF LEACHAT	REIMB NOV 24 LAB EXP STURM	148.00
		532-216-00	TESTING/MONITOR WELL	FEB 25 LEACHATE	1,319.50
		532-216-01	TREATMENT OF LEACHAT	JAN 25 LEACHATE TREATMENT	217.41
				TOTAL:	1,684.91
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110088931610 MUD LICK RD	590.61
		533-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	1,604.42
		533-478-00	ROAD MAINTENANCE	TRANSFER STATION PERMIT	5,442.50
		533-105-00	GROUP INSURANCE	WAS FEB 2025 RETIREES INS	34.00
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WAS FEB 2025 HEALTH INS	891.98
		533-105-00	GROUP INSURANCE	WAS FEB 2025 HEALTH INS	891.98
		533-216-00	DRAINAGE EXPENSE TRA	REIMB NOV 24 LAB EXP STURM	139.00
		533-343-02	MAINTENANCE TRUCK/TR	LIGHT PLUGS	26.14
	NAPA-AMTOWER AUTO SUPPLY	533-343-02	MAINTENANCE TRUCK/TR	AIR FILTERS/ FUEL FILTERS	370.04
		533-343-02	MAINTENANCE TRUCK/TR	AIR FILTERS/ FUEL FILTERS	370.04
		533-343-00	EQUIPMENT MAINTENANC	GREASE, HYD HOSE/FITTINGS	373.78
		533-343-02	MAINTENANCE TRUCK/TR	CONDUIT	71.13
	LOWES BUSINESS ACCOUNTS/SYNC	533-343-00	EQUIPMENT MAINTENANC	PICKTUP SPILL CLEANER	417.60
		533-343-00	EQUIPMENT MAINTENANC	PICKTUP SPILL CLEANER	417.60



DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
WASTE OFFICE/BOARD	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	395.97	
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	381.39	
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	164.25	
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	182.25	
	SYLVESTER W. LOWTHER	533-343-00	EQUIPMENT MAINTENANC	HYDRAULIC FITTINGS	150.00	
		533-226-00	INSURANCE & BONDS	REIMB FOR WORKERS COMP JAN	1,604.42	
	GENERAL FUND	533-459-00	NEW EQUIPMENT	WAS CLOSED TOP TRLR FINAL	1,043.00	
	CITIZENS BANK OF WV	533-343-02	MAINTENANCE TRUCK/TR	TIRES	215.00	
		533-343-02	MAINTENANCE TRUCK/TR	TIRES	100.00	
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	383.15	
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	385.50	
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	89.61	
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	90.16	
	AMAZON.COM	533-999-00	MISCELLANEOUS TRANSF	PCRD-LOG CHAINS TIRE CHAIN	250.24	
	EBAY	533-343-00	EQUIPMENT MAINTENANC	PCRD-LIMIT SWITCHES	712.90	
	TIRE AND RUBBER INC	533-460-00	TIPPING FEES	JAN 25 TIRE DISPOSAL	255.20	
	PAYFLEX - INSPIRA	533-105-00	GROUP INSURANCE	WASTE JAN 2025 HSA FEES	3.25	
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	TIPPING FEE 1/1 - 1/31/25	45,594.23	
		533-460-00	TIPPING FEES	C & D TIPPING FEE 1/16-1/3	6,594.39	
		533-460-00	TIPPING FEES	CD TIPPING FEES 2-17-25	6,455.16	
	NEWLONS INTERNATIONAL SALESL	533-343-02	MAINTENANCE TRUCK/TR	HOOD HINGE PARTS	341.12	
		533-343-02	MAINTENANCE TRUCK/TR	CAB SHCOKS	137.32	
	APPALACHIAN EQUIPMENT SOLUTI	533-343-00	EQUIPMENT MAINTENANC	MASTER TRACK LINK	12.96	
	FRONTIER	533-213-00	UTILITIES	472-4443-101915-4 WASTE	102.21	
	ADVANTAGE TECHNOLOGY, LLC	533-459-00	NEW EQUIPMENT	3 CAMERAS-WASTE	3,867.55	
	FLYERS ENERGY LLC	533-343-01	FUEL/OIL TRANSFER ST	WAS JAN 25 FUEL BILL	5,308.33	
	CINTAS	533-999-00	MISCELLANEOUS TRANSF	TS SHOP TOWELS 1-30-25	35.00	
		533-345-00	UNIFORMS	WAS T/S ST UNIFORMS 1-30-2	75.06	
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 2-6-25	35.00	
		533-345-00	UNIFORMS	WAS T/S ST UNIFORMS 2-6-25	87.94	
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 2-13-25	35.00	
		533-345-00	UNIFORMS	T/S UNIFORMS	87.95	
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 2-20-25	46.46	
		533-345-00	UNIFORMS	T/S UNIFORMS	87.94	
	**PAYROLL EXPENSES			2/01/2025 - 2/28/2025	12,487.34	
				TOTAL:	97,758.45	
	WASTE OFFICE/BOARD	LEAF	534-999-00	GEM & ADM MISC BILLI	FEB 25 COPIER LEASE	162.34
			534-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	5.01
		CITY OF BUCKHANNOH	534-219-00	RENT	FY 2024-25 WASTE RENT	10,000.00
		WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WAS FEB 2025 RETIREES INS	102.00
			534-105-00	GROUP INSURANCE	WAS FEB 2025 HEALTH INS	831.92
		TATE COMMUNICATIONS	534-459-00	CAPTIAL EXPENSE	UPGRADE PHONE SYSTEMS	2,410.20
		WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	269.86
			534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	293.91
			534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	299.99
			534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	345.85
		BUCKHANNOH POSTMASTER	534-218-00	POSTAGE	FIRST CLASS PRESORT FEE	87.50
			534-218-00	POSTAGE	PERMIT #10 POSTAGE	1,000.00
		PAYROLL ACCOUNT (ALL DEPTS)	534-999-00	GEM & ADM MISC BILLI	WAS DEC 2024 AA FEES	212.29
			534-999-00	GEM & ADM MISC BILLI	JAN 25 AA FEES	185.09
		THOMAS J O'NEILL	534-223-00	PROFESSIONAL SERVICE	MAR 25 ATTORNEY FEES	1,250.00
		COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	JAN 2025 CREDIT CARD FEES	2,463.02
		GENERAL FUND	534-999-00	GEM & ADM MISC BILLI	REIMB NOV DEC 24 JAN 25 IT	1,350.00

a. Recycling Center Report

City of Buckhannon  
Recycling Center

DATE: February-25

Inventory & Balance Sheet

	Uproc.	Proc.	Total
ONP	0.2	22.85	23.05
OCC	4	8.13	12.13
MGOP	0.8	15.79	16.59
STEEL	0.7	11	11.7
ALUM.	0.3	1	1.3
E-WASTE	0	0	0
Pete #1	0.15	0.35	0.5
No. 2	0.4	7.6	8
Total	6.55	66.72	73.27

Inventory 03/01/2025 73.27

Inventory 02/01/2025 108.51

Diff. -35.24

Loads Shipped 97.21

Total Diff. Inventory & Loads Shipped 61.97

Total Received 61.97

Less Garbage 0

Total 61.97

Residential Curbside			
640			
Appliance	Iron	Total	Total \$
37,700	0	37700	2,827.50
Yard Debris			
5000			

b. Transfer Station Report

City of Buckhannon				
Transfer Station Totals				
February		2025		
Total Transactions				2824
Total Weight				1,345.16
Total Cash Received				\$28,942.00
Total City Trucks				\$65,169.11
				782.81 tons
Total Charge				\$20,789.90
Grand total				\$114,901.01
Total C/D Material				298.34
Total Commercial/Residential				983.03
Bulky Goods	Steel	Waste	Total	
		1.21	2.51	3.72



### **c. Waste Collection Report**

- The transfer station permit modification has been completed and we are awaiting the issuance of the permit.
- The new 4x4 truck has been broken down for nearly a month as we struggle to get warranty work performed. The board discussed this, and it was suggested that Mr. Arnold provide a written narrative and timeline of the problems to send to City Attorney Tom O'Neill for guidance on handling this situation. Mr. Arnold and Mr. Crosten will do so as soon as possible.
- We took the annual delivery of new dumpsters on Tuesday and will work to start implementing them.
- We began pouring the retaining curb on the lower side of the transfer lot and will have it completed next week.
- Three Rivers Iron collected our appliances for the first time since we made the switch. They gave us \$150 per ton, vs. the \$130 per ton we would have got hauling it ourselves to the previous vendor.
- Two of our helpers have completed our ELDT program and will be testing for their class B CDLs in the coming weeks (this is very good considering we have quite a few drivers nearing retirement).
- I also completed my ELDT course for the Hazmat endorsement and fingerprint and background check, I am awaiting my test card and hope to take the test next week
- Ethan Crosten and I conducted evaluations and notified the employees of their raises. They were all very appreciative and I noticed a large boost in morale, attitude and work quality

### **9. Old Business Discussions:**

- a. None

### **10. New Business Discussions:**

- a. **Approval Transfer Station Closure on Easter Saturday, April 19, 2025** – Mayor Skinner asked for approval for this request.

**Pinegar/Bucklew motioned to approve the Transfer Station Closure on Easter Saturday, April 19, 2025. The motion carried.**

- b. **Waste Collection Operation and Strategic Plan:** Dakota Arnold provided the following summary to the Board:

The Waste Department aims to provide professional, efficient, and cost-effective waste and recycling services. This strategic plan offers guidance for daily operations and future investments.

#### **Department Overview**

- The department employs 19 people through waste collection, recycling, and transfer operations.
- Operations include four waste collection routes (commercial, city residential, primary county residential, secondary county residential).
- The transfer station handles waste disposal via tipping floors, compactors, and trailers.
- The recycling center processes various materials and runs residential and commercial recycling programs.
- Maintenance staff includes a mechanic, welder, and autobody refinisher.

#### **Previously Implemented Strategies**

- A 2017 poly-cart distribution program for residential waste collection was fully implemented in 2021.
- The program increased billing revenue by \$236,000 and waste collection by 430 tons, successfully preventing fraudulent use of services.

## Recommended Changes

### 1. Waste Collection Tariff Changes

- Implement a **tiered residential fee system**, allowing a lower-cost 64-gallon option while charging extra for the 96-gallon can.
- Introduce a **service reconnect fee** (\$50 for out-of-city, \$25 for in-city customers) to discourage late payments.
- Conduct a **commercial rate study** to create a per-dump fee structure based on waste type.
- Require **dumpster billing to be assigned to property owners**, ensuring accountability for tenant waste services.

### 2. Waste Collection Operational Changes

- Establish a **6-year replacement schedule** for collection trucks to reduce maintenance costs and retain asset value.
- Adjust equipment purchase and maintenance strategy to minimize high long-term repair costs.

### 3. Transfer Station Operational Changes

- Construct a **fabric coverall building** to expand and organize waste tipping areas (\$96,000 estimated cost).
- Modify the **tire dock into a secondary tipping area** with sanitation drains, increasing efficiency.
- Implement a **\$7 per ton fee increase** for construction and demolition waste to offset processing costs.
- In the long term, install a **second set of scales** and an **automated payment system** to improve transaction speed and reduce staffing needs.

## Conclusion

The department has efficiently operated for over a decade without a significant rate increase. These proposed operational and structural changes will ensure long-term sustainability while modernizing equipment, improving efficiency, and maintaining cost-effectiveness.

Discussion took place regarding the above summary and other ideas of improving the department and strengthening the financial position of the department. The Board thanked Mr. Arnold for the summary and the work it took to put together such a comprehensive plan.

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

- a. **Upshur County Solid Waste Authority Free Paper Shred Event on Saturday, April 26, 2025, from 9:00am-12noon at the Public Works Facility 395 Mud Lick Road**



The Upshur County Solid Waste Authority will be offering a  
**FREE PAPER  
SHRED EVENT**  
on  
**Saturday, April 26<sup>th</sup>**  
from  
**9:00 a.m. to 12:00 noon**  
at  
**395 Mud Lick Rd.**  
(across from the Transfer Station)

For more information, call Director Belinda Lewis at (814) 327-5218

**12. Board Members’ Remarks and Announcements:**

**Pam Bucklew:** Mrs. Bucklew thought it was a great meeting.

**J. T. Pinegar** – Mr. Pinegar also thought it was a great meeting.

**Recorder Sanders:** Mr. Sanders discussed the department FAQ’s he is working on for the website.

**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.

**13. Declaration of Adjournment**

**At 8:42 a.m., Pinegar made a motion to adjourn.**

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

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