

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

A regular meeting of the Buckhannon Water Board was held on Thursday, February 13, 2025, at 7:30 a.m. in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

Robbie Skinner	Mayor	Present
Randy Sanders	City Recorder	Present
Scott Randall	Board Member	Present
David Thomas	Board Member	Present
Don Nestor	Board Member	Present - GTM
Erasmo Rizo	Board Member	Present
Kelly Arnold	Water Superintendent	Present
Tommy Rolenson	Water Superintendent	Present
Jay Hollen	City Engineer	Present - GTM
Ethan Crosten	Director of Public Works	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Present - GTM
Barbara Hinkle	City Hall Office Manager	Present
Jerry Myers	COB Water Plant	Absent
Jerry Wamsley	COB Water Plant	Present
Tom O'Neill	City Attorney	Present - GTM

Guests: None

*City of Buckhannon Water Board Meeting Agenda
7:30 AM Thursday, February 13, 2025
Council Chambers / 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Reciting the Pledge of Allegiance
4. Approval of Previous Meeting Minutes 01/09/2025, 01/30/2025
5. Announcement of Selection of the Water Department Superintendent
6. Report of Events, Correspondence, and Information
 - a. See Full Listing in the Water Board Packet
7. Public Comment – Motion to Open & Close Requested
8. Recognition of Guests
9. Financial Report – Director of Finance Amberle Jenkins
 - a. January 2025
10. Department Report – Water Department Superintendent Kelly Arnold
 - a. Monthly Water Department Report
 - b. Monthly Chemical Cost Summary Report
 - c. Monthly Unaccounted Water Loss Report
 - d. Update Tennerton Booster Station Project
 - e. Update ARPA Funds
 - f. M&H Apartments Cambridge Heights
11. Old Business Discussions:
 - a. BUAA Permanent ROW for Generator & Booster Station
 - b. Lease Agreement between COB & Cequel Communication/Altice RE: Equipment on North Buckhannon Water Tank Hill
 - c. Water Treatment Plant Project
12. New Business Discussions:
 - a. Payoff of the Portable Temporary Traffic Signal Lights
 - b. City Council Recommendation of Public Works Employee Classification System
 - c. Implementation of City Hall Office Employee Classification System
 - d. Deer Creek Ridge Resident Foundation Damage due to Waterline Leak
13. Board Members’ Remarks and Announcements
14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Friday, February 7, 2025. *Those who participated in this meeting virtually used this link: <https://globalgotomeeting.com/join/234619757>, or by phone by calling 872) 240-3212, access code: 234-619-757.*

1. Call to Order: At 7:30 a.m., Mayor Robbie Skinner called the February 13, 2025, meeting of the Water 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.

5. Announcement of Selection of the Water Department Superintendent—Mayor Skinner introduced and welcomed Tommy Rolenson as the newly named Water Department Superintendent, who will succeed the current Superintendent, Kelly Arnold.

4. Approval of Previous Meeting Minutes: 01/09/2025, 01/30/2025 - Mayor Skinner recognized that the meeting minutes of 01/09/2025 and 01/30/2025 were available for consideration and asked for corrections or approval as presented.

Nestor/Rizo motioned to approve the meeting minutes of 01/09/2025 and 01/30/2025 as presented. The motion carried.

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

a. Adrian P.S.D. Meeting Minutes-December 2024

b. Elkins Road P.S.D. Meeting Minutes- December 2024 & January 2025

c. Mt. Hope Water Association Meeting Minutes- December 2024

The P.S.D.'s meeting minutes were distributed to the board members as information sharing between the COB and the P.S.D's.

d. WVPSC Notification -Reminder to report the Weekly Status Reporting of the Water Supply, Storage & Conditions

e. WVPSC General Order #188.52-Maintenace of Fire Hydrants

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA
in the City of Charleston on the 9th day of January 2025.

GENERAL ORDER NO. 188.52

In the matter of a rulemaking to amend the Rules for the Government
of Water Utilities, 150 C.S.R. 7.

COMMISSION ORDER

The Commission issues final rules amending the Rules for the Government of Water Utilities, 150 C.S.R. 7 (Water Rules) to add rules addressing fire hydrant inspection, testing and marking.

BACKGROUND

Proposed and Final Rules

On June 30, 2023, the Commission opened Case No. 23-0555-W-GI as a General Investigation into the maintenance and testing of fire hydrants. The Commission ordered that all public utility owners of fire hydrants or who serve private fire hydrants provide certain information about their operation and maintenance of fire hydrants.

On January 4, 2024, Commission Staff (Staff) filed a Final Joint Staff Memorandum, which included an analysis of the data received and recommendations by Engineering Staff.

Staff recommended that the Commission revise the Water Rules to address hydrant inspection, testing, and marking. Comments on the Staff report and recommendations were filed by the Morgantown Utility Board (MUB), West Virginia-American Water Company (WVAWC), and the Commission Consumer Advocate Division (CAD). On March 1, 2024, the Commission closed the record in Case No. 23-0555-W-GI.

On March 19, 2024, the Commission, by Order, created the Fire Hydrant Maintenance and Testing Task Force (Hydrant Task Force) to recommend rules to govern the operation and maintenance of fire hydrants.¹

f. WVBPH Sanitary Survey (Inspection)



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Jason R. Frame
Office Director

January 17, 2025

Kelly Arnold, Director Public Works, Administrative Contact
BUCKHANNON WATER BOARD
70 East Main Street
Buckhannon, WV 26201

Re: Sanitary Survey
BUCKHANNON WATER BOARD
WV3304902
Upshur County

Dear Mr. Arnold:

On September 10, 2024 a Sanitary Survey was conducted of the referenced water system by a representative of the Fairmont District Office of the Office of Environmental Health Services (OEHS). This was performed in accordance with the requirements of the *West Virginia Public Water System Legislative Rules*. We would like to thank you and the site visit participants for the courtesy and assistance provided during the inspection of your public water supply system.

Eight major elements were reviewed in detail during this sanitary survey. The eight major elements are: source, treatment, distribution system, finished water storage, pumps/pump facilities and controls, monitoring/reporting/data verification, water system management/operation, and operator compliance with State requirements. Deficiencies found or recommendations made concerning these eight major elements are presented in the following sections.

Based upon review of the available records and visual examination of the facilities, the following significant deficiencies require your immediate attention. **In accordance with West Virginia CSR 16-1-9a and federal rule 40 CFR 142.16 you must respond in writing no later than 30 days after receipt of this sanitary survey report indicating if your system will correct the significant deficiencies within 120 days. Your system must correct all significant deficiencies within 120 days and then submit a written confirmation that the corrections have been completed with details of how and on what date the corrections were made. If your system cannot correct all the**

Sanitary Survey
Buckhannon Water Board
January 17, 2025
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significant deficiencies by the 120-day date, you must submit a corrective action plan with detailed plans and schedules for correcting all significant deficiencies including funding sources, if applicable. Failure to provide either the 30-day written response or the 120-day written notice of completion or the corrective action plan shall result in a notice of violation being issued.

Significant Deficiencies

A significant deficiency is defined as: *"Any defect in a system's design components, operation, maintenance, or administration, as well as any failure or malfunction of any system component, that the department determines may cause an unacceptable public health risk; have the potential to cause the introduction of contamination into drinking water; or may adversely affect the reliable delivery of safe drinking water to the public."*

FACILITY: VICTORIA HILL TANK #2 COMMENT:The storage tank overflow is not properly screened. (64CSR77-9.1.f.2) Please ensure proper screening is in place for the storage tank overflow. SEE PHOTO:#1
FACILITY: CLOW TANK COMMENT:The storage tank overflow is not properly screened. (64CSR77-9.1.f.2) Please ensure proper screening is in place for the storage tank overflow. SEE PHOTO:#2
FACILITY: NORTH BUCKHANNON COMMENT:The storage tank overflow is not properly screened. (64CSR77-9.1.f.2) Please ensure proper screening is in place for the storage tank overflow. SEE PHOTO:#3

Minor Deficiencies

The following observations made at the time of the survey don't fully meet the definition listed previously for significant deficiencies at the present time but have the potential to result in significant deficiencies in the near future if not addressed. WVDH strongly requests that the following minor deficiencies be addressed to help maintain compliance with primary drinking water regulations.

FACILITY: ALL DISTRIBUTION TANKS COMMENT:All tank interiors were not inspected during this survey. Please ensure the system is performing sufficient internal cleaning of the storage tanks.
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FACILITY: ALL DISTRIBUTION TANKS COMMENT: The system tank vents were not inspected as part of this survey (64CSR77-9.1.c and 9.1.h.) It is recommended that the system inspect all of the tank vents and if the screen is greater than 24 mesh, replace them with 24 mesh non-corrodible screen.
FACILITY: MANAGEMENT AND OPERATIONS COMMENT: The system has received monitoring/reporting violations since the last sanitary survey. (40CFR141.31 (a) and 64CSR3-12.1) Please ensure all monitoring/reporting is conducted to avoid future violations.
FACILITY: TREATMENT PLANT COMMENT: The system does not have adequate algae control measures. Please ensure the system has adequate algae control measures.

Recommendations

The following observations made at the time of the survey have the potential to produce or to result in minor or significant deficiencies in the near future. WVDH recommends that the following be addressed to help maintain compliance with primary drinking water regulations.


FACILITY: ALL DISTRIBUTION TANKS COMMENT: Tank hatches were not inspected during the survey. (64CSR77-1.9.d. It is recommended that the system inspect the hatches on all tanks and secure if necessary.
FACILITY: STONEY RUN BPS COMMENT: Standby power is not available for pumping facilities. (64CSR77-8.8.f) Please provide standby power for pumping facilities.
FACILITY: CLOW TANK COMMENT: The storage tank is not adequately secured. (64CSR77-9.1.d) Please ensure the storage tank is adequately secured.
FACILITY: TENNERTON, CLOW, N. BUCKHANNON, & VICTORIA HILL TANK #1 COMMENT: The system is not maintaining adequate corrosion control measures for the storage tanks in place. (64CSR77-9.1 and 9.1.p) Please ensure the system is maintaining in place adequate corrosion control measures for the storage tanks,
FACILITY: TENNERTON & VICTORIA HILL TANK #1 & #2 COMMENT: The storage tanks do not have a proper access ladder. (64CSR77-9.1.k.1) Please ensure the storage tanks have a proper access ladder.
FACILITY: INTAKE-BUCKHANNON RIVER COMMENT: Intake is not adequately able to function at multiple depths. (64CSR77-5.2.d.1) Please ensure the intake is adequately functioning at multiple depths.

FACILITY: MANAGEMENT AND OPERATION COMMENT: System does not have a current Emergency Water Supply Plan. Please develop a current Emergency Water Supply Plan.
FACILITY: TREATMENT PLANT COMMENT: The system has treatment units that are not in good physical condition and/or are close to the end of their useful service life. Please ensure all treatment units are in good physical condition and/or work toward an improvement plan project.

Please consult with me on the items listed as "significant deficiencies" within 30 days of the receipt of this letter if needed, and **no later than February 16, 2025** provide your official 30-Day written response summarizing what actions you have taken or will take to address these items. If not corrected in 30 days, a "Corrective Action Plan" (CAP) is required to be submitted in 120 days, **no later than May 17, 2025**. Items listed as "minor" or as "recommendations" could eventually lead to more serious conditions, so the system should try to address them but does not need to include them in any written response.

Should you have any comments or questions concerning this report and its contents please contact me by email at mike.hawranick@wv.gov or by telephone at 304-641-5564.

Sincerely,


Michael Hawranick, Jr.
Engineer Associate
Fairmont District Office
Environmental Engineering Division

Enclosure

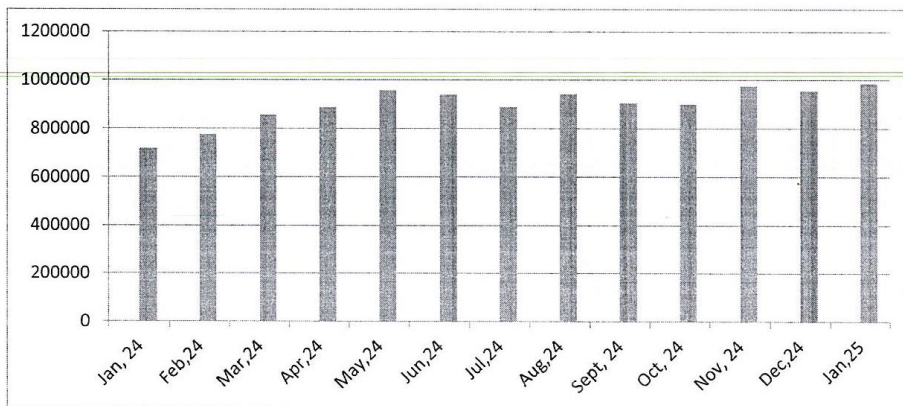
pc: **Jerry Myers, Buckhannon WTP DO**
Jerry Wamsley, Buckhannon DS DO
Central Office File, Water Sanitation Surveys
Fairmont District Office file

7. Public Comment—Motion to Open & Close Requested – As no persons were present to present comments, no action by the Chair was necessary.

8. Recognition of Guests - As no guests were present to be recognized, the Chair did not need to

9. Financial Report—Director of Finance Amberle Jenkins - COB Office Manager Barbara Hinkle reviewed the financial reports for January 2025. Superintendent Arnold also provided an overview of certain larger expenses.

Balance January 31, 2025	
Money market & checking	\$ 1,033,909.67
The two Working Capital CD's to WV Board of Treasury Investment	
Interest needs booked	\$360,128.38
CD Renewed 6-4-24 4.65%(Peoples)	\$286,128.38
CD 348383 open 8-6-24 4.8% for 7 months	\$266,559.78
Savings 2%Depreciation .05%	\$ 1,524.40



2-12-2025 09:42 AM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JANUARY 31ST, 2025			PAGE: 3	
400-WATER		% OF YEAR COMPLETED: 58.33				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>UTILITY BILLINGS</u>						
400-350-000-00 RESIDENTIAL SALES	950,000	88,374.02	638,813.94	0.00	311,186.06	67.24
400-350-000-01 COMMERCIAL/INDUSTRIAL SAL	600,000	54,333.81	421,082.63	0.00	178,917.37	70.18
400-350-000-03 PRIVATE FIRE PROTECTION	15,500	1,427.50	9,992.50	0.00	5,507.50	64.47
400-350-000-04 PUBLIC FIRE PROTECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL UTILITY BILLINGS	1,565,500	144,135.33	1,069,889.07	0.00	495,610.93	68.34
<u>OUTSIDE DISTRICTS</u>						
400-360-000-00 MT HOPE WATER (MASTER MET	200,000	16,926.25	108,986.75	0.00	91,013.25	54.49
400-360-000-01 HODGESVILLE PSD (MASTER M	200,000	24,395.75	176,381.25	0.00	23,618.75	88.19
400-360-000-02 ELKINS ROAD PSD (MASTER M	200,000	17,182.00	123,661.00	0.00	76,339.00	61.83
400-360-000-03 ADRIAN PSD (MASTER METER)	200,000	24,918.50	175,227.00	0.00	24,773.00	87.61
TOTAL OUTSIDE DISTRICTS	800,000	83,422.50	584,256.00	0.00	215,744.00	73.03
<u>GRANTS</u>						
400-366-000-01 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
400-366-000-02 GRANT -BOAT & AIRCOND	0	0.00	0.00	0.00	0.00	0.00
400-368-000-00 TAP FEES	10,500	0.00	9,750.00	0.00	750.00	92.86
400-368-000-01 RECLASSIFY REVENUE-ARMORY	0	0.00	0.00	0.00	0.00	0.00
400-368-000-02 RECLASSIFY REVENUE	0	0.00	0.00	0.00	0.00	0.00
400-368-100-00 PROJECTS NOT 5.5 RULE	42,100	0.00	51,874.21	0.00 (9,774.21)	123.22
400-368-100-03 CONTRIB IN AID CONST 5.5R	0	0.00	0.00	0.00	0.00	0.00
400-368-200-00 CAPITALIZE PROJ EQUIP CSTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	52,600	0.00	61,624.21	0.00 (9,024.21)	117.16
<u>INTRAFUND CONTR/CHARGES</u>						
400-370-000-01 LATE CHARGES	20,000	2,865.67	16,887.94	0.00	3,112.06	84.44
400-370-000-02 WATER BILLING-NEW SERVICE	0	0.00	0.00	0.00	0.00	0.00
400-370-000-03 CUSTOMER BILL FEES(BANK-S	2,000	400.00	2,050.00	0.00 (50.00)	102.50
400-370-000-04 C J MARTIN WATER LINE EXT	0	0.00	0.00	0.00	0.00	0.00
400-370-000-05 ATLANTIC CST PIPELINE REV	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTRAFUND CONTR/CHARGES	22,000	3,265.67	18,937.94	0.00	3,062.06	86.08
<u>OTHER REVENUE</u>						
400-379-000-00 GAIN ON SALE	0	0.00	0.00	0.00	0.00	0.00
400-380-000-00 INTEREST INCOME	1,000	0.00	19,871.70	0.00 (18,871.70)	1,987.17
400-399-000-00 MISC. NONOPERATING INCOME	33,000	1,900.00	43,959.05	0.00 (10,959.05)	133.21
TOTAL OTHER REVENUE	34,000	1,900.00	63,830.75	0.00 (29,830.75)	187.74
TOTAL REVENUE	2,474,100	232,723.50	1,798,537.97	0.00	675,562.03	72.69

400-WATER	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
400-550-676-00 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 0.00						
DEPRECIATION						
=====						
CONTRIBUTIONS						
400-580-500-00 DEPRECIATION EXPENSE	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 DEPRECIATION						
0 0.00 0.00 0.00 0.00 0.00 0.00						
RESERVIOR MANGMT DAM						
=====						
SALARIES & BENEFITS						
400-601-103-00 RESERVIOR MANAGEMENT LABO	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-601-211-00 UTILITIES - ELEC,GAS,PHON	25,000	2,083.82	13,713.05	0.00	11,286.95	54.85
400-601-226-00 PAYROLL OVERHEAD (FICA,RE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	25,000	2,083.82	13,713.05	0.00	11,286.95	54.85
COMMODITIES						
400-601-342-00 MAINTENANCE RIVER INTAKE&	4,400	0.00	521.55	0.00	3,878.45	11.85
400-601-346-00 WATERSHED MANAGEMENT	0	0.00	0.00	0.00	0.00	0.00
400-601-347-00 MAINTENANCE DAM	4,000	1,890.00	3,438.21	0.00	561.79	85.96
400-601-399-00 WATERSHED, DAM MISC	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL COMMODITIES	13,400	1,890.00	3,959.76	0.00	9,440.24	29.55
TOTAL RESERVIOR MANGMT DAM						
38,400 3,973.82 17,672.81 0.00 20,727.19 46.02						
WATER PLANT						
=====						
SALARIES & BENEFITS						
400-642-103-00 WATER PUMPERS SALARIES	401,000	42,069.19	224,962.05	0.00	176,037.95	56.10
400-642-104-00 FICA TAX	30,700	3,224.26	17,238.41	0.00	13,461.59	56.15

2-12-2025 09:42 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

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400-WATER	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-642-105-00 HEALTH INSURANCE	45,000	2,938.92	26,731.24	0.00	18,268.76	59.40
400-642-106-00 RETIREMENT	36,100	3,786.23	20,246.62	0.00	15,853.38	56.08
400-642-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	512,800	52,018.60	289,178.32	0.00	223,621.68	56.39
CONTRACTUAL SERVICES						
400-642-211-00 UTILITIES - ELEC, GAS, PH	127,000	14,140.36	85,268.91	0.00	41,731.09	67.14
400-642-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	1,244.61	0.00	1,255.39	49.78
400-642-226-00 UNEMPLOYMENT/COMPENSATION	7,000	0.00	3,389.44	0.00	3,610.56	48.42
TOTAL CONTRACTUAL SERVICES	136,500	14,140.36	89,902.96	0.00	46,597.04	65.86
COMMODITIES						
400-642-341-00 OFFICE EXPENSE	3,300	0.00	1,371.51	0.00	1,928.49	41.56
400-642-342-00 MAINT TREATMENT PLANT BLD	6,400	0.00	609.99	0.00	5,790.01	9.53
400-642-343-00 VEHICLE MAINTENANCE	700	0.00	2,185.60	0.00	1,485.60	312.23
400-642-343-01 PLANT VEHICLE FUEL	4,000	225.91	5,078.95	0.00	1,078.95	126.97
400-642-344-00 GENERAL EQUIPMENT MAINTEN	24,000	463.65	8,049.76	1,114.46	14,835.78	38.18
400-642-345-00 UNIFORMS PERSONAL SAFETY	6,000	368.07	4,021.82	0.00	1,978.18	67.03
400-642-346-00 MAINT TREATMENT PLANT EQU	81,000	1,970.12	64,334.62	0.00	16,665.38	79.43
400-642-347-00 PLANT LAB MAINT & SUPPLIE	15,000	3,017.69	6,141.74	0.00	8,858.26	40.94
400-642-348-00 CHEMICAL COSTS	216,000	3,971.50	176,284.78	0.00	39,715.22	81.61
400-642-349-00 COMPLIANCE MONITORING	23,000	250.00	6,264.10	0.00	16,735.90	27.24
400-642-350-00 TELEMETRY COSTS	27,775	7,424.40	8,676.40	0.00	19,098.60	31.24
400-642-399-00 PLANT MISCELLANEOUS	3,000	0.00	46.44	0.00	2,953.56	1.55
TOTAL COMMODITIES	410,175	17,691.34	283,065.71	1,114.46	125,994.83	69.28
CAPITAL OUTLAY						
400-642-459-00 WATER PLANT CAPITAL	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
TOTAL WATER PLANT						
1,059,475 83,850.30 662,146.99 1,114.46 396,213.55 62.60						
WATER LINES						
=====						
SALARIES & BENEFITS						
400-660-103-00 T & D LINE CREW SALARIES	444,000	50,341.17	272,700.34	0.00	171,299.66	61.42
400-660-103-10 LABOR&BENEFITS CAPITALIZE	0	0.00	0.00	0.00	0.00	0.00
400-660-104-00 FICA TAX	34,000	3,864.52	20,933.96	0.00	13,066.04	61.57
400-660-105-00 HEALTH INSURANCE	95,000	6,782.28	66,308.20	0.00	28,691.80	69.80
400-660-106-00 RETIREMENT	40,000	4,530.72	24,543.11	0.00	15,456.89	61.36
400-660-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	613,000	65,518.69	384,485.61	0.00	228,514.39	62.72
CONTRACTUAL SERVICES						
400-660-211-00 UTILITIES - ELEC,GAS,PHON	31,000	6,581.66	19,794.90	0.00	11,205.10	63.85
400-660-221-00 TRAINING & CONTINUED EDUC	2,500	0.00	358.00	0.00	2,142.00	14.32
400-660-226-00 UNEMPLOYMENT/COMPENSATION	13,000	0.00	3,953.46	0.00	9,046.54	30.41
TOTAL CONTRACTUAL SERVICES	46,500	6,581.66	24,106.36	0.00	22,393.64	51.84

400-WATER	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
400-660-341-00 OFFICE EXPENSE	10,325	171.05	1,594.45	0.00	8,730.55	15.44
400-660-342-00 MAINTENANCE GARAGE BLDG	4,500	0.00	498.46	0.00	4,001.54	11.08
400-660-343-00 VEHICLE MAINTENANCE	8,000	195.36	6,581.98	760.00	658.02	91.77
400-660-343-01 LINE VEHICLE FUEL	15,000	886.01	3,418.93	0.00	11,581.07	22.79
400-660-344-00 GENERAL EQUIPMENT MAINTEN	17,000	1,128.16	7,333.32	0.00	9,666.68	43.14
400-660-345-00 UNIFORMS-PERSONAL SAFETY	6,000	860.59	3,798.48	0.00	2,201.52	63.31
400-660-347-00 BOOSTER PUMP BLDG EQUIP M	40,000	0.00	10,823.65	0.00	29,176.35	27.06
400-660-348-00 DISTRIBUTION TANK MAINTEN	20,000	0.00	24,819.00	0.00 (4,819.00)	124.10
400-660-349-00 LINE MAINTENANCE MATERIAL	0	0.00	0.00	0.00	0.00	0.00
400-660-350-00 LINE MAINT PERMITS (DOH)	500	0.00	0.00	0.00	500.00	0.00
400-660-351-00 COMPLIANCE MONITORING	0	0.00	0.00	0.00	0.00	0.00
400-660-352-00 NEW SERVICES, UPGRADE MAT	150,000	12,489.62	60,723.07	5,971.62	83,305.31	44.46
400-660-353-00 MAPPING & LINE LOCATING E	12,000	0.00	2,921.76	0.00	9,078.24	24.35
400-660-354-00 FIRE SERVICE MATERIALS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	283,325	15,730.79	122,513.10	6,731.62	154,080.28	45.62
NON-OPERATING EXPENSES						
400-660-999-00 TRAN DISTRIB MISCELLANBOU	1,500	0.00	440.90	0.00	1,059.10	29.39
TOTAL NON-OPERATING EXPENSES	1,500	0.00	440.90	0.00	1,059.10	29.39
TOTAL WATER LINES	944,325	87,831.14	531,545.97	6,731.62	406,047.41	57.00
WATER METERS =====						
SALARIES & BENEFITS						
400-902-103-00 METER ON/OFF & MAINT LABO	0	0.00	0.00	0.00	0.00	0.00
400-902-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
400-902-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-106-00 RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
400-902-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
400-902-221-00 TRAINING & CONTINUED EDUC	0	0.00	0.00	0.00	0.00	0.00
400-902-226-00 WORKERS COMP/ INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
400-902-342-00 MAINTENANCE OF METER SHOP	0	0.00	0.00	0.00	0.00	0.00
400-902-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-902-343-01 METER VEHICLE FUEL	0	0.00	0.00	0.00	0.00	0.00
400-902-344-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-902-345-00 UNIFORMS-PESONAL SAFETY E	0	0.00	0.00	0.00	0.00	0.00
400-902-346-00 REPLACEMENT NEW METERS, P	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00

400-WATER	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
400-902-999-00 CUST SERVICE-METER READ -	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 WATER METERS	0	0.00	0.00	0.00	0.00	0.00
OFFICE/ADMIN =====						
SALARIES & BENEFITS						
400-920-101-00 AD & GE SALARIES BOARD	16,800	1,400.00	9,400.00	0.00	7,400.00	55.95
400-920-103-00 AD & GE OFFICE SALARIES	170,000	19,017.65	101,126.58	0.00	68,873.42	59.49
400-920-104-00 FICA TAX	13,005	1,564.25	8,464.65	0.00	4,540.35	65.09
400-920-105-00 HEALTH INSURANCE	21,000	1,380.46	12,979.66	0.00	8,020.34	61.81
400-920-106-00 RETIREMENT	15,300	1,689.68	8,931.70	0.00	6,368.30	58.38
400-920-109-00 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	236,105	25,052.04	140,902.59	0.00	95,202.41	59.68
CONTRACTUAL SERVICES						
400-920-211-00 UTILITIES - ELEC,GAS,PHON	2,000	172.30	1,117.06	0.00	882.94	55.85
400-920-221-00 TRAINING & CONTINUED EDUC	500	0.00	0.00	0.00	500.00	0.00
400-920-226-00 UNEMPLOYMENT/COMPENSATION	2,600	0.00	916.65	0.00	1,683.35	35.26
400-920-232-00 BOND ANNUAL FEE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	5,100	172.30	2,033.71	0.00	3,066.29	39.88
COMMODITIES						
400-920-341-00 MATERIALS & SUPPLIES EXPE	40,000	4,491.87	38,576.86	3,848.50 (2,425.36)	106.06
400-920-343-00 VEHICLE MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
400-920-347-00 GENERAL EQUIPMENT MAINTEN	0	0.00	0.00	0.00	0.00	0.00
400-920-348-00 MAINTENANCE & REHT-OFFICE	10,950	0.00	0.00	0.00	10,950.00	0.00
400-920-349-00 AUDITING EXPENSE	6,300	2,097.50	6,661.75	0.00 (361.75)	105.74
400-920-350-00 PROFESSIONAL & LEGAL EXPE	23,500	1,250.00	9,725.00	0.00	13,775.00	41.38
400-920-351-00 ENGINEERING EXPENSE	0	0.00	37,500.00	0.00 (37,500.00)	0.00
400-920-352-00 PROPERTY INSURANCE	53,100	0.00	35,619.53	0.00	17,480.47	67.08
400-920-353-00 PSC ASSESSMENTS	6,000	0.00	7,277.70	0.00 (1,277.70)	121.30
400-920-369-00 CUSTOMER DEP INTEREST PAI	250	0.00	0.00	0.00	250.00	0.00
TOTAL COMMODITIES	140,100	7,839.37	135,360.84	3,848.50	890.66	99.36
CAPITAL OUTLAY						
400-920-459-00 CAPITAL OUTLAY OFFICE	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	10,000	0.00	0.00	0.00	10,000.00	0.00
NON-OPERATING EXPENSES						
400-920-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
400-920-999-00 ADM BOARD-BILLING MISC	40,000	4,046.85	32,036.88	56.44	7,906.68	80.23
TOTAL NON-OPERATING EXPENSES	40,000	4,046.85	32,036.88	56.44	7,906.68	80.23
TOTAL OFFICE/ADMIN	431,305	37,110.56	310,334.02	3,904.94	117,066.04	72.86

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBTS =====						
SALARIES & BENEFITS						
400-955-109-00 BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBTS	0	0.00	0.00	0.00	0.00	0.00
BOND PAYMENTS =====						
CONTRACTUAL SERVICES						
400-970-221-00 WATER BOND A 2016	270,400	22,481.88	157,908.61	0.00	112,491.39	58.40
400-970-221-01 WATER BOND 2016 RESERVE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	270,400	22,481.88	157,908.61	0.00	112,491.39	58.40
TOTAL BOND PAYMENTS	270,400	22,481.88	157,908.61	0.00	112,491.39	58.40
CAPITAL/PROJECTS =====						
SALARIES & BENEFITS						
400-999-110-00 PAINT WATER TANKS	0	0.00	0.00	0.00	0.00	0.00
400-999-120-00 METER READER HANDHELD UPG	0	0.00	0.00	0.00	0.00	0.00
400-999-130-00 BOAT&AC GRANT 2020	0	0.00	0.00	0.00	0.00	0.00
400-999-140-00 ISLAND AVE 6" TO REPLACE	220,000	0.00	46,569.46	0.00	173,430.54	21.17
400-999-140-01 MEADE ST / CENTRAL	0	0.00	0.00	0.00	0.00	0.00
400-999-163-00 PLANT LAB UPGRADE	0	0.00	0.00	0.00	0.00	0.00
400-999-170-00 ATLANTIC CST PIPEL PASSTH	0	0.00	0.00	0.00	0.00	0.00
400-999-172-00 KENNEDY HYDRANT REPLACEME	0	0.00	0.00	0.00	0.00	0.00
400-999-173-00 MEADE - COLLEGE TO CAMDEN	50,000	0.00	1,311.00	0.00	48,689.00	2.62
400-999-176-00 LIGHTBURN STREET	75,000	0.00	0.00	0.00	75,000.00	0.00
400-999-177-00 VALLEY GREEN MASTER METER	0	0.00	0.00	0.00	0.00	0.00
400-999-178-00 HYDRANT UPGRADE TO STEAME	0	0.00	0.00	0.00	0.00	0.00
400-999-187-00 BRIDGE METER SHOP TO CHEM	0	0.00	0.00	0.00	0.00	0.00
400-999-188-00 BRUSHY FORK LANE WIDENING	0	0.00	0.00	0.00	0.00	0.00
400-999-189-00 RENEW 84 METER SERVICES	0	0.00	0.00	0.00	0.00	0.00
400-999-190-00 VARIOUS OTHER PROJECTS	4,000	0.00	0.00	0.00	4,000.00	0.00
400-999-191-00 HOUSING AUTHORITY METERIN	0	0.00	0.00	0.00	0.00	0.00
400-999-197-00 PAINTING INT N. BKH TANK	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	349,000	0.00	47,880.46	0.00	301,119.54	13.72
NON-OPERATING EXPENSES						
400-999-602-00 INTAKE LARGE COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-612-00 WATER PLANT PROJ PHASE 1	0	0.00	0.00	0.00	0.00	0.00
400-999-613-00 KNOLLWOOD 4" TAP	35,000	0.00	0.00	0.00	35,000.00	0.00

400-WATER

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-619-00 24 MISC VALVES TO REPLACE	0	0.00	0.00	0.00	0.00	0.00
400-999-620-00 EMERG GEN @ BOOSTER STATI	0	0.00	0.00	0.00	0.00	0.00
400-999-621-00 PAINT INT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-622-00 LEWIS LINE EXTENTION	0	0.00	0.00	0.00	0.00	0.00
400-999-623-00 CORR H SOUTH WATER LINE	0	0.00	0.00	0.00	0.00	0.00
400-999-624-00 PAINT EXT. ST. JOE TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-625-00 14 NEW CITY/COUNTY HYDRAN	0	0.00	0.00	0.00	0.00	0.00
400-999-626-00 COMMERCIAL LAWNMOWER	0	0.00	0.00	0.00	0.00	0.00
400-999-627-00 GPS & LAPTOP	20,000	0.00	18,992.02	0.00	1,007.98	94.96
400-999-628-00 ST JOE CHECK VALVE SYSTEM	0	0.00	0.00	0.00	0.00	0.00
400-999-665-00 DEPRECIATION FUND (NEW PL	0	0.00	0.00	0.00	0.00	0.00
400-999-666-00 VICTORIA HILL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-667-00 FILTER MEDIA REPLACEMENT	0	0.00	0.00	0.00	0.00	0.00
400-999-668-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-669-00 EWMS EXP EARLYWARNINGMON	0	0.00	0.00	0.00	0.00	0.00
400-999-670-00 BATTLE GREEN -BR FRK RELO	0	0.00	0.00	0.00	0.00	0.00
400-999-671-00 REPLACE FLAT METER LIDS	0	0.00	0.00	0.00	0.00	0.00
400-999-672-00 LEAK DETECTION EQUIPMENT	50,000	0.00	0.00	0.00	50,000.00	0.00
400-999-673-00 CLOW TANK BIO FILM REMOVA	0	0.00	0.00	0.00	0.00	0.00
400-999-674-00 REPLACE CREW TRUCK	0	0.00	0.00	0.00	0.00	0.00
400-999-675-00 BOOM TRUCK/SLUDGE	0	0.00	0.00	0.00	0.00	0.00
400-999-676-00 PLANT AIR COMPRESSOR	0	0.00	0.00	0.00	0.00	0.00
400-999-677-00 SLUDGE PUMPS	0	0.00	0.00	0.00	0.00	0.00
400-999-678-00 PLANT FLOW METER	0	0.00	0.00	0.00	0.00	0.00
400-999-679-00 LIME/SODA ASH FEEDER	0	0.00	0.00	0.00	0.00	0.00
400-999-680-00 VFD-H.S PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-681-00 SCADA TANK/PUMP STATION	0	0.00	0.00	0.00	0.00	0.00
400-999-681-01 THURMAN AVE PROJECT	0	0.00	0.00	0.00	0.00	0.00
400-999-682-00 MOBILE TRAFFIC CONTROL	50,000	0.00	29,000.00	0.00	21,000.00	58.00
400-999-682-01 PROPERTY PURCHASE 161 WOO	0	0.00	0.00	0.00	0.00	0.00
400-999-682-02 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-682-03 PLANT PUMP REPAIRS 2023	0	0.00	0.00	0.00	0.00	0.00
400-999-682-04 SUPERVISOR TRUCK	20,836	2,253.09	11,714.89	0.00	9,121.11	56.22
400-999-682-05 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-06 CAPSTONE REPAIR WTP BLDGS	0	0.00	0.00	0.00	0.00	0.00
400-999-682-07 ROOFING SEAM REPAIR	25,000	0.00	0.00	0.00	25,000.00	0.00
400-999-682-08 CADD SOFTWARE LICENSE	0	0.00	0.00	0.00	0.00	0.00
400-999-682-09 TANK MIXERS TENNERTON TAN	0	0.00	0.00	0.00	0.00	0.00
400-999-682-10 VICKSBURG LINE UPGRADE	92,100	0.00	40,253.43	0.00	51,846.57	43.71
400-999-682-11 CHEMICAL PUMP	0	0.00	0.00	0.00	0.00	0.00
400-999-682-12 DEER CREEK LINE	50,000	0.00	0.00	0.00	50,000.00	0.00
400-999-683-00 SECURITY GATE	0	0.00	0.00	0.00	0.00	0.00
400-999-684-00 TANK INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
400-999-685-00 SECURITY FENCING ALL TANK	0	0.00	0.00	0.00	0.00	0.00
400-999-686-00 REBUILD ALTITUDE AND PRV	0	0.00	0.00	0.00	0.00	0.00
400-999-687-00 FLOW METER TENNERTON	0	0.00	0.00	0.00	0.00	0.00
400-999-688-00 MASTER METERS COLLEGE	0	0.00	0.00	0.00	0.00	0.00
400-999-689-00 DRAINS IN MASTER METER PI	0	0.00	0.00	0.00	0.00	0.00
400-999-690-00 EXTRA PUMPS FOR PS	0	0.00	0.00	0.00	0.00	0.00
400-999-691-00 SECURITY FOR TANKS/PS	0	0.00	0.00	0.00	0.00	0.00

2-12-2025 09:42 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JANUARY 31ST, 2025				PAGE: 10	
400-WATER	% OF YEAR COMPLETED: 58.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
400-999-692-00 BACKHOE	0	0.00	0.00	0.00	0.00	0.00
400-999-693-00 CAPSTONE REPAIR WTP	0	0.00	0.00	0.00	0.00	0.00
400-999-694-00 18' SILENT CHECK VALVE	0	0.00	0.00	0.00	0.00	0.00
400-999-695-00 3 & 4 FILTER REHAB	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	342,936	2,253.09	99,960.34	0.00	242,975.66	29.15
TOTAL CAPITAL/PROJECTS	691,936	2,253.09	147,840.80	0.00	544,095.20	21.37
TOTAL EXPENDITURES	3,435,841	237,500.79	1,827,449.20	11,751.02	1,596,640.78	53.53
REVENUE OVER/(UNDER) EXPENDITURES	(961,741)	(4,777.29)	(28,911.23)	11,751.02)	921,078.75)	4.23

JANUARY 2025 WATER PAYMENT OF BILLS

- \$1,913.43 – PREISER SCIENTIFIC INC – LAB REAGENTS
- \$7,424.40 – MISSION COMMUNICATIONS – SCADA CONTRACT
- \$3,688.54 – FERGUSON WATERWORKS – U-BRANCHES, CLAMPS & MAIN LINE MATERIALS
- \$2,267.13 – CORE & MAIN – HEAVY FLAT LIDS & 6" HIMAX
- \$5,243.00 - DAVE’S PLUMBING & HEATING – METER INSTALLATION AT THE BUCKHANNON MANOR
- \$2,097.50 – DAVID HOWELL CPA – 2024 AUDIT BILL #3
- \$3,971.50 – PHOENIX SOLUTIONS – CHEMICAL COST

02-12-2025 08:40 AM	DISBURSEMENTS 01-01-25 TO 1-31-25				PAGE: 15	
FUND: WATER						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
RESERVIOR MANGMT DAM	MON POWER	601-211-00	UTILITIES - ELEC,GAS	110088822306 OHIO LIFT STA	2,035.78	
		601-211-00	UTILITIES - ELEC,GAS	110136713804 EWMS 262 TALL	48.04	
	JERRY ALAN COCHRAN JR	601-347-00	MAINTENANCE DAM	DAM INSPECTION DIVE	1,890.00	
				TOTAL:	3,973.82	
WATER PLANT	MON POWER	642-211-00	UTILITIES - ELEC, GA	110087859879 NEW WATER TRE	12,761.70	
	RITE-WAY HEATING & PLUMBING	642-346-00	MAINT TREATMENT PLAN	FITTINGS FOR HEATER	47.23	
		642-346-00	MAINT TREATMENT PLAN	THEROMSTAT	20.09	
	WV PUBLIC EMPLOYEES INSURANC	642-105-00	HEALTH INSURANCE	WATER JAN 2025 HEALTH INS	2,789.92	
		642-105-00	HEALTH INSURANCE	WATER JAN 2025 RETIREE'S I	136.00	
	MOUNTAINEER GAS COMPANY	642-211-00	UTILITIES - ELEC, GA	WATER GAS 1-30-25	526.68	
		642-211-00	UTILITIES - ELEC, GA	WATER GAS 1-30-25	211.25	
	LOWES BUSINESS ACCOUNTS/SYNC	642-346-00	MAINT TREATMENT PLAN	FITTINGS FEEDER	14.14	
		642-347-00	PLANT LAB MAINT & SU	CLEANING SUPPLIES	82.59	
		642-346-00	MAINT TREATMENT PLAN	TESTER	12.33	
		642-346-00	MAINT TREATMENT PLAN	TIMER	12.33	
	WV DEPT OF HEALTH	642-349-00	COMPLIANCE MONITORIN	FLUORIDE SAMPLE	20.00	
02-12-2025 08:40 AM	DISBURSEMENTS 01-01-25 TO 1-31-25				PAGE: 16	
FUND: WATER						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	PREISER SCIENTIFIC INC	642-347-00	PLANT LAB MAINT & SU	LAB REAGENTS	303.92	
		642-347-00	PLANT LAB MAINT & SU	LAB REAGENTS	1,524.28	
		642-347-00	PLANT LAB MAINT & SU	LAB REAGENTS	85.23	
	WV PUBLIC EMPLOYEES RETIREME	642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	636.50	
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	655.22	
		642-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	662.24	
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	629.87	
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	590.40	
		642-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	612.00	
	MISSION COMMUNICATIONS, LLC	642-350-00	TELEMETRY COSTS	SCADA	7,424.40	
	BEHNY'S BOOT HILL	642-344-00	GENERAL EQUIPMENT MA	PCRD-SAFETY TOE BOOTS THOM	134.91	
	PHOENIX SOLUTIONS LLC	642-348-00	CHEMICAL COSTS	CHEMICALS	3,971.50	
	TRACTOR SUPPLY CREDIT PLAN	642-344-00	GENERAL EQUIPMENT MA	PCRD-TAPS SCREWS	16.93	
		642-344-00	GENERAL EQUIPMENT MA	PCRD-SCREWS	8.33	
	USA BLUE BOOK/ HD SUPPLY FAC	642-347-00	PLANT LAB MAINT & SU	TESTING REAGENTS	880.71	
	WALMART STORES INC -BUCKHAMN	642-347-00	PLANT LAB MAINT & SU	BINDERS, TRASH BAGS	140.96	
	INTERNAL REVENUE SERVICE	642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	873.82	
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	859.53	
		642-104-00	FICA TAX	FICA WITHHELD AND MATCHED	879.77	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	204.36	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	201.02	
		642-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	205.76	
	CLARKSBURG WATER BOARD	642-349-00	COMPLIANCE MONITORIN	BAC-T SAMPLES	230.00	
	AMAZON.COM	642-344-00	GENERAL EQUIPMENT MA	PCRD-BATTERIES AMERICAN FL	303.48	
	PAYFLEX - INSPIRA	642-105-00	HEALTH INSURANCE	WATER DEC 2024 HSA FEES	13.00	
	LYNX WV INC	642-211-00	UTILITIES - ELEC, GA	WATER JAN 25 EQUIP RENTAL	35.00	
	AT&T MOBILITY	642-211-00	UTILITIES - ELEC, GA	PCRD-DEC CELL PHN & GEOTAB	362.56	
	FRONTIER	642-211-00	UTILITIES - ELEC, GA	472-2530-101615-4 WATER	93.56	
		642-211-00	UTILITIES - ELEC, GA	30401156600826024 WAT TELE	66.71	
		642-211-00	UTILITIES - ELEC, GA	472-8628-030719-4 WAT FAX	82.90	
	FLYERS ENERGY LLC	642-343-01	PLANT VEHICLE FUEL	CFS-4109916 12-31-24	225.91	
	CIINTAS	642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS	122.69	
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 1-7-25	122.69	
		642-345-00	UNIFORMS PERSONAL SA	WATER UNIFORMS 1-13-25	122.69	
	JENNIFER BUCCI	642-346-00	MAINT TREATMENT PLAN	FEEDER ADAPTOR	1,775.00	
		642-346-00	MAINT TREATMENT PLAN	INV 1428	89.00	
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	42,069.19	
			TOTAL:	83,850.30		
WATER LINES	MON POWER	660-211-00	UTILITIES - ELEC,GAS	110085340724 BRUSHY FORKP	232.84	
		660-211-00	UTILITIES - ELEC,GAS	110159431912 GARDEN FRESH	1,891.89	
		660-211-00	UTILITIES - ELEC,GAS	110085818216 DEERCKBOOSTER	170.88	
		660-211-00	UTILITIES - ELEC,GAS	110085973250 RT 29 S	11.39	
		660-211-00	UTILITIES - ELEC,GAS	110085813894 DEERCKTANK	40.86	
		660-211-00	UTILITIES - ELEC,GAS	110088788390 HIGH SCHOOL	327.15	
		660-211-00	UTILITIES - ELEC,GAS	110088895773 TANK #3	12.44	
		660-211-00	UTILITIES - ELEC,GAS	110100156634 ST JOE TOWER	20.00	
		660-211-00	UTILITIES - ELEC,GAS	110117519980 2425 BRUSHY F	10.20	
		660-211-00	UTILITIES - ELEC,GAS	110117519956 2412 RTE 29 S	12.43	
		660-211-00	UTILITIES - ELEC,GAS	110152507908 300 CLARKSBUR	13.99	
		660-211-00	UTILITIES - ELEC,GAS	110161992976 272 DEVELOPMN	345.18	
		660-211-00	UTILITIES - ELEC,GAS	110 114 638 833 VICTORIA H	17.33	
		660-211-00	UTILITIES - ELEC,GAS	110 159 431 912 GARDEN FRE	2,130.87	
	COLE TRUCK PARTS INC	660-344-00	GENERAL EQUIPMENT MA	MUD FLAPS	16.86	

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FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LEAF	660-341-00	OFFICE EXPENSE	WATER COPIER LEASE JAN 25	133.00
	WV PUBLIC EMPLOYEES INSURANC	660-105-00	HEALTH INSURANCE	WATER JAN 2025 HEALTH INS	6,341.78
		660-105-00	HEALTH INSURANCE	WATER JAN 2025 RETIREE'S I	408.00
	MOUNTAINEER GAS COMPANY	660-211-00	UTILITIES - ELEC,GAS	WATER GAS 1-30-25	526.66
		660-211-00	UTILITIES - ELEC,GAS	WATER GAS 1-30-25	211.24
	AUTO ZONE	660-343-00	VEHICLE MAINTENANCE	PARTS FOR RANGER	50.68
	ADVANCE AUTO PARTS	660-343-00	VEHICLE MAINTENANCE	PCRD-TIE ROD END FOR CREW	138.34
	NAPA-AMTOWER AUTO SUPPLY	660-344-00	GENERAL EQUIPMENT MA	RACHET	36.79
	HART OFFICE SOLUTIONS INC	660-341-00	OFFICE EXPENSE	PRINTER	38.05
	LOWES BUSINESS ACCOUNTS/SYNC	660-344-00	GENERAL EQUIPMENT MA	PARTS TO CHANGE OIL	77.66
		660-344-00	GENERAL EQUIPMENT MA	VALVE AND PIPE TOOL	26.85
		660-344-00	GENERAL EQUIPMENT MA	AIR HOSE REEL	200.33
		660-344-00	GENERAL EQUIPMENT MA	TUBING, DRILL BIT	17.07
	BRUFFEY TRUCKING INC	660-352-00	NEW SERVICES, UPGRAD	STONE	1,290.95
	WV PUBLIC EMPLOYEES RETIREME	660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,188.49
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,186.87
		660-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	1,261.66
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	288.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	288.00
		660-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	317.70
	FERGUSON WATERWORKS	660-352-00	NEW SERVICES, UPGRAD	U-BRANCHES	348.10
		660-352-00	NEW SERVICES, UPGRAD	CLAMP	217.81
		660-352-00	NEW SERVICES, UPGRAD	MAIN LINE MATERIALS	1,628.63
		660-352-00	NEW SERVICES, UPGRAD	CLAMPS	1,494.00
	CORE & MAIN LP	660-352-00	NEW SERVICES, UPGRAD	HEAVY FLAT LIDS	1,255.60
		660-352-00	NEW SERVICES, UPGRAD	6" HIMAX	1,011.53
	WALMART STORES INC -BUCKHANN	660-343-00	VEHICLE MAINTENANCE	PCRD-BATTERIES FOR W-6	6.34
		660-344-00	GENERAL EQUIPMENT MA	GLASSES WIPES	4.48
	INTERNAL REVENUE SERVICE	660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,020.76
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,019.64
		660-104-00	FICA TAX	FICA WITHHELD AND MATCHED	1,091.62
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	238.74
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	238.46
		660-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	255.30
	AMAZON.COM	660-344-00	GENERAL EQUIPMENT MA	PCRD-JERSEY GLOVES LEATHER	111.02
		660-344-00	GENERAL EQUIPMENT MA	PCRD-MAX BATTERIES	39.58
		660-344-00	GENERAL EQUIPMENT MA	PCRD-STREAMLITE LITE BOX	338.02
		660-344-00	GENERAL EQUIPMENT MA	PCRD-160 PSI PRESSURE GUAG	49.50
	PAYFLEX - INSPIRA	660-105-00	HEALTH INSURANCE	WATER DEC 2024 HSA FEES	32.50
	A&A SAFETY	660-344-00	GENERAL EQUIPMENT MA	ANTENNA'S	210.00
	AT&T MOBILITY	660-211-00	UTILITIES - ELEC,GAS	PCRD-DEC CELL PHN & GEOTAB	362.53
	FRONTIER	660-211-00	UTILITIES - ELEC,GAS	472-2530-101615-4 WATER	93.56
		660-211-00	UTILITIES - ELEC,GAS	30401156600826024 WAT TELE	66.71
		660-211-00	UTILITIES - ELEC,GAS	472-8628-030719-4 WAT FAX	82.89
	FLYERS ENERGY LLC	660-343-01	LINE VEHICLE FUEL	CFS-4109916 12-31-24	886.01
	CINTAS	660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER INIFORMS 1-7-25	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 1-13-25	122.70
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 1-20-25	245.39
		660-345-00	UNIFORMS-PERSONAL SA	WATER UNIFORMS 1-27-25	247.10
	DAVE'S PLUMBING & HEATING IN	660-352-00	NEW SERVICES, UPGRAD	METER INST FOR HIGH RISE	5,243.00

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FUND: WATER					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	50,341.17
				TOTAL:	87,831.14
OFFICE/ADMIN	RALSTON PRESS INC	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	263.38
	LEAF	920-341-00	MATERIALS & SUPPLIES	JAN 25 COPIER LEASE	162.34
		920-999-00	ADM BOARD-BILLING MI	CITY HALL COPIER LEASE FEB	178.58
	WV PUBLIC EMPLOYEES INSURANC	920-105-00	HEALTH INSURANCE	WATER JAN 2025 HEALTH INS	1,305.96
		920-105-00	HEALTH INSURANCE	WATER JAN 2025 RETIREE'S I	68.00
	HART OFFICE SOLUTIONS INC	920-999-00	ADM BOARD-BILLING MI	338264	10.06
	WV PUBLIC EMPLOYEES RETIREME	920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	430.89
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	427.87
		920-106-00	RETIREMENT	WV RETIREMENT CONTRIBUTION	434.06
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	147.47
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	122.28
		920-106-00	RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	127.11
	BUCKHANNON POSTMASTER	920-999-00	ADM BOARD-BILLING MI	PERMIT #10 POSTAGE	1,000.00
	THOMAS J O'NEILL	920-350-00	PROFESSIONAL & LEGAL	FEB 25 ATTORNEY FEES	1,250.00
	COLLECTION ACCOUNT	920-341-00	MATERIALS & SUPPLIES	DEC 24 CREDIT CARD FEES	2,410.63
	DAVID L HOWELL CPA	920-349-00	AUDITING EXPENSE	2024 AUDIT BILL #3	2,097.50
	JERRY HEARD ASSC.	920-341-00	MATERIALS & SUPPLIES	2024 TAX FORMS	187.78
	WVNET	920-341-00	MATERIALS & SUPPLIES	WEB HOSTING 3RD QTR 2021	26.25
	WALMART STORES INC -BUCKHANN	920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	48.53
		920-341-00	MATERIALS & SUPPLIES	CLEANING SUPPLIES	14.50
	INTERNAL REVENUE SERVICE	920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	500.71
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	379.37
		920-104-00	FICA TAX	FICA WITHHELD AND MATCHED	387.68
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	117.10
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	88.72
		920-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	90.67
	AMAZON.COM	920-341-00	MATERIALS & SUPPLIES	PCRD-COLOR PAPER	26.25
		920-341-00	MATERIALS & SUPPLIES	PCRD- 2 SHARP CALCULATORS	40.49
		920-341-00	MATERIALS & SUPPLIES	PCRD-PAPER CLIPS FILE FOLD	28.48
		920-341-00	MATERIALS & SUPPLIES	PCRD-COPY PAPER	19.50
	PAYFLEX - INSPIRA	920-105-00	HEALTH INSURANCE	WATER DEC 2024 HSA FEES	6.50
	AT&T MOBILITY	920-211-00	UTILITIES - ELEC,GAS	PCRD-DEC CELL PHN & GEOTAB	49.41
	KOMAX LLC	920-341-00	MATERIALS & SUPPLIES	INKJET CARTRIDGE POSTAGE	62.99
	FP FINANCE PROGRAM	920-999-00	ADM BOARD-BILLING MI	JAN 25 MAILER & INSERT PYM	94.30
	OPTIMUM B2B, DEPT. 1264	920-999-00	ADM BOARD-BILLING MI	JAN 25 CITY HALL INTERNET	214.63
	TYLER TECHNOLOGIES INC	920-999-00	ADM BOARD-BILLING MI	UTILITY BILL NOTIFICATION	97.88
		920-999-00	ADM BOARD-BILLING MI	UTIL BILL AUTOPAY, IVR, SI	2,235.00
	FRONTIER	920-211-00	UTILITIES - ELEC,GAS	472-1651-101515-4 CITY HAL	98.71
		920-211-00	UTILITIES - ELEC,GAS	304-003-2273-060600-4	24.18
	HEWLETT PACKARD FINANCIAL SE	920-999-00	ADM BOARD-BILLING MI	PLOTTER RENTAL JAN 25	78.90
	TYLER UNIVERSITY	920-999-00	ADM BOARD-BILLING MI	PCRD-TRAINING CLASSES FOR	137.50
	COMFORTECH LLC	920-341-00	MATERIALS & SUPPLIES	ANNUAL MAINT CH 2025	1,200.75
	**PAYROLL EXPENSES			1/01/2025 - 1/31/2025	20,417.65
				TOTAL:	37,110.56
BOND	MUNICIPAL BOND COMM OF WV	970-221-00	WATER BOND A 2016	WATER BOND A PYMT JAN 25	22,481.88
				TOTAL:	22,481.88
CAPITAL/PROJECTS	ENTERPRISE FM TRUST	999-682-04	SUPERVISOR TRUCK	23W5D4 2021 NISSAN LEASE P	322.35
		999-682-04	SUPERVISOR TRUCK	23W5D8 2021 NISSAN LEASE P	364.29
		999-682-04	SUPERVISOR TRUCK	23W5DC 2021 NISSAN LEASE P	838.99

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

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FUND: WATER

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		999-682-04	SUPERVISOR TRUCK	23W5DG 2021 NISSAN LEASE P	322.18
		999-682-04	SUPERVISOR TRUCK	25H3G4 2021 RAM 1500	405.28
				TOTAL:	2,253.09

Thomas/Rizo motioned to accept the financial reports as presented. The motion carried.

10. Department Report – Kelly Arnold provided the following reports:
- a. **Monthly Water Department Report**—See the report. Mr. Arnold reported five leaks this month and noted a 15.06% YTD water loss. Discussion took place. Also discussed was the Hodgesville improvement project and its progress, which is largely unknown.

CITY OF BUCKHANNON WATER DEPARTMENT Monthly Report for January 2025

- Water leaks-5
- Weekly safety meetings.
- Locates.
- Renewed service – 0
- New Services-0
- Residential meters changed-3
- Residential meters tested-0
- Meter change out.
- Cleared brush on right of ways.
- Installed new chlorine alarm.
- Intake problems.
- Maintenance equipment.
- Public Service District meters tested-0
- Meter testing.
- Meter barrel repairs.
- All meters were read in system
- Clearing brush and grass from right of ways and tank sites
- Clearing meter barrel lids.
- Cleaning out valve boxes
- Repair meter barrels
- Maintenance booster stations.
- GPS valves, services, leaks for past year.
- 80.3 million gallons of water treated for month of January 2.59 million a day.
- Cost per million gallons treated for January \$187.80
- 1,255 gallons of water hauled from plant.
- Off & On Reports / Customer complaints answered. - 221
- Non-Payments
- Continue to work on back-flow/cross-conn. Program.
- Maintenance equipment.

- b. **Monthly Chemical Cost Summary Report**—See the report.

Month:	Jan-25							
				Monthly				
				Total		Y-T-D		
Million Gallons Treated:				80.3		516.7		
Total Chemical Treatment Cost:				15080.59		181610		
Cost per Million Gallons:				187.8031		351.4805		
				Amount		Monthly		Y-T-D
Chemical	Cost	Unit		Used (lbs)		Cost		Cost
Carbon	2.76	lb		0		0		41262
Chlorine	1.39	lb		1670		2321.3		18752.53
Fluoride	2.2	lb		385		847		4840
KMnO4	3.65	lb		260		949		17986.45
NaMnO4	1.4	lb				0		0
Lime	0.23	lb		1700		391		2196.5
Premier Pac	0.455	lb		12038		5477.29		52081.26
Soda Ash	0.470	lb		7100		3337		33082.25
Sodium Hex	2.93	lb		600		1758		11409
Smart-Phos	14.16	GAL		0		0		0
						15080.59		181610

O'Neill. The purpose of the discussion was to make everyone aware of the problem and to explore fees for excessive service calls by our various departments. Mr. Nestor suggested having Tom O'Neill send correspondence to the Fire Marshall to encourage a corrective resolution to the problem.

11. Old Business Discussions:

- a. **BUAA Permanent ROW for Generator & Booster Station** – Jay Hollen provided an overview noting that the FAA would not allow the sale because the property was purchased with federal funds. The possible solution is to execute a permanent ROW.

Thomas/Rizo motioned to approve executing a permanent Right of Way (ROW) with the BUAA, FAA, and the City of Buckhannon for the Generator and Booster Station. The motion carried.

- b. **Lease Agreement between COB & Cequel Communication/Altice RE: Equipment on North Buckhannon Water Tank Hill** – Amby Jenkins provided an overview of the request for the extended lease and suggested that a representative of Cequel Communication/Altice attend a future Water Board meeting to discuss the request. The Board agreed. Mrs. Jenkins will make the arrangements.
- c. **Water Treatment Plant Project** – Jay Hollen reported that Potesta & Associates is working on the preliminary engineering report and hopes to have it ready by late March or early April. They will attend the next Water Board meeting. Jay has also spoken with the real estate appraiser regarding the appraisal of the interested properties, and they hope to have it completed soon.

12. New Business Discussions:

- a. **Payoff of the Portable Temporary Traffic Signal Lights** – Ethan Crosten provided an overview of this item, explaining that the system was being rented with the rental payments going toward the eventual purchase. The payoff is to be split between the Water and Sanitary departments. The Water Department's portion is \$5,800.00. No action is necessary as this is already a budgeted item.

At 8:19 a.m., Thomas/Rizo motioned to move into an Executive Session, per WV State Code § 6-9A-4, to discuss property and personnel issues. The motion carried.

At 9:02 a.m., Thomas/Rizo motioned to leave the Executive Session. The motion carried. Mayor Skinner explained that we had just left an Executive Session where we discussed both property and personnel issues. No decisions were made during the Executive Session.

- b. **City Council Recommendation of Public Works Employee Classification System**

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

Table 2.3 – Street Department Market Rate Resources

	Source for Market Rate Street	Market Rate Street	
Class		Hourly	Annual
1	https://www.salary.com/research/salary/benchmark/general-laborer-salary/wv	\$ 15.22	\$ 31,657.60
2	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 19.33	\$ 40,206.40
3			\$ -
4			\$ -
5	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 21.03	\$ 43,742.40
6			\$ -
7			\$ -
8	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 28.50	\$ 59,280.00
9			\$ -
10	https://cityofclarksburgwv.com/DocumentCenter/View/1199/Clarksburg-Ordinance-to-Set-Pay-Scales-for-FY2022-2023	\$ 37.42	\$ 77,833.60

Table 2.4 – Waste Department Market Rate Resources

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

Table 2.5 – Water Department Market Rate Resources

	Source for Market Rate Water	Market Rate Water	
Class		Hourly	Annual
1	Clarksburg Water Board 2022	\$ 15.00	\$ 31,200.00

2			\$ -
3	Clarksburg Water Board 2022	\$ 21.00	\$ 43,680.00
4			\$ -
5			\$ -
6	Clarksburg Water Board 2022	\$ 25.04	\$ 52,083.20
7			\$ -
8	West Vrginia American Water	\$ 31.58	\$ 65,686.40
9	Clarksburg Water Board 2022	\$ 32.26	\$ 67,100.80
10			

3.0 Classifications

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

Class 1

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

Table 3.1 - Class 2

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

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

Street	Skilled Laborer	This position must have knowledge of duties to be performed such as concrete finishing/ forming or blacktop finishing with minimal supervision and ability to operate equipment under supervision (Backhoe, mini excavator, wheel loader, roller) OR have experience maintaining parks AND locating grave sites in cemetery
Waste	Probationary Class B Driver OR Scalehouse Operator	Probationary Class B Driver: Position is for class B drivers who have worked in the department less than 1 year. Drivers are expected to operate a waste collection truck on a predetermined route as well as operate equipment at transfer station when necessary. OR Scalehouse operator: This position is responsible for operation of the scalehouse. Must be able to count money as well as operate the computer software and interact with the public. This position must also be able to run all equipment at the transfer station as well as keep it clean and maintained. This position is a Class 2 employee with the additional training and skills required to operate the scalehouse.
Water	Lineman 1 OR Class 1 Water Operator	Position is for employees which have developed, earned, or previously had a skill which will immediately contribute to the department with limited supervision Certifications required for this classification is 1 of the 3 certifications (distribution crews only): <ul style="list-style-type: none">• Water Distribution Certification• Meter Test Card for large and small meters• Backflow certification AND Have 2 years' experience, have minimal understanding of maps, have no experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment. OR 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
Street	Equipment Operator in Training	This position is for employees with 5 yrs. or greater experience, and that can demonstrate efficiency and safety while operating equipment such as (backhoe, excavator, wheel loader roller, paver, skid steer, street sweeper) Or obtain at least class B CDL license which is regularly used for department functions.
Waste	Class B Driver	Employees who maintain a Class B CDL, and who have demonstrated ample progression, great attendance, and cleanliness of equipment. At minimum 1+ year of experience.

Water	Lineman II	Certifications required for this classification with 2 of the 3 certifications (distribution crews only): <ul style="list-style-type: none">• Water Distribution Certification• Meter Test Card for large and small meters• Backflow certification AND Have 3 years’ experience, have general understanding of maps, have minimal experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.
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Table 3.4 - Class 5

Department	Job Title	Requirements
Sanitary	Excavator Operator OR Journeyman Electrician	Position for operators running an excavator greater than 50% of time working. Must have verifiable experience or certification for new hires OR possess a Class A CDL in a position which the license is regularly utilized. Available to Collection Crews only. OR employees who obtain/ possess a West Virginia Journeyman Electrical License. Available only to maintenance/ operators.
Street	Equipment Operator OR Tradesman	This position is for employees that can demonstrate proper use of all equipment such as (concrete truck, grader, big excavator) AND have a Class A CDL license OR possess a West Virginia Journeyman Electrical License, West Virginia Journeyman Carpentry License, West Virginia Journeyman HVAC License
Waste	Senior Class B Driver	Senior Class B Driver: This position is an employee with a class B CDL license who has: been employed for over 5 years, demonstrated punctuality, cleanliness of equipment and has mastered one if not all of the routes.

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

Department	Job Title	Requirements
Sanitary	Maintenance Assistant OR Collections Assistant	Position requires 5 years of full-time experience in addition to possess two of the certifications/ skills required for pay grades 3-5. Collections crews: must have 5 years’ experience AND class C wastewater certification AND class A CDL license/ loader operator skills OR excavator operator skills Maintenance Crews: must have 5 years’ experience OR Class II wastewater operator’s license AND Journeyman’s electrical license OR be a certified lab technician.

Street	Crew Assistant	This position requires 5 years of full-time experience is for employees with regularly operates equipment and shows strong leadership with other employees in performing jobs at hand. This position requires no onsite supervision of project crews including sidewalk upgrades, paving projects, concrete finishing, event set up and take down, and other necessary jobs. In this position the employ must be able to complete departmental tasks without need of department superintendent.
Waste	Class A Driver	Class A driver/equipment operator: This position must have a Class A license as well as equipment operation abilities. Position must be able to drive any truck in the fleet as well as operate all equipment.
Water	Lineman III OR Class II Operator	Certifications required for this classification with all 3 certifications (distribution crews only): <ul style="list-style-type: none"> • Water Distribution Certification • Meter Test Card for large and small meters • Backflow certification AND Have 5 years’ experience, have the ability to read maps, experience operating equipment, have the ability to organize project sites, complete routine maintenance on the worksite and plant, and maintaining safe and clean working environment.

		OR possess a Class II operator license, work under the supervision of a class III or higher operator, assist in sampling and testing, maintain records, cleaning facilities and other duties necessary with keeping normal operation of the plant.
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Table 3.6 - Class 7

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

Table 3.7 - Class 8

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

Street	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.
Waste	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.
Water	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

Departme nt	Job Title	Requirements
Sanitary	Superintend ent	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 with3+ in a supervisory role.
Street	Superintend ent	Position to oversee projects and knowledge of the many facilities from City Parks, Parking Lots, Cemetery, Streets, Sidewalks, Maintenance on several City Buildings, Trees, and River Banks. Must be able to confidently assist the public with any issues and problems that fit within the Dept. Must be proficient in Microsoft Word and Excel. Must have knowledge of the use of all equipment and procedures of the daily operations. Must have at least 5+ years of experience at class 8 or above. Must be able to do Budget preparation, long term planning, employee scheduling, and improvements.
Waste	Superintend ent	Must be able to confidently and accurately assist the public with any issues and problems with their service and is the point of contact for all complaints/service issues. Must be proficient in Microsoft Excel and Word. Must have extensive mechanical knowledge of all equipment as well as extensive knowledge of all daily functions. Must be able to amend routes as needed as well as supervise employees. Must have at least 5+ years of experience at class 7 or above. Must be able to do all yearly reports, maintain PSC compliance, Budget preparation, long term planning, employee scheduling, and plan facility improvements.

Water	Superintendent	Delegate responsibilities to all Department Personnel, response to personnel conflict, administer payroll activities, approve and make schedules/ shifts, approve leave time and prepare budgetary items. Must possess or actively pursue a Class IV Water Operator License.
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4.0 – Benefit of Classification System

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

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

Table 4.1 – Sanitary Sewer Comparison

Island Ave if Contractor Completed				
ITEM	QUANTITY	UNIT	UNIT PRICE (\$)	COST
AUDIO VIDEO TAPING	1	LS	\$ 5,000.00	\$ 5,000.00
MOBILIZATION	1	LS	\$ 32,500.00	\$ 32,500.00
CONSTRUCTION SURVEY	1	LS	\$ 4,000.00	\$ 4,000.00
ERIOSION AND SEDIMENT CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00
BEDDING STONE	495	TON	\$ 35.00	\$ 17,325.00
10" PVC GRAVITY SEWER	1600	LF	\$ 155.00	\$ 248,000.00
16" BORE	80	LF	\$ 700.00	\$ 56,000.00
18" PVC GRAVITY SEWER	120	LF	\$ 200.00	\$ 24,000.00
PRECAST MANHOLE <6-12'	5	EA	\$ 8,000.00	\$ 40,000.00
DOGHOUSE MANHOLE	2	EA	\$ 16,000.00	\$ 32,000.00
CONNECT EXISTING LATERAL TO MAIN	17	EA	\$ 1,500.00	\$ 25,500.00
WYE CONNECTIONS	17	EA	\$ 900.00	\$ 15,300.00
4" CLEANOUT	17	EA	\$ 1,650.00	\$ 28,050.00
ABANDON EXISTING MANHOLE	4	EA	\$ 1,000.00	\$ 4,000.00
TYPE C TRENCH REPLACEMENT	1720	EA	\$ 50.00	\$ 86,000.00
SEEDING AND MULCHING	1720	LF	\$ 10.00	\$ 17,200.00

TREE REMOVAL	2	LS	\$ 10,000.00	\$ 20,000.00
SEWER BYPASS PUMPING	1	LS	\$ 9,500.00	\$ 9,500.00
			TOTAL:	\$ 674,375.00
Island Ave Completed by City				
Materials:	78036.14			
Labor:	62345.49			
Total:	140381.63			
Labor with Proposed Raises:	217483.37			
Total Project with Raises:	295519.51			

Table 4.2 – Water Department Comparison

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

Table 4.3 – Street Department Comparison

5.0 Supporting Information

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

5.1 Facts Regarding Utility Privatization

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

5.0 Current City of Buckhannon Rate Comparison

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

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

Table 5.1 – Sewer Rate Comparison

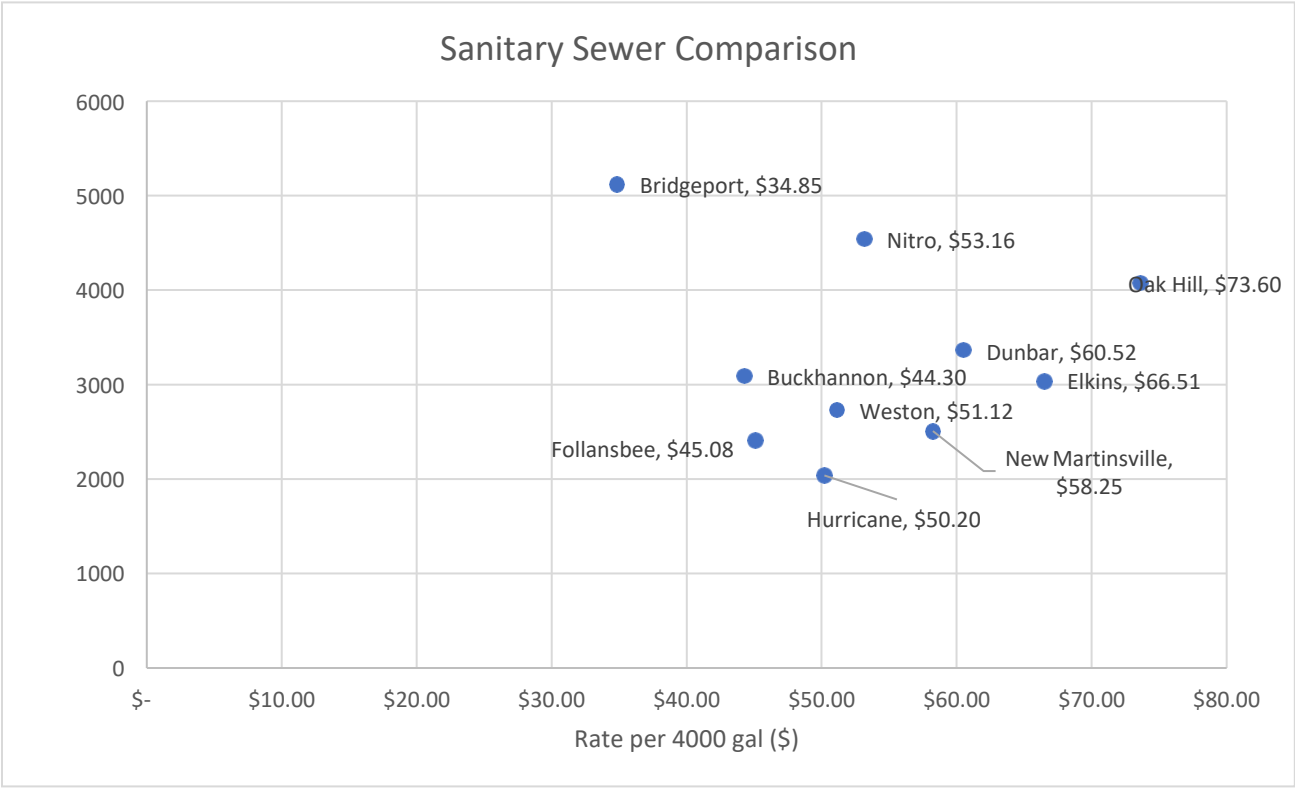


Table 5.2 – Water Rate Comparison

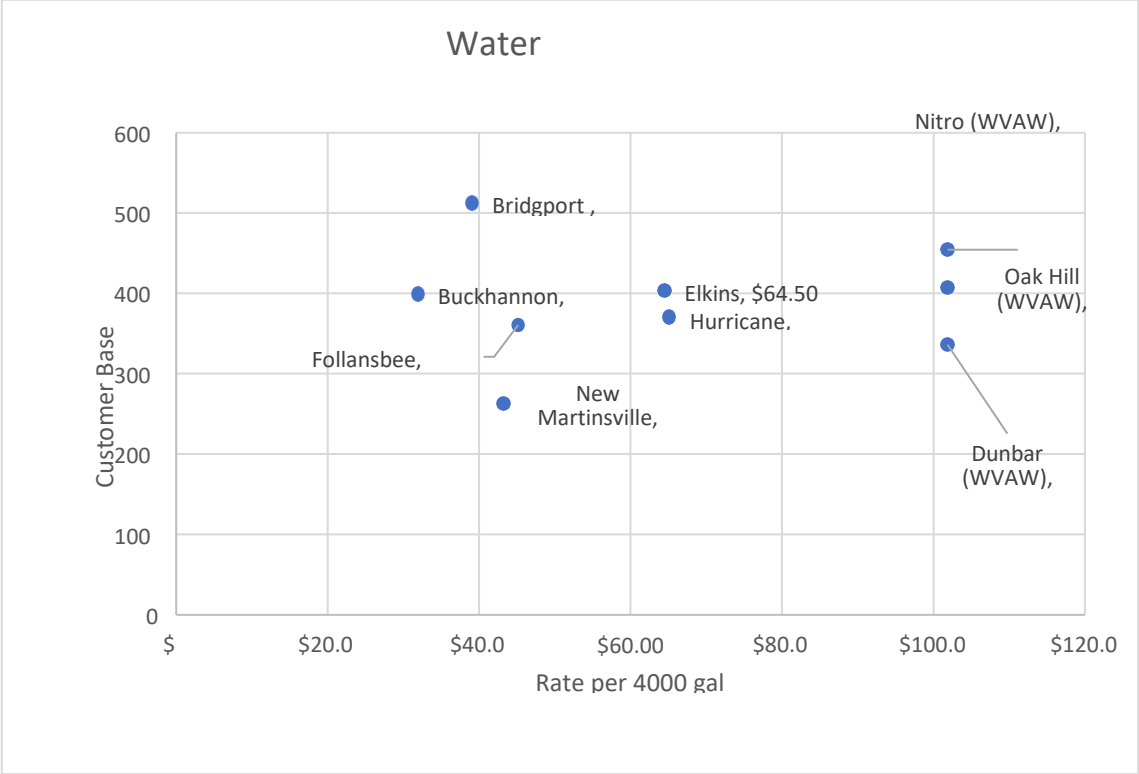


Table 5.3 – Waste Collection



● **6.0 – Conclusion**

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

Thomas/Nestor motion to approve the City Council Recommendation of Public Works Employee Classification System as presented. The motion carried.

c. Implementation of City Hall Office Employee Classification System

City Hall Administration
Job Classifications

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

City Hall Administration
Job Descriptions

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

City Hall Administration
Job Descriptions

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

City Hall Administration
Job Descriptions

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

City Hall Administration
Job Descriptions

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

Thomas/Nestor motion to approve the implementation of the City Hall Office Employee Classification System as presented. The motion carried.

- d. Deer Creek Ridge Resident Foundation Damage due to Waterline Leak – No action was taken.**

13. Board Members’ Remarks and Announcements

Erasmo Rizo: Mr. Rizo had no further comments.

Dave Thomas: Mr. Thomas had no further comments.

Don Nestor: Mr. Nestor felt that we had a good discussion today. He reported that he had spoken to Brandon Tenney and mentioned our new water plant and the importance of the UCDA keeping our Board informed of future developments in the county to better plan for future needs.

Scott Randall: Mr. Randall had left the meeting.

Mayor Skinner: Mayor Skinner had no further comments.

No other comments were offered.

At 9:02 a.m., Thomas made a motion to adjourn.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____