

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, August 21, 2025, at 7:30 a.m. in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Director of Finance	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Mayor's Office	Barbara Hinkle	Present
Board Member	Phil Loftis	Present
Board Member	Mitchell Shaw	Present
Director of Public Works	Ethan Crosten	Present
Sanitary Superintendent	Cody Tenney	Present
City Attorney	Tom O'Neill	Present

Guests: Crystal Shaw, Sanitary Board member appointee.

*City of Buckhannon Sanitary Board Meeting Agenda  
7:30 AM Thursday, August 21, 2025  
Council Chambers | 70 East Main Street*

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 07/17/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
  - a. Potesta & Associates, Inc.
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. July 2025
8. Department Report –Sanitary Department Superintendent Cody Tenney
  - a. Plant Operations & Test
  - b. Maintenance Crew
  - c. Line Crew #1
  - d. Line Crew #2
  - e. Waste Water Treatment Plant Study
9. Stormwater Management Discussions
  - a. Executive Session – Property Matters Per WV Code § 6-9A-4
10. Business Discussions:
  - a. Discussion/Possible Action Advertisement Maintenance Assistant Position
11. Report of Events, Correspondence, and Information
  - a. Notice Advertisement for Bids (1) New Hydraulic Excavator
  - b. Resident Expressing Gratitude to Sanitary Dept Crew
  - c. WVPSC 811 Advisory Notice
  - d. Tennerton P.S.D. Meeting Minutes-Jul 2025
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on August 15, 2025. \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/743314989>, or by phone by calling (669) 224-3412, access code: 743-314-989.*

**1. Call to Order:** At 7:31 a.m., Mayor Robbie Skinner called the August 21, 2025, meeting of the Sanitary Board to order.

**2. Moment of Silent Reflection** – Skinner invited those in attendance to join in silent reflection.

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

**4. Approval of Previous Meeting Minutes: 07/17/25** - Skinner recognized that the minutes for 07/17/25 were available for consideration and asked for corrections, additions, or approval as presented.

**Shaw/Loftis motioned to approve the minutes from the previous meeting of July 17, 2025, as presented. The motion carried.**

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

**7. Recognition of Guests** – Mayor Skinner welcomed Crystal Shaw, who is the new Sanitary Board Member appointee.

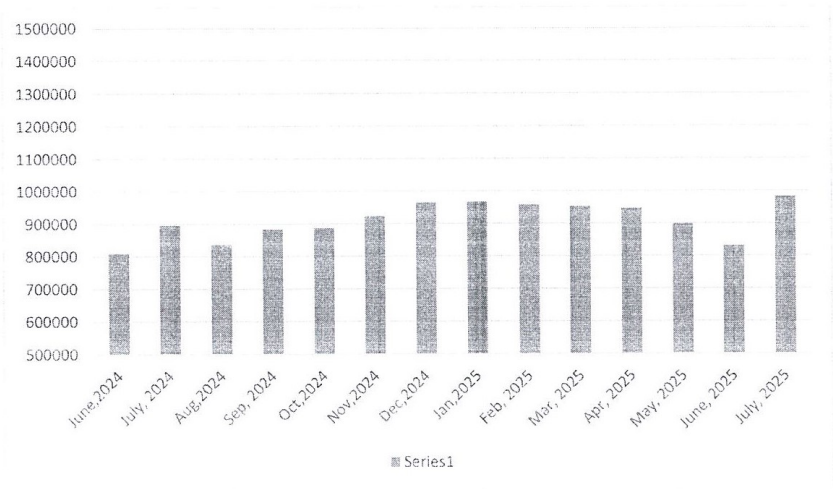
**8. Financial Report – Director of Finance Amberle Jenkins**

**a. July 2025** – Mrs. Jenkins presented the July 2025 financial report, followed by a brief Q&A session.

SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance July 31, 2025

Money market checking	\$928,116.18
WVBTI working capital 11/12/24	\$272,400.23
CD Working Capital (CD#368265)	\$111,764.89
CD (303555) and move if necessary	\$112,567.11 Expires 9-15-25. Need to check rates



STORMWATER FUND  
Balance July 31, 2025                      \$350,101.20

401-SANITARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	720.00	720.00	0.00	280.00	72.00
TOTAL OTHER FEES	1,000	720.00	720.00	0.00	280.00	72.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	168,469.93	168,469.93	0.00	1,631,530.07	9.36
TOTAL UTILITY BILLINGS	1,800,000	168,469.93	168,469.93	0.00	1,631,530.07	9.36
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSPM SURC BILLIN	50	23.40	23.40	0.00	26.60	46.80
401-351-200-00 WST RD EXTEN SURCH BILLIN	2,000	250.00	250.00	0.00	1,750.00	12.50
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	21,047.07	21,047.07	0.00	184,727.93	10.23
TOTAL HEALTH AND SAFETY	207,825	21,320.47	21,320.47	0.00	186,504.53	10.26
CHARGES FOR SERVICES						
401-362-000-00 DUE FROM GEN FUND-STORM S	0	0.00	0.00	0.00	0.00	0.00
401-362-000-01 SEPTAGE HAULERS	40,000	5,280.00	5,280.00	0.00	34,720.00	13.20
401-362-000-02 PROJECT MANAGEMENT FEES	0	0.00	0.00	0.00	0.00	0.00
401-362-000-03 RT. 20 NORTH SEWER EXTENS	0	0.00	0.00	0.00	0.00	0.00
401-362-000-04 JAWBONE RUN PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-362-000-05 IJDC GRANT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	40,000	5,280.00	5,280.00	0.00	34,720.00	13.20
GRANTS						
401-368-000-00 CONTRIB REV NOT 5.5RULE	0	202,818.39	202,818.39	0.00 (	202,818.39)	0.00
401-368-000-02 CONTRIB IN AID CONSTRUC	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	202,818.39	202,818.39	0.00 (	202,818.39)	0.00
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,293.48	2,293.48	0.00	20,706.52	9.97
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,293.48	2,293.48	0.00	20,706.52	9.97
OTHER REVENUE						
401-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
401-380-000-00 INTEREST	350	0.00	0.00	0.00	350.00	0.00
401-380-000-01 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
401-381-000-00 SERVICES OF FLUSHER TRUCK	500	0.00	0.00	0.00	500.00	0.00
401-399-000-00 MISCELLANEOUS	2,000	0.00	0.00	0.00	2,000.00	0.00
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	0.00	0.00	0.00	2,850.00	0.00
TOTAL REVENUE	2,074,675	400,902.27	400,902.27	0.00	1,673,772.73	19.32

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY =====						
SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	97,000	8,914.62	8,914.62	0.00	88,085.38	9.19
TOTAL SALARIES & BENEFITS	97,000	8,914.62	8,914.62	0.00	88,085.38	9.19
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	28,000	2,468.24	2,468.24	0.00	25,531.76	8.82
TOTAL CONTRACTUAL SERVICES	28,000	2,468.24	2,468.24	0.00	25,531.76	8.82
COMMODITIES						
401-711-313-00 VICKSBURG	12,500	1,421.23	1,421.23	0.00	11,078.77	11.37
TOTAL COMMODITIES	12,500	1,421.23	1,421.23	0.00	11,078.77	11.37
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	11,000	1,055.02	1,055.02	0.00	9,944.98	9.59
TOTAL CAPITAL OUTLAY	11,000	1,055.02	1,055.02	0.00	9,944.98	9.59
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	4,000	243.99	243.99	0.00	3,756.01	6.10
TOTAL CONTRIBUTIONS	4,000	243.99	243.99	0.00	3,756.01	6.10
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,900	221.94	221.94	0.00	1,678.06	11.68
401-711-713-00 DEANVILLE	8,000	41.23	41.23	0.00	7,958.77	0.52
401-711-813-00 ISLAND AVENUE	500	27.86	27.86	0.00	472.14	5.57
401-711-913-00 MADISON STREET	500	54.47	54.47	0.00	445.53	10.89
401-711-914-00 TJM SEWAGE STATION	750	94.29	94.29	0.00	655.71	12.57
401-711-915-00 WESTON ROAD	650	69.46	69.46	0.00	580.54	10.69
401-711-916-00 HAMPTON INN PS	300	21.47	21.47	0.00	278.53	7.16
401-711-917-00 BRUSHY FORK PS	600	77.61	77.61	0.00	522.39	12.94
401-711-918-00 RT 20 SEWER PUMP STATION	200	15.72	15.72	0.00	184.28	7.86
401-711-919-00 1 BUCKHANNON RD	210	23.76	23.76	0.00	186.24	11.31
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	1,403.41	1,403.41	0.00	21,596.59	6.10
401-711-920-01 TENNERTON INTERCEPTOR	4,000	370.00	370.00	0.00	3,630.00	9.25
401-711-920-02 NATURAL GAS	2,500	12.98	12.98	0.00	2,487.02	0.52
401-711-921-00 BROOKE ST PUMP STA	4,000	398.31	398.31	0.00	3,601.69	9.96
401-711-922-00 INDUSTRIAL PK PS	0	0.00	0.00	0.00	0.00	0.00
401-711-923-00 65-67 CLEVELAND AVE	200	12.62	12.62	0.00	187.38	6.31
TOTAL NON-OPERATING EXPENSES	47,310	2,845.13	2,845.13	0.00	44,464.87	6.01
TOTAL POWER/FUEL/UTILITY	199,810	16,948.23	16,948.23	0.00	182,861.77	8.48

401-SANITARY % OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
401-712-345-00 UNIFORMS	12,800	1,351.68	1,351.68	0.00	11,448.32	10.56
TOTAL COMMODITIES	12,800	1,351.68	1,351.68	0.00	11,448.32	10.56
TOTAL UNIFORMS	12,800	1,351.68	1,351.68	0.00	11,448.32	10.56
<u>LINES</u>						
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<u>SALARIES &amp; BENEFITS</u>						
401-713-143-00 FACILITIES MAINTENANCE LI	15,000	374.49	374.49	1,550.55	13,074.96	12.83
TOTAL SALARIES & BENEFITS	15,000	374.49	374.49	1,550.55	13,074.96	12.83
<u>CONTRACTUAL SERVICES</u>						
401-713-243-00 SUPPLIES LINES	35,000	495.00	495.00	0.00	34,505.00	1.41
TOTAL CONTRACTUAL SERVICES	35,000	495.00	495.00	0.00	34,505.00	1.41
<u>COMMODITIES</u>						
401-713-343-00 STREET DEPT SERVICES LINE	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>						
401-713-443-00 EQUIPMENT & MAINTENANCE L	30,000	1,723.84	1,723.84	0.00	28,276.16	5.75
TOTAL CAPITAL OUTLAY	30,000	1,723.84	1,723.84	0.00	28,276.16	5.75
TOTAL LINES	80,000	2,593.33	2,593.33	1,550.55	75,856.12	5.18

<u>PLANT</u>						
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<u>SALARIES &amp; BENEFITS</u>						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	813.39	813.39	0.00	14,186.61	5.42
TOTAL SALARIES & BENEFITS	15,000	813.39	813.39	0.00	14,186.61	5.42
<u>CONTRACTUAL SERVICES</u>						
401-714-243-00 LAB EXPENSE PLANT	43,000	1,938.00	1,938.00	0.00	41,062.00	4.51
TOTAL CONTRACTUAL SERVICES	43,000	1,938.00	1,938.00	0.00	41,062.00	4.51
<u>COMMODITIES</u>						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	32,500	1,067.85	1,067.85	0.00	31,432.15	3.29
TOTAL COMMODITIES	32,500	1,067.85	1,067.85	0.00	31,432.15	3.29
<u>CAPITAL OUTLAY</u>						
401-714-443-00 PUMP STATION REPAIR & MAI	305,000	8,171.55	8,171.55	0.00	296,828.45	2.68
TOTAL CAPITAL OUTLAY	305,000	8,171.55	8,171.55	0.00	296,828.45	2.68

401-SANITARY % OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
401-714-543-00 TELEPHONE	7,000	395.60	395.60	0.00	6,604.40	5.65
TOTAL CONTRIBUTIONS	7,000	395.60	395.60	0.00	6,604.40	5.65
<u>NON-OPERATING EXPENSES</u>						
401-714-643-00 OPERATION PLANT EXPENSE	10,000	117.36	117.36	0.00	9,882.64	1.17
401-714-743-00 TELEMETRY	2,875	119.80	119.80	0.00	2,755.20	4.17
TOTAL NON-OPERATING EXPENSES	12,875	237.16	237.16	0.00	12,637.84	1.84
TOTAL PLANT	415,375	12,623.55	12,623.55	0.00	402,751.45	3.04
<u>SALARIES PLANT/LINES</u>						
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<u>SALARIES &amp; BENEFITS</u>						
401-715-101-00 PLANT LABOR	166,500	14,180.48	14,180.48	0.00	152,319.52	8.52
401-715-101-01 PLANT COMPENSA ABSENCES	0	0.00	0.00	0.00	0.00	0.00
401-715-101-10 CAPTLIZ SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-103-00 LINE LABOR	573,000	43,484.94	43,484.94	0.00	529,515.06	7.59
401-715-103-01 LINE COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-715-103-10 CAPITLIZE SALARY&BENEFITS	0	0.00	0.00	0.00	0.00	0.00
401-715-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-715-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-715-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	739,500	57,665.42	57,665.42	0.00	681,834.58	7.80
<u>CONTRACTUAL SERVICES</u>						
401-715-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES PLANT/LINES	739,500	57,665.42	57,665.42	0.00	681,834.58	7.80

<u>SALARIES BOARD/OFFICE</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	1,000.00	0.00	11,000.00	8.33
401-716-101-01 COMPENS ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-103-00 OFFICE/CLERK ADM SALARIES	208,000	16,721.86	16,721.86	0.00	191,278.14	8.04
401-716-103-01 OFFICE COMP ABSENCE	0	0.00	0.00	0.00	0.00	0.00
401-716-104-00 FICA TAX	0	0.00	0.00	0.00	0.00	0.00
401-716-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
401-716-106-00 GROUP RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	220,000	17,721.86	17,721.86	0.00	202,278.14	8.06

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
401-716-226-00 UNEMPLOYMENT/COMPENSATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES BOARD/OFFICE	220,000	17,721.86	17,721.86	0.00	202,278.14	8.06
FICA/INSURANCE						
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SALARIES & BENEFITS						
401-718-104-00 FICA TAX	71,963	5,768.44	5,768.44	0.00	66,194.56	8.02
401-718-105-00 HEALTH INSURANCE	202,000	47,307.19	47,307.19	0.00	154,692.81	23.42
TOTAL SALARIES & BENEFITS	273,963	53,075.63	53,075.63	0.00	220,887.37	19.37
TOTAL FICA/INSURANCE	273,963	53,075.63	53,075.63	0.00	220,887.37	19.37
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	85,275	6,663.42	6,663.42	0.00	78,611.58	7.81
TOTAL SALARIES & BENEFITS	85,275	6,663.42	6,663.42	0.00	78,611.58	7.81
TOTAL RETIREMENT	85,275	6,663.42	6,663.42	0.00	78,611.58	7.81
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	1,752.99	1,752.99	0.00	18,247.01	8.76
TOTAL CONTRACTUAL SERVICES	20,000	1,752.99	1,752.99	0.00	18,247.01	8.76
TOTAL UNEMPLOYMENT/COMPENSATION	20,000	1,752.99	1,752.99	0.00	18,247.01	8.76
BILLING/COMPUTER/DEP INT						
=====						
CONTRACTUAL SERVICES						
401-783-232-00 MUN BOND FEES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
COMMODITIES						
401-783-341-00 BILLING & COLLECTING	69,000	14,475.93	14,475.93	0.00	54,524.07	20.98
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	300.00	0.00	3,300.00	8.33
401-783-342-00 CAPITAL OUTLAY OFFICE	20,000	1,750.00	1,750.00	0.00	18,250.00	8.75

401-SANITARY

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-783-342-05 OFFICE DATA SERVICE AND S	21,000	0.00	0.00	0.00	21,000.00	0.00
401-783-369-00 CUSTOMER DEP INTEREST PAI	300	0.00	0.00	0.00	300.00	0.00
TOTAL COMMODITIES	113,900	16,525.93	16,525.93	0.00	97,374.07	14.51
NON-OPERATING EXPENSES						
401-783-670-00 DEPOSIT INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
401-783-699-00 CONTINGENCY SAN BD DETERM	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BILLING/COMPUTER/DEP INT	113,900	16,525.93	16,525.93	0.00	97,374.07	14.51
OFFICE EXPENSE						
=====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	60,000	3,834.07	3,834.07	0.00	56,165.93	6.39
TOTAL COMMODITIES	60,000	3,834.07	3,834.07	0.00	56,165.93	6.39
TOTAL OFFICE EXPENSE	60,000	3,834.07	3,834.07	0.00	56,165.93	6.39
PSC ASSESS/DNR PERMIT						
=====						
SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	7,000	5,814.63	5,814.63	0.00	1,185.37	83.07
401-797-117-00 DNR PERMIT	2,500	0.00	0.00	0.00	2,500.00	0.00
TOTAL SALARIES & BENEFITS	9,500	5,814.63	5,814.63	0.00	3,685.37	61.21
TOTAL PSC ASSESS/DNR PERMIT	9,500	5,814.63	5,814.63	0.00	3,685.37	61.21
PROPERTY INSURANCE						
=====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	48,000	7,175.15	7,175.15	0.00	40,824.85	14.95
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	48,000	7,175.15	7,175.15	0.00	40,824.85	14.95
TOTAL PROPERTY INSURANCE	48,000	7,175.15	7,175.15	0.00	40,824.85	14.95
RENTS						
=====						
CONTRACTUAL SERVICES						
401-803-219-00 RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00

401-SANITARY	% OF YEAR COMPLETED: 08.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL RENTS	10,000	0.00	0.00	0.00	10,000.00	0.00
PROFESSIONAL =====						
CONTRACTUAL SERVICES						
401-896-223-00 PROFESSSIONAL SERVICES	32,000	10,176.34	10,176.34	0.00	21,823.66	31.80
TOTAL CONTRACTUAL SERVICES	32,000	10,176.34	10,176.34	0.00	21,823.66	31.80
TOTAL PROFESSIONAL	32,000	10,176.34	10,176.34	0.00	21,823.66	31.80
BOND A =====						
SALARIES & BENEFITS						
401-970-199-00 BOND ISSUE #A	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 BOND A	0	0.00	0.00	0.00	0.00	0.00
BOND B =====						
SALARIES & BENEFITS						
401-980-199-00 BOND ISSUE #B	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 BOND B	0	0.00	0.00	0.00	0.00	0.00
CAPITAL/PROJECTS =====						
CAPITAL OUTLAY						
401-997-451-00 PLANT - CAPITAL	279,649	4,900.00	4,900.00	0.00	274,749.00	1.75
401-997-451-01 STORMWATER	0	0.00	0.00	0.00	0.00	0.00
401-997-451-02 BELT PRESS PROJECT	0	0.00	0.00	0.00	0.00	0.00
401-997-451-03 BROOK ST/PS SEWER UPGRADE	0	0.00	0.00	0.00	0.00	0.00
401-997-451-04 ARPA PROJECTS OVERRUNS	0	0.00	0.00	0.00	0.00	0.00
401-997-452-00 SEWER EXT. - CAPITAL	30,000	0.00	0.00	0.00	30,000.00	0.00
401-997-453-00 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
401-997-454-00 NEW EQUIPMENT-CAPITAL	209,250	79,890.47	79,890.47	0.00	129,359.53	38.18
401-997-454-01 NEW EQUIP-BORE MACHINE	0	0.00	0.00	0.00	0.00	0.00
401-997-455-00 SEWER UPGRADE-CAPITAL	126,000	1,135.24	1,135.24	0.00	124,864.76	0.90
401-997-456-00 WESTON ROAD NORTH SIDE	0	0.00	0.00	0.00	0.00	0.00
401-997-456-01 WESTON RD -SOUTH SIDE	0	0.00	0.00	0.00	0.00	0.00

401-SANITARY	% OF YEAR COMPLETED: 08.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
401-997-457-00 CAPITAL PURCHASE	0	0.00	0.00	0.00	0.00	0.00
401-997-458-00 EXP BRUSHY FRK TO GEN FUN	0	0.00	0.00	0.00	0.00	0.00
401-997-499-00 MISCELLANEOUS PROJECTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	644,899	85,925.71	85,925.71	0.00	558,973.29	13.32
CONTRIBUTIONS						
401-997-570-00 DEPRECIATION CURRENT YEAR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL/PROJECTS	644,899	85,925.71	85,925.71	0.00	558,973.29	13.32
DEPREC/AMORT/CONSTR =====						
CAPITAL OUTLAY						
401-999-459-00 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
401-999-460-00 AMORTIZATION	0	0.00	0.00	0.00	0.00	0.00
401-999-461-00 ADVANCE FOR CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
401-999-462-00 CONTRIBUTION BUDGETED TO	0	0.00	0.00	0.00	0.00	0.00
401-999-465-00 REPAY LOAN - CITY OF BUCK	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
401-999-504-63 AMORT ISSUE COST (96 BOND	0	0.00	0.00	0.00	0.00	0.00
401-999-504-65 BOND ISSUANCE COST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL DEPREC/AMORT/CONSTR	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,965,022	299,847.94	299,847.94	1,550.55	2,663,623.51	10.17
REVENUE OVER/(UNDER) EXPENDITURES	( 890,347)	101,054.33	101,054.33 (	1,550.55) (	989,850.78)	11.18-

% OF YEAR COMPLETED: 08.33						
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
LIC PERMITS & FRANCHISE						
426-327-000-00 STORMWATER MISC PERMITS	20	120.00	120.00	0.00	( 100.00)	600.00
TOTAL LIC PERMITS & FRANCHISE	20	120.00	120.00	0.00	( 100.00)	600.00
INTRAFUND CONTR/CHARGES						
426-369-000-00 CONTRIB FROM GEN FUND	100,000	50,000.00	50,000.00	0.00	50,000.00	50.00
TOTAL INTRAFUND CONTR/CHARGES	100,000	50,000.00	50,000.00	0.00	50,000.00	50.00
OTHER REVENUE						
426-399-000-00 STORMWATER MISC	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	100,020	50,120.00	50,120.00	0.00	49,900.00	50.11

% OF YEAR COMPLETED: 08.33						
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
stormwater =====						
SALARIES & BENEFITS						
426-805-101-00 STORMWATER PAYROLL	50,000	0.00	0.00	0.00	50,000.00	0.00
426-805-104-00 STORMWATER FICA	3,825	0.00	0.00	0.00	3,825.00	0.00
426-805-106-00 STORMWATER RET	4,500	0.00	0.00	0.00	4,500.00	0.00
TOTAL SALARIES & BENEFITS	58,325	0.00	0.00	0.00	58,325.00	0.00
COMMODITIES						
426-805-341-00 STORMWATER MATERIALS	20,000	0.00	0.00	1,550.56	18,449.44	7.75
TOTAL COMMODITIES	20,000	0.00	0.00	1,550.56	18,449.44	7.75
CAPITAL OUTLAY						
426-805-458-00 STORMWATER CAPITAL	321,695	0.00	0.00	0.00	321,695.00	0.00
TOTAL CAPITAL OUTLAY	321,695	0.00	0.00	0.00	321,695.00	0.00
TOTAL stormwater	400,020	0.00	0.00	1,550.56	398,469.44	0.39
TOTAL EXPENDITURES	400,020	0.00	0.00	1,550.56	398,469.44	0.39
REVENUE OVER/(UNDER) EXPENDITURES	( 300,000)	50,120.00	50,120.00	( 1,550.56)	( 348,569.44)	16.19-

SANITARY JULY 2025 PAYMENT OF BILLS

- \$6,025.00- JP INDUSTRIAL SERVICES – PUMP STATION 14 PUMP REBUILD
- \$29,000.00- DISBURSEMENT ACCT – 2025-26 PAYFLEX HSA FEE
- \$1,952.74 – FERGUSON WATERWORKS – RESTOCK FITTINGS
- \$12,129.30 – TYLER TECHNOLOGIES – YEARLY SOFTWARE MAINTENANCE FEE
- \$5,364.63 – PUBLIC SERVICE COMMISSION – 2025-26 REVENUE ASSESSMENT
- \$3,375.50 – WV WATER QUALITY ASSOCIATION –
- \$76,649.00 – SMITH & LOVELESS – BULL GEAR FOR CLARIFIER
- \$4,900.00 – FERGUSON WATERWORKS –2-24” HYMAX COUPLERS

FUND: SANITARY						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
MON DISBURSEMENTS	MON POWER					
POWER/FUEL/UTILITY	MON POWER	711-916-00	HAMPTON INN PS	110087568348 WBUC RD	21.47	
		711-813-00	ISLAND AVENUE	110088930133 ISLAND AVE	27.86	
		711-914-00	TJM SEWAGE STATION	110087907595 TJM SEWAGE PL	94.29	
		711-915-00	WESTON ROAD	110087676356 WESTON RD	69.46	
		711-917-00	BRUSHY FORK PS	110085299060 BRUSHY FORK R	77.61	
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	15.72	
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	8,914.62	
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	2,468.24	
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	23.76	
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	12.62	
		711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	41.23	
		711-313-00	VICKSBURG	110086525471 SYCAMORE	1,421.23	
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	54.47	
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOD	243.99	
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	1,055.02	
		711-613-00	MONONGALIA ST	110082080448 MON & WOOD ST	221.94	
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	398.31	

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TENNERTON PUBLIC SERVICE DIS	711-920-01	TENNERTON INTERCEPTO	MAY 25 WESTON RD	370.00
	FLYERS ENERGY LLC	711-920-00	PLANT VEHICLES-2,3,8	SAN FUEL BILL JUNE 2025	1,403.41
	STANDARD ENERGY CORPORATION	711-920-02	NATURAL GAS	JUNE 25 SALES	6.40
		711-920-02	NATURAL GAS	MAY 25 SALES	6.58
				TOTAL:	16,948.23
UNIFORMS	CINTAS	712-345-00	UNIFORMS	SAN UNIFORMS 7-1-25	293.73
		712-345-00	UNIFORMS	SAN UNIFORMS 7-2-25	249.26
		712-345-00	UNIFORMS	SAN UNIFORMS 7-9-25	254.74
		712-345-00	UNIFORMS	SAN UNIFORMS 7-16-25	254.74
		712-345-00	UNIFORMS	SAN UNIFORMS 7-23-25	299.21
				TOTAL:	1,351.68
LINES	A F WENDLING INC	713-243-00	SUPPLIES LINES	BAGS OF ICE	161.19
	REGION VII PLANNING PDC	713-143-00	FACILITIES MAINTENAN	GIS SERV JUNE25 SAN	227.50
	AUTO ZONE	713-443-00	EQUIPMENT & MAINTENA	P19	101.94
		713-443-00	EQUIPMENT & MAINTENA	P34	50.97
		713-443-00	EQUIPMENT & MAINTENA	P5	101.94
		713-443-00	EQUIPMENT & MAINTENA	P7	50.97
		713-443-00	EQUIPMENT & MAINTENA	P15	37.38
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	P19	169.44
		713-443-00	EQUIPMENT & MAINTENA	P19 MISC FILTERS	40.62
		713-443-00	EQUIPMENT & MAINTENA	P5	250.02
	MISS UTILITY OF WEST VIRGINI	713-443-00	EQUIPMENT & MAINTENA	MESSAGE FEES FOR JUNE 25	48.82
	LOWES BUSINESS ACCOUNTS/SYNC	713-243-00	SUPPLIES LINES	FLASH LIGHT	20.88
	SYLVESTER W. LOWTHER	713-443-00	EQUIPMENT & MAINTENA	P19	423.56
	CLEVELAND BROTHERS EQUIPMENT	713-443-00	EQUIPMENT & MAINTENA	P34	164.44
		713-443-00	EQUIPMENT & MAINTENA	P19	213.74
	ZEP SALES AND SERVICE	713-243-00	SUPPLIES LINES	2 BUCKETS SEWER AID	312.93
	FREEDOM AG & ENGERY COOPERAT	713-143-00	FACILITIES MAINTENAN	BOOTS	146.99
	MOORES GARAGE	713-443-00	EQUIPMENT & MAINTENA	P9	70.00
				TOTAL:	2,593.33
PLANT	RITE-WAY HEATING & PLUMBING	714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPDATE	22.62
		714-343-00	EQUIPMENT MAINTENANC	SHOP AIR COMPRESSOR	9.72
		714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	25.29
	AUTO ZONE	714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	1.26
		714-443-00	PUMP STATION REPAIR	PS3 GENERATOR	74.53
		714-343-00	EQUIPMENT MAINTENANC	TRANSFER PUMP	4.39
		714-443-00	PUMP STATION REPAIR	VICKSBURG PS	281.98
		714-443-00	PUMP STATION REPAIR	ELIAS GENERATOR	281.98
	STATE ELECTRIC SUPPLY CO INC	714-443-00	PUMP STATION REPAIR	ELIAS PS GENERATOR	67.89
		714-443-00	PUMP STATION REPAIR	GNRATR PLUG IN REPLMT 25-0	705.00
		714-443-00	PUMP STATION REPAIR	DEF FLUID	77.94
	NAPA-AMTOWER AUTO SUPPLY	714-343-00	EQUIPMENT MAINTENANC	P8	91.24
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	PRINTER OVERAGES	56.47
	STURM ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	JUNE SERVICES	1,743.00
	LOWES BUSINESS ACCOUNTS/SYNC	714-143-00	FACILITIES MAINTENAN	FIRST AID KIT	23.73
	CRISS SALES & SERVICE	714-443-00	PUMP STATION REPAIR	WEED EATERS	66.99
	WV ENVIRONMENTAL TRAINING CE	714-243-00	LAB EXPENSE PLANT	TIM WILSON CLASS 3 COURSE	195.00
	JP INDUSTRIAL SERVICES, INC	714-443-00	PUMP STATION REPAIR	PUMP REBUILD	6,025.00
	JOHN BOGGESS dba VJG ASSOCIA	714-143-00	FACILITIES MAINTENAN	GLOVES AND EAR PLUGS	98.60
	RINGER'S INC	714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	500.00
	CRITES ELECTRICAL SUPPLY INC	714-643-00	OPERATION PLANT EXPE	MINI SPLIT AC	25.89
		714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	35.37
		714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	5.70
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	298.44
	WALMART STORES INC -BUCKHANN	714-643-00	OPERATION PLANT EXPE	FLASH DRIVE AND DUSTER	35.00
		714-343-00	EQUIPMENT MAINTENANC	FLEET MGMT PKG JULY 25- JU	962.50
	IWORQ	714-743-00	TELEMETRY	MNTH SEC MONITOR SAN JULY	119.80
	MICROLOGIC INC	714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
		714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
		714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	132.52
		714-543-00	TELEPHONE	472-5459-101515-4 SAN	263.08
	PAR MAR OIL COMPANY	714-143-00	FACILITIES MAINTENAN	JUNE ICE	17.97
		714-143-00	FACILITIES MAINTENAN	FIRST AID CABINET	60.10
	CINTAS			7/01/2025 - 7/31/2025	57,665.42
	**PAYROLL EXPENSES			TOTAL:	70,288.97
SALARIES PLANT/LINES				7/01/2025 - 7/31/2025	17,721.86
				TOTAL:	17,721.86
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES			7/01/2025 - 7/31/2025	17,721.86
				TOTAL:	17,721.86
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN JULY 2025 RETIREE'S IN	204.00
		718-105-00	HEALTH INSURANCE	SAN JULY 2025 HEALTH INS	17,072.14
		718-105-00	HEALTH INSURANCE	SAN 2025-26 PAYFLEX HSA FE	29,000.00
	DISBURSEMENTS ACCOUNT-ALL DE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,393.21
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,281.87
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	559.71
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	533.65
		718-105-00	HEALTH INSURANCE	SCOTT CRITES FEE NOT HELD	16.40
		718-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	959.40
		718-105-00	HEALTH INSURANCE	SAN JULY 2025 HSA FEE	55.25
				TOTAL:	53,075.63
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,187.21
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,234.34
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,164.56
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,077.31
				TOTAL:	6,663.42
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 JULY 25	1,752.99
				TOTAL:	1,752.99
BILLING/COMPUTER/DEP I	LEAF	783-341-00	BILLING & COLLECTING	CH COPIER LEASE 7-24-25	162.34
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	JULY 25 METER READS	300.00
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	CORE & MAIN LP	783-341-00	BILLING & COLLECTING	HANDHELD MAINTENANCE	400.00
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	42.81
		783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	46.09
	US POSTAL SERVICE (CMRS-FP)	783-341-00	BILLING & COLLECTING	JULY 25 POSTAGE	250.00
	FP FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	JULY 25 MAILER & INSERT PY	94.31
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	JULY 25 CH INTERNET	214.62
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	YEARLY MAINT 7-1-25 TO 6-3	9,638.01
		783-341-00	BILLING & COLLECTING	UTIL BILL AUTO PAY, IVR, S	2,330.94
		783-341-00	BILLING & COLLECTING	UTILITY BILL NOTIFICATION	160.35
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	JUNE 25 DEBT COLLECTION	9.42
	GARRETT K SUMMERS	783-341-00	BILLING & COLLECTING	BIT DEF ENDPY SEC JULY 25	48.13
		783-341-00	BILLING & COLLECTING	CH COPIER LEASE 7-24-25	162.34
		783-341-05	BILLING WAT BD METER	JULY 25 METER READS	300.00
		783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
		783-341-00	BILLING & COLLECTING	HANDHELD MAINTENANCE	400.00
		783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	42.81
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	46.09
		783-341-00	BILLING & COLLECTING	JULY 25 POSTAGE	250.00
		783-341-00	BILLING & COLLECTING	JULY 25 MAILER & INSERT PY	94.31
		783-341-00	BILLING & COLLECTING	JULY 25 CH INTERNET	214.62
		783-341-00	BILLING & COLLECTING	YEARLY MAINT 7-1-25 TO 6-3	9,638.01

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	35.37
		714-443-00	PUMP STATION REPAIR	ISLAND AVE PS UPGRADE	5.70
		714-143-00	FACILITIES MAINTENAN	MISC PLANT SUPPLIES	298.44
		714-643-00	OPERATION PLANT EXPE	FLASH DRIVE AND DUSTER	35.00
		714-343-00	EQUIPMENT MAINTENANC	FLEET MGMT PKG JULY 25- JU	962.50
	IWORQ	714-743-00	TELEMETRY	MNTH SEC MONITOR SAN JULY	119.80
	MICROLOGIC INC	714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
	FREEDOM AG & ENGERY COOPERAT	714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
		714-143-00	FACILITIES MAINTENAN	15 CASES WATER	104.85
		714-543-00	TELEPHONE	472-5459-101515-4 SAN	132.52
	FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	263.08
		714-143-00	FACILITIES MAINTENAN	JUNE ICE	17.97
	PAR MAR OIL COMPANY	714-143-00	FACILITIES MAINTENAN	FIRST AID CABINET	60.10
	CINTAS	714-143-00	FACILITIES MAINTENAN	7/01/2025 - 7/31/2025	57,665.42
	SALARIES PLANT/LINES	**PAYROLL EXPENSES		TOTAL:	70,288.97
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES		7/01/2025 - 7/31/2025	17,721.86	
			TOTAL:	17,721.86	
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN JULY 2025 RETIREE'S IN	204.00
		718-105-00	HEALTH INSURANCE	SAN JULY 2025 HEALTH INS	17,072.14
		718-105-00	HEALTH INSURANCE	SAN 2025-26 PAYFLEX HSA FE	29,000.00
	DISBURSEMENTS ACCOUNT-ALL DE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,393.21
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,281.87
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	559.71
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	533.65
		718-105-00	HEALTH INSURANCE	SCOTT CRITES FEE NOT HELD	16.40
		718-105-00	HEALTH INSURANCE	GROUP BENEFIT 1ST INSTALL	959.40
	RELIANCE INSURANCE - CRITCAL	718-105-00	HEALTH INSURANCE	SAN JULY 2025 HSA FEE	55.25
	USI INSURANCE SERVICES LLC	718-105-00	HEALTH INSURANCE	TOTAL:	53,075.63
	PAYFLEX - INSPIRA	718-105-00	HEALTH INSURANCE		
	RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION
719-106-00			GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,234.34
719-106-00			GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,164.56
719-106-00			GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,077.31
				TOTAL:	6,663.42
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 JULY 25	1,752.99
				TOTAL:	1,752.99
BILLING/COMPUTER/DEP I	LEAF	783-341-00	BILLING & COLLECTING	CH COPIER LEASE 7-24-25	162.34
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	JULY 25 METER READS	300.00
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	CORE & MAIN LP	783-341-00	BILLING & COLLECTING	HANDHELD MAINTENANCE	400.00
	WALMART STORES INC -BUCKHANN	783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	42.81
		783-341-00	BILLING & COLLECTING	CLEANING SUPPLIES	46.09
	US POSTAL SERVICE (CMRS-FP)	783-341-00	BILLING & COLLECTING	JULY 25 POSTAGE	250.00
	FP FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	JULY 25 MAILER & INSERT PY	94.31
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	JULY 25 CH INTERNET	214.62
	TYLER TECHNOLOGIES INC	783-341-00	BILLING & COLLECTING	YEARLY MAINT 7-1-25 TO 6-3	9,638.01
		783-341-00	BILLING & COLLECTING	UTIL BILL AUTO PAY, IVR, S	2,330.94
		783-341-00	BILLING & COLLECTING	UTILITY BILL NOTIFICATION	160.35
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	JUNE 25 DEBT COLLECTION	9.42
	GARRETT K SUMMERS	783-341-00	BILLING & COLLECTING	BIT DEF ENDPY SEC JULY 25	48.13

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	HEWLETT PACKARD FINANCIAL SE STRATEGY LLC	783-341-00	BILLING & COLLECTING	PLOTTER RENT JULY 2025	78.91
		783-342-00	CAPITAL OUTLAY OFFIC	JULY 25 IT CONTRACT	1,750.00
			TOTAL:		16,525.93
OFFICE EXPENSE	MUNICIPAL BOND COMM OF WV TATE COMMUNICATIONS PAYROLL ACCOUNT (ALL DEPTS) COLLECTION ACCOUNT GENERAL FUND MATTHEW BENDER & CO., INC FRONTIER FORMAX INC	793-341-00	OFFICE SUPPLIES & EX	BUKS109AUP12 25-26 FEE	113.16
		793-341-00	OFFICE SUPPLIES & EX	SECURITY SYSTEM WORK	37.50
		793-341-00	OFFICE SUPPLIES & EX	JUNE 25 AA FEES	212.72
		793-341-00	OFFICE SUPPLIES & EX	JUNE 25 CREDIT CARD FEES	2,381.95
		793-341-00	OFFICE SUPPLIES & EX	JULY 25 LOC FEES	72.50
		793-341-00	OFFICE SUPPLIES & EX	WV CODE 25 SUPP PKG,INDEX,	424.76
		793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	99.07
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.18
		793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	99.06
		793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	24.17
		793-341-00	OFFICE SUPPLIES & EX	SVC CNTRCT RENWL BURSTER 2	345.00
			TOTAL:		3,834.07
PSC ASSESS/DNR PERMIT	PUBLIC SERVICE COMMISSION LYNX WV INC	797-116-00	PSC ASSESSMENTS	SAN REV ASSESSMENT 25-26	5,364.63
		797-116-00	PSC ASSESSMENTS	IT SERVICES JULY 25	450.00
			TOTAL:		5,814.63
PROPERTY INSURANCE	LOUDIN INSURANCE AGENCY INC WESTFIELD INSURANCE TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	WATER & SAN BONDS-DOH	125.00
		798-226-00	PROPERTY INSURANCE	JULY 25 QUARTERLY PAYMENT	2,310.72
		798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB AUG 25	3,476.14
		798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIAB JULY 25	1,263.29
			TOTAL:		7,175.15
PROFESSIONAL	WV WATER QUALITY ASSOCIATIO THOMAS J O'NEILL DAVID L HOWELL CPA	896-223-00	PROFESSSIONAL SERVIC	ANNUAL DUES 25-26	3,375.50
		896-223-00	PROFESSSIONAL SERVIC	AUG 25 ATTORNEY FEES	1,354.17
		896-223-00	PROFESSSIONAL SERVIC	JULY 25 ATTORNEY FEES	1,354.17
		896-223-00	PROFESSSIONAL SERVIC	AUDIT 2025 FINANCIAL STATE	4,092.50
			TOTAL:		10,176.34
CAPITAL/PROJECTS	SMITH & LOVELESS INC C.I. THORNBURG CO., INC. BRUFFEY TRUCKING INC FERGUSON WATERWORKS ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	BULL GEAR	76,649.00
		997-455-00	SEWER UPGRADE-CAPITA	CHESTNUT ST UPGRADE	395.00
		997-455-00	SEWER UPGRADE-CAPITA	TUCKER ST SEWER	740.24
		997-451-00	PLANT - CAPITAL	2 24" HYMAX COUPLERS	4,900.00
		997-454-00	NEW EQUIPMENT-CAPITA	28M22Z 2025 TOYOTA TACOMA	723.23
		997-454-00	NEW EQUIPMENT-CAPITA	28M234 2025 TOYOTA TACOMA	723.23
		997-454-00	NEW EQUIPMENT-CAPITA	28M23R 2025 TOYOTA TACOMA	789.73
		997-454-00	NEW EQUIPMENT-CAPITA	25H3HK 2021 DODGE RAM TRK	360.75
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D2 2021 NISSAN FRONTIE	322.35
		997-454-00	NEW EQUIPMENT-CAPITA	23W5D9 2021 NISSAN FRONTIE	322.18
			TOTAL:		85,925.71

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

8. Department Report – Cody Tenney provided the following reports:

a. Plant Operations - The plant has been operating well throughout this period with no exceedances.

EE-59 Revised 1975		STATE OF WEST VIRGINIA SUMMARY OF WASTEWATER TREATMENT PLANT OPERATORS								Month: July, 2025 City: Buckhannon, WV. Operator: Ethan Crosten					
INFLUENT WASTEWATER						BELT PRESS			Plant Effluent						
Date	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.F.F.	Gals./Wet Sludge Added	Pounds Dry solids Produced	Sus. Sol. mg/l	BOD5 mg/l	Fecal Col./ 100 ml	D.O. mg/l	PH	Amn. Nit. mg/l	
7/1/25	65	53.7	2.548	24.0	7.22	2.0			5.0	2.0		8.3	7.16	0.84	
7/2/25			1.529	24.0	7.21	2.0					21	8.1	7.17		
7/3/25			1.125	23.0	7.20	2.0						7.9	7.14		
7/4/25			0.962	23.0	7.19	2.0						7.7	7.14		
7/5/25			0.915			2.0									
7/6/25			0.810			2.0									
7/7/25			0.788	23.0	7.23	2.0						7.7	7.16		
7/8/25			0.733	23.0	7.24	2.0					26	7.6	7.17		
7/9/25			1.674	23.0	7.23	2.0						7.6	7.13		
7/10/25	44	15.1	1.027	23.0	7.21	2.0			8.0	2.0		7.5	7.15	1.81	
7/11/25			0.899	23.0	7.17	2.0						7.7	7.13		
7/12/25			0.731			2.0									
7/13/25			0.723			2.0									
7/14/25			0.982	24.0	7.19	2.0					7	7.9	7.12		
7/15/25			0.712	24.0	7.20	2.0						8.1	7.11		
7/16/25	70	65.8	0.991	24.0	7.21	2.0	105,308	17,421	7.0	2.4		8.0	7.14	2.84	
7/17/25			0.894	24.0	7.20	2.0						7.8	7.16		
7/18/25			0.885	23.0	7.17	2.0						7.6	7.12		
7/19/25			1.741			2.0									
7/20/25			1.804			2.0									
7/21/25			1.173	23.0	7.18	2.0	24,920	4,122				7.5	7.10		
7/22/25			0.906	23.0	7.19	2.0	26,518	4,150			11	7.6	7.12		
7/23/25	44	61.2	0.776	23.0	7.21	2.0	64,024	10,204	4.0	2		7.8	7.13	0.860	
7/24/25			0.875	23.0	7.22	2.0						7.6	7.15		
7/25/25			0.875	24.0	7.24	2.0						7.5	7.16		
7/26/25			0.636		7.23	2.0									
7/27/25			1.303			2.0									
7/28/25			0.902	24.0	7.21	2.0					16	7.7	7.14		
7/29/25			0.732	24.0	7.21	2.0						7.8	7.10		
7/30/25	62	120	0.662	24.0	7.23	2.0			4.0	2.4		8.0	7.14	0.69	
7/31/25			0.876	24.0	7.25	20.0						8.1	7.16		
TOTAL			32.183												
AVERAGE	58	63	1.038	23.5	7.21	2.0	220,770	35,897	5.6	2.2	15	7.8	7.14	1.41	
MAXIMUM	70	120	2.548	24.0	7.25	20.0			8.0	2.4	26	8.3	7.17	2.84	
MINIMUM	44	15	0.636	23.0	7.17	2.0			4.0	2.0	7	7.5	7.10	0.69	
LIMITS															
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00	
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00	
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA	



Applicant: BUCKHANNON, CITY OF  
Reference ID: wv32336July2025 (08/14/2025)  
eDMR Worksheet – WV0032336 - 001  
Status New

Type: Electronic DMR  
Permit ID: New/Pending

Printed: Aug. 18, 2025 11:19 AM

Permit: WV0032336 Outlet No: 001 Type: NORMAL  
Report for the Month of: July Year: 2025

Lab Performing Analysis: 157 - STURM ENVIRONMENTAL SERVICES

Parameter	Permit Limits	Quantity				Other Units					Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units			
50050 (ML-1) RF-A Flow, In Conduit Or Treatment Plant Year Round	Reported Permit Limits	N/A 22.2	N/A 42.5			1.038 N/A	2.548 Rpt Only			mgd	0	Continuous Continuous	measured 153
00310 (ML-8) RF-A Bod Summer July 1-Oct 31	Reported Permit Limits	208.5 Avg. Mon	417 Max. Daily	Lbs/Day	0	N/A Avg. Mon	2.2 2.4 Max. Daily			mg/l	0	1/week 1/week	8 hr comp 157
00530 (ML-A) RF-A Suspended Solids, Total Year Round	Reported Permit Limits	55.4 625.5	106.3 1251	Lbs/Day	0	N/A Avg. Mon	5.6 8.0 Max. Daily			mg/l	0	1/week 1/week	8 hr comp 157
51012 (ML-K) RF-A Bod, 5day Percent Removal, Dry Year Round	Reported Permit Limits	N/A	N/A			96.7 85	N/A Month. A			Percent	0	2/month 2/month	Calculated 157
51013 (ML-K) RF-A Bod, 5day Percent Removal, Wet Year Round	Reported Permit Limits	N/A	N/A			96.3 Rpt Only	N/A Month. A			Percent	0	2/month 2/month	Calculated 157
51014 (ML-K) RF-A Solids, Suspended Percent Removal, Dry Year Round	Reported Permit Limits	N/A	N/A			89.5 85	N/A Month. A			Percent	0	2/month 2/month	Calculated 157
51015 (ML-K) RF-A Solids, Suspended Percent Removal, Wet Year Round	Reported Permit Limits	N/A	N/A			92.8 Rpt Only	N/A Month. A			Percent	0	2/month 2/month	Calculated 157
74055 (ML-A) RF-A Coliform, Fecal Year Round	Reported Permit Limits	N/A	N/A			16 N/A	26 200 Mon. Gei Max. Daily			Cnts/100	0	1/week 1/week	Grab 153
00400 (ML-A) RF-A Ph Year Round	Reported Permit Limits	N/A	N/A			7.10 6	7.17 N/A Inst. Min. Inst. Max.			S.U.	0	1/week 1/week	Grab 153
00300 (ML-A) RF-A Dissolved Oxygen Year Round	Reported Permit Limits	N/A	N/A			7.5 7.25	N/A Inst. Min.			mg/l	0	1/week 1/week	Grab 153
00610 (ML-A) RF-A Nitrogen, Ammonia Total Summer July 1-Oct 31	Reported Permit Limits	6.23 41.7	27.3 83.4	Lbs/Day	0	1.408 N/A	2.840 2 4 Avg. Mon Max. Daily			mg/l	0	1/week 1/week	8 hr comp 157
00665 (ML-A) RF-A Phosphorus, Total (As P) Summer May 1-Oct 31	Reported Permit Limits	N/A	N/A			.17 N/A	.17 Rpt Only Rpt Only Avg. Mon Max. Daily			mg/l	0	2/month 2/month	8 hr comp 157
01119 (ML-A) RF-A Copper Total Recoverable Year Round	Reported Permit Limits	N/A	N/A			0.00112 N/A	0.00112 0.007 0.017 Avg. Mon Max. Daily			mg/l	0	1/month 1/month	8 hr comp 157
01094 (ML-A) RF-A Zinc Total Recoverable Year Round	Reported Permit Limits	N/A	N/A			0.0201 N/A	0.0201 0.075 0.147 Avg. Mon Max. Daily			mg/l	0	1/month 1/month	8 hr comp 157
74069 (ML-6) RF-A Stream Flow, Estimated Summer July 1-Oct 31	Reported Permit Limits	N/A	N/A			47.1 Rpt Only	155.8 Rpt Only 116.1 Inst. Min. Avg. Mon Inst. Max.			cfs	0	1/daily 1/daily	Calculated 157

**b. Maintenance Crew** – The Maintenance Crew has finished the upgrade at our Island Avenue Pump Station. The only thing remaining is for Mon Power to switch the power over to the new control panel. They have pulled the gearbox for the Paddle Drive, and it has been sent off to be rebuilt. We have started ordering materials for Mon Street Pump Station upgrade. The wet well at this station is in pretty bad shape with significant concrete deterioration.

**c. Line Crew #1** - Garrett’s crew has fixed a sinkhole on a storm line near 98 West Lincoln Street. They have made a sewer tap at 933 Shawnee Drive for a double-wide being set. They worked on cutting down our bypass at our headworks to accommodate more flow in high-flow conditions. They are working on replacing a small section of storm sewer on Gate Street.

**d. Line Crew #2** - Scott’s crew has finished a Sewer Upgrade between Tucker St and College Ave. We have ordered the Materials for Henry Street, and they will be starting that project when they arrive.

**e. Waste Water Treatment Plant Study** – Potesta & Associates had no representative in attendance, so no discussion took place.

9. Stormwater Management Discussions

a. Executive Session – Property Matters Per WV Code § 6-9A-4

At 7:42 a.m., Shaw/Loftis/motioned to move into an Executive Session – Property Matters Per WV Code § 6-9A-4. The motion carried.

At 8:23 a.m., Loftis/Shaw motioned to leave the Executive Session. The motion carried.

Mayor Skinner noted that at 8:23 a.m., the Board had left an Executive Session where property matters were discussed. No decisions were made.

## 10. Business Discussions:

**a. Discussion/Possible Action Advertisement Maintenance Assistant Position – Cody Tenney** provided an overview of the need to advertise.

City of Buckhannon  
Sanitary Department  
Maintenance Assistant

The City of Buckhannon’s Sanitary and Storm Department is looking to add a full-time Maintenance Assistant. This department is responsible for the operation, maintenance, and expansion of the City’s sewer and storm water infrastructure. This an excellent opportunity to start rewarding career and grow your own skills. Job requirements are as follows:

1. Title: Maintenance Assistant
2. Educational Requirements: High School Diploma or GED
3. Requirements:
  - Ability to lift between 50-100lbs regularly.
  - Ability to work in tight spaces and occasionally in unpleasant conditions due to nature of work being performed
  - Must be able to maintain safety precautions on job site.
  - Must be dependable, punctual and proactive.
  - Must have the capability of working within a team.
  - Must have valid West Virginia driver’s license
  - Must pass a Pre-employment drug test and random drug tests
4. Preferred Qualifications:
  - Journeyman Electrical License highly preferred
  - Class 1 wastewater operator licensing highly preferred or ability / willingness to obtain
  - Experience operating machinery
  - Class A CDL
5. Job Duties (including but not limited to):
  - Complete daily, weekly, and monthly routine checks of equipment and plant facilities
  - Maintain sewage lift stations including plumbing, electrical wiring, pumps, valves, property, e
  - Maintain sewage treatment plant motors, pumps, plumbing, gear boxes, equipment, etc,
  - Complete capital improvement projects including adding treatment process, upgrading treatment processes, improving property, site development
  - Mow, trim and maintain plant and pumpstation grounds
  - Provide contract support for various projects
  - Repair equipment, parts, and buildings as problems arise
  - Trouble shoot electrical issues at pump stations, plant facilities, and equipment.
  - Occasional weekend, evening and holiday availability
  - Clean and maintain city vehicles, equipment and tools
  - Assist in other jobs and activities are required in day-to-day operation
6. Job Benefits and Compensation:
  - Hourly rate of \$15.00 per hour depending on combination of education, skills, qualifications.
  - Full City benefits including insurance, retirement, sick time and vacation time.
  - Annual work boot allowance
  - Work clothing provided
7. How to apply:
  1. Visit Buckhannon City Hall at 70 East Main Street, Buckhannon, WV 26201 for an application.
  2. Complete Application and return it to City Hall or mail it marked ‘Attention: Buckhannon Sanitary Board’
  3. Applications are due by Friday, September 19, 2025 at 4:00pm.

**At 8:26 a.m., Shaw/Loftis motioned to move into an Executive Session – Personnel Matters Per WV Code § 6-9A-4. The motion carried.**

**At 8:43 a.m., Loftis/Shaw motioned to leave the Executive Session. The motion carried.**

Mayor Skinner noted that at 8:43 a.m., the Board had left an Executive Session where personnel matters were discussed. No decisions were made.

**Shaw/Loftis motioned to approve advertising for a Maintenance Assistant position. The motion carried.**

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

**a. Notice Advertisement for Bids (1) New Hydraulic Excavator**

**ADVERTISEMENT FOR BIDS  
BUCKHANNON SANITARY BOARD  
HYDRAULIC EXCAVATOR**

The Buckhannon Sanitary Board will accept sealed bids for a hydraulic excavator at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 1:00 PM LPT on September 10, 2025, at which time all bids which have been received shall be publicly opened and read aloud. Bids shall include those through and originating from purchasing cooperatives

Characteristics of the equipment to be provided by this bid are as follows.

- New, tracked, hydraulic excavator of a standard manufacture by the company represented by the vendor submitting bid.
- 28,000-pound weight class.
- Maximum transport width of 8'-6".
- Long stick/ arm. (9'-10")
- Long undercarriage. (12'-0")
- Auxiliary hydraulics for special stick/ arm mounted attachments.
- 24" triple grouser tracks.
- 30" severe duty bucket with rock teeth and flat teeth. (.60 cu yd capacity)
- High visibility, enclosed, environmentally protected cab. (Air conditioning)
- Meets all OSHA safety standards.
- OEM hydraulic Quick coupler for attachments.
- Delivered to the Buckhannon Sewer Plant.

Bidder must provide the following items.

- Must provide documented 10 years of reputable sales and service, prior to bid.
- Bid price of excavator delivered to Buckhannon Sewer Plant. Bid sheet shall include specific identification of the equipment to include: 1) vendor, 2) manufacturer, 3) model, 4) year, and 5) list of special features. Bid sheet is to be signed by an authorized representative of the vendor. **A special note on the coversheet must identify if the bid is through a purchasing cooperative..**
- Availability of excavator to include a delivery date if ordered by September 18, 2025.
- Product literature including basic specifications of the model excavator being offered.
- Vendor financing available, including interest rate, monthly payment, and total cumulative payment for vendor financing over a 60-month term.
- Equipment warranty. Include calendar time, operating time, and components covered by warranty.
- Location of and distance from Buckhannon of closest full-service sales, parts, and service center for equipment manufacturer.
- Name, location, and telephone number of three customers in the Buckhannon vicinity who have recently purchased a similar piece of equipment.
- Upon request, the vendor shall make a hydraulic excavator, similar to the equipment bid, available to the Buckhannon Sanitary Board for operator evaluation and trial use. The location for this trial shall be within 50 miles of Buckhannon and at a location suitable to allow reasonable operation of the machine to test its operating capabilities.

Bids are to be delivered in a sealed envelope marked, Attention: Cody Tenney, Excavator Bid. If there are any questions, please call Cody Tenney at 304-472-5459.

The Buckhannon Sanitary Board shall evaluate bids received based on price, financing, equipment specifications, operator satisfaction, service availability, and references. Buckhannon reserves the right to reject any and all bids and to waive any informalities.

**b. Resident Expressing Gratitude to Sanitary Dept Crew**

*I received a call from a lady who did not want to leave her name and information. She wanted us to make us aware and ask that we give some kind of appreciation to the 4 sanitation dept workers who helped her husband yesterday on College Ave.*

*She stated that her husband is in his 70s, has thin skin and is on blood thinners. He fell in the driveway yesterday and his head was bleeding alot. The 4 workers saw and immediately jumped into action with their own first aid kit. The called for help, called the wife, put the dog back in the house and saved her husband. If it weren't for them he may not be here. She and her daughters are beyond grateful for all they did. She would love it if there was some way they could be recognized for it, if we do any kind of recognition certificates or anything. When they got back home they offered to buy them lunch, but the workers said they had eaten, so they brought them out ice cream instead.*

- Utility Board Clerk

c. WVPSC 811 Advisory Notice

V Public Service Commission: 811 Advisory Notice

Water | Sewer

cketnotify@psc.state.wv.us <docketnotify@psc.state.wv.us>  
: docketnotify@psc.state.wv.us

Mon, Aug 11, 2025

This is an automated message from the West Virginia Public Service Commission. Please do not reply to this message. If you have any question or concerns, please contact us at 304-340-0300 or Toll Free at 1-800-344-5113.

Aug. 11, 2025 Public Service Commission Advisory Notice 811 Responsibilities The Public Service Commission of West Virginia reminds all utilities under PSC jurisdiction they are required by law to belong to the "one-call" notification system to have their lines marked prior to a person digging near those lines. This is more commonly known as 811. Public service districts, gas or water companies, sewer operators, electric facilities, telephone operators, and broadband operators must be members of one call to receive and respond to excavation notices near their facilities. The call is 811 is free. Once notified, the owner of the buried facilities is responsible for marking their facilities in the vicinity of the proposed excavation within two days of the excavation notice to ensure the safety of their facilities. Today is also 811 day. Owners and contractors ultimately are responsible for any excavation that interrupts or damages underground facilities, including gas, water or sewer lines, or buried electric or telephone lines. This advisory is being issued by the PSC to protect underground facilities and utility lines and prevent damage that may be caused by contractors digging without proper notification to 811. Many of these excavators are failing to notify 811 of the damage to buried facilities. Excavators causing damage are required by law to notify 811, or can face severe daily fines. For more information about WV811, how to become a member, the marking colors, or how to notify 811 about potential excavations, go to <https://wv811.com/>. To set up training, contact Jerry Poage at (540) 819-2093, or Brandon Hahn at (304) 657-4839.

d. Tennerton P.S.D. Meeting Minutes-July 2025- The P.S.D.'s meeting minutes were distributed to the board members as information sharing between the COB and the P.S.D's

12. Board Members' Remarks and Announcements

**Phil Loftis:** Mr. Loftis inquired about the notification procedure in the event of service disruptions with the sanitary system. Amberle Jenkins explained the procedure.

**Mitchell Shaw:** Mr. Shaw announced that he is stepping down from the Sanitary Board as he now feels comfortable with the timing. He has appreciated the opportunity to serve.

Crystal Shaw noted that she appreciates the opportunity to serve in this capacity. Cody Tenney invited her to tour the sanitary facilities in the near future.

Mayor Skinner discussed holding the next Sanitary Board meeting at the facility. Unless we hear otherwise, it will be held there at 8:30 a.m. on September 18, 2025

No other comments were offered.

13. Declaration of Adjournment

At 8:49 a.m., Shaw made a motion to adjourn.

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

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