

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, November 20, 2025, at 7:30 a.m. in Council Chambers at City Hall. The following were in attendance (GTM is attendance by GoToMeeting):

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

Guests: None

*City of Buckhannon Sanitary Board Meeting Agenda
7:30 AM Thursday, November 20, 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: 10/16/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance, Amberle Jenkins
8. Department Report –Sanitary Department Superintendent, Cody Tenney
 - a. Plant Operations & Test
 - i. Compliance Evaluation Inspection (CEI) Report & Response
 - b. Maintenance Crew
 - c. Line Crew #1
 - d. Line Crew #2
 - e. Waste Water Treatment Plant Study
9. Stormwater Management Discussions
 - a. Taylor Street Storm Sewer Update
 - b. Approval Purchase of 6” Trailer Mounted Pump through Sourcewell Cooperative Program
10. Business Discussions:
 - a. Approve CityNet Fiber Optic Installation & Internet Provider
 - b. Approve Trial Period Promotion of Jason Tenney to Chief Wastewater Operator
 - c. Approve Trial Period Promotion of Timothy Wilson to Maintenance Crew Chief
 - d. Approve Purchase Permanent Replacement Drive Gear Clarifier #1
 - e. FEMA Grant: Taylor Street Storm Sewer Collection System Project
 - i. Support Resolution 2025-14
 - ii Designating Authorized Agent Resolution 2025-15
 - f. Approve Wage Increase Lisa Lamb per Employee Classification System
 - g. Approve Cancellation of December 18, 2025, Sanitary Board Meeting
11. Report of Events, Correspondence, and Information
 - a. Letter re: Outage Notification Plan Requirement by WV Public Service Commission
 - b. Letter re: Truist Governmental Finance Revenue Bonds, Series 2019 A
 - c. Tennerton P.S.D. Meeting Minutes-October 2025
12. Executive Session- Property Matters Per WV Code§ 6-9A-4
13. Board Members' Remarks and Announcements
14. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on November 14, 2025. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/743314989>, or by phone by calling (669) 224-3412, access code: 743-314-989.*

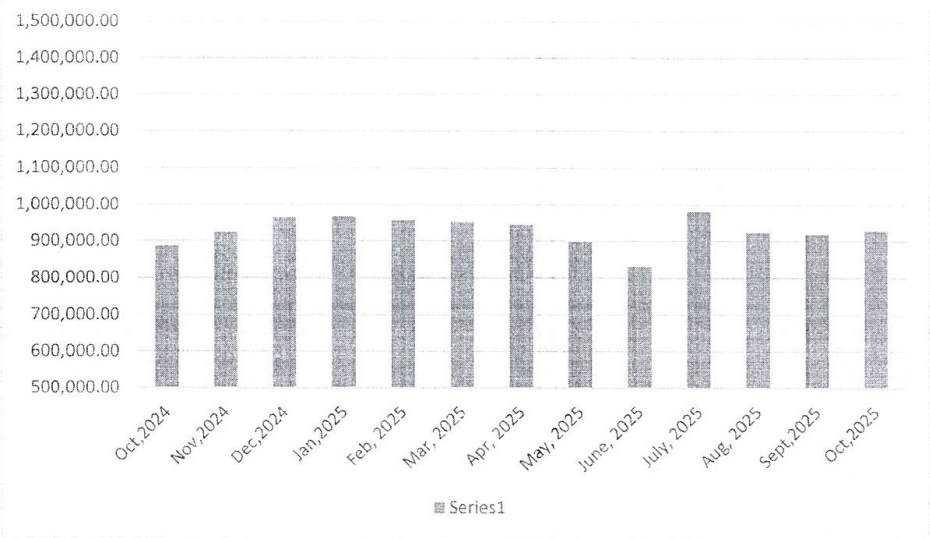
- 1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner, who attended by GTM, called the November 20, 2025, meeting of the Sanitary Board to order.
- 2. Moment of Silent Reflection** – Skinner invited those in attendance to join in silent reflection.
- 3. Pledge of Allegiance** – Skinner led those in attendance in the Pledge of Allegiance.
- 4. Approval of Previous Meeting Minutes: 10/16/2025** - Skinner recognized that the minutes for 10/16/2025 were available for consideration and asked for corrections, additions, or approval as presented.

Shaw/Skinner motioned to approve the minutes from the previous meeting of October 16, 2025, as presented. The motion carried.
- 5. Public Comment—Motion to Open & Close Requested** - Skinner noted that no one was present to address the Board, so no action was necessary.
- 6. Recognition of Guests** - None
- 7. Financial Report – Director of Finance Amberle Jenkins** - Mrs. Jenkins presented the October 2025 financial report, which replaced the incorrect report that was in the meeting packet, followed by a brief Q&A session.

SANITARY BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance October 31, 2025

Money market checking	\$928,655.77
WVBTI working capital	\$272,400.23
CD Working Capital (CD#368265)	\$111.764.89
CD (303555)	\$112,567.11



STORMWATER FUND
Balance October 31, 2025 \$322,603.55

401-SANITARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
401-343-000-00 SEWER TAPS	1,000	0.00	2,160.00	0.00	(1,160.00)	216.00
TOTAL OTHER FEES	1,000	0.00	2,160.00	0.00	(1,160.00)	216.00
UTILITY BILLINGS						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	164,364.67	671,853.65	0.00	1,128,146.35	37.33
TOTAL UTILITY BILLINGS	1,800,000	164,364.67	671,853.65	0.00	1,128,146.35	37.33
HEALTH AND SAFETY						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSMPT SURC BILLIN	50	24.90	97.20	0.00	(47.20)	194.40
401-351-200-00 WST RD EXTEN SURCH BILLIN	2,000	250.00	1,000.00	0.00	1,000.00	50.00
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	20,279.03	83,914.78	0.00	121,860.22	40.78
TOTAL HEALTH AND SAFETY	207,825	20,553.93	85,011.98	0.00	122,813.02	40.91
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	3,360.00	15,522.00	0.00	24,478.00	38.81
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	3,360.00	15,522.00	0.00	24,478.00	38.81
GRANTS						
401-368-000-00 CONTRIB REV NOT 5.5RULE	0	0.00	202,818.39	0.00	(202,818.39)	0.00
401-368-000-02 CONTRIB IN AID CONSTRUCT	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	0	0.00	202,818.39	0.00	(202,818.39)	0.00
INTRAFUND CONTR/CHARGES						
401-370-000-01 LATE CHARGES	23,000	2,516.17	9,503.33	0.00	13,496.67	41.32
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,516.17	9,503.33	0.00	13,496.67	41.32
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	33.14	0.00	316.86	9.47
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	200.00	0.00	300.00	40.00
401-399-000-00 MISCELLANEOUS	2,000	7,663.00	8,876.27	0.00	(6,876.27)	443.81
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	7,663.00	9,109.41	0.00	(6,259.41)	319.63
TOTAL REVENUE	2,074,675	198,457.77	995,978.76	0.00	1,078,696.24	48.01

401-SANITARY

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
POWER/FUEL/UTILITY						
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SALARIES & BENEFITS						
401-711-113-00 PLANT POWER	97,000	7,904.26	33,375.21	0.00	63,624.79	34.41
TOTAL SALARIES & BENEFITS	97,000	7,904.26	33,375.21	0.00	63,624.79	34.41
CONTRACTUAL SERVICES						
401-711-213-00 ELIAS STREET	28,000	1,747.59	7,843.30	0.00	20,156.70	28.01
TOTAL CONTRACTUAL SERVICES	28,000	1,747.59	7,843.30	0.00	20,156.70	28.01
COMMODITIES						
401-711-313-00 VICKSBURG	12,500	664.75	3,713.88	0.00	8,786.12	29.71
TOTAL COMMODITIES	12,500	664.75	3,713.88	0.00	8,786.12	29.71
CAPITAL OUTLAY						
401-711-413-00 EAST MAIN ST	11,000	548.57	2,486.56	0.00	8,513.44	22.61
TOTAL CAPITAL OUTLAY	11,000	548.57	2,486.56	0.00	8,513.44	22.61
CONTRIBUTIONS						
401-711-513-00 WOOD/RITCHIE STS	4,000	146.87	604.10	0.00	3,395.90	15.10
TOTAL CONTRIBUTIONS	4,000	146.87	604.10	0.00	3,395.90	15.10
NON-OPERATING EXPENSES						
401-711-613-00 MONONGALIA ST	1,900	104.29	550.65	0.00	1,349.35	28.98
401-711-713-00 DEANVILLE	8,000	21.95	114.02	0.00	7,885.98	1.43
401-711-813-00 ISLAND AVENUE	500	21.23	128.02	0.00	371.98	25.60
401-711-913-00 MADISON STREET	500	26.13	131.46	0.00	368.54	26.29
401-711-914-00 TJM SEWAGE STATION	750	26.62	189.05	0.00	560.95	25.21
401-711-915-00 WESTON ROAD	650	73.46	188.21	0.00	461.79	28.96
401-711-916-00 HAMPTON INN PS	300	16.04	68.97	0.00	231.03	22.99
401-711-917-00 BRUSHY FORK PS	600	39.30	194.20	0.00	405.80	32.37
401-711-918-00 RT 20 SEWER PUMP STATION	200	15.73	57.18	0.00	142.82	28.59
401-711-919-00 1 BUCKHANNON RD	210	23.75	81.26	0.00	128.74	38.70
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	1,418.27	5,812.76	0.00	17,187.24	25.27
401-711-920-01 TENNERTON INTERCEPTOR	4,000	413.45	1,994.47	0.00	2,005.53	49.86
401-711-920-02 NATURAL GAS	2,500	11.16	33.65	0.00	2,466.35	1.35
401-711-921-00 BROOKE ST PUMP STA	4,000	346.90	1,401.07	0.00	2,598.93	35.03
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	10.66	45.65	0.00	154.35	22.83
TOTAL NON-OPERATING EXPENSES	47,310	2,568.94	10,990.62	0.00	36,319.38	23.23
TOTAL POWER/FUEL/UTILITY	199,810	13,580.98	59,013.67	0.00	140,796.33	29.53

401-SANITARY

% OF YEAR COMPLETED: 33.33

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	1,448.67	4,992.61	0.00	7,807.39	39.00
TOTAL COMMODITIES	12,800	1,448.67	4,992.61	0.00	7,807.39	39.00
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TOTAL UNIFORMS	12,800	1,448.67	4,992.61	0.00	7,807.39	39.00
<u>LINES</u> =====						
<u>SALARIES & BENEFITS</u>						
401-713-143-00 FACILITIES MAINTENANCE LI	15,000	0.00	2,803.84	275.80	11,920.36	20.53
TOTAL SALARIES & BENEFITS	15,000	0.00	2,803.84	275.80	11,920.36	20.53
<u>CONTRACTUAL SERVICES</u>						
401-713-243-00 SUPPLIES LINES	35,000	360.27	2,769.37	153.07	32,077.56	8.35
TOTAL CONTRACTUAL SERVICES	35,000	360.27	2,769.37	153.07	32,077.56	8.35
<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	866.90	6,024.15	51.08	23,924.77	20.25
TOTAL CAPITAL OUTLAY	30,000	866.90	6,024.15	51.08	23,924.77	20.25
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TOTAL LINES	80,000	1,227.17	11,597.36	479.95	67,922.69	15.10
<u>PLANT</u> =====						
<u>SALARIES & BENEFITS</u>						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	1,225.20	3,545.66	536.82	10,917.52	27.22
TOTAL SALARIES & BENEFITS	15,000	1,225.20	3,545.66	536.82	10,917.52	27.22
<u>CONTRACTUAL SERVICES</u>						
401-714-243-00 LAB EXPENSE PLANT	43,000	662.66	11,377.66	2,742.34	28,880.00	32.84
TOTAL CONTRACTUAL SERVICES	43,000	662.66	11,377.66	2,742.34	28,880.00	32.84
<u>COMMODITIES</u>						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	32,500	17,225.22	21,123.23	5,820.13	5,556.64	82.90
TOTAL COMMODITIES	32,500	17,225.22	21,123.23	5,820.13	5,556.64	82.90
<u>CAPITAL OUTLAY</u>						
401-714-443-00 PUMP STATION REPAIR & MAI	305,000	4,631.86	23,046.80	12,665.20	269,288.00	11.71
TOTAL CAPITAL OUTLAY	305,000	4,631.86	23,046.80	12,665.20	269,288.00	11.71

401-SANITARY

% OF YEAR COMPLETED: 33.33

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	954.10	2,005.45	0.00	4,994.55	28.65
TOTAL CONTRIBUTIONS	7,000	954.10	2,005.45	0.00	4,994.55	28.65
<u>NON-OPERATING EXPENSES</u>						
401-714-643-00 OPERATION PLANT EXPENSE	10,000	809.41	1,472.99	186.93	8,340.08	16.60
401-714-743-00 TELEMETRY	2,875	0.00	359.40	0.00	2,515.60	12.50
TOTAL NON-OPERATING EXPENSES	12,875	809.41	1,832.39	186.93	10,855.68	15.68
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TOTAL PLANT	415,375	25,508.45	62,931.19	21,951.42	330,492.39	20.44
<u>SALARIES PLANT/LINES</u> =====						
<u>SALARIES & BENEFITS</u>						
401-715-101-00 PLANT LABOR	166,500	12,415.58	56,738.79	0.00	109,761.21	34.08
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	41,279.37	188,257.61	0.00	384,742.39	32.85
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	53,694.95	244,996.40	0.00	494,503.60	33.13
<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
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TOTAL SALARIES PLANT/LINES	739,500	53,694.95	244,996.40	0.00	494,503.60	33.13
<u>SALARIES BOARD/OFFICE</u> =====						
<u>SALARIES & BENEFITS</u>						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	3,800.00	0.00	8,200.00	31.67
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	16,634.34	74,605.40	0.00	133,394.60	35.87
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	17,634.34	78,405.40	0.00	141,594.60	35.64

401-SANITARY

% OF YEAR COMPLETED: 33.33

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	17,634.34	78,405.40	0.00	141,594.60	35.64
FICA/INSURANCE						
=====						
SALARIES & BENEFITS						
401-718-104-00 FICA TAX	71,963	5,457.99	24,748.91	0.00	47,214.09	34.39
401-718-105-00 HEALTH INSURANCE	202,000	15,949.91	96,116.32	0.00	105,883.68	47.58
TOTAL SALARIES & BENEFITS	273,963	21,407.90	120,865.23	0.00	153,097.77	44.12
TOTAL FICA/INSURANCE	273,963	21,407.90	120,865.23	0.00	153,097.77	44.12
RETIREMENT						
=====						
SALARIES & BENEFITS						
401-719-106-00 GROUP RETIREMENT	85,275	6,298.19	28,638.38	0.00	56,636.62	33.58
TOTAL SALARIES & BENEFITS	85,275	6,298.19	28,638.38	0.00	56,636.62	33.58
TOTAL RETIREMENT	85,275	6,298.19	28,638.38	0.00	56,636.62	33.58
UNEMPLOYMENT/COMPENSATION						
=====						
CONTRACTUAL SERVICES						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	992.96	4,498.95	0.00	15,501.05	22.49
TOTAL CONTRACTUAL SERVICES	20,000	992.96	4,498.95	0.00	15,501.05	22.49
TOTAL UNEMPLOYMENT/COMPENSATION	20,000	992.96	4,498.95	0.00	15,501.05	22.49
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	7,153.24	28,164.00	28.26	40,807.74	40.86
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	1,200.00	0.00	2,400.00	33.33
401-783-342-00 CAPITAL OUTLAY OFFICE	20,000	0.00	3,500.00	0.00	16,500.00	17.50

401-SANITARY

% OF YEAR COMPLETED: 33.33

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	7,453.24	32,864.00	28.26	81,007.74	28.88
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	7,453.24	32,864.00	28.26	81,007.74	28.88
OFFICE EXPENSE						
=====						
COMMODITIES						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	60,000	3,364.79	14,287.21	0.00	45,712.79	23.81
TOTAL COMMODITIES	60,000	3,364.79	14,287.21	0.00	45,712.79	23.81
TOTAL OFFICE EXPENSE	60,000	3,364.79	14,287.21	0.00	45,712.79	23.81
PSC ASSESS/DNR PERMIT						
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SALARIES & BENEFITS						
401-797-116-00 PSC ASSESSMENTS	7,000	0.00	6,264.63	0.00	735.37	89.49
401-797-117-00 DNR PERMIT	2,500	0.00	0.00	0.00	2,500.00	0.00
TOTAL SALARIES & BENEFITS	9,500	0.00	6,264.63	0.00	3,235.37	65.94
TOTAL PSC ASSESS/DNR PERMIT	9,500	0.00	6,264.63	0.00	3,235.37	65.94
PROPERTY INSURANCE						
=====						
CONTRACTUAL SERVICES						
401-798-226-00 PROPERTY INSURANCE	48,000	3,476.15	19,914.30	0.00	28,085.70	41.49
401-798-227-00 INSURANCE CLAIMS DAMAGE D	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	48,000	3,476.15	19,914.30	0.00	28,085.70	41.49
TOTAL PROPERTY INSURANCE	48,000	3,476.15	19,914.30	0.00	28,085.70	41.49
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: 33.33

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	1,354.17	18,508.85	0.00	13,491.15	57.84
TOTAL CONTRACTUAL SERVICES	32,000	1,354.17	18,508.85	0.00	13,491.15	57.84
TOTAL PROFESSIONAL	32,000	1,354.17	18,508.85	0.00	13,491.15	57.84
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	28,107.47	49,680.26	2,630.61	227,338.13	18.71
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	3,250.31	87,818.87	0.00	121,431.13	41.97
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	14,636.74	48,511.79	7,505.28	69,982.93	44.46
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: 33.33

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	45,994.52	186,010.92	10,135.89	448,752.19	30.42
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	45,994.52	186,010.92	10,135.89	448,752.19	30.42
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	203,436.48	893,789.10	32,595.52	2,038,637.38	31.24
REVENUE OVER/(UNDER) EXPENDITURES	(890,347) (4,978.71)	102,189.66 (32,595.52) (959,941.14)	7.82-

426-STORMWATER FUND

% OF YEAR COMPLETED: 41.67

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	0.00	140.00	0.00	(120.00)	700.00
TOTAL LIC PERMITS & FRANCHISE	20	0.00	140.00	0.00	(120.00)	700.00
INTRAFUND CONTR/CHARGES						
426-369-000-00 CONTRIB FROM GEN FUND	100,000	0.00	50,000.00	0.00	50,000.00	50.00
TOTAL INTRAFUND CONTR/CHARGES	100,000	0.00	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	0.00	50,140.00	0.00	49,880.00	50.13

426-STORMWATER FUND

% OF YEAR COMPLETED: 41.67

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	2,154.60	0.00	47,845.40	4.31
426-805-104-00 STORMWATER FICA	3,825	0.00	164.82	0.00	3,660.18	4.31
426-805-106-00 STORMWATER RET	4,500	0.00	193.91	0.00	4,306.09	4.31
TOTAL SALARIES & BENEFITS	58,325	0.00	2,513.33	0.00	55,811.67	4.31
COMMODITIES						
426-805-341-00 STORMWATER MATERIALS	20,000	447.91	2,252.46	0.00	17,747.54	11.26
TOTAL COMMODITIES	20,000	447.91	2,252.46	0.00	17,747.54	11.26
CAPITAL OUTLAY						
426-805-458-00 STORMWATER CAPITAL	321,695	4,153.32	27,353.09	0.00	294,341.91	8.50
TOTAL CAPITAL OUTLAY	321,695	4,153.32	27,353.09	0.00	294,341.91	8.50
TOTAL stormwater	400,020	4,601.23	32,118.88	0.00	367,901.12	8.03
TOTAL EXPENDITURES	400,020	4,601.23	32,118.88	0.00	367,901.12	8.03
REVENUE OVER/(UNDER) EXPENDITURES	(300,000)	(4,601.23)	18,021.12	0.00	(318,021.12)	6.01-

SANITARY OCTOBER 2025 PAYMENT OF BILLS

- \$4,250.00 – JP INDUSTRIAL SERVICES – HP FLYGHT REBUILD DRAINAGE PS #2
- \$16,975.00 – JP INDUSTRIAL SERVICES – PADDLE DRIVE REBUILD
- \$11,610.00 – CORE & MAIN – MAN HOLES FOR HENRY ST, E LAWN, W MAIN ST PROJECTS
- \$25,487.00 – PRECISION PUMP & VALVE – FLYGHT 4HP MIXER PUMP

STORMWATER OCTOBER 2025 PAYMENT OF BILLS

- \$4,141.00 – NATIONAL TANK & EQUIPMENT – PUMP RENTAL TAYLOR ST
- \$13,395.25 – POTESTA & ASSOCIATES – TAYLOR STREET STORM DESIGN

11-17-2025 07:13 PM

DISBURSEMENTS 10-01-25 to 10-31-25

PAGE: 18

FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MON POWER	MON POWER	711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	21.95
		711-313-00	VICKSBURG	110 086 525 471 SYCAMORE	664.75
		711-916-00	HAMPTON INN PS	110 087 568 348 WBUC RD	16.04
		711-813-00	ISLAND AVENUE	110 088 930 133 ISLAND AVE	21.23
		711-914-00	TJM SEWAGE STATION	110 087 907 595 TJM SEWAGE	26.62
		711-915-00	WESTON ROAD	110 087 676 356 WESTON RD	73.46
		711-917-00	BRUSHY FORK PS	110 085 299 060 BRUSHY FK	39.30
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	15.73
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	7,904.26
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	1,747.59
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	23.75
		711-923-00	65-67 CLEVELAND AVE	110142423661 65-67 CLEVELA	10.66
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	26.13
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOD	146.87
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	548.57
		711-613-00	MONONGALIA ST	110 082 080 448 MON & WOOD	104.29
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	346.90

INFLUENT WASTEWATER						BELT PRESS			Plant Effluent					
Date	Sus. Sol. mg/l	BOD5 mg/l	Flow mgd	Temp C	PH	Grit Scr. C.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	Ammon. Nit. mg/l
9/1/25	144	75.8	0.561	23.0	7.21	2.0			5.0			8.1	7.12	0.5
9/2/25			0.526	23.0	7.24	2.0				32	8.0	7.13		
9/3/25			0.661	23.0	7.20	2.0	24,478	3,879	9.0	1.7	7.9	7.11		
9/4/25			0.603	23.0	7.19	2.0	21,783	3,270			7.7	7.10		
9/5/25			0.669	23.0	7.18	2.0					7.9	7.10		
9/6/25			0.636			2.0								
9/7/25			0.586			2.0								
9/8/25			0.547	24.0	7.16	2.0						8.0	7.09	
9/9/25			0.531	24.0	7.14	2.0					22	8.0	7.07	
9/10/25			0.530	24.0	7.17	2.0						8.1	7.08	
9/11/25	165	276	0.518	24.0	7.18	2.0	20,020	3,172	4.0	3.2		8.3	7.10	1.3
9/12/25			0.509	24.0	7.21	2.0					8.1	7.13		
9/13/25			0.498			2.0								
9/14/25			0.526			2.0								
9/15/25			0.724	23.0	7.20	2.0								
9/16/25	245	229	0.443	23.0	7.21	2.0			8.0	5.7	16	7.8	7.14	2.9
9/17/25			0.557	24.0	7.23	2.0					7.9	7.14		
9/18/25			0.594	24.0	7.22	2.0					8.1	7.15		
9/19/25			0.579	24.0	7.19	2.0					8.2	7.13		
9/20/25			0.525			2.0					8.1	7.11		
9/21/25			0.557			2.0								
9/22/25			0.824	24.0	7.17	2.0						7.9	7.08	
9/23/25			0.694	24.0	7.16	2.0					13	7.9	7.07	
9/24/25			1.379	24.0	7.18	2.0						8.1	7.11	
9/25/25	44	53.8	0.914	24.0	7.20	2.0			4.0	15.1		8.3	7.13	7.85
9/26/25			0.681	23.0	7.21	2.0					8.2	7.14		
9/27/25			0.718			2.0								
9/28/25			0.636			2.0								
9/29/25			0.660	24.0	7.19	2.0	20,466	2,901			7.8	7.12		
9/30/25			0.613	24.0	7.17	2.0	22,327	3,352				7.7	7.11	
TOTAL			18,999											
AVERAGE	58	159	0.633	23.6	7.19	2.0	108,024	16,574	6.0	6.4	20	8.0	7.11	3.14
MAXIMUM	245	276	1.379	24.0	7.24	2.0			9.0	15.1	32	8.3	7.15	7.85
MINIMUM	44	54	0.443	23.0	7.14	2.0			4.0	1.7	13	7.7	7.07	0.50
LIMITS														
AVG MONTHLY	NA	NA	NA	NA	NA	NA	NA	NA	30.0	10.0	200	NA	NA	2.00
MAX DAILY	NA	NA	NA	NA	NA	NA	NA	NA	60.0	20.0	400	NA	9.00	4.00
MIN DAILY	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	7.25	6.00	NA

i. **Compliance Evaluation Inspection (CEI) Report & Response** – Ethan Crosten presented this report, noting the violations and the proposed remediation plans. A Q&A took place.

October 21, 2025

West Virginia Department of Environmental Protection
Olivia Yeater, Environnemental Enfoncement
1000 Technology Drive, Suite 3220
Fairmont, WV 26554

RE: NOV#: W25-49-020-OBY Remediations

Ms. Yeater,

This letter is in response to NOV#: W25-49-020-OBY, citing 24 effluent exceedances at outlets 001, 008, IU01, and IU05. The plan to abate each of these exceedances is outlined below.

Outlet 001 Exceedances

Exceedances related to copper and zinc last occurred in April of 2024. There was also a large amount of copper found at IU01 during this time, which resulted in several exceedances due to the average and max daily limits. It is believed that there is a correlation between the two. Increased drainage and runoff reduction measures have been implemented at IU01 and have resulted in no exceedances since April. There has also been an increase in sludge production, which removes heavy metals from the effluent to the sludge. Sludge has much higher limits for heavy metals, which we have managed to stay under limits while reducing copper and zinc in the effluent.

Ammonia exceedances have decreased since October of 2024, with only 1 out of the 6 exceedances occurring after that date. The sanitary department has implemented a random testing schedule for septage haulers to ensure unpermitted substances are not entering into the plant, which is believed to be the source of these exceedances. Operators have also been much more proactive in introducing air into the system during periods of warm weather. This has allowed the nitrification process to be more efficient, reducing ammonia.

TSS exceedances all occurred during a period of time when a secondary clarifier was out of commission. The main drive gear failed and needed to be replaced. During this time all flow was directed to a single clarifier. No exceedances have occurred with both clarifiers in service.

Outlet 008 Exceedances

These exceedances seem to be random. After each instance, care was taken to ensure there was no contamination entering into the storm system, and none was found. These seem to be isolated instances and have not been a reoccurring issue.

Outlet IU01 Exceedances

IU01 was required to apply for an independent NPDES permit in April of 2025. This permit required several changes to drainage facilities onsite, which in turn has significantly reduced the number of exceedances since this time. These changes have reduced the total amount of contaminated runoff, which in turn has reduced the amount of runoff into the sanitary sewer system.

Outlet IU05 Exceedances

These seem to be isolated incidents. These are the only exceedances at this location not only during this inspection cycle, but during the permit period. Investigation took place after each instance, but no significant changes were noted. If the issue continues to recur, a greater investigation will take place.

If you have any questions please contact me, Ethan Crosten, at 304-472-5459 or ethan.crosten@buckhannonwv.org.

Sincerely,

Ethan Crosten

Ethan Crosten
City of Buckhannon
Wastewater Chief Operator

CC: Robert Neal Skinner, Mayor
Randal Sanders, City Recorder
Buckhannon Sanitary Board
Cody Tenney, Sanitary Superintendent
Amby Jenkins, Director of Finance

b. Maintenance Crew – The Maintenance Crew has installed Clarifier #2, which is up and running with the new Bull Gear installed. The Mon Street Pump Station is almost completed. The lining company came in and lined the wet well (they are scheduled to come back the 1st week of December to fix a few things). The new valve vault has been set, the piping and valves have been installed, and we are waiting for the pumps and control panel to arrive so we can begin electrical work. The maintenance crew has also been working on our Pista Grit building when the weather has been bad.

c. Line Crew #1 - Garrett's crew has completed a minor sewer repair at 1164 Shawnee Drive. They have also been working at The Mon Street Pump Station, installing the new valve vault and handling sewer complaints.

d. Line Crew #2 – Scott's crew has been primarily working on the Henry Street Sewer Upgrade. We are on the last run from Henry Street crossing into W Lincoln Street.

e. Waste Water Treatment Plant Study – Ethan Crosten reported that he and Cody Tenney had gone through the Waste Water Treatment Plant Study to find the most critical improvements that have been recommended, and they came up with approximately 14 million dollars' worth that need attention. He suggested that we look at a slight rate increase soon to begin setting aside (under state PSC guidelines) the funding for the plant improvements that must be addressed in the near future. Discussion only.

9. Stormwater Management Discussions

a. Taylor Street Storm Sewer Update – Discussion deferred to Executive Session.

b. Approval Purchase of 6" Trailer Mounted Pump through Sourcewell Cooperative Program – Cody Tenney reviewed the proposal from Sourcewell Cooperative Program for the Thompson 6" Trailer Mounted Pump to use in place of the rental currently used for the Taylor Street Storm Sewer affected area. The rental costs \$4,141.00 per month, and the new pump's purchase price is \$59,425. Discussion took place.



Municipal Sales Division
4620 City Center Drive
Port Orange, FL 32129
(800) 767-7310 | www.thompsonpump.com
mstrong@thompsonpump.com

11/10/25

City of Buckhannon, WV
70 E. Main St Ofc
Buckhannon, WV 26201

Quote # COB-MS-2001

PH: 304-613-7267
E: cody.tenney@buckhar

RE: FY2025-2026 Thompson Pump model 6JSVEE- with Accessories

Cody,

Thank you for your interest in Thompson Pump and Manufacturing Company and the products/services we provide. We understand this pump will be utilized by the City of Buckhannon, WV as a trailer mounted, emergency bypass pump. Please review the attached specifiaction sheets for performance capabilities.

Sourcewell serves as a National Municipal Contracting Agency which enables the City of Buckhannon, WV to avoid the time and expense of purchasing this pump through the traditional public bid process. Sourcewell facilitates a "competitive bidding process" on behalf of its members, establishing a legal contract pathway which allows you to efficiently choose the high quality products and services you need while saving valuable time and money. Our Sourcewell Contract number is: 101221-TPM. You can also visit Thompson Pump's Sourcewell contract landing page at: <https://www.sourcewell-mn.gov/cooperative-purchasing/101221-tpm> to view all Thompson Pump's Sourcewell contract documents and your Sourcewell membership status. Please reference the following Sourcewell information on any purchase orders:

City of Buckhannon Fleet Management Sourcewell Member Number: 94197

Should you require further information or have an questions, please feel free to contact me directly at the cell number/email listed below.
Thank you for the opportunity to earn your business.

Martin Strong

Martin Strong
Municipal Applications Engineer
Thompson Pump and Manufacturing Company Inc.
Cell: (386) 780-4189
Email: mstrong@thompsonpump.com



Model: 6" Vacuum-Assisted Solids Handling Pump

Name: 6JSVEE

With its heavy-duty construction and fast priming capabilities, the Thompson 6JSVEE solids handling end suction centrifugal pump leads the industry in construction, industrial and municipal applications. The Thompson 6JSVEE is designed for moderate flows up to 2,250 gpm and heads up to 132 feet making it perfect for sewage bypass pumping or general construction dewatering.

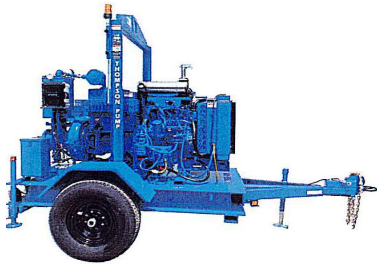


Photo shown may not be exact model.
Consult factory for other options including but not limited to trailers and stainless steel impellers.

Pump End Materials	
Pump Casing	Heavy-duty 65-45-12 ductile-iron.
Impeller	Dynamically balanced, non-clogging, enclosed, 65-45-12 ductile-iron with rear-equalizing vanes to reduce axial loading and prolong seal and bearing life; diameter 9.5".
Mechanical Seal	Dry-running, grease or oil lubricated with tungsten carbide rotating and silicon carbide stationary seal faces. Single inside mounted, non-pusher type with self-adjusting elastomeric bellows. Other components are 304 stainless-steel and Viton.
Head	Rugged, back pull out design, heavy-duty class 30 cast-iron with tapered bore design.
Bearings	Heavy-duty grease lubricated to carry both axial and radial loads.
Bearing Frame	Heavy-duty class 30 cast-iron.
Shaft	SAE 1144 high quality stress-proof steel with renewable 416 stainless-steel shaft sleeve.

Technical Specifications			
Suction Size	6 in (15.24 cm)	Approximate Dry Weight	4,100 lbs (1,859.73 kg)
Discharge Size	6 in (15.24 cm)	Best Efficiency	71%
Maximum Solids Handling	3 in (7.62 cm)	Maximum Operating Speed	2,200 rpm
Maximum Operating Temperature	200° F (93.33° C)	Maximum Operating Pressure	57 psi

Fuel Tank Options*		Isuzu	
Modular (M)	100 Gal	74 Hours	
Double-Wall (D)	75 Gal	55 Hours	
Modular Large Capacity (X)	150 Gal	111 Hours	
Double-Wall Large Capacity (Z)	150 Gal	111 Hours	

*Contact factory for fuel tank sizes not listed above.
Thompson Pump and Manufacturing Co., Inc.
4620 City Center Drive, Port Orange, FL 32129 USA
www.thompsonpump.com

Nationwide 800-767-7310 • International +1-386-767-7310
sales@thompsonpump.com Apr-23

Loftis/Shaw motioned to accept the Sourcewell Cooperative Program quote of \$59,425 for the Thompson 6" Trailer Mounted Pump to replace the rental pump that we are currently using. The motion carried.

10. Business Discussions:

a. **Approve CityNet Fiber Optic Installation & Internet Provider** – Amberle Jenkins provided an overview of the CityNet proposal, noting the buildout quote is \$13,500 and the monthly service is \$150.00.

Docusign Envelope ID: 1E964D63-16D6-49AC-AC74-4220E005143F



STATEMENT OF WORK

(Exhibit A to Services Agreement)

QUOTE #: QT-000002033
QUOTE NAME: Buckhannon Sewer Dept
ACCOUNT: City Of Buckhannon
COMMENTS:

ACCOUNT MGR: Kevin Hunt
SALES ENGINEER:
CREATED ON: 10/24/2025

Quote is valid for 30 Days unless specified.

Quantity	Product / Service	Term *	One-Time Cost	Total One-Time Cost	Unit Monthly Recurring Cost	Total Monthly Recurring Cost
1	Fiber - DIA	36.0 Months	\$0.00	\$0.00	\$150.00	\$150.00
1	One-Time Charges for Circuit Installation	----	\$13,500.00	\$13,500.00	\$0.00	\$0.00

TOTAL NEW MONTHLY CHARGES: \$150.00

ITEM ONE-TIME COSTS: \$13,500.00
TOTAL ONE-TIME COSTS: \$13,500.00

** This is NOT an Invoice, DO NOT pay **

Loftis/Shaw motioned to approve the CityNet Fiber Optic installation for \$13,500 and a monthly fee for fiber service of \$150.00. The motion carried.

b. **Approve Trial Period Promotion of Jason Tenney to Chief Wastewater Operator** – Ethan Crosten provided an overview.

Shaw/Loftis motioned to approve the trial period promotion of Jason Tenney to Chief Wastewater Operator. The motion carried.

c. **Approve Trial Period Promotion of Timothy Wilson to Maintenance Crew Chief** – Ethan Crosten provided an overview.

Shaw/Loftis motioned to approve the trial period promotion of Timothy Wilson to Maintenance Crew Chief. The motion carried.

d. **Approve Purchase Permanent Replacement Drive Gear Clarifier #1** – Ethan Crosten provided an overview.

Loftis/Shaw motioned to approve the purchase of the permanent replacement of the Drive Gear Clarifier #1 for \$90,000. The motion carried.

e. **FEMA Grant: Taylor Street Storm Sewer Collection System Project**

i. **Support Resolution 2025-14** – City Engineer Jay Hollen provided an overview.

ii. **Designating Authorized Agent Resolution 2025-15** – City Engineer Jay Hollen provided an overview.

Loftis/Shaw motioned to approve and recommend to the City Council to approve i. Support Resolution 2025-14 and ii. Designating Authorized Agent Resolution 2025-15. The motion carried.

RESOLUTION NO. 2025-14

RESOLUTION NO. 2025-14 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY DESIGNATING SUPPORT FOR THE FEMA HAZARD MITIGATION GRANT PROGRAM (HMGP) GRANT FOR THE CITY OF BUCKHANNON’S TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT.

WHEREAS, the City of Buckhannon is consistently striving to make improvements to its existing storm sewer collection systems; and

WHEREAS, the City of Buckhannon’s recognizes that the existing storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street is experiencing difficulties in transmitting water in the respective watershed; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division (WVEMD) from the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to request funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

WHEREAS the City of Buckhannon shall give assurance that the WVEMD’s and FEMA’s regulations related to the grant administration, civil rights and other applicable Federal and State laws will be followed; and

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Buckhannon

Hereby resolves to support the FEMA HMGP application associated with the request for funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

Hereby recognizes the Taylor Street Storm Sewer Collection Project is consistent with the Region VII Hazard Mitigation Plan which states in Section 3.0 Mitigation Strategy on Page 525 under Item BUC-3 that the City of Buckhannon will continue to “Enhance storm sewer capabilities throughout the City.”; and

The City Recorder shall certify the passage and adoption of this Resolution, No. 2025-14.

VOTE ON RESOLUTION

IN FAVOR

OPPOSED

- (1)


Robert N. Skinner, III – Mayor
- (2)


Randall H. Sanders – City Recorder
- (3)


Pamela M. Bucklew – Council Member
- (4)

Scott D. Randall – Council Member
- (5)



Jack L. Reger – Council Member
- (6)

Vacant – Council Member
- (7)


Robert S. Zuliani – Council Member

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby verify tha the foregoing Resolution No. 2025-14 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 20, 2025.


Randall H. Sanders, City Recorder

RESOLUTION NO. 2025-15

RESOLUTION NO. 2025-15 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY
DESIGNATING AN AUTHORIZED AGENT FOR THE FEMA HAZARD MITIGATION GRANT PROGRAM
(HMGP) GRANT FOR THE CITY OF BUCKHANNON’S
TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT.

WHEREAS, the City of Buckhannon is consistently striving to make improvements to its existing storm sewer collection systems; and

WHEREAS, the City of Buckhannon’s recognizes that the existing storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street is experiencing difficulties in transmitting water in the respective watershed; and

WHEREAS the City of Buckhannon has submitted an application to the West Virginia Emergency Management Division (WVEMD) from the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) to request funding for the purpose of the construction of a new storm sewer collection system from Camden Avenue and the Buckhannon River between Taylor Street and Preston Street; and

WHEREAS the City of Buckhannon shall give assurance that the WVEMD’s and FEMA’s regulations related to the grant administration, civil rights and other applicable Federal and State laws will be followed; and

WHEREAS the City of Buckhannon shall designate a Primary Contact to act on its behalf in association with the application and execute all necessary program documents; and

WHEREAS the City of Buckhannon shall designate an Authorized Agent to execute all necessary legal documents and/or agreement, act on behalf of the City of Buckhannon and approve all matching funds.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Buckhannon

(1) Hereby authorizes Robert N. Skinner, III, the Mayor of the City of Buckhannon, in his role as the Authorized Agent, to execute the said application, agreement, contract and any other necessary documents on behalf of the Council of the City of Buckhannon, and that he be empowered to sign the application, the contract and any agreement necessary to obtain these funds as the authorized official in connection with this application and subsequent grant; and


(2) Hereby authorizes James S. Hollen, III, PE, the City Engineer of the City of Buckhannon, in his role as the Primary Contact, oversee the project management and project administration tasks associated with this application; and

(3) The City Recorder shall certify the passage and adoption of this Resolution, No. 2025-15.

VOTE ON RESOLUTION

IN FAVOR

OPPOSED

(1) 
Robert N. Skinner, III – Mayor

(2) 
Randall H. Sanders – City Recorder

(3) 
Pamela M. Bucklew – Council Member

(4) _____
Scott D. Randall – Council Member

(5) 
Jack L. Reger – Council Member

(6) _____
Vacant – Council Member

(7) 
Robert S. Zuliani – Council Member

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby verify that the foregoing Resolution No. 2025-15 was lawfully passed and enacted by the Council of the City of Buckhannon during a regular meeting of the City Council on November 20, 2025.



Randall H. Sanders, City Recorder

NOTICE OF PUBLIC HEARING

CITY OF BUCKHANNON SUBMISSION OF FEMA GRANT APPLICATION TAYLOR STREET STORM SEWER COLLECTION SYSTEM PROJECT – PHASE 1

Notice is hereby given that the Council of the City of Buckhannon (the “City”), in accordance with requirements of the Federal Emergency Management Agency (FEMA), will conduct a public hearing on **Thursday, December 4, 2025, at 7:00 PM EST** in Council Chambers at Buckhannon City Hall.

The purpose of this hearing is to receive public comment regarding the City’s proposed submission of an application under the FEMA Hazard Mitigation Grant Program for funding to construct **Phase 1 of the Taylor Street Storm Sewer Collection System Project**.

Members of the public are invited to attend and provide oral comments during the hearing.

Written comments may also be submitted in advance or no later than the hearing date to:

City Hall

70 East Main Street
Buckhannon, WV 26201
Attn: Public Hearing – Storm Sewer Project Application

By Order of the Council of the City of Buckhannon
Honorable Robert N. Skinner, Mayor

RD Class II Run Dates 11/26/25, 12/03/25

f. Approve Wage Increase Lisa Lamb per Employee Classification System – Amby Jenkins provided an overview.

Loftis/Shaw motioned to approve the Sanitary Board’s portion of a \$1.00 per hour wage increase for Lisa Lamb per Employee Classification System. The motion carried.

g. Approve Cancellation of December 18, 2025 Sanitary Board Meeting – Mayor Skinner provided an overview.

Loftis/Shaw motioned to approve the cancellation of the December 18, 2025 Sanitary Board Meeting. The motion carried.

11. Report of Events, Correspondence, and Information – Mayor Skinner discussed the following with the Board.

a. Letter re: Outage Notification Plan Requirement by WV Public Service Commission

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

WV Public Service Commission
201 Brooks Street
Charleston WV 25301

Attention: Karen Buckley- Executive Secretary

Fax: 304-340-0325

RE: General Order 266 AND 267

Ms. Buckley:

The City of Buckhannon received General Order 266 AND 267 from the WV Public Service Commission.

As of today, NOVEMBER 6, 2025, have been updated since the plan that was sent to the Public Service Commission in February 2025.

Procedures currently in place:

- Water and Sewer and Waste Collection service personnel notify office personnel of planned or unplanned water and sewer and garbage service outages with the relevant information and location of disruption that is needed to notify the customers of the disruption of service.
- Notification messages contain
 - a. Who is sending the notification. City of Buckhannon, Water Board or Sanitary Board or Waste Collection Board.
 - b. The areas that are affected by the outage.
 - c. The approximate duration of the outage.
 - d. The type of outage ie.. Water, Sewer or Garbage
- Notifications of planned or unplanned water and sewer and garbage service outages are sent out by phone, email and text as soon as possible to customers in the affected area.
- Notifications are also posted on the City of Buckhannon Facebook page.
- Notifications are sent to the local Upshur County Office of Emergency Services. They use a service call NIXLE to notify residents of any emergency situation.
- Notification is made to the Buckhannon Fire Department.

Customer Contact Information

- Customers that pay through our website were already required to enter an email address to register for this function. These emails have been entered into our current billing system. An email was sent in March 2025, asking customers if they want to provide a phone number for text messages. Our current billing software has the ability to send notifications by phone and text, but does not have the ability to send notifications by email. However, since emails were available through the online payment portal, we can select emails associated with accounts that would be affected by a planned or unplanned outage and send mass emails to those customers.
- Billing personnel also placed a notice on the utility bill requesting customers to contact the office to provide contact information if they want to be notified in case of a water emergency. This notice will be placed on bills periodically to remind customers of this service.

If you have any questions or need further information regarding these procedures, please let me know.

Respectfully,

Amberle Jenkins
Director of Finance and Administration
City of Buckhannon

b. Letter re: Truist Governmental Finance Revenue Bonds, Series 2019 A



Sewer

Truist Governmental Finance
2713-B Forest Hills Road
Wilson, NC 27893

November 5, 2025

CITY OF BUCKHANNON
70 E MAIN ST OFC
BUCKHANNON, WV 26201

RE Contract Number: 9948000080-00001
Collateral Description: Refunding Revenue Bonds, Series 2019 A

Dear Valued Client,

Thank you for choosing Truist as your financial provider. Our records indicate that the above-referenced contract with Truist Governmental Finance has been paid in full.

If applicable, one or more of the documents listed below is enclosed:

- **Vehicle Title:** To complete the transfer of ownership or release of lien, present the enclosed document(s) to the appropriate Department of Motor Vehicles (DMV) along with a copy of the lease or loan contract.
- **Lien Statement (for states that issue two-part titles):** To complete the release of lien, present the enclosed document(s) to the appropriate DMV along with a copy of the lease or loan contract.
- **Electronic Lien Title:** The electronic lien will be removed and the DMV will issue a title to the vehicle owner.
- **UCC Termination:** The UCC Termination has been filed with the appropriate filing agency, and Truist Governmental Finance no longer holds a security interest in the collateral.
- **Bond:** The original cancelled bond/note is enclosed as evidence that Truist Governmental Finance no longer holds a security interest in the collateral.
- **Deed of Trust:** Truist Governmental Finance has requested the Register of Deeds, as appropriate, to cancel its lien. The Deed of Trust *and/or* Financing Agreement, stamped "Paid and Satisfied," is enclosed as evidence that Truist Governmental Finance no longer holds a lien on the collateral.

Truist Governmental Finance appreciates your business and looks forward to continuing to serve your finance needs.

Sincerely,

Truist Governmental Finance
Enclosure(s)

c. Tennerton P.S.D. Meeting Minutes-October 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

13. Board Members' Remarks and Announcements

Phil Loftis – Mr. Loftis spoke about a current Habitat for Humanity building project.
Crystal Shaw – Ms. Shaw had nothing further.

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

At 8:10 a.m., Loftis/Shaw motioned to move into Executive Session - Property Matters Per WV Code§ 6-9A-4. The motion carried.

At 8:51 a.m., Loftis/Shaw motioned to leave the Executive Session. The motion carried.

Mayor Skinner noted that we had left an Executive Session where we discussed property matters permissible by WV Code§ 6-9A-4.

14. Declaration of Adjournment

At 8:52 a.m., Shaw made a motion to adjourn the regular meeting.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____