

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

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

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

Guests:

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

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 10/02/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance, Amberle Jenkins
8. Department Report – Waste Department Superintendent, Dakota Arnold
  - a. Recycling Center Report
  - b. Transfer Station Report
  - c. Waste Collection Report
9. New Business Discussions:
  - a. Approval Transfer Station Closure on Thanksgiving Saturday, November 29, 2025
  - b. Cancel/Reschedule the Waste Board Meeting January 1, 2026 due to Holiday
10. Report of Events, Correspondence, and Information
  - a. Notice of Advertisement Accepting Applications for Waste Collection Truck Driver
11. Board Members’ Remarks and Announcements
12. Declaration of Adjournment

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

**1. Call to Order:** At 7:30 a.m., Mayor Robbie Skinner, attending by GTM, called the November meeting of the Waste Board to order.

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

**3. Pledge of Allegiance:** Recorder Sanders led those in attendance in the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 10/02/2025** Mayor Skinner noted that the minutes for October 2, 2025 have been distributed for review and asked for any corrections or approval of those minutes as presented.

**Skinner/Pinegar motioned to approve the meeting minutes from October 2, 2025 . The motion carried.**

5. Public Comment – Motion to Open & Close Requested: No action was necessary

6. Recognition of Guests: None

7. Financial Report—Director of Finance Amberle Jenkins: Amberle Jenkins presented the October 2025 financial reports, and a discussion took place.

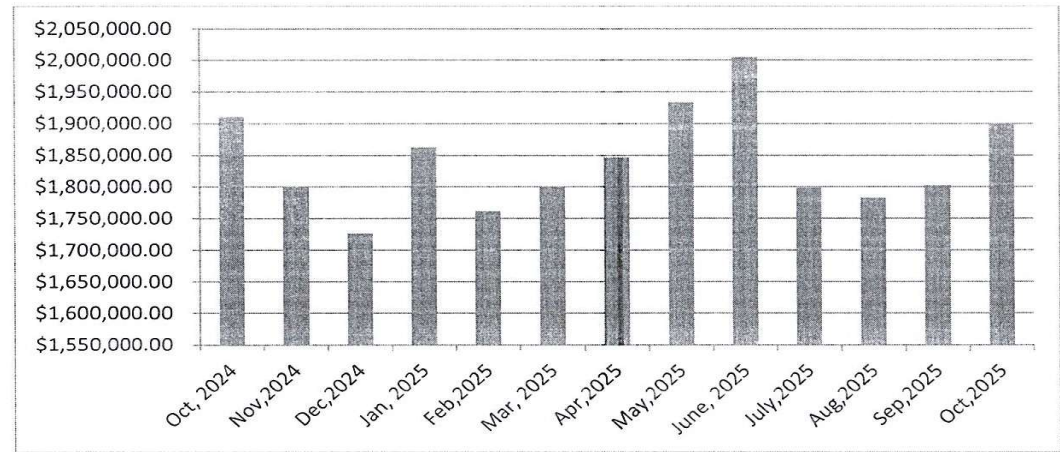
WASTE BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET

Balance October 31, 2025

Money Market & Checking                    \$1,898,776.06

CD Citizens Bank                                \$ 85,507.50  
CDAR (April 2026)                            \$ 28,668.94  
CD    \$ 210,241.93

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



Money Market & Checking Trend

11-05-2025 10:38 AM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: OCTOBER 31ST, 2025				PAGE: 3	
404-WASTE COLLECTION		% OF YEAR COMPLETED: 33.33					
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
TAXES							
404-303-002-00 RECYCLE-ALUM METAL	14,000	132.00	132.00	0.00	13,868.00	0.94	
404-303-003-00 RECYCLE-OCC-CARDBOARD	11,000	0.00	6,144.60	0.00	4,855.40	55.86	
404-303-004-00 RECYCLE-MGOF/SOW-OFFICE P	0	0.00	0.00	0.00	0.00	0.00	
404-303-005-00 RECYCLE-HDPE-MILK JUGS	0	0.00	0.00	0.00	0.00	0.00	
404-303-006-00 RECYCLE-ONP-NEWSPAPER	0	0.00	0.00	0.00	0.00	0.00	
404-316-000-00 DUMPSTERS	2,000	0.00	4,892.00	0.00	2,892.00	244.60	
404-317-000-00 DUMPSTER RENTAL	85,000	9,941.59	40,232.36	0.00	44,767.64	47.33	
TOTAL TAXES	112,000	10,073.59	51,400.96	0.00	60,599.04	45.89	
OTHER FEES							
404-341-000-00 FUEL SURCHARGE	120,000	16,183.01	64,416.56	0.00	55,583.44	53.68	
TOTAL OTHER FEES	120,000	16,183.01	64,416.56	0.00	55,583.44	53.68	
UTILITY BILLINGS							
404-350-000-00 WASTE COLLECTION BILLINGS	2,634,000	272,265.95	1,090,876.29	0.00	1,543,123.71	41.42	
TOTAL UTILITY BILLINGS	2,634,000	272,265.95	1,090,876.29	0.00	1,543,123.71	41.42	
HEALTH AND SAFETY							
404-355-000-00 TRANSFER ST/LANDFILL RECE	400,000	45,003.00	188,021.00	0.00	211,979.00	47.01	
TOTAL HEALTH AND SAFETY	400,000	45,003.00	188,021.00	0.00	211,979.00	47.01	
GRANTS							
404-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00	
404-368-000-00 CONTRIBUTION FROM UCSWA	3,600	900.00	1,800.00	0.00	1,800.00	50.00	
TOTAL GRANTS	3,600	900.00	1,800.00	0.00	1,800.00	50.00	
INTRAFUND CONTR/CHARGES							
404-370-000-01 LATE CHARGES	0	0.00	0.00	0.00	0.00	0.00	
404-370-000-02 CUSTOMER BILL FEES (BANK-S	200	50.00	175.00	0.00	25.00	87.50	
TOTAL INTRAFUND CONTR/CHARGES	200	50.00	175.00	0.00	25.00	87.50	
OTHER REVENUE							
404-380-000-00 INTEREST	500	0.00	110.96	0.00	389.04	22.19	
404-381-000-00 MAINT BILLING OTHER DEPTS	0	0.00	0.00	0.00	0.00	0.00	
404-399-000-00 WASTE COLL. SALES OF TAGS	3,700	311.88	2,079.92	0.00	1,620.08	56.21	
404-399-000-01 WASTE MISCELLANEOUS	20,000	13,127.50	13,482.08	0.00	6,517.92	67.41	
404-399-000-02 GAIN ON DISPOSAL OF ASSET	0	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER REVENUE	24,200	13,439.38	15,672.96	0.00	8,527.04	64.76	
TOTAL REVENUE	3,294,000	357,914.93	1,412,362.77	0.00	1,881,637.23	42.88	

404-WASTE COLLECTION

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
WASTE DEPARTMENT =====						
SALARIES & BENEFITS						
404-530-103-00 WASTE EMPLOYEES SALARIES	813,000	65,104.42	283,124.90	0.00	529,875.10	34.82
404-530-103-01 WASTE COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
404-530-104-00 WASTE COLL. F.I.C.A.	62,195	4,959.98	21,580.96	0.00	40,614.04	34.70
404-530-105-00 WASTE EMPLOYEE INSURANCE	202,000	16,211.12	95,745.62	0.00	106,254.38	47.40
404-530-106-00 WASTE EMPLOYEE RETIREMENT	73,170	5,859.45	25,481.43	0.00	47,688.57	34.82
TOTAL SALARIES & BENEFITS	1,150,365	92,134.97	425,932.91	0.00	724,432.09	37.03
CONTRACTUAL SERVICES						
404-530-213-00 WASTE COLL. UTILITIES	18,000	973.82	3,032.88	0.00	14,967.12	16.85
404-530-226-00 COMP, UNEMPL & INSURANCE	58,000	5,832.85	23,350.37	0.00	34,649.63	40.26
TOTAL CONTRACTUAL SERVICES	76,000	6,806.67	26,383.25	0.00	49,616.75	34.71
COMMODITIES						
404-530-341-00 SHOP MAINTENANCE	41,000	1,750.84	13,617.89	1,563.48	25,818.63	37.03
404-530-341-05 SAFETY EQUIPMENT	12,000	2,727.29	6,021.69	0.00	5,978.31	50.18
404-530-343-00 TRUCK MAINTENANCE	95,000	10,385.85	35,273.01	677.73	59,049.26	37.84
404-530-343-01 GAS & OIL EXPENSE 1,2,3,4	120,000	7,894.23	31,393.16	0.00	88,606.84	26.16
404-530-344-00 MAINTENANCE OTHER DEPTS.	2,200	0.00	133.94	0.00	2,066.06	6.09
404-530-345-00 WASTE COLL. UNIFORMS	25,000	3,727.05	7,072.22	0.00	17,927.78	28.29
TOTAL COMMODITIES	295,200	26,485.26	93,511.91	2,241.21	199,446.88	32.44
CAPITAL OUTLAY						
404-530-459-00 WASTE COLL. NEW EQUIPMENT	286,810	2,168.60	208,515.06	0.00	78,294.94	72.70
404-530-459-01 TOTER SYSTEM	10,000	0.00	75.30	0.00	9,924.70	0.75
TOTAL CAPITAL OUTLAY	296,810	2,168.60	208,590.36	0.00	88,219.64	70.28
CONTRIBUTIONS						
404-530-561-00 DUMPSTERS (NEW)	30,000	0.00	4,446.31	19,889.47	5,664.22	81.12
TOTAL CONTRIBUTIONS	30,000	0.00	4,446.31	19,889.47	5,664.22	81.12
NON-OPERATING EXPENSES						
404-530-999-00 COLLECTION MISCELLANEOUS	16,000	499.67	1,715.99	0.00	14,284.01	10.72
TOTAL NON-OPERATING EXPENSES	16,000	499.67	1,715.99	0.00	14,284.01	10.72
TOTAL WASTE DEPARTMENT	1,864,375	128,095.17	760,580.73	22,130.68	1,081,663.59	41.98

RECYCLING DEPARTMENT  
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SALARIES & BENEFITS						
404-531-103-00 RECYCLING SALARIES	122,000	9,528.00	44,723.75	0.00	77,276.25	36.66
404-531-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-531-104-00 FICA TAX	9,333	728.89	3,421.33	0.00	5,911.67	36.66

404-WASTE COLLECTION

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	DEI
404-531-105-00 GROUP INSURANCE	30,000	1,112.46	7,787.32	0.00	22,212.68	25.96	404
404-531-106-00 GROUP RETIREMENT	10,980	857.52	4,025.13	0.00	6,954.87	36.66	404
TOTAL SALARIES & BENEFITS	172,313	12,226.87	59,957.53	0.00	112,355.47	34.80	
CONTRACTUAL SERVICES							COI
404-531-213-00 UTILITIES	6,800	563.66	2,264.68	0.00	4,535.32	33.30	404
404-531-226-00 INSURANCE & BONDS	17,000	1,592.96	3,295.33	0.00	13,704.67	19.38	404
TOTAL CONTRACTUAL SERVICES	23,800	2,156.62	5,560.01	0.00	18,239.99	23.36	
COMMODITIES							COI
404-531-343-00 TRUCK MAINTENANCE	16,000	367.66	395.36	2,131.90	13,492.73	15.67	404
404-531-343-01 FUEL - RECYCLING CENTER	13,000	1,096.11	5,911.01	124.77	6,964.22	46.43	
404-531-343-02 EQUIPMENT MAINTENANCE	12,000	4,153.03	10,133.70	0.00	1,866.30	84.45	
404-531-399-00 MISCELLANEOUS	5,400	3,427.85	4,142.69	294.90	962.41	82.18	
TOTAL COMMODITIES	46,400	9,044.65	20,582.76	2,531.58	23,285.66	49.82	
CAPITAL OUTLAY							
404-531-459-00 CAPITAL OUTLAY - NEW EQUI	2,700	0.00	0.00	0.00	2,700.00	0.00	
TOTAL CAPITAL OUTLAY	2,700	0.00	0.00	0.00	2,700.00	0.00	
TOTAL RECYCLING DEPARTMENT	245,213	23,428.14	86,100.30	2,531.58	156,581.12	36.14	

LANDFILL  
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CONTRACTUAL SERVICES						
404-532-216-00 TESTING/MONITOR WELLS	0	0.00	0.00	0.00	0.00	0.00
404-532-216-01 TREATMENT OF LEACHATE	30,000	102.33	6,643.39	318.00	23,038.61	23.20
TOTAL CONTRACTUAL SERVICES	30,000	102.33	6,643.39	318.00	23,038.61	23.20
CAPITAL OUTLAY						
404-532-461-00 BONDING (LANDFILL)	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS						
404-532-599-00 WASTE DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL LANDFILL	30,000	102.33	6,643.39	318.00	23,038.61	23.20

TRANSFER STATION  
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SALARIES & BENEFITS						
404-533-103-00 SALARIES TRANSFER STATION	182,000	13,194.25	59,051.50	0.00	122,948.50	32.45
404-533-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-533-104-00 FICA TAX	13,923	1,002.49	4,489.97	0.00	9,433.03	32.25
404-533-105-00 GROUP INSURANCE	15,000	1,095.23	6,665.90	0.00	8,334.10	44.44



404-WASTE COLLECTION

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-533-106-00 GROUP RETIREMENT	16,380	1,187.49	5,314.71	0.00	11,065.29	32.45
TOTAL SALARIES & BENEFITS	227,303	16,479.46	75,522.08	0.00	151,780.92	33.23
CONTRACTUAL SERVICES						
404-533-213-00 UTILITIES	9,000	430.49	1,628.06	0.00	7,371.94	18.09
404-533-216-00 DRAINAGE EXPENSE TRANSFER	8,000	0.00	585.00	543.00	6,872.00	14.10
404-533-226-00 INSURANCE & BONDS	24,000	2,818.72	8,779.70	0.00	15,220.30	36.58
TOTAL CONTRACTUAL SERVICES	41,000	3,249.21	10,992.76	543.00	29,464.24	28.14
COMMODITIES						
404-533-343-00 EQUIPMENT MAINTENANCE	40,000	1,578.95	12,253.91	68.67	27,677.42	30.81
404-533-343-01 FUEL/OIL TRANSFER STA. 7,	108,000	6,987.92	30,641.26	129.99	77,228.75	28.49
404-533-343-02 MAINTENANCE TRUCK/TRAILER	46,000	6,095.59	13,133.23	2,599.35	30,267.42	34.20
404-533-345-00 UNIFORMS	6,000	384.95	1,384.85	0.00	4,615.15	23.08
TOTAL COMMODITIES	200,000	15,047.41	57,413.25	2,798.01	139,788.74	30.11
CAPITAL OUTLAY						
404-533-459-00 NEW EQUIPMENT	201,956	0.00	0.00	111,191.00	90,765.00	55.06
404-533-460-00 TIPPING FEES	925,000	84,657.98	328,919.63	0.00	596,080.37	35.56
404-533-461-00 BONDING TRANSFER STATION	0	0.00	0.00	0.00	0.00	0.00
404-533-464-00 STATE GRANT	0	0.00	0.00	0.00	0.00	0.00
404-533-470-00 TIRE DISPOSAL	0	0.00	0.00	0.00	0.00	0.00
404-533-478-00 ROAD MAINTENANCE	40,000	0.00	0.00	0.00	40,000.00	0.00
404-533-479-00 RECLASSIFY PAYMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,166,956	84,657.98	328,919.63	111,191.00	726,845.37	37.71
NON-OPERATING EXPENSES						
404-533-999-00 MISCELLANEOUS TRANSFER ST	5,300	1,375.00	3,474.14	0.00	1,825.86	65.55
TOTAL NON-OPERATING EXPENSES	5,300	1,375.00	3,474.14	0.00	1,825.86	65.55
TOTAL TRANSFER STATION						
	1,640,559	120,809.06	476,321.86	114,532.01	1,049,705.13	36.02

WASTE OFFICE/BOARD  
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SALARIES & BENEFITS

404-534-101-00 WASTE BOARD OFFICERS SALA	12,000	1,000.00	4,000.00	0.00	8,000.00	33.33
404-534-103-00 CLERK, ATTORNEY, ENGINEER	199,000	15,810.09	72,875.06	0.00	126,124.94	36.62
404-534-103-01 ADJUST COMPENSATED ABSENC	0	0.00	0.00	0.00	0.00	0.00
404-534-104-00 FICA TAX	16,142	1,285.29	5,878.88	0.00	10,263.12	36.42
404-534-105-00 GROUP INSURANCE	15,000	1,076.42	6,638.38	0.00	8,361.62	44.26
404-534-106-00 GROUP RETIREMENT	18,990	1,409.44	6,504.93	0.00	12,485.07	34.25
404-534-107-00 INT EXP EXCAVATOR LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	261,132	20,581.24	95,897.25	0.00	165,234.75	36.72

CONTRACTUAL SERVICES

404-534-218-00 POSTAGE	18,000	1,185.27	5,302.45	0.00	12,697.55	29.46
404-534-219-00 RENT	10,000	0.00	0.00	0.00	10,000.00	0.00
404-534-223-00 PROFESSIONAL SERVICES (LE	53,000	1,354.16	12,799.55	0.00	40,200.45	24.15

404-WASTE COLLECTION

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
404-534-226-00 INSURANCE & BONDS	17,000	1,310.25	6,118.84	0.00	10,881.16	35.99
TOTAL CONTRACTUAL SERVICES	98,000	3,849.68	24,220.84	0.00	73,779.16	24.72
COMMODITIES						
404-534-353-00 PSC ASSESSMENTS	10,331	0.00	10,330.84	0.00	0.00	100.00
404-534-399-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	10,331	0.00	10,330.84	0.00	0.00	100.00
CAPITAL OUTLAY						
404-534-459-00 CAPTIAL EXPENSE	20,000	0.00	0.00	0.00	20,000.00	0.00
TOTAL CAPITAL OUTLAY	20,000	0.00	0.00	0.00	20,000.00	0.00
NON-OPERATING EXPENSES						
404-534-699-99 WASTE BOARD CONTINGENCY	0	0.00	0.00	0.00	0.00	0.00
404-534-999-00 GEM & ADM MISC BILLING EX	80,671	9,063.47	40,772.36	28.26	39,870.38	50.58
TOTAL NON-OPERATING EXPENSES	80,671	9,063.47	40,772.36	28.26	39,870.38	50.58
TOTAL WASTE OFFICE/BOARD						
	470,134	33,494.39	171,221.29	28.26	298,884.29	36.43
BAD DEBT =====						
NON-OPERATING EXPENSES						
404-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT						
	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES						
	4,250,281	305,929.09	1,500,867.57	139,540.53	2,609,872.74	38.60
REVENUE OVER/(UNDER) EXPENDITURES						
( 956,281)		51,985.84 (	88,504.80) (	139,540.53) (	728,235.51)	23.85

**\$2,333.71 - NEWLONS INTERNATIONAL – BODY CONTROL MODULE FOR R19**

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LOWES BUSINESS ACCOUNTS/SYNC	530-999-00	COLLECTION MISCELLAN	STORAGE TOES	56.94
	WV MUNICIPAL LEAGUE	530-105-00	WASTE EMPLOYEE INSUR	WASTE 3RD QTR 2025-UNEMPLO	7.50
	WV PUBLIC EMPLOYEES RETIREME	530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,670.44
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIREMENT CONTRIBUTION	1,650.46
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,299.03
		530-106-00	WASTE EMPLOYEE RETIR	WV RETIRE TIER2 CONTRIBUTI	1,239.49
	TOTAL EQUIPMENT SOLUTIONS	530-343-00	TRUCK MAINTENANCE	PTO	3,370.00
	ENTERPRISE FM TRUST	530-459-00	WASTE COLL. NEW EQUI	25PQXL 2022 CHEVY EQUINOX	305.74
		530-459-00	WASTE COLL. NEW EQUI	25QBXR 2022 RAM 1500 CLASS	433.57
		530-459-00	WASTE COLL. NEW EQUI	25QBZM 2022 RAM 1500 CLASS	459.34
		530-459-00	WASTE COLL. NEW EQUI	25XTJN 2022 RAM 2500	969.95
	JOHN BOGGESS dba VJG ASSOCIA	530-999-00	COLLECTION MISCELLAN	CUPS	45.60
		530-341-05	SAFETY EQUIPMENT	GLOVES	975.00
		530-341-05	SAFETY EQUIPMENT	GLOVES	804.96
	RELIABLE TIRE COMPANY	530-343-00	TRUCK MAINTENANCE	TIRES	390.00
		530-343-00	TRUCK MAINTENANCE	TIRES	975.00
		530-343-00	TRUCK MAINTENANCE	TIRES	975.00
	THE SIGN GUY LLC	530-345-00	WASTE COLL. UNIFORMS	T SHIRTS	2,337.50
	FLEET PRIDE	530-343-00	TRUCK MAINTENANCE	HUB ASSEMBLY	485.99
	TOOLS ETC	530-341-00	SHOP MAINTENANCE	TOOLS	955.00
		530-341-00	SHOP MAINTENANCE	TOOLS	277.00
	ST JOSEPH HOSPITAL OF BUCKHA	530-999-00	COLLECTION MISCELLAN	LAB TEST STEVEN MICHAEL	68.00
		530-999-00	COLLECTION MISCELLAN	LAB TEST BRIAN WILLIAMS	68.00
		530-999-00	COLLECTION MISCELLAN	LAB TEST RODNEY WOODS	68.00
		530-999-00	COLLECTION MISCELLAN	LAB TEST BRADLY CUTRIGHT	68.00
		530-999-00	COLLECTION MISCELLAN	LAB TEST KENNETH ALEXANDER	68.00
	BENNYS BOOT HILL	530-341-05	SAFETY EQUIPMENT	BOOTS	199.90
	INTERNAL REVENUE SERVICE	530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	2,037.33
		530-104-00	WASTE COLL. F.I.C.A.	FICA WITHHELD AND MATCHED	1,982.54
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	476.47
		530-104-00	WASTE COLL. F.I.C.A.	MEDICARE WITHHELD & MATCHE	463.64
	AMAZON.COM	530-341-00	SHOP MAINTENANCE	PCRD-PLASTIC WELDING STAPL	12.99
		530-341-00	SHOP MAINTENANCE	PCRD-MINI BLINDS CLEANING	243.45
	PAYFLEX - INSPIRA	530-105-00	WASTE EMPLOYEE INSUR	WASTE OCT 2025 HSA FEE	52.00
	NEWLONS INTERNATIONAL SALESL	530-343-00	TRUCK MAINTENANCE	FILTERS AND BLEND DOOR	135.24
	AT&T MOBILITY	530-213-00	WASTE COLL. UTILITIE	PCRD-AUG 25 CELL PHN & GEO	39.90
		530-213-00	WASTE COLL. UTILITIE	PCRD-AUG 25 CELL PHN & GEO	243.60
		530-213-00	WASTE COLL. UTILITIE	PCRD-SEP 25 CELL PHN & GEO	40.20
		530-213-00	WASTE COLL. UTILITIE	PCRD-SEP 25 CELL PHN & GEO	248.40
	FREEDOM AG & ENGERY COOPERAT	530-341-05	SAFETY EQUIPMENT	BOOTS	235.09
		530-341-05	SAFETY EQUIPMENT	SAFETY BOOTS FOR MAC M	187.49
		530-341-05	SAFETY EQUIPMENT	BOOTS	184.49
	FRONTIER	530-213-00	WASTE COLL. UTILITIE	472-1651-101515-4 CITY HAL	119.21
		530-213-00	WASTE COLL. UTILITIE	472-4443-101915-4 WASTE	122.47
		530-213-00	WASTE COLL. UTILITIE	304-003-2273-060600-4	24.18
	FLYERS ENERGY LLC	530-343-01	GAS & OIL EXPENSE 1,	WASTE AUG 2024 FUEL BILL	7,764.43
	CINTAS	530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	279.89
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	279.89
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	279.89
		530-345-00	WASTE COLL. UNIFORMS	WASTE UNIFORMS	279.89
		530-345-00	WASTE COLL. UNIFORMS	WAS T/S STR UNIFORMS 10-23	269.99
		530-341-05	SAFETY EQUIPMENT	FIRST AID CABINETS SERVIC	140.36
	HOPE GAS	530-213-00	WASTE COLL. UTILITIE	WASTE COL GAS OCT 25	12.50
	TRAVELERS INSURANCE	530-226-00	COMP, UNEMPL & INSUR	INS PREM AUTO LIAB NOV 25	1,293.90



FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	65,104.42
				TOTAL:	128,095.17
RECYCLING DEPARTMENT	MON POWER	531-213-00	UTILITIES	110 088 931 701 RECYCLING	448.76
	ENCOVA INSURANCE	531-226-00	INSURANCE & BONDS	WCN6007140 9/2/25-10/1/25	340.96
		531-226-00	INSURANCE & BONDS	WCN6007140 WASTE WRKS COMP	1,252.00
	WV PUBLIC EMPLOYEES INSURANC	531-105-00	GROUP INSURANCE	WASTE OCT 2025 RETIREE'S I	24.00
		531-105-00	GROUP INSURANCE	WASTE OCT 2025 HEALTH INS	1,081.96
	MATHENY MOTOR TRUCK CO	531-343-00	TRUCK MAINTENANCE	BATTERIES	169.98
	SCOTT ELECTRIC CORP	531-399-00	MISCELLANEOUS	ELECTRICAL PARTS	871.85
	NAPA-AMTOWER AUTO SUPPLY	531-343-00	TRUCK MAINTENANCE	FILTERS	197.68
		531-343-02	EQUIPMENT MAINTENANC	HYD HOSE ENDS	60.48
	LOWES BUSINESS ACCOUNTS/SYNC	531-343-02	EQUIPMENT MAINTENANC	PIPE FITTINGS AND HOSE	400.09
		531-343-02	EQUIPMENT MAINTENANC	PIPE FITTINGS AND HOSE	22.55
		531-343-02	EQUIPMENT MAINTENANC	ARMORALL WIPES AND FITTIN	54.03
	WV PUBLIC EMPLOYEES RETIREME	531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	442.53
		531-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	353.92
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	26.91
		531-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	34.16
	ACCENT WIRE-TIE	531-399-00	MISCELLANEOUS	BALER TIE WIRE	2,496.00
	MOUNTAIN STATE PEST GUARD	531-399-00	MISCELLANEOUS	WASTE PEST CONTROL OCT 25	60.00
	INTERNAL REVENUE SERVICE	531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	323.39
		531-104-00	FICA TAX	FICA WITHHELD AND MATCHED	267.34
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	75.64
		531-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	62.52
	AMAZON.COM	531-343-02	EQUIPMENT MAINTENANC	PCRD-OIL TRANSFER PUMP	849.99
	PAYFLEX - INSPIRA	531-105-00	GROUP INSURANCE	WASTE OCT 2025 HSA FEE	6.50
	BOYD COMPANY	531-343-02	EQUIPMENT MAINTENANC	DRIVE MOTOR FOR SKID STEE	2,652.04
		531-343-02	EQUIPMENT MAINTENANC	DRIVE MOTOR FOR SKID STEE	113.85
	AT&T MOBILITY	531-213-00	UTILITIES	PCRD-AUG 25 CELL PHN & GEO	50.60
		531-213-00	UTILITIES	PCRD-SEP 25 CELL PHN & GEO	51.80
	FLYERS ENERGY LLC	531-343-01	FUEL - RECYCLING CEN	WASTE AUG 2024 FUEL BILL	1,096.11
	HOPE GAS	531-213-00	UTILITIES	RECYCLE CENTER OCT 25	12.50
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	9,528.00
				TOTAL:	23,428.14
LANDFILL	HARRISON RURAL ELECTRIC	532-216-01	TREATMENT OF LEACHAT	LEACHATE OCT 25	102.33
				TOTAL:	102.33
TRANSFER STATION	MON POWER	533-213-00	UTILITIES	110 088 931 610 MUD LICK R	231.22
	RITE-WAY HEATING & PLUMBING	533-343-00	EQUIPMENT MAINTENANC	PIPE FITTINGS	59.66
	ENCOVA INSURANCE	533-226-00	INSURANCE & BONDS	WCN6007140 9/2/25-10/1/25	272.77
		533-226-00	INSURANCE & BONDS	WCN6007140 WASTE WRKS COMP	1,252.00
	WV PUBLIC EMPLOYEES INSURANC	533-105-00	GROUP INSURANCE	WASTE OCT 2025 RETIREE'S I	12.00
		533-105-00	GROUP INSURANCE	WASTE OCT 2025 HEALTH INS	1,079.98
	NAPA-AMTOWER AUTO SUPPLY	533-343-02	MAINTENANCE TRUCK/TR	CONNECTORS	28.80
		533-343-02	MAINTENANCE TRUCK/TR	CONNECTORS	5.08
		533-343-02	MAINTENANCE TRUCK/TR	BRAKE CHAMBERS	220.53
		533-343-02	MAINTENANCE TRUCK/TR	BITS AND CONNECTORS	49.97
		533-343-02	MAINTENANCE TRUCK/TR	FILTERS	387.90
	BRECHBUHLER SCALES INC	533-343-00	EQUIPMENT MAINTENANC	SCALE INSPECTION	1,002.30
	LOWES BUSINESS ACCOUNTS/SYNC	533-343-00	EQUIPMENT MAINTENANC	PIPE AND FITTINGS	47.04
	WV PUBLIC EMPLOYEES RETIREME	533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	405.55
		533-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	389.68

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	192.51
		533-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	199.75
	SYLVESTER W. LOWTHER	533-343-00	EQUIPMENT MAINTENANC	HYD HOSES	447.28
	TRACTOR SUPPLY CREDIT PLAN	533-343-02	MAINTENANCE TRUCK/TR	PCRD-3/8" X 100' ROPE	32.99
	RELIABLE TIRE COMPANY	533-343-02	MAINTENANCE TRUCK/TR	TIRES	260.00
	FLEET PRIDE	533-343-02	MAINTENANCE TRUCK/TR	HYDRAULIC LINE	565.60
		533-343-02	MAINTENANCE TRUCK/TR	CENTER BEARING	64.99
		533-343-02	MAINTENANCE TRUCK/TR	BRAKES	548.90
	WALMART STORES INC -BUCKHANN	533-343-00	EQUIPMENT MAINTENANC	PCRD-28QT COOLER-STORMMAT	22.67
	INTERNAL REVENUE SERVICE	533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	409.20
		533-104-00	FICA TAX	FICA WITHHELD AND MATCHED	403.27
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	95.70
		533-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	94.32
	TIRE AND RUBBER INC	533-460-00	TIPPING FEES	TIRE DISPOSAL 9-27-25	177.48
		533-460-00	TIPPING FEES	TIRE DISPOSAL 10-18-25	226.20
	PAYFLEX - INSPIRA	533-105-00	GROUP INSURANCE	WASTE OCT 2025 HSA FEE	3.25
	WM CORPORATE SERVICES, INC.	533-460-00	TIPPING FEES	SEPT 25 TIPPING FEES	54,779.42
		533-460-00	TIPPING FEES	C&D TIPPING FEES 9/16-9/30	13,562.57
		533-460-00	TIPPING FEES	C&D TIPPING FEES 10/1-10/1	14,612.31
	NEWLONS INTERNATIONAL SALES	533-343-02	MAINTENANCE TRUCK/TR	DASH VALVE	541.49
		533-343-02	MAINTENANCE TRUCK/TR	FILTERS AND BLEND DOOR	482.52
		533-343-02	MAINTENANCE TRUCK/TR	CLUTCH VALVE	573.11
		533-343-02	MAINTENANCE TRUCK/TR	BODY CONTROL MODULE	2,333.71
	AT&T MOBILITY	533-213-00	UTILITIES	PCRD-AUG 25 CELL PHN & GEO	37.95
		533-213-00	UTILITIES	PCRD-SEP 25 CELL PHN & GEO	38.85
	FRONTIER	533-213-00	UTILITIES	472-4443-101915-4 WASTE	122.47
	FLYERS ENERGY LLC	533-343-01	FUEL/OIL TRANSFER ST	WASTE AUG 2024 FUEL BILL	6,987.92
	CINTAS	533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 9-25-25	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	75.01
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 10-2-25	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	75.01
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 10-9-25	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	75.01
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 10-16-25	35.00
		533-345-00	UNIFORMS	T/S UNIFORMS	75.01
		533-999-00	MISCELLANEOUS TRANSF	T/S SHOP TOWELS 10-23-25	35.00
		533-345-00	UNIFORMS	WAS T/S STR UNIFORMS 10-23	84.91
	SINES HOME APPLIANCE SERVICE	533-460-00	TIPPING FEES	RECOVERED REFRIGERANT 52 A	1,300.00
	ARROW CONSULTING GROUP	533-999-00	MISCELLANEOUS TRANSF	LOWER CD DOCK T/S	1,200.00
	TRAVELERS INSURANCE	533-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB NOV 25	1,293.95
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	13,194.25
				TOTAL:	120,809.06
WASTE OFFICE/BOARD	LEAF	534-999-00	GEM & ADM MISC BILLI	CH COPIER LEASE 11-18-25	170.21
	ENCOVA INSURANCE	534-226-00	INSURANCE & BONDS	WCN6007140 9/2/25-10/1/25	16.30
	WV PUBLIC EMPLOYEES INSURANC	534-105-00	GROUP INSURANCE	WASTE OCT 2025 RETIREE'S I	36.00
		534-105-00	GROUP INSURANCE	WASTE OCT 2025 HEALTH INS	1,033.92
	WV PUBLIC EMPLOYEES RETIREME	534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	340.34
		534-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	322.12
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	376.52
		534-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	370.46
	BUCKHANNON POSTMASTER	534-218-00	POSTAGE	PERMIT #10 POSTAGE	1,000.00
		534-218-00	POSTAGE	BILL ADDRESS RETURN OCT 20	75.00
	PAYROLL ACCOUNT (ALL DEPTS)	534-999-00	GEM & ADM MISC BILLI	AA FEES OCT 25	210.94

FUND: WASTE COLLECTION

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		534-999-00	GEM & ADM MISC BILLI	SEPT 25 AA FEES	214.79
	THOMAS J O'NEILL	534-223-00	PROFESSIONAL SERVICE	NOV 25 ATTORNEY FEES	1,354.16
	COLLECTION ACCOUNT	534-999-00	GEM & ADM MISC BILLI	SEPT 25 CREDIT CARD FEES	2,459.13
	WASTE COLLECTION BOARD	534-999-00	GEM & ADM MISC BILLI	LOC FEES SEPT 25	217.50
	JERRY HEARD ASSC.	534-999-00	GEM & ADM MISC BILLI	UTILITY BILLS (56,100)	736.96
		534-999-00	GEM & ADM MISC BILLI	COPIER PAPER LEGAL 20# 1 C	22.49
	INTERNAL REVENUE SERVICE	534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	564.87
		534-104-00	FICA TAX	FICA WITHHELD AND MATCHED	476.87
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	132.07
		534-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	111.48
	PAYFLEX - INSPIRA	534-105-00	GROUP INSURANCE	WASTE OCT 2025 HSA FEE	6.50
	LYNX WV INC	534-999-00	GEM & ADM MISC BILLI	BIT DEFENDER ENDPT SEPT 25	450.00
	KOMAX LLC	534-218-00	POSTAGE	POSTAGE LABELS 500/BOX	15.97
	FP FINANCE PROGRAM	534-218-00	POSTAGE	OCT 25 MAILER & INSERT PYM	94.30
	CAPITOL BUSINESS EQUIPMENT I	534-999-00	GEM & ADM MISC BILLI	CHAIRS FOR AMBY'S OFFICE	182.00
	OPTIMUM B2B, DEPT. 1264	534-999-00	GEM & ADM MISC BILLI	OCT 25 CH INTERNET	212.50
	TYLER TECHNOLOGIES INC	534-999-00	GEM & ADM MISC BILLI	UTILITY BILLING AUTO,IVR,S	2,266.56
		534-999-00	GEM & ADM MISC BILLI	BIT DEFENDER ENDPT SEPT 25	235.33
	ROSSMAN & CO/PCB CORP	534-999-00	GEM & ADM MISC BILLI	SEPT 25 DEBT COLLECTION	67.21
	HEWLETT PACKARD FINANCIAL SE	534-999-00	GEM & ADM MISC BILLI	PLOTTER RENT AUG 25	78.90
	STRATEGY LLC	534-999-00	GEM & ADM MISC BILLI	BIT DEFENDER ENDPT SEPT 25	1,750.00
	BEENVERIFIED	534-999-00	GEM & ADM MISC BILLI	PCRD-BACKGROUND CHECK SERV	6.45
	TRAVELERS INSURANCE	534-226-00	INSURANCE & BONDS	INS PREM AUTO LAB NOV 25	1,293.95
	**PAYROLL EXPENSES			10/01/2025 - 10/31/2025	16,810.09
				TOTAL:	33,711.89

Pinegar/Skinner motioned to accept the October 2025 financial reports as presented. The motion carried.

8. Department Report – Waste Department Superintendent, Dakota Arnold

a. Waste Collection Report – Mr. Arnold reported the following

- The recycling center has been re-arranged and the wiring has been installed for the soft plastic baler from Buckhannon-Upshur Rotary Club.
- We had to put one of our transfer road tractors out of service sooner than we wanted to. It is being replaced with the road tractor we ordered. The new truck is due to be delivered on January 2nd. The truck that has been retired will be in the next Partner Auction.
- The helper that we discussed having to replace last meeting has decided to stay with us.
- We purchased a new to us Welding/fabrication table from CJ Martin out of the old Main Line building for \$1,500.00. We were planning to build one this year, however the deal and the uniqueness of this table was something we couldn’t pass up.
- We took delivery of our yearly dumpster order.
- It is looking like in January we will be losing one of our guys to retirement.

b. Recycling Center Report

City of Buckhannon  
Recycling Center

DATE: October-25

Inventory & Balance Sheet

	Uproc.	Proc.	Total
ONP	2	6.07	8.07
OCC	1	53.99	54.99
MGOP	0.5	17.36	17.86
STEEL	0.2	12.96	13.16
ALUM.	0.25	0.97	1.22
E-WASTI	0	0	0
Pete #1	0.25	2.79	3.04
No. 2	0.18	9.01	9.19
Total	4.38	103.15	107.53

Inventory 11/01/2025 107.53  
Inventory 10/01/2025 94.5  
Diff. 13.03  
Loads Shipped 42.39  
Total Diff. Inventory & Loads Shipped 55.42  
Total Received 55.42  
Less Garbage 0  
Total 55.42

Residential Curbside  
520

Appliance Iron	Total	Total \$
37,400	3000	40400 1,838.90

Yard Debris  
5000

c. Transfer Station Report

City of Buckhannon				
Transfer Station Totals				
October		2025		
Total Transactions				3793
Total Weight				1,690.86
Total Cash Received				\$44,848.00
Total City Trucks				\$71,192.02      866.21 tons
Total Charge				\$29,385.66
Grand total				\$145,425.68
Total C/D Material				509.62
Total Commercial/Residential				1,113.77
Bulky Goods	Steel	Waste	Total	
		1.47	3.85	5.32

- 9. New Business Discussions:**
- a. Approval Transfer Station Closure on Thanksgiving Saturday, November 29, 2025 –** Mayor Skinner presented this for consideration.
- Skinner/Pinegar motioned to approve the Transfer Station closure request on the Saturday following Thanksgiving, November 29, 2025, noting this will not be considered an employee holiday. Motion carried.**
- b. Cancel/Reschedule the Waste Board Meeting January 1, 2026 due to Holiday –** Mayor Skinner presented this for consideration.
- Pinegar/ Skinner motioned to cancel the Waste Board Meeting of January 1, 2026 due to the New Year’s Day holiday. The motion carried.**

**10. Report of Events, Correspondence, and Information**

**a. Notice of Advertisement Accepting Applications for Waste Collection Truck Driver**

**City of Buckhannon**  
**Waste Collection Department**  
**Laborer/Truck Driver**

The City of Buckhannon Waste Collection Department is accepting applications until Friday, November14, 2025 for the position of full-time laborer/truck driver. Benefits include health insurance and participation in the Public Employee Retirement System. Candidates must:

- Be 18 years of age or older.
- Possess a valid WV Class B commercial driver license.
- Possess a High School diploma or equivalent.
- Be in good physical condition. This job includes, but is not limited to, lifting up to 50 pounds and climbing.
- Be self-motivated and able to stay on task and time.
- Able/Willing to drive and work in inclement weather.

Eligible candidates will be subject to a background check and drug test.  
Hourly rate of \$18.00-\$20.00 per hour depending on qualifications and skills.  
Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm.



The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons.

Amberle Jenkins  
Assistant Recorder  
City of Buckhannon

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

**Dakota Arnold** – Mr. Arnold noted that the driver that needs to be replaced is moving to the Sewer Department.

**12. Declaration of Adjournment**

**At 7:43 am, Pinegar made a motion to adjourn the regular meeting.**

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

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