

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

A regular meeting of the Buckhannon Sanitary Board was held on Thursday, January 15, 2026, 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
City Hall Office Manager	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, January 15, 2026  
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: 11/20/2025, 12/18/2025 Canceled
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. Possible Budget Revision
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. Taylor Street Storm Sewer Update
10. Business Discussions:
  - a. Finks Run-Norwin's Development LLC Sanitary Sewer Extension
  - b. Approve Promotion of Jason Tenney to Chief Wastewater Operator
  - c. Approve Promotion of Timothy Wilson to Maintenance Crew Chief
  - d. Approval Purchase of Equipment Trailer through Sourcewell Cooperative Program
11. Report of Events, Correspondence, and Information
  - a. Tennerton P.S.D. Meeting Minutes – November 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 January 9, 2026. \*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 January 15, 2026, meeting of the Sanitary Board to order.

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

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

**4. Approval of Previous Meeting Minutes: 11/20/2025, 12/18/2025 Canceled** – Mayor Skinner noted there was no meeting on 12/18/2025. He recognized that the minutes for 11/20/2025 were available for consideration and asked for corrections, additions, or approval as presented.

**Loftis/Shaw moved to approve the minutes from the November 20, 2025, meeting as presented. The motion carried.**

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

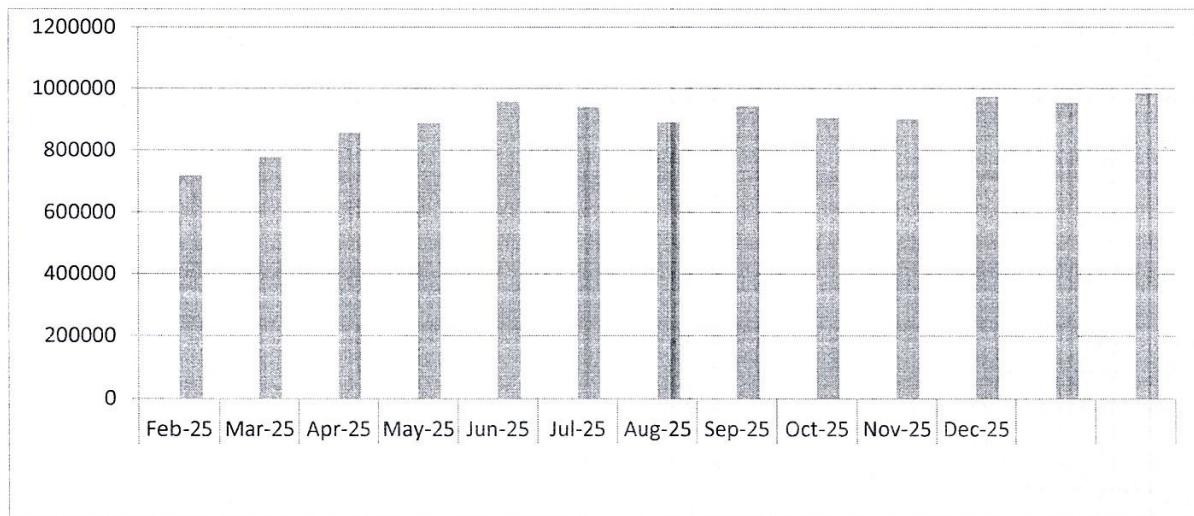
**6. Recognition of Guests** - None

**7. Financial Report – Director of Finance Amberle Jenkins** - Mrs. Jenkins presented the December 2025 financial report. Following the discussion, the Board took action on the financial reports.

**SANITARY BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

Balance December

Money market checking	\$917,447.85
WVBTI working capital	\$272,400.23
CD Working Capital (CD#368265)	\$111,764.89
CD (303555)	\$112,567.11



Stormwater Fund \$281,751.59

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

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401-SANITARY

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>OTHER FEES</u>						
401-343-000-00 SEWER TAPS	1,000	720.00	2,880.00	0.00	( 1,880.00)	288.00
TOTAL OTHER FEES	1,000	720.00	2,880.00	0.00	( 1,880.00)	288.00
<u>UTILITY BILLINGS</u>						
401-350-000-00 SEWER CUSTOMERS BILLING	1,800,000	160,820.90	1,002,492.84	0.00	797,507.16	55.69
TOTAL UTILITY BILLINGS	1,800,000	160,820.90	1,002,492.84	0.00	797,507.16	55.69
<u>HEALTH AND SAFETY</u>						
401-351-000-00 BF SURCHARGE BILLING	0	0.00	0.00	0.00	0.00	0.00
401-351-100-00 WST RD CONSPR SURC BILLIN	50	29.70	149.40	0.00	( 99.40)	298.80
401-351-200-00 WST RD EXTEEN SURCH BILLIN	2,000	250.00	1,500.00	0.00	500.00	75.00
401-352-000-00 INCOME FROM TENNERTON PSD	205,775	22,065.60	130,373.45	0.00	75,401.55	63.36
TOTAL HEALTH AND SAFETY	207,825	22,345.30	132,022.85	0.00	75,802.15	63.53
<u>CHARGES FOR SERVICES</u>						
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	4,440.00	21,849.00	0.00	18,151.00	54.62
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	4,440.00	21,849.00	0.00	18,151.00	54.62
<u>GRANTS</u>						
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 CONSTRUC	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
<u>INTRAFUND CONTR/CHARGES</u>						
401-370-000-01 LATE CHARGES	23,000	2,696.59	14,641.50	0.00	8,358.50	63.66
TOTAL INTRAFUND CONTR/CHARGES	23,000	2,696.59	14,641.50	0.00	8,358.50	63.66
<u>OTHER REVENUE</u>						
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	11.75	67.35	0.00	282.65	19.24
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	0.00	8,949.15	0.00	( 6,949.15)	447.46
401-399-000-01 RDT CAPLIZED LABEQ/SUPP	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	2,850	11.75	9,216.50	0.00	( 6,366.50)	323.39
TOTAL REVENUE	2,074,675	191,034.54	1,385,921.08	0.00	688,753.92	66.80

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

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401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>POWER/FUEL/UTILITY</u>						
<u>=====</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-711-113-00 PLANT POWER	97,000	8,883.21	50,203.77	0.00	46,796.23	51.76
TOTAL SALARIES & BENEFITS	97,000	8,883.21	50,203.77	0.00	46,796.23	51.76
<u>CONTRACTUAL SERVICES</u>						
401-711-213-00 ELIAS STREET	28,000	2,535.04	12,297.82	0.00	15,702.18	43.92
TOTAL CONTRACTUAL SERVICES	28,000	2,535.04	12,297.82	0.00	15,702.18	43.92
<u>COMMODITIES</u>						
401-711-313-00 VICKSBURG	12,500	2,161.04	7,431.53	0.00	5,068.47	59.45
TOTAL COMMODITIES	12,500	2,161.04	7,431.53	0.00	5,068.47	59.45
<u>CAPITAL OUTLAY</u>						
401-711-413-00 EAST MAIN ST	11,000	1,132.02	4,133.63	0.00	6,866.37	37.58
TOTAL CAPITAL OUTLAY	11,000	1,132.02	4,133.63	0.00	6,866.37	37.58
<u>CONTRIBUTIONS</u>						
401-711-513-00 WOOD/RITCHIE STS	4,000	283.55	1,151.16	0.00	2,848.84	28.78
TOTAL CONTRIBUTIONS	4,000	283.55	1,151.16	0.00	2,848.84	28.78
<u>NON-OPERATING EXPENSES</u>						
401-711-613-00 MONONGALIA ST	1,900	127.47	695.77	0.00	1,204.23	36.62
401-711-713-00 DEANVILLE	8,000	75.97	218.12	0.00	7,781.88	2.73
401-711-813-00 ISLAND AVENUE	500	21.63	170.76	0.00	329.24	34.15
401-711-913-00 MADISON STREET	500	57.62	214.47	0.00	285.53	42.89
401-711-914-00 TJM SEWAGE STATION	750	52.54	267.06	0.00	482.94	35.61
401-711-915-00 WESTON ROAD	650	61.25	249.78	0.00	400.22	38.43
401-711-916-00 HAMPTON INN PS	300	15.73	100.43	0.00	199.57	33.48
401-711-917-00 BRUSHY FORK PS	600	55.83	288.67	0.00	311.33	48.11
401-711-918-00 RT 20 SEWER PUMP STATION	200	15.73	82.91	0.00	117.09	41.46
401-711-919-00 1 BUCKHANNON RD	210	10.00	115.01	0.00	94.99	54.77
401-711-920-00 PLANT VEHICLES-2,3,8	23,000	1,207.33	8,290.77	0.00	14,709.23	36.05
401-711-920-01 TENNERTON INTERCEPTOR	4,000	335.33	2,661.10	0.00	1,338.90	66.53
401-711-920-02 NATURAL GAS	2,500	496.74	643.55	0.00	1,856.45	25.74
401-711-921-00 BROOKE ST PUMP STA	4,000	460.21	2,043.16	0.00	1,956.84	51.08
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	10.52	67.12	0.00	132.88	33.56
TOTAL NON-OPERATING EXPENSES	47,310	3,003.90	16,108.68	0.00	31,201.32	34.05
TOTAL POWER/FUEL/UTILITY	199,810	17,998.76	91,326.59	0.00	108,483.41	45.71

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF YEAR COMPLETED: 50.00		
				TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
401-712-345-00 UNIFORMS	12,800	1,495.67	7,662.60	0.00	5,137.40	59.86
TOTAL COMMODITIES	12,800	1,495.67	7,662.60	0.00	5,137.40	59.86
TOTAL UNIFORMS	12,800	1,495.67	7,662.60	0.00	5,137.40	59.86
<u>LINES</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-713-143-00 FACILITIES MAINTENANCE LI	15,000	312.40	3,787.78	152.99	11,059.23	26.27
TOTAL SALARIES & BENEFITS	15,000	312.40	3,787.78	152.99	11,059.23	26.27
<u>CONTRACTUAL SERVICES</u>						
401-713-243-00 SUPPLIES LINES	35,000	369.50	5,554.28	2,758.52	26,687.20	23.75
TOTAL CONTRACTUAL SERVICES	35,000	369.50	5,554.28	2,758.52	26,687.20	23.75
<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	4,140.65	10,800.40	328.72	18,870.88	37.10
TOTAL CAPITAL OUTLAY	30,000	4,140.65	10,800.40	328.72	18,870.88	37.10
TOTAL LINES	80,000	4,822.55	20,142.46	3,240.23	56,617.31	29.23
<u>PLANT</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-714-143-00 FACILITIES MAINTENANCE PL	15,000	677.24	4,875.12	25.08	10,099.80	32.67
TOTAL SALARIES & BENEFITS	15,000	677.24	4,875.12	25.08	10,099.80	32.67
<u>CONTRACTUAL SERVICES</u>						
401-714-243-00 LAB EXPENSE PLANT	43,000	952.68	16,552.68	0.00	26,447.32	38.49
TOTAL CONTRACTUAL SERVICES	43,000	952.68	16,552.68	0.00	26,447.32	38.49
<u>COMMODITIES</u>						
401-714-343-00 EQUIPMENT MAINTENANCE PLA	32,500	900.08	27,872.06	407.97	4,219.97	87.02
TOTAL COMMODITIES	32,500	900.08	27,872.06	407.97	4,219.97	87.02
<u>CAPITAL OUTLAY</u>						
401-714-443-00 PUMP STATION REPAIR & MAI	305,000	5,201.69	70,797.35	0.00	234,202.65	23.21
TOTAL CAPITAL OUTLAY	305,000	5,201.69	70,797.35	0.00	234,202.65	23.21

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF YEAR COMPLETED: 50.00		
				TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
401-714-543-00 TELEPHONE	7,000	159.13	2,582.71	0.00	4,417.29	36.90
TOTAL CONTRIBUTIONS	7,000	159.13	2,582.71	0.00	4,417.29	36.90
<u>NON-OPERATING EXPENSES</u>						
401-714-643-00 OPERATION PLANT EXPENSE	10,000	264.58	2,133.40	0.00	7,866.60	21.33
401-714-743-00 TELEMETRY	2,875	0.00	359.40	0.00	2,515.60	12.50
TOTAL NON-OPERATING EXPENSES	12,875	264.58	2,492.80	0.00	10,382.20	19.36
TOTAL PLANT	415,375	8,155.40	125,172.72	433.05	289,769.23	30.24
<u>SALARIES PLANT/LINES</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-715-101-00 PLANT LABOR	166,500	12,366.96	81,588.87	0.00	84,911.13	49.00
401-715-101-01 PLANT COMPENS 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	41,652.82	270,627.55	0.00	302,372.45	47.23
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	54,019.78	352,216.42	0.00	387,283.58	47.63
<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	54,019.78	352,216.42	0.00	387,283.58	47.63
<u>SALARIES BOARD/OFFICE</u>						
<u>SALARIES &amp; BENEFITS</u>						
401-716-101-00 BOARD SALARIES	12,000	1,000.00	5,800.00	0.00	6,200.00	48.33
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	15,935.16	107,851.42	0.00	100,148.58	51.85
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	16,935.16	113,651.42	0.00	106,348.58	51.66

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
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401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>CONTRACTUAL SERVICES</b>						
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	16,935.16	113,651.42	0.00	106,348.58	51.66
<b>FICA/INSURANCE</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-718-104-00 FICA TAX	71,963	5,429.34	35,650.14	0.00	36,312.86	49.54
401-718-105-00 HEALTH INSURANCE	202,000	15,805.35	127,871.58	0.00	74,128.42	63.30
TOTAL SALARIES & BENEFITS	273,963	21,234.69	163,521.72	0.00	110,441.28	59.69
TOTAL FICA/INSURANCE	273,963	21,234.69	163,521.72	0.00	110,441.28	59.69
<b>RETIREMENT</b>						
<b>SALARIES &amp; BENEFITS</b>						
401-719-106-00 GROUP RETIREMENT	85,275	6,264.51	41,205.31	0.00	44,069.69	48.32
TOTAL SALARIES & BENEFITS	85,275	6,264.51	41,205.31	0.00	44,069.69	48.32
TOTAL RETIREMENT	85,275	6,264.51	41,205.31	0.00	44,069.69	48.32
<b>UNEMPLOYMENT/COMPENSATION</b>						
<b>CONTRACTUAL SERVICES</b>						
401-720-226-00 UNEMPLOYMENT/COMPENSATION	20,000	953.15	6,328.60	0.00	13,671.40	31.64
TOTAL CONTRACTUAL SERVICES	20,000	953.15	6,328.60	0.00	13,671.40	31.64
TOTAL UNEMPLOYMENT/COMPENSATION	20,000	953.15	6,328.60	0.00	13,671.40	31.64
<b>BILLING/COMPUTER/DEP INT</b>						
<b>CONTRACTUAL SERVICES</b>						
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
<b>COMMODITIES</b>						
401-783-341-00 BILLING & COLLECTING	69,000	2,666.83	33,265.84	0.00	35,734.16	48.21
401-783-341-05 BILLING WAT BD METER READ	3,600	300.00	1,800.00	0.00	1,800.00	50.00
401-783-342-00 CAPITAL OUTLAY OFFICE	20,000	258.75	3,758.75	0.00	16,241.25	18.79

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
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401-SANITARY

% OF YEAR COMPLETED: 50.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>401-783-342-05 OFFICE DATA SERVICE AND S</b>						
401-783-369-00 CUSTOMER DEP INTEREST PAI	21,000	2,200.00	3,950.00	0.00	17,050.00	18.81
TOTAL COMMODITIES	300	0.00	0.00	0.00	300.00	0.00
	113,900	5,425.58	42,774.59	0.00	71,125.41	37.55
<b>NON-OPERATING EXPENSES</b>						
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	5,425.58	42,774.59	0.00	71,125.41	37.55
<b>OFFICE EXPENSE</b>						
<b>COMMODITIES</b>						
401-793-341-00 OFFICE SUPPLIES & EXPENSE	60,000	3,391.42	21,012.68	0.00	38,987.32	35.02
TOTAL COMMODITIES	60,000	3,391.42	21,012.68	0.00	38,987.32	35.02
TOTAL OFFICE EXPENSE	60,000	3,391.42	21,012.68	0.00	38,987.32	35.02
<b>PSC ASSESS/DNR PERMIT</b>						
<b>SALARIES &amp; BENEFITS</b>						
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
<b>PROPERTY INSURANCE</b>						
<b>CONTRACTUAL SERVICES</b>						
401-798-226-00 PROPERTY INSURANCE	48,000	5,937.47	29,359.54	0.00	18,640.46	61.17
401-798-227-00 INSURANCE CLAIMS DAMAGE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	48,000	5,937.47	29,359.54	0.00	18,640.46	61.17
TOTAL PROPERTY INSURANCE	48,000	5,937.47	29,359.54	0.00	18,640.46	61.17
<b>RENTS</b>						
<b>CONTRACTUAL SERVICES</b>						
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

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

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401-SANITARY

% OF YEAR COMPLETED: 50.00

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 PROFESSIONAL SERVICES	32,000	2,316.67	22,242.19	0.00	9,757.81	69.51
TOTAL CONTRACTUAL SERVICES	32,000	2,316.67	22,242.19	0.00	9,757.81	69.51
TOTAL PROFESSIONAL	32,000	2,316.67	22,242.19	0.00	9,757.81	69.51
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	31,142.24	86,467.02	152.74	193,029.24	30.97
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	6,684.22	101,136.03	0.00	108,113.97	48.33
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	1,477.38	66,294.45	125.00	59,580.55	52.71
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

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

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401-SANITARY

% OF YEAR COMPLETED: 50.00

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	39,303.84	253,897.50	277.74	390,723.76	39.41
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	39,303.84	253,897.50	277.74	390,723.76	39.41
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	188,254.65	1,296,778.97	3,951.02	1,664,292.01	43.87
REVENUE OVER/(UNDER) EXPENDITURES	( 890,347)	2,779.89	89,142.11	( 3,951.02)	( 975,538.09)	9.57-

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

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426-STORMWATER FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% OF YEAR COMPLETED: 50.00	
					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
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					CITY OF BUCKHANNON	PAGE: 3
					REVENUE & EXPENSE REPORT (UNAUDITED)	
					AS OF: DECEMBER 31ST, 2025	
426-STORMWATER FUND						
					% OF YEAR COMPLETED: 50.00	
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	810.92	3,063.38	0.00	16,936.62	15.32
TOTAL COMMODITIES	20,000	810.92	3,063.38	0.00	16,936.62	15.32
CAPITAL OUTLAY						
426-805-458-00 STORMWATER CAPITAL	321,695	35,439.81	62,792.90	2,711.75	256,190.35	20.36
TOTAL CAPITAL OUTLAY	321,695	35,439.81	62,792.90	2,711.75	256,190.35	20.36
TOTAL stormwater	400,020	36,250.73	68,369.61	2,711.75	328,938.64	17.77
TOTAL EXPENDITURES	400,020	36,250.73	68,369.61	2,711.75	328,938.64	17.77
REVENUE OVER/(UNDER) EXPENDITURES	( 300,000)	( 36,250.73)	( 18,229.61)	( 2,711.75)	( 279,058.64)	6.98

## SANITARY DECEMBER 2025 PAYMENT OF BILLS

\$3,840.94 - WV TRACTOR &amp; EQUIPMENT CO. - CHECK VALVE, O-RINGS, 2500 PSI HOSE FOR P-5

\$1,679.86 - WORLD FUEL SERVICES - FUEL CUBE FOR TRUCK PS

\$1,326.06 - BRUFFY TRUCKING - STONE FOR HENRY STREET SEWER PROJECT

\$29,712.50 - THOMPSON PUMP &amp; MFG CO - NEW PUMP FOR TAYLOR STREET SPLIT WITH STORMWATER

## STORMWATER DECEMBER 2025 PAYMENT OF BILLS

\$2,070.50 - NATIONAL TANK &amp; EQUIPMENT - PUMP RENTAL TAYLOR ST

\$1,050.00 - BORRIS PROFESSIONAL SERVICES - APPRAISAL CAMDEN AVE

\$29,712.50 - THOMPSON PUMP &amp; MFG. CO - NEW PUMP FOR TAYLOR STREET SPLIT WITH SEWER

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
POWER/FUEL/UTILITY	MON POWER	711-713-00	DEANVILLE	110 165 979 656 DEANVILLE	75.97
		711-313-00	VICKSBURG	110 086 525 471 SYCAMORE	2,161.04
		711-913-00	MADISON STREET	110 087 327 497 RANDOLPH	57.62
		711-513-00	WOOD/RITCHIE STS	110 086 976 856 WOOB	283.55
		711-413-00	EAST MAIN ST	110 084 766 556 E MAIN	1,132.02
		711-813-00	ISLAND AVENUE	110 088 930 133 ISLAND AVE	21.63
		711-914-00	TJM SEWAGE STATION	110 087 907 595 TJM SEWAGE	52.54
		711-113-00	PLANT POWER	110 088 308 280 RT. 5	8,883.21
		711-213-00	ELIAS STREET	110 088 305 898 ELIAS ST	2,535.04
		711-613-00	MONONGALIA ST	110 082 080 448 MON & WOOD	127.47
		711-919-00	1 BUCKHANNON RD	110 088 263 998 BUCKHANNO	10.00
		711-921-00	BROOKE ST PUMP STA	110 100 961 546 BROOKE ST	460.21
		711-923-00	65-67 CLEVELAND AVE	110 142 423 661 65-67 CLEVELA	10.52
		711-916-00	HAMPTON INN PS	110 087 568 348 WBUC RD	15.73
		711-915-00	WESTON ROAD	110 087 676 356 WESTON RD	61.25
		711-917-00	BRUSHY FORK PS	110 085 299 060 BRUSHY FK	55.83
		711-918-00	RT 20 SEWER PUMP STA	110 088 984 965 RT 20	15.73

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TENNERTON PUBLIC SERVICE DIS	711-920-01	TENNERTON INTERCEPTO	NOV 25 WSTN RD BLL	335.33
	FLYERS ENERGY LLC	711-920-00	PLANT VEHICLES-2,3,8	SAN FUEL BILL NOV 2025	1,207.33
	STAND ENERGY CORPORATION	711-920-02	NATURAL GAS	NOV 2025 SALES	496.74
				TOTAL:	17,998.76
UNIFORMS	CINTAS	712-345-00	UNIFORMS	SANI UNIFORMS 11.25.25	321.35
		712-345-00	UNIFORMS	SAN UNIFORMS 12.3.25	265.81
		712-345-00	UNIFORMS	SANI UNIFORM 12.10.25	321.35
		712-345-00	UNIFORMS	SANI UNIFORM 12.17.25	265.81
		712-345-00	UNIFORMS	SANI UNIFORM 12.23.25	321.35
				TOTAL:	1,495.67
LINES	SAFFLES GOODIES	713-443-00	EQUIPMENT & MAINTENA	HITCH PIN KIT	12.00
	MILLER SUPPLY	713-243-00	SUPPLIES LINES	19 MASTERLOCKS	294.50
	REGION VII PLANNING PDC	713-143-00	FACILITIES MAINTENAN	SAN GIS SVCS NOV 2025	32.50
	WV TRACTOR & EQUIPMENT CO.	713-443-00	EQUIPMENT & MAINTENA	CHCK VLVE,ORING,SCRN-P5	1,894.07
		713-443-00	EQUIPMENT & MAINTENA	2500 PSI PRNHA HOSE- P5	1,946.87
	AUTO ZONE	713-443-00	EQUIPMENT & MAINTENA	2.7502 AERO WD40-P5	5.37
		713-443-00	EQUIPMENT & MAINTENA	3 GALOL&OIL FLTRS-6" PMP	98.12
	NAPA-AMTOWER AUTO SUPPLY	713-443-00	EQUIPMENT & MAINTENA	3 GAL MOTOR OIL-P18	51.87
		713-443-00	EQUIPMENT & MAINTENA	AIR FILTERS-P35	55.05
		713-443-00	EQUIPMENT & MAINTENA	MICROTORCH,BTNE FUEL-P18	13.04
	UPSHUR ULTRA POWER	713-443-00	EQUIPMENT & MAINTENA	BOLTS, NUTS, WSHRS-P13	9.60
		713-443-00	EQUIPMENT & MAINTENA	16 1/2"-13 X 3" BOLTS-P13	32.96
	MISS UTILITY OF WEST VIRGINIA	713-443-00	EQUIPMENT & MAINTENA	NOV 2025 811 LOCATE FEES	21.70
	COMMUNITY CARE OF WV	713-243-00	SUPPLIES LINES	PRE-EMPLOY PHYSICAL C WALK	75.00
	BENNY'S BOOT HILL	713-143-00	FACILITIES MAINTENAN	STEEL TOE BTS-J, STREETS	179.91
	FREEDOM AG & ENGERY COOPERAT	713-143-00	FACILITIES MAINTENAN	OVERALLS-STEVEN BOGGS	99.99
				TOTAL:	4,822.55
PLANT	LEAF	714-643-00	OPERATION PLANT EXPE	SANI PRNTR RNT DUE 1.13.26	139.00
	RITE-WAY HEATING & PLUMBING	714-343-00	EQUIPMENT MAINTENANC	ZIP TIES FOR P-8	25.29
		714-343-00	EQUIPMENT MAINTENANC	MISC PIPE & FITTINGS-SHOP	22.28
		714-343-00	EQUIPMENT MAINTENANC	MISC FITTINGS-SHOP	3.75
		714-343-00	EQUIPMENT MAINTENANC	2 DRAIN KINGS	83.58
		714-343-00	EQUIPMENT MAINTENANC	2 3/4" CAPS-SHOP	1.00
	NAPA-AMTOWER AUTO SUPPLY	714-443-00	PUMP STATION REPAIR	MINI TORCH-PUMPSTATIONS	19.07
		714-443-00	PUMP STATION REPAIR	MICRO TRCHS-PMPSTTNS	38.14
		714-343-00	EQUIPMENT MAINTENANC	PE BLSTR, FREE ALL OIL-SHP	55.47
		714-243-00	LAB EXPENSE PLANT	2 PACK C BATTERIES-LAB	11.68
		714-443-00	PUMP STATION REPAIR	4 ANTIGEL-PS GENERATORS	39.96
	APPLIED INDUSTRIAL TECHNOLOG	714-343-00	EQUIPMENT MAINTENANC	SEAL&SHIPPING-SCREW PUMP	93.73
		714-143-00	FACILITIES MAINTENAN	GLOVES-SHOP	336.87
		714-143-00	FACILITIES MAINTENAN	GLOVES-SHOP	52.19
	HART OFFICE SOLUTIONS INC	714-643-00	OPERATION PLANT EXPE	SAN NOV 2025 CPY CHRGES	57.11
	STURN ENVIRONMENTAL SERVICES	714-243-00	LAB EXPENSE PLANT	NOV 2025 LAB TEST	941.00
	LOWES BUSINESS ACCOUNTS/SYNC	714-443-00	PUMP STATION REPAIR	MINI TRCHES&KEYS-PMPSTTNS	90.15
		714-343-00	EQUIPMENT MAINTENANC	BERNOMATOMIC MAP GAS-P8	71.23
		714-443-00	PUMP STATION REPAIR	PCRD-COUPLER GATOR CLIP	117.84
	SYLVESTER W. LOWTHER	714-343-00	EQUIPMENT MAINTENANC	OIL SOAKS-SHOP	60.00
		714-343-00	EQUIPMENT MAINTENANC	2 5 GAL GREASE-PLANT	440.00
	CRITES ELECTRICAL SUPPLY INC	714-443-00	PUMP STATION REPAIR	FITTING&PLUG-VICKSBURG PS	12.44
		714-443-00	PUMP STATION REPAIR	ELEC SUPPLIES-MON ST PS	1,404.27
	ROBERT P TENNEY	714-343-00	EQUIPMENT MAINTENANC	REIMP CDL LIC PETE TENNEY	43.75

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DISBURSEMENTS 12-01-25 TO 12-31-25

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FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	MIDDLETOWN TRACTOR SALES	714-443-00	PUMP STATION REPAIR	BARS & CHAINS-MON ST PS	899.98
		714-443-00	PUMP STATION REPAIR	BARS & CHAINS-MON ST PS	899.98
	WORLD FUEL SERVICES, INC.	714-443-00	PUMP STATION REPAIR	FUEL CUBE FOR PS	1,679.86
	FREEDOM AG & ENGERY COOPERAT	714-143-00	FACILITIES MAINTENAN	10 CASES WATER	69.90
		714-643-00	OPERATION PLANT EXPE	CALCIUM CHLORIDE	43.98
		714-143-00	FACILITIES MAINTENAN	10 CASES WATER	69.90
		714-643-00	OPERATION PLANT EXPE	RAT POISON-GARAGE	24.49
		714-143-00	FACILITIES MAINTENAN	10 CASES WATER	69.90
FRONTIER	714-543-00	TELEPHONE	472-5459-101515-4 SAN	159.13	
CINTAS	714-143-00	FACILITIES MAINTENAN	FIRST AID CABINET RESTOCK	78.48	
SALARIES PLANT/LINES	**PAYROLL EXPENSES		12/01/2025 - 12/31/2025	54,019.78	
			TOTAL:	62,175.18	
SALARIES BOARD/OFFICE	**PAYROLL EXPENSES		12/01/2025 - 12/31/2025	16,935.16	
			TOTAL:	16,935.16	
FICA/INSURANCE	WV PUBLIC EMPLOYEES INSURANC	718-105-00	HEALTH INSURANCE	SAN DEC 2025 HEALTH INS	14,610.70
		718-105-00	HEALTH INSURANCE	SAN DEC 2025 RETIREES INS	180.00
	INTERNAL REVENUE SERVICE	718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,288.95
		718-104-00	FICA TAX	FICA WITHHELD AND MATCHED	2,111.29
		718-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	535.33
	USI INSURANCE SERVICES LLC	718-105-00	FICA TAX	MEDICARE WITHHELD & MATCHED	493.77
	PAYFLEX - INSPIRA	718-105-00	HEALTH INSURANCE	GROUP BNFT 3RD INSTM 2025	959.40
		718-105-00	HEALTH INSURANCE	SAN DEC 2025 HSA FEES	55.25
			TOTAL:	21,234.69	
RETIREMENT	WV PUBLIC EMPLOYEES RETIREME	719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,055.70
		719-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	2,059.70
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,144.77
		719-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	1,004.34
			TOTAL:	6,264.51	
UNEMPLOYMENT/COMPENSAT	ENCOVA INSURANCE	720-226-00	UNEMPLOYMENT/COMPENS	WCN6007140 11.2-12.1 2025	876.50
	WV MUNICIPAL LEAGUE	720-226-00	UNEMPLOYMENT/COMPENS	SAN 4TH QTR 2025 UNEMPLOY	76.65
			TOTAL:	953.15	
BILLING/COMPUTER/DEP I	LEAF	783-341-00	BILLING & COLLECTING	CH COPIER LEASE 12.18.25	170.21
		783-341-00	BILLING & COLLECTING	CH PRNTR RNT DUE 1.18.26	170.21
	WATER BD-CITY OF BUCKHANNON	783-341-05	BILLING WAT BD METER	DEC 2025 METER READS	300.00
	BUCKHANNON POSTMASTER	783-341-00	BILLING & COLLECTING	PERMIT #10 POSTAGE	1,000.00
	AMAZON.COM	783-341-00	BILLING & COLLECTING	PCRD-COLORED COPY PAPER	21.90
		783-341-00	BILLING & COLLECTING	PCRD-OFFICE SUPPLIES	28.01
		783-341-00	BILLING & COLLECTING	PCRD-TRASH BAGS	13.51
		783-341-00	BILLING & COLLECTING	PCRD-FILE FOLDERS CUPS TRA	13.68
		783-341-00	BILLING & COLLECTING	PCRD-FOAM CUPS	4.26
	LYNX WV INC	783-342-05	OFFICE DATA SERVICE	IT SERVICES DEC 25	450.00
	FP MAILING SOLUTIONS	783-341-00	BILLING & COLLECTING	PCRD-POSTAGE BY PHONE	258.75
		783-341-00	BILLING & COLLECTING	PCRD-POSTAGE BY PHONE	258.75
	US POSTAL SERVICE (CMRS-FP)	783-341-00	BILLING & COLLECTING	DEC 2025 POSTAGE BY PHONE	250.00
	FP FINANCE PROGRAM	783-341-00	BILLING & COLLECTING	DEC 2025 MAILER & INSERT P	94.31
	OPTIMUM B2B, DEPT. 1264	783-341-00	BILLING & COLLECTING	DEC 2025 CH INTERNET	212.50
	ROSSMAN & CO/PCB CORP	783-341-00	BILLING & COLLECTING	DEBT CLLCTN NOV 2025	12.92
	HEWLETT PACKARD FINANCIAL SE	783-341-00	BILLING & COLLECTING	DEC 2025 PLOTTER RNT	78.91
		783-341-00	BILLING & COLLECTING	JAN 2026 PLOTTER RNT	78.91

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FUND: SANITARY

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	STRATEGY LLC	783-342-05	OFFICE DATA SERVICE	DEC 2025 IT CONTRACT	1,750.00
		783-342-00	CAPITAL OUTLAY OFFIC	RPLCE CMRA CNCL CHMRS	258.75
				TOTAL:	5,425.58
OFFICE EXPENSE	PAYROLL ACCOUNT (ALL DEPTS)	793-341-00	OFFICE SUPPLIES & EX	NOV 25 AA FEES	192.85
	COLLECTION ACCOUNT	793-341-00	OFFICE SUPPLIES & EX	NOV 25 CC FEES	2,711.32
	INDEED.COM	793-341-00	OFFICE SUPPLIES & EX	PCRD-OFFICE CLERK AD	60.87
	JERRY HEARD ASSC.	793-341-00	OFFICE SUPPLIES & EX	PCRD-OFFICE CLERK AD	76.77
	SAMS CLUB	793-341-00	OFFICE SUPPLIES & EX	TAX FORMS 2025	174.19
	FRONTIER	793-341-00	OFFICE SUPPLIES & EX	472-1651-101515-4 CITY HAL	15.70
	BEENVERIFIED	793-341-00	OFFICE SUPPLIES & EX	304-003-2273-060600-4	120.44
			OFFICE SUPPLIES & EX	PCRD-PAPER TOWELS	24.18
				TOTAL:	7.50
				TOTAL:	3,383.82
PROPERTY INSURANCE	WESTFIELD INSURANCE	798-226-00	PROPERTY INSURANCE	2NDQTR PYMENT10.1.2025-10.	2,408.34
	TRAVELERS INSURANCE	798-226-00	PROPERTY INSURANCE	INS PREM AUTO LIA DEC 2025	3,529.13
				TOTAL:	5,937.47
PROFESSIONAL	THOMAS J O'NEILL	896-223-00	PROFESSIONAL SERVIC	JAN 2026 ATTORNEY FEES	1,354.17
	JEREMY DRENNEN, CPA	896-223-00	PROFESSIONAL SERVIC	FY 25 FINANCIALS	650.00
		896-223-00	PROFESSIONAL SERVIC	FY 25 FINANCIALS	312.50
				TOTAL:	2,316.67
CAPITAL/PROJECTS	MILLER SUPPLY	997-451-00	PLANT - CAPITAL	PIPE & FITTINGS-PISTA GRIT	150.00
		997-451-00	PLANT - CAPITAL	NIPPLE- PISTA GRIT	36.00
		997-451-00	PLANT - CAPITAL	ELBOW & NIPPLE-PISTA GRIT	88.00
		997-451-00	PLANT - CAPITAL	THRD TPE, CMLCK-PISTA GRIT	26.00
	VALLEY STEEL SERVICE	997-451-00	PLANT - CAPITAL	PIPE FOR PISTA GRIT	91.80
	RITE-WAY HEATING & PLUMBING	997-455-00	SEWER UPGRADE-CAPITA	PIPE & ETC-HENRY ST SWR	26.32
	AIRGAS USA, LLC	997-451-00	PLANT - CAPITAL	WLDNG SPPLS-PISTA GRIT	591.67
	HARBOR FREIGHT TOOLS	997-451-00	PLANT - CAPITAL	PCRD- PIPE TAPS PISTA GRIT	59.99
		997-451-00	PLANT - CAPITAL	PCRD-3" CHIP BRUSHES PISTA	17.98
		997-451-00	PLANT - CAPITAL	PCRD-FOLDING STEEL SAWHRS	119.98
		997-451-00	PLANT - CAPITAL	PCRD-BLUE TARPS PISTA GRIT	8.76
	LOWES BUSINESS ACCOUNTS/SYNC	997-451-00	PLANT - CAPITAL	MATERIALS FOR PISTA GRIT	99.24
	BRUFFEY TRUCKING INC	997-455-00	SEWER UPGRADE-CAPITA	STONE FOR HENRY ST SEWER	1,326.06
	ENTERPRISE FM TRUST	997-454-00	NEW EQUIPMENT-CAPITA	25H3HE 2021 DODGE RAM TRK	360.75
		997-454-00	NEW EQUIPMENT-CAPITA	28M22 2025 TOYOTA TACOMA	504.95
		997-454-00	NEW EQUIPMENT-CAPITA	28M234 2025 TOYOTA TACOMA	524.73
		997-454-00	NEW EQUIPMENT-CAPITA	28M23R 2025 TOYOTA TACOMA	504.58
		997-454-00	NEW EQUIPMENT-CAPITA	28SS526 FORD F-350	1,355.08
	CITIZENS BANK OF WV	997-454-00	NEW EQUIPMENT-CAPITA	SANITARY EXCAVATOR DEC 25	3,434.13
	CRITES ELECTRICAL SUPPLY INC	997-451-00	PLANT - CAPITAL	3 CLAMPS-PISTA GRIT	15.57
	MCCARTY'S SEPTIC SERVICE	997-455-00	SEWER UPGRADE-CAPITA	HENRY ST SEWER-POTTY RENT	125.00
	FASTENEL INDUSTRIAL	997-451-00	PLANT - CAPITAL	PISTA GRIT-WEDGE ANCHORS	124.75
	THOMPSON PUMP & MFG CO. INC	997-451-00	PLANT - CAPITAL	PUMP & HOSES	29,712.50
				TOTAL:	39,303.84

01-14-2026 10:50 AM

DISBURSEMENTS 12-01-25 TO 12-31-25

PAGE: 27

FUND: STORMWATER FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STORMWATER	REGION VII PLANNING PDC	805-341-00	STORMWATER MATERIALS	STORM GIS SVCS NOV 2025	32.50
	POTESTA & ASSOCIATES INC	805-341-00	STORMWATER MATERIALS	PHASE 020 TYLR ST STRMWTR	734.20
	CORE & MAIN LP	805-458-00	STORMWATER CAPITAL	1-1' RISER-S FLRDA DI	106.81
	GRIFFIN REAL ESTATE	805-458-00	STORMWATER CAPITAL	APPRaisal 180 CAMDEN	600.00
		805-458-00	STORMWATER CAPITAL	APPRaisal 178A CAMDEN	600.00
		805-458-00	STORMWATER CAPITAL	APPRaisal 181 RANDOLPH	550.00
		805-458-00	STORMWATER CAPITAL	APPRSL RNDLPH-TYLR ST STR	750.00
	WV NEWS	805-341-00	STORMWATER MATERIALS	CLSS 2 LGL AD-TAYLR ST	44.22
	NATIONAL TANK & EQUIPMENT LL	805-458-00	STORMWATER CAPITAL	PUMP RNTL TAYLR ST STORM	2,070.50
	BORRIS PROFESSIONAL SERVICES	805-458-00	STORMWATER CAPITAL	APPRaisal RESP CAMDEN AVE	1,050.00
	THOMPSON PUMP & MFG CO. INC	805-458-00	STORMWATER CAPITAL	PUMP & HOSES	29,712.50
				TOTAL:	36,250.73

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

**a. Possible Budget Revision – Amberle Jenkins presented an overview of the Sanitary Budget Revision #1.**

Sanitary Budget Rev 1					
1/14/2026					
Expenses					
401-712-345-00	Uniforms		12800	3000	15800 per Cody
401-714-343-00	Equipment Maintenance Plant		32500	30000	Tenney, need funds moved for expense in
401-714-443-00	Pump Station repair&Maint		305000	-30000	move to 40171434300 Sreed add ins
401-718-105-00	Health Insurance		202000	50000	due to Qualifying event. One Cityatty
401-896-223-00	Professional Services		32000	6000	increase LY. Plant study
				59000	
Revenues					
401-368-000-00	Contrib Rev Not 5.5rule		0	59000	59000
				59000	

**Loftis/Shaw moved to approve the Sanitary Budget Revision #1 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.

**dep**

Permit	WV0032336	Outlet No:	001	Type:	Normal	Reference ID:	wv32336Oct2025(10/17/2025) (11/17/2025)	Type:	Electronic DMR				
Report for the Month of:	October	Year:	2025	Permit ID:	New/Pending	eDMR Worksheet	-- WV0032336 - 001	Printed:	Nov. 18, 2025 9:57 AM				
Retrieve Parameters				eDMR Schedule									
Parameter	Permit Limits	Quantity				Other Units				Measurement Frequency	Sample Type	Lab	Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*				

50050 (ML-1) RF-A	Reported					0.057 1.456								
Flow In Conduit Or Treatment Plant	Permit Limits	N/A N/A				N/A Rpt Only Rpt Only Avg. Monthly Max. Daily				mgd 0		Continuous Continuous measured		
00310 (ML-B) RF-A	Reported	84.4 167.4				13.1 19.0						1/week		157
BOD	Permit Limits	208.5 417 Lbs/Day 0				N/A 10 20 Avg. Monthly Max. Daily				mg/l 0		1/week		8 hr comp
Summer July 1-Oct 31	Permit Limits	Avg. Monthly Max. Daily				10.0 17.0						1/week		157
00530 (ML-A) RF-A	Reported	60.3 79.7				N/A 30 60 Avg. Monthly Max. Daily				mg/l 0		1/week		8 hr comp
Suspended Solids, Total	Permit Limits	625.5 1251 Lbs/Day 0				N/A 30 60 Avg. Monthly Max. Daily				mg/l 0		1/week		157
Year Round	Permit Limits	Avg. Monthly Max. Daily				Avg. Monthly Max. Daily						1/week		8 hr comp
51012 (ML-K) RF-A	Reported					91.6						2/month		157
BOD,5day Percent Removal, Dry	Permit Limits	N/A N/A				85 N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51013 (ML-K) RF-A	Reported					0						2/month		Calculated
BOD,5day Percent Removal, Wet	Permit Limits	N/A N/A				Rpt Only N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51014 (ML-K) RF-A	Reported					93.4						2/month		157
Solids, Suspended Percent Removal, Dry	Permit Limits	N/A N/A				85 N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51015 (ML-K) RF-A	Reported					0						2/month		Calculated
Solids, Suspended Percent Removal, Wet	Permit Limits	N/A N/A				Rpt Only N/A N/A				Percent 0		2/month		157
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		Calculated
74055 (ML-A) RF-A	Reported					8.0 15.0						1/week		153
Coliform, Fecal	Permit Limits	N/A N/A				N/A 200 400 Mon. Geo. M Max. Daily				Crts/100ml 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		153
00440 (ML-A) RF-A	Reported	6.97				7.08						1/week		153
pH	Permit Limits	N/A N/A				6 N/A 9 Inst. Min. Inst. Max.				S.U. 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						1/week		153
00630 (ML-A) RF-A	Reported	7.5										1/week		153
Dissolved Oxygen	Permit Limits	N/A N/A				7.25 N/A N/A				mg/l 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Min.				N/A N/A						1/week		153
00610 (ML-A) RF-A	Reported	6.23 166.5				9.94 18.8						1/week		157
Nitrogen, Ammonia Total	Permit Limits	41.7 83.4 Lbs/Day 1				N/A 2 4 Avg. Monthly Max. Daily				mg/l 2		1/week		8 hr comp
Summer July 1-Oct 31	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		157
00665 (ML-A) RF-A	Reported					0.19 24						2/month		157
Phosphorus, Total (As P)	Permit Limits	N/A N/A				Rpt Only Rpt Only				mg/l 0		2/month		8 hr comp
Summer May 1-Oct 31	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		157
01119 (ML-A) RF-A	Reported					0.00407 0.00407						1/month		157
Copper Total Recoverable	Permit Limits	N/A N/A				N/A 0.007 0.017 Avg. Monthly Max. Daily				mg/l 0		1/month		8 hr comp
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						1/month		157
01094 (ML-A) RF-A	Reported					0.0349 0.0349						1/month		157
Zinc Total Recoverable	Permit Limits	N/A N/A				N/A 0.075 0.147 Avg. Monthly Max. Daily				mg/l 0		1/month		8 hr comp
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						1/month		157
74069 (ML-G) RF-A	Reported					6.4 29.6 122.1						1/daily		157
Stream Flow, Estimated	Permit Limits	N/A N/A				Rpt Only Rpt Only Rpt Only				cfs 0		1/daily		Calculated
Summer July 1-Oct 31	Permit Limits	Avg. Monthly Inst. Min.				N/A N/A						1/daily		157

**dep**

Permit	WV0032336	Outlet No:	001	Type:	Normal	Reference ID:	wv32336November(11/22/25 (12/22/25)	Type:	Electronic DMR				
Report for the Month of:	November	Year:	2025	Permit ID:	New/Pending	eDMR Worksheet	-- WV0032336 - 001	Printed:	Dec. 22, 2025 9:26 AM				
Retrieve Parameters				eDMR Schedule									
Parameter	Permit Limits	Quantity				Other Units				Measurement Frequency	Sample Type	Lab	Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*				

50050 (ML-1) RF-A	Reported					1.031 2.163						Continuous		153
Flow In Conduit Or Treatment Plant	Permit Limits	N/A N/A				N/A Rpt Only Rpt Only Avg. Monthly Max. Daily				mgd 0		Continuous Continuous measured		
00310 (ML-B) RF-A	Reported	22.2 39.4				2.5 2.9						1/week		157
BOD	Permit Limits	313 626 Lbs/Day 0				N/A 15 30 Avg. Monthly Max. Daily				mg/l 0		1/week		8 hr comp
Winter Nov 1-June 30	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		157
00530 (ML-A) RF-A	Reported	103.3 239.7				0.3 15.0						1/week		157
Suspended Solids, Total	Permit Limits	625.5 1251 Lbs/Day 0				N/A 30 60 Avg. Monthly Max. Daily				mg/l 0		1/week		8 hr comp
Year Round	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		157
51012 (ML-K) RF-A	Reported					98.1						2/month		157
BOD,5day Percent Removal, Dry	Permit Limits	N/A N/A				85 N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51013 (ML-K) RF-A	Reported					0						2/month		Calculated
BOD,5day Percent Removal, Wet	Permit Limits	N/A N/A				Rpt Only N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51014 (ML-K) RF-A	Reported					89.1						2/month		157
Solids, Suspended Percent Removal, Dry	Permit Limits	N/A N/A				85 N/A N/A				Percent 0		2/month		Calculated
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
51015 (ML-K) RF-A	Reported					0						2/month		Calculated
Solids, Suspended Percent Removal, Wet	Permit Limits	N/A N/A				Rpt Only N/A N/A				Percent 0		2/month		157
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						2/month		157
74055 (ML-A) RF-A	Reported					13.0 21.0						1/week		153
Coliform, Fecal	Permit Limits	N/A N/A				N/A 200 400 Mon. Geo. M Max. Daily				Crts/100ml 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		153
00440 (ML-A) RF-A	Reported	7.06				7.14						1/week		153
pH	Permit Limits	N/A N/A				6 N/A 9 Inst. Min. Inst. Max.				S.U. 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						1/week		153
00300 (ML-A) RF-A	Reported					7.6						1/week		153
Dissolved Oxygen	Permit Limits	N/A N/A				7.25 N/A N/A				mg/l 0		1/week		Grab
Year Round	Permit Limits	Avg. Monthly Min.				N/A N/A						1/week		153
00610 (ML-A) RF-A	Reported	6.23 30.4				1.230 3.420						1/week		157
Nitrogen, Ammonia Total	Permit Limits	62.6 125 Lbs/Day 0				N/A 3 6 Avg. Monthly Max. Daily				mg/l 0		1/week		8 hr comp
Winter Nov 1-June 30	Permit Limits	Avg. Monthly Max. Daily				N/A N/A						1/week		157
01119 (ML-A) RF-A	Reported					0.0285 0.0285						1/month		157
Copper Total Recoverable	Permit Limits	N/A N/A				N/A 0.007 0.017 Avg. Monthly Max. Daily				mg/l 0		1/month		8 hr comp
Year Round	Permit Limits	Avg. Monthly Avg.				N/A N/A						1/month		157

01094 (ML-A) RF-A	Reported	N/A	N/A	0.035	0.035	mg/dl	0	1/month	1/month	157
Zinc Total Recoverable	Permit Limits			N/A	0.075	0.147				
Year Round				Avg. Monthly	Max. Daily					
74069 (ML-G) RF-A	Reported			47.9	276.9	1242.0	cts	0	1/daily	157
Stream Flow, Estimated	Permit Limits			Rpt Only	Rpt Only	Rpt Only	Inst. Min.	Avg. Monthly	Inst. Max.	Calculated
Winter Nov 1-June 30										

**b. Maintenance Crew** – Regarding the Mon Street Pump Station, we have received the new control panel and pumps, and are planning to upgrade the electrical when the weather permits. The crew has also been working on our Pista Grit building when the weather has been bad.

**c. Line Crew #1** - Garrett's crew repaired a failing drop inlet on South Florida Street, and they have been handling sewer complaints.

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

**e. Waste Water Treatment Plant Study** – Nothing new to report.

No further updates were provided.

## 9. Stormwater Management Discussions

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

## 10. Business Discussions:

**a. Finks Run-Norwin's Development LLC Sanitary Sewer Extension** – Director of Public Works Ethan Crosten reported that Norwin's Development LLC has requested a sanitary sewer extension to serve five buildings on Finks Run. The proposed extension would require a pump station. Concerns had previously been raised with the developer, and the Health Department has since determined that the developer's initial proposal was not permissible. As a result, no Board action is required at this time. An Alternative Main Line Extension Agreement has been submitted to the PSC and is included in the meeting packet. Norwin's is now working with CEC on the design required for Health Department permitting. This item was presented for information only.

**City of Buckhannon**  
70 East Main Street  
Buckhannon, WV 26201



Phone: 304.472.1651  
TDD: 304.472.9550  
Fax: 304.472.0934

January 6, 2026

Karen Buckley, Executive Secretary  
Public Service Commission of West Virginia  
201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323

26-0008-S-PC

**RE: Petition for Consent of Approval for Alternate Sanitary Sewer Extension Between Norwin's Development LLC and City of Buckhannon**

Ms. Buckley,

This letter is to seek approval to extend the City of Buckhannon's sanitary sewer system to serve the properties currently owned by Norwin's Development LLC. Included with this cover letter is the agreement to be executed between Norwin's Development LLC and the City of Buckhannon upon approval.

If you have any questions or concerns, please feel free to contact me at 304-472-4443 ext. 1000 or via email at ethan.crosten@buckhannonwv.org.

Thank you,

*Ethan Crosten*

Ethan Crosten  
Public Works Director  
City of Buckhannon

CC: Robert Neal Skinner, Mayor  
Randall Sanders, Recorded  
Jay Hollen, City Engineer  
Tom O'Neill, City Attorney  
Cody Tenney, Sanitary Department Superintendent  
Amby Jenkins, Finance Director  
City of Buckhannon Sanitary Board

Public Service Commission  
of West Virginia

10A Finks Run

201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
Fax: (304) 340-0325

January 7, 2026

Ethan Crosten, Public Works Director  
Buckhannon Sanitary Board  
70 East Main Street  
Buckhannon, WV 26201

RE: Case No. 26-0008-S-PC  
Buckhannon Sanitary Board

Dear Mr. Crosten:

This is to acknowledge receipt of the above styled filing. This case has been placed on the Commission's docket of open cases and forwarded to Commission Staff for processing. Please reference this case number on all future correspondence in this proceeding.

Enclosed is an Electronic Mail Agreement (EMA) Form. If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. The Commission will serve all Orders electronically on those parties that provide an email address. By signing the EMA and providing your email address reduces the cost and use of paper. If you have not provided your email address, please send an email to [caseinfo@psc.state.wv.us](mailto:caseinfo@psc.state.wv.us) and state the case number in the email subject field.

Sincerely,

Karen Buckley  
Executive Secretary

**b. Approve Promotion of Jason Tenney to Chief Wastewater Operator** - Ethan Crosten presented the reasons he is requesting this personnel classification.

**c. Approve Promotion of Timothy Wilson to Maintenance Crew Chief** - Ethan Crosten presented the reasons he is requesting this personnel classification.

**Loftis/Shaw moved to approve the promotion of Jason Tenney to Chief Wastewater Operator at a new wage of \$29.28 per hour, and Timothy Wilson to Maintenance Crew Chief at a new wage of \$26.62 per hour. The motion carried.**

**d. Approval Purchase of Equipment Trailer through Sourcewell Cooperative Program** - Cody Tenney provided the overview of this agenda item.

**Shaw/Loftis moved to approve the purchase of an equipment trailer through the Sourcewell Cooperative Program and an anticipated cost of approximately \$50,000 to \$55,000. The motion carried.**

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

**a. Tennerton P.S.D. Meeting Minutes-November 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. Executive Session - Property Matters Per WV Code§ 6-9A-4**

**At 7:43 a.m., Shaw/Loftis moved to enter an Executive Session to discuss property matters per WV Code§ 6-9A-4. The motion carried.**

**At 8:20 a.m., Loftis/Shaw motioned to leave the Executive Session. The motion carried.**

Mayor Skinner noted that the Board had left an Executive Session where the Board discussed property matters and no decisions had been made.

**13. Board Members' Remarks and Announcements**  
Phil Loftis - Mr. Loftis had nothing further.

**Crystal Shaw** – Ms. Shaw had nothing further.

**14. Declaration of Adjournment**

**At 8:21 a.m., Shaw/Loftis made a motion to adjourn the regular meeting. The motion carried.**

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

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