



City of Elkins

Sanitary Board

April 21, 2025

10:00 AM

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.

Meets every 3rd Monday of the month

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of March 17, 2025
 - b. Proposed Correction to the Previously Approved Minutes of the Meeting of November 18, 2024
4. **Reports**
 - a. Wastewater Superintendent/Chief Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of March 31, 2025
5. **Unfinished business**
6. **New business**
 - a. Sewer Reimbursement Request for 12 1/2 Walnut St.
 - b. Approval of Sewer Invoices
7. **Announcements**
8. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 17, 2025
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	Approval of minutes for the March 17, 2025, Sanitary Board Meeting.
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	1. Sanitary Board - 2025_3_17 - Minutes

**SANITARY BOARD
REGULAR MEETING
MINUTES**

*142 Robert E Lee Avenue
Phil Gainer Center
March 17, 2025
10:00 a.m.*

Present were Committee Members: Randall Biller (Committee Member), & Richard Carr (Committee Member)

Also attending: Whitney Hymes (Wastewater Chief Operator), Tracy Judy (Treasurer), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

Jerry Marco (Chair), Gerry Roberts (City Attorney) & Mark Hartley (Wastewater Collection Supervisor) were absent.

MINUTES

Randall Biller, **MOVED THE APPROVAL OF THE MINUTES OF FEBRUARY 18, 2025, MEETING.**
The motion carried.

REPORTS

Whitney Hymes, Wastewater Superintendent/Chief Operator, provided a report for the month of February 2025.

Tracy Judy, City Treasurer, provided financial reports for the month of February 28, 2025.

NEW BUSINESS

Richard Carr, **MOVED APPROVAL OF SEWER INVOICES.** The motion carried.

Discussion of Proposed Ordinance Change to Include Check Valve Installation Responsibility-
No action taken. Moved to the next meeting.

The meeting was adjourned at 10:20 a.m.

The foregoing minutes were approved at the meeting of _____, 2025 Sanitary Board meeting.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed Correction to the Previously Approved Minutes of the Meeting of November 18, 2024
Recommended By:	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
Summary:	<p>Correction of minutes for the November 18, 2024, Sanitary Board Meeting due to the new business action item, D. Griffith & Associate PLCC Agreements: Rule 42 -Sewer Rate Analysis/Study and Preliminary Project Planning, Board decision not being included in the signed minutes.</p> <p>Board decision was as follows: Authorized to execute an agreement with Griffith & Associates to perform a Rule 42-Sewer Rate Analysis/Study and Preliminary Project Planning. This motion is necessary to correct the omission of the record of this action at the November 18, 2024, meeting.</p> <p>This action was enabled by a properly noticed item on that meeting's agenda and is reflected in staff's contemporaneous notes. However, it was inadvertently omitted when the official minutes were prepared and presented. (See attached notes in minutes section of agenda packet)</p>
Fiscal Impact:	N/A
Recommendation:	Consider for Approval
Attachments:	<ol style="list-style-type: none"> 1. CORRECTED Minutes for Sanitary Board Meeting - 2024_11_18 - 2. Sanitary Board Meeting Rough Draft Minutes 11-18-2024

CORRECTED

SANITARY BOARD REGULAR MEETING MINUTES

*142 Robert E Lee Avenue
Phil Gainer Center
November 18, 2024
10:00 a.m.*

Present were Committee Members: Jerry Marco (Chair) & Richard Carr

Also attending: Whitney Hymes (Wastewater Chief Operator), Mark Hartley (Wastewater Collection Supervisor), Tracy Judy (Treasurer), Gerry Roberts (City Attorney), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

Randall Biller (Committee Member) absent.

MINUTES

Jerry Marco and Richard Carr, **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 21, 2024, MEETING. The motion carried.**

REPORTS

Whitney Hymes, Wastewater Superintendent/Chief Operator, provided a report for the month of October 2024.

Mark Hartley, Wastewater Collection Supervisor, provided a report for the month of October 2024.

Tracy Judy, City Treasurer, provided financial reports for the month of October 31, 2024.

NEW BUSINESS

Richard Carr, **MOVED APPROVAL OF SEWER INVOICES. The motion carried.**

Jerry Marco, **MOVED A MOTION TO HAVE BIG TIMBER/CHARM FARM TO PRESENT THE CLAIM TO THEIR PRIVATE INSURANCE COMPANY FOR COVERAGE AND THEN, IF NECESSARY, REVIEW BETWEEN EACH INSURANCE COMPANY CAN BE ACCOMPLISHED. The motion carried.**

Jerry Marco, **MOVED A MOTION TO HAVE RECKART LOGISTICS PRESENT CLAIM TO THEIR PRIVATE INSURANCE COMPANY FOR COVERAGE AND THEN, IF NECESSARY, REVIEW BETWEEN EACH INSURANCE COMPANY CAN BE ACCOMPLISHED. The motion carried.**

Jerry Marco, MOVED A MOTION FOR THE APPROVAL OF GRIFFITH & ASSOCIATES PLCC AGREEMENTS: RULE 42-SEWER RATE ANALYSIS/STUDY AND PRELIMINARY PROJECT PLANNING. The motion carried.

Jerry Marco, MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF PERSONNEL ISSUE IN WASTEWATER DEPARTMENT. The motion carried. The Board entered executive session at 10:35 a.m. and returned at 10:48 a.m. The chair announced that no action was taken.

The meeting was adjourned at 10:49 a.m.

The foregoing minutes were approved at the meeting of _____, 2024 Sanitary Board meeting.

Name & Title

Signature

Sanitary Board Meeting

11/18/2024

Meeting Called to Order: 10:00am

Jerry Marco, Richard Carr

Attendance: Whitney Hynes, Jasmine Mallow, Gerry Roberts, Mark Hawthley,
Tracey Judy

Absent: Randall Biller

Minutes - ^{Jerry made} Richard ^{Carr} approved by both

Reports - Whitney, Mark, & Tracy gave their reports.

New Business -

a. Jerry made motion Richard moved Jerry approved

b. Jerry made motion to have Mike to talk to insurance then proceed to City if issue falls. due to city protocol. Motion carried.

c. Jerry made motion to have Rickers to talk to insurance then proceed to city protocol. ~~if~~ Motion carried. (Contact Burgess + Niple)

d. Jerry made motion to approve Rates ~~if~~ Motion moved & approved by Jerry by Richard Motion carried.

E. went into

Executive session : 10:35 am

Came out of executive session: 10:48am

No action taken.

A December 11, 2024

Meeting Adjournment: 10:49 am

Motion carried & Approved private insurance company prior to any reimbursement between insurances presented Submit claim to their

CITY OF ELKINS-SANITARY BOARD

WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: April 21, 2025

Time: 10:00AM

Report Presented By: Whitney Hymes-Wastewater Superintendent/Chief Operator

DUMP STATION CONSTRUCTION

- Advertisements for BIDS were published on June 7th and June 14th
- BID opening was on July 10, 2024 @ 3:00PM at Elkins City Hall 2nd Floor Council Chambers
- BID tabulation is as follows:
 - Hulls' Contracting Inc.
Total BID: \$268,500.00
Deductive Alternative #1: \$5,000
Deductive Alternative #2: \$60,000
 - Green River Group, LLC
Total BID: \$392,000
Deductive Alternative #1: \$15,000
Deductive Alternative #2: \$62,000
 - Polino Contracting, Inc
Total BID: \$396,921.00
Deductive Alternative #1: \$12,517.00
Deductive Alternative #2: \$58,240.00
- All work summarized shall be substantially complete within sixty (60) calendar days after the date when the contract times commence to run.
- July 15, 2024 Sanitary Board Agenda moved to review funding and revisit at 8/19/2024 meeting.
- Funding Sources
 - \$120,277.89 ARPA Funding
 - \$123,928.04 Loan Reserve
 - TOTAL Funding: \$244,205.93 [Short \$24,294.07]
 - Options for Additional Funding and Construction
 - Depreciation Fund and Sanitary Budget
 - 7/30/24-Depreciation Account has \$230,470.42. \$6,250 is placed in account monthly. Approximately \$21,573.57 will be out of Depreciation account for equipment repairs in the next month.
 - Electrical installation paid from regular sanitary budget
 - 200amp service (required)=\$2,500-\$5,000

480V 3Phase service (future development) =\$15,000

- **UPDATE (9/9/2024)**
 - Notice to Proceed and Agreement was supplied to contractor Hull's Contractor. Waiting to receive start date from contractor.
 - Randolph County Commission declined (3rd decline) agenda addition request for funding.
- **UPDATE (10/21/2024)**
 - Notice to Proceed was issued for November 1, 2024 (Friday) to Hulls Contracting. Contractor will be working on the 11th Street Project and Wastewater Dumping Station simultaneously. Electric installation to site that is responsibility of the City of Elkins has been installed and is ready for access.
- **UPDATE (11/13/2024)**
 - Hull's Contracting moved equipment to site (5 Riverbend Park-Wastewater Plan) on 11/13/2024. Excavation of site began on 11/18/2024.
- **UPDATE (1/21/2025)**
 - Hull's Contracting is 80% completed with project. Installation of wet well and piping needs to be completed along with the installation of check valves. City will install electrical components. 2nd payment (RFP#02) is included for approval on 1/21/2025 agenda.
- **UPDATE (2/18/2025)**
 - Completion of wet well installation and check valves complete by Hull's Contracting. Electrical installation has been completed by City. Sides of station have been smoothed down where concrete forms caused imperfections. Installation of wet well discharge piping not complete. Hydrant and water service installation are also complete. Hymes spoke with Roger Hull on 2/13/2025 via phone concerning lighting, rebar concerns on sidewalls, electrical installation completion, and culvert installation.
- **UPDATE (3/17/2025)**
 - Project is past the 120 days from Notice of Proceed issue date. Hull's Contracting is continuing to work on project to reach completion before spring.
- **UPDATE (3/17/2025)**
 - Project is at 95% completion as of 4/21/2025. The contractor is still responsible for paving the road and installing check valve lids that fit.

CONSENT DECREE/LTCP UPDATES

- Teams meeting on 11/1/2024 between Armando Benincasa (Steptoe & Johnson PLLC), Mike Davis (Burgess & Niple), and Whitney Hymes (Elkins Wastewater Superintendent/Chief Operator). No contact or word from EPA on status of LTCP or Consent Decree. Decision was to wait until the first of the year and reconvene for discussion on plan of action.
- No Update as of 1/21/2025
- **UPDATE AS OF 2/18/2025:**
 - Email from Armando Benincasa (Steptoe and Johnson Legal Counsel) on 1/28/2025 stating that he has not had any correspondence with EPA Legal counsel. Benincasa suggested continuing working with the WVDEP regarding the



permit. LTCP still has not been approved. If delay is causing issues with the City regarding projects then a push should be issued.

- **NO UPDATES AS OF 3/17/2025**
- **NO UPDATES AS OF 4/21/2025**

GRIFFITH ASSOCIATES, LLC AND RULE 42 UPDATE

- Dixie Kellmeyer was contacted via email on 3/28/2025. Kellmeyer' s response was that the report was currently being worked on, and it should be completed within the next couple of weeks. No other updates as of 4/21/2025.

CAREER DAY AT THE ELKINS MOUNTAIN SCHOOL

- The Wastewater Department participated in the Career Day with other City of Elkins Departments on April 17.

POTENTIAL AUCTION ITEMS FOR THE WASTEWATER DEPARTMENT

- Sean Slugo (JJ Kane) Representative will be onsite April 29, 2025 to look at the following equipment at the wastewater department to auction online:
 - TC54H Loader
 - Top Brand Utility Trailer
 - Meyers Snow Plow
 - Gorman Rupp Pump
- This revenue from this equipment will hopefully go to purchasing/leasing a new single axle dump truck. After replacement truck received, the current dump truck could be auctioned to recoup partial cost of replacement.

REPLACEMENT OF WASTEWATER VECHILES/EQUIPMENT

- The Wastewater Department is researching lease renewals and equipment upgrades for the following equipment:
 - 2020 F-350: Lease up 7/2025
 - 2014 F-150: City owned and needs replaced. Looking at leasing and purchasing options
 - Single Axle Dump Truck-replacement of current F-700
 - Skid Steer or Mini Excavator (new stock)

CHECK VALVE INSTALLATION POLICY

- The Sanitary Board needs to implement a policy on check valve installation for residents. Would like to discuss further in person during the meeting.



FY 2025 BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
	\$281,446.53	\$262,524.76	\$243,041.16	\$280,581.66	\$260,173.50	\$273,492.08	\$320,930.94	\$232,278.16	\$306,046.88				\$202,759.65	\$2,460,515.67
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$258,395.26	\$249,536.61	\$248,627.30	\$227,448.58					\$2,257,756.02

Bank Balances as of 3/31/2025

Cash Account \$337,270.28
 Depreciation Account \$231,432.78
 O&M Account \$618,356.78

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	22,000	3,443.29	0.00	24,473.51	0.00	(2,473.51)	111.24
CHARGES FOR SERVICES	2,878,000	283,561.50	0.00	2,243,498.87	0.00	634,501.13	77.95
MISCELLANEOUS REVENUE	190,000	19,042.09	0.00	192,543.29	0.00	(2,543.29)	101.34
TOTAL REVENUE	3,090,000	306,046.88	0.00	2,460,515.67	0.00	629,484.33	79.63
<u>EXPENDITURE SUMMARY</u>							
CSO	47,690	2,450.78	0.00	30,766.11	0.00	16,923.89	64.51
CSO-OTHER	165,483	11,618.74	0.00	111,901.22	0.00	53,581.78	67.62
SEWER COLLECTION	1,010,573	68,871.45	0.00	765,536.63	0.00	245,036.37	75.75
SEWER TREATMENT	1,312,380	108,478.06	0.00	1,029,373.52	0.00	283,006.48	78.44
UTILITY BILLING	35,115	906.40	0.00	17,126.71	0.00	17,988.29	48.77
ADMIN & GENERAL	518,759	35,123.15	0.00	303,051.83	0.00	215,707.17	58.42
CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,090,000	227,448.58	0.00	2,257,756.02	0.00	832,243.98	73.07
REVENUE OVER/(UNDER) EXPENDITURES	0	78,598.30	0.00	202,759.65	0.00	(202,759.65)	0.00

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>TAXES</u>							
401-000-302-0000 Penalty Income	22,000	3,443.29	0.00	24,473.51	0.00	(2,473.51)	111.24
TOTAL TAXES	22,000	3,443.29	0.00	24,473.51	0.00	(2,473.51)	111.24
<u>CHARGES FOR SERVICES</u>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	106,480.15	0.00	1,008,704.40	0.00	341,295.60	74.72
401-000-361-0001 Metered Sales to Comm C	1,050,000	136,052.67	0.00	884,817.56	0.00	165,182.44	84.27
401-000-361-0002 Unmetered Sales to Res	18,000	1,227.86	0.00	11,245.91	0.00	6,754.09	62.48
401-000-361-0003 Taps & Connections	10,000	750.00	0.00	1,500.00	0.00	8,500.00	15.00
401-000-361-0004 Services to Other Syste	450,000	39,050.82	0.00	337,231.00	0.00	112,769.00	74.94
TOTAL CHARGES FOR SERVICES	2,878,000	283,561.50	0.00	2,243,498.87	0.00	634,501.13	77.95
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	7,000	1,236.59	0.00	7,472.44	0.00	(472.44)	106.75
401-000-381-0000 Reimbursements	3,000	417.51	0.00	67,148.47	0.00	(64,148.47)	2,238.28
401-000-382-0000 Refunds & Rebates	5,000	776.60	0.00	1,944.55	0.00	3,055.45	38.89
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-386-0000 Insurance Claims	0	0.00	0.00	1,746.35	0.00	(1,746.35)	0.00
401-000-399-0000 Miscellaneous	5,000	1,583.24	0.00	10,253.63	0.00	(5,253.63)	205.07
401-000-399-0001 Lab Analysis Services	170,000	15,028.15	0.00	103,977.85	0.00	66,022.15	61.16
TOTAL MISCELLANEOUS REVENUE	190,000	19,042.09	0.00	192,543.29	0.00	(2,543.29)	101.34
TOTAL REVENUE	3,090,000	306,046.88	0.00	2,460,515.67	0.00	629,484.33	79.63

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 CSO

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-509-103-0000 Salaries & Wages	17,300	1,707.73	0.00	15,584.02	0.00	1,715.98	90.08
401-509-104-0000 FICA Tax	1,180	126.36	0.00	1,183.88	0.00	3.88	100.33
401-509-105-0000 Group Health Insurance	7,330	462.99	0.00	4,141.00	0.00	3,189.00	56.49
401-509-106-0000 Retirement	1,710	153.70	0.00	1,439.66	0.00	270.34	84.19
401-509-108-0000 Overtime/Extra Help	1,670	0.00	0.00	411.76	0.00	1,258.24	24.66
TOTAL PERSONAL SERVICES	29,190	2,450.78	0.00	22,760.32	0.00	6,429.68	77.97
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	3,775.79	0.00	6,224.21	37.76
401-509-217-0000 Maint Repair Autos & Tr	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	11,000	0.00	0.00	3,775.79	0.00	7,224.21	34.33
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	4,230.00	0.00	1,770.00	70.50
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL COMMODITIES	7,500	0.00	0.00	4,230.00	0.00	3,270.00	56.40
TOTAL CSO	47,690	2,450.78	0.00	30,766.11	0.00	16,923.89	64.51

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 CSO-OTHER

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	108,100	8,506.63	0.00	79,049.13	0.00	29,050.87	73.13
401-510-104-0000 FICA Tax	9,033	649.09	0.00	6,346.56	0.00	2,686.44	70.26
401-510-105-0000 Group Health Insurance	28,550	1,613.94	0.00	14,219.14	0.00	14,330.86	49.80
401-510-106-0000 Retirement	9,800	706.34	0.00	6,921.17	0.00	2,878.83	70.62
401-510-108-0000 Overtime/Extra Help	10,000	142.74	0.00	5,365.22	0.00	4,634.78	53.65
TOTAL PERSONAL SERVICES	165,483	11,618.74	0.00	111,901.22	0.00	53,581.78	67.62
TOTAL CSO-OTHER	165,483	11,618.74	0.00	111,901.22	0.00	53,581.78	67.62

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 SEWER COLLECTION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-511-103-0000 Salaries & Wages	108,100	8,506.69	0.00	79,049.79	0.00	29,050.21	73.13
401-511-104-0000 FICA Tax	9,033	649.04	0.00	6,346.29	0.00	2,686.71	70.26
401-511-105-0000 Group Health Insurance	28,550	1,978.10	0.00	27,166.58	0.00	1,383.42	95.15
401-511-106-0000 Retirement	9,800	706.35	0.00	6,921.18	0.00	2,878.82	70.62
401-511-108-0000 Overtime/Extra Help	10,000	142.78	0.00	5,365.73	0.00	4,634.27	53.66
TOTAL PERSONAL SERVICES	165,483	11,982.96	0.00	124,849.57	0.00	40,633.43	75.45
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	251.74	0.00	2,261.90	0.00	738.10	75.40
401-511-213-0000 Utilities/Purchased Pow	105,000	10,503.01	0.00	80,242.79	0.00	24,757.21	76.42
401-511-214-0000 Travel	1,000	0.00	0.00	165.49	0.00	834.51	16.55
401-511-215-0002 Stormwater Supplies	1,000	0.00	0.00	1,197.95	0.00	197.95	119.80
401-511-216-0000 Maint Pumping Equipment	15,000	64.68	0.00	64,635.81	0.00	49,635.81	430.91
401-511-216-0001 Maint Structures/Improv	25,000	0.00	0.00	4,234.37	0.00	20,765.63	16.94
401-511-217-0000 Maint Repair Autos & T	20,000	0.00	0.00	7,577.87	0.00	12,422.13	37.89
401-511-221-0000 Training & Education	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
401-511-222-0000 Dues & Subscriptions	1,000	0.00	0.00	915.87	0.00	84.13	91.59
401-511-230-0000 Contracted Services	10,000	0.00	0.00	1,123.05	0.00	8,876.95	11.23
401-511-240-0000 Refunds & Reimbursement	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
TOTAL CONTRACTUAL SERVICES	183,500	10,819.43	0.00	162,355.10	0.00	21,144.90	88.48
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	40,000	0.00	0.00	34,103.82	0.00	5,896.18	85.26
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	9,520.74	0.00	10,479.26	47.60
401-511-345-0000 Uniforms	5,100	0.00	0.00	3,138.06	0.00	1,961.94	61.53
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	7,486.64	0.00	2,513.36	74.87
TOTAL COMMODITIES	75,100	0.00	0.00	54,249.26	0.00	20,850.74	72.24
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	25,473.69	0.00	8,491.31	75.00
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	65,424.51	0.00	21,808.49	75.00
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	241,058.88	0.00	80,353.12	75.00
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	23,581.35	0.00	7,860.65	75.00
401-511-459-0000 2018 Van & Sewera Camer	27,360	2,325.97	0.00	20,715.13	0.00	6,644.87	75.71
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	4,832.17	0.00	1,925.83	71.50
401-511-459-0002 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-459-0003 900 ECO Cleaner	42,600	3,632.45	0.00	35,774.25	0.00	6,825.75	83.98
401-511-459-0004 Wastewater Garage	18,720	0.00	0.00	6,615.23	0.00	12,104.77	35.34
TOTAL CAPITAL OUTLAY	569,490	46,025.85	0.00	423,475.21	0.00	146,014.79	74.36
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	17,000	43.21	0.00	607.49	0.00	16,392.51	3.57
TOTAL OTHER EXPENDITURES	17,000	43.21	0.00	607.49	0.00	16,392.51	3.57
TOTAL SEWER COLLECTION	1,010,573	68,871.45	0.00	765,536.63	0.00	245,036.37	75.75

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 SEWER TREATMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-512-103-0000 Salaries & Wages	231,700	20,005.41	0.00	188,374.75	0.00	43,325.25	81.30
401-512-104-0000 FICA Tax	15,300	1,555.17	0.00	14,508.03	0.00	791.97	94.82
401-512-105-0000 Group Health Insurance	58,800	2,764.91	0.00	37,707.96	0.00	21,092.04	64.13
401-512-106-0000 Retirement	19,700	1,671.25	0.00	15,566.00	0.00	4,134.00	79.02
401-512-108-0000 Overtime/Extra Help	15,000	702.88	0.00	4,716.42	0.00	10,283.58	31.44
TOTAL PERSONAL SERVICES	340,500	26,699.62	0.00	260,873.16	0.00	79,626.84	76.61
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	2,160	253.43	0.00	1,987.28	0.00	172.72	92.00
401-512-213-0000 Utilities/Purchased Pow	180,000	14,485.20	0.00	133,971.80	0.00	46,028.20	74.43
401-512-214-0000 Travel	2,500	0.00	0.00	0.00	0.00	2,500.00	0.00
401-512-215-0000 Maint of Bldgs & Ground	3,051	0.00	0.00	274.13	0.00	2,776.87	8.98
401-512-216-0000 Maint Treat/Disp System	50,000	7,740.76	0.00	41,969.13	0.00	8,031.87	83.94
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	6,525.18	0.00	13,474.82	32.63
401-512-217-0000 Maint Repair Autos & Tr	10,000	6,967.18	0.00	9,967.18	0.00	32.82	99.67
401-512-218-0000 Postage	100	0.00	0.00	30.51	0.00	69.49	30.51
401-512-220-0000 Advertising	200	0.00	0.00	375.00	0.00	175.00	187.50
401-512-221-0000 Training & Education	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
401-512-222-0000 Dues & Subscriptions	2,000	0.00	0.00	915.86	0.00	1,084.14	45.79
401-512-230-0000 Contracted Services	40,000	0.00	0.00	79,802.32	0.00	39,802.32	199.51
TOTAL CONTRACTUAL SERVICES	312,011	29,446.57	0.00	275,817.39	0.00	36,193.61	88.40
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	20,000	394.20	0.00	11,799.98	0.00	8,200.02	59.00
401-512-341-0001 Supplies & Matls Chemic	30,000	0.00	0.00	7,726.25	0.00	22,273.75	25.75
401-512-341-0002 Purification Supplies	5,000	0.00	0.00	12,778.05	0.00	7,778.05	255.56
401-512-343-0000 Automobile Supplies	12,000	42.90	0.00	3,727.65	0.00	8,272.35	31.06
401-512-345-0000 Uniforms	5,000	0.00	0.00	3,000.51	0.00	1,999.49	60.01
401-512-399-0000 Miscellaneous	0	200.00	0.00	200.00	0.00	200.00	0.00
TOTAL COMMODITIES	72,000	637.10	0.00	39,232.44	0.00	32,767.56	54.49
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	422,451.18	0.00	140,816.82	75.00
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	0.00	0.00	4,320.64	0.00	8,641.36	33.33
401-512-459-0002 Ford F-350	6,639	553.21	0.00	4,732.77	0.00	1,906.23	71.29
401-512-459-0003 Sewer Areation Equipmen	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0005 Capital Outlay	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0006 WWTP Dumping Station	0	2,850.44	0.00	7,874.69	0.00	7,874.69	0.00
TOTAL CAPITAL OUTLAY	582,869	50,342.67	0.00	439,379.28	0.00	143,489.72	75.38
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	5,000	1,352.10	0.00	14,071.25	0.00	9,071.25	281.43
TOTAL OTHER EXPENDITURES	5,000	1,352.10	0.00	14,071.25	0.00	9,071.25	281.43
TOTAL SEWER TREATMENT	1,312,380	108,478.06	0.00	1,029,373.52	0.00	283,006.48	78.44

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 UTILITY BILLING

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-513-103-0000 Salaries & Wages	22,190	562.96	0.00	10,112.72	0.00	12,077.28	45.57
401-513-104-0000 FICA Tax	1,375	41.21	0.00	702.67	0.00	672.33	51.10
401-513-105-0000 Group Health Insurance	5,750	231.49	0.00	3,240.98	0.00	2,509.02	56.36
401-513-106-0000 Retirement	2,000	52.32	0.00	861.84	0.00	1,138.16	43.09
401-513-108-0000 Overtime/ Extra Help	600	18.42	0.00	346.31	0.00	253.69	57.72
TOTAL PERSONAL SERVICES	31,915	906.40	0.00	15,264.52	0.00	16,650.48	47.83
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
401-513-221-0000 Training & Education	0	0.00	0.00	275.00	0.00	(275.00)	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	275.00	0.00	(75.00)	137.50
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	3,000	0.00	0.00	1,587.19	0.00	1,412.81	52.91
TOTAL COMMODITIES	3,000	0.00	0.00	1,587.19	0.00	1,412.81	52.91
TOTAL UTILITY BILLING	35,115	906.40	0.00	17,126.71	0.00	17,988.29	48.77

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND
 ADMIN & GENERAL

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-514-103-0000 Salaries & Wages	70,550	325.00	0.00	3,125.00	0.00	67,425.00	4.43
401-514-104-0000 FICA Tax	4,325	24.85	0.00	238.99	0.00	4,086.01	5.53
401-514-105-0000 Group Health Insurance	100	4.55	0.00	541.10	0.00	441.10	541.10
401-514-106-0000 Retirement	6,200	4.50	0.00	58.50	0.00	6,141.50	0.94
401-514-108-0000 Overtime/Extra Help	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	81,175	358.90	0.00	3,963.59	0.00	77,211.41	4.88
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	9,500	751.00	0.00	7,006.43	0.00	2,493.57	73.75
401-514-220-0000 Advertising	0	0.00	0.00	59.50	0.00	59.50	0.00
401-514-223-0000 Professional Services	25,000	788.88	0.00	13,558.34	0.00	11,441.66	54.23
401-514-226-0000 Insurance & Bonds	10,000	740.54	0.00	10,034.15	0.00	34.15	100.34
401-514-226-0001 Insurances & Bonds/GL	38,000	9,321.92	0.00	37,287.68	0.00	712.32	98.13
401-514-230-0000 Contracted Services	15,000	48.02	0.00	2,079.82	0.00	12,920.18	13.87
401-514-230-0001 Cont Serv/Consent Decree	10,000	0.00	0.00	0.00	0.00	10,000.00	0.00
401-514-232-0000 Bank Charges	50	0.00	0.00	30.00	0.00	20.00	60.00
TOTAL CONTRACTUAL SERVICES	107,550	11,650.36	0.00	70,055.92	0.00	37,494.08	65.14
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	1,000	0.00	0.00	88.07	0.00	911.93	8.81
401-514-348-0000 Charges by Other Funds	49,034	4,086.13	0.00	36,775.17	0.00	12,258.83	75.00
401-514-353-0000 Computer Software	10,000	0.00	0.00	1,974.73	0.00	8,025.27	19.75
401-514-399-0000 Miscellaneous Expenses	1,000	138.45	0.00	1,077.41	0.00	77.41	107.74
TOTAL COMMODITIES	61,034	4,224.58	0.00	39,915.38	0.00	21,118.62	65.40
<u>CAPITAL OUTLAY</u>							
401-514-465-0000 Depreciation Expense	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENDITURES</u>							
401-514-568-0000 Transfers	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-670-0000 Interest & Penalties	500	0.00	0.00	0.00	0.00	500.00	0.00
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	11,170.68	0.00	829.32	93.09
401-514-677-0000 R & R Requirement	76,500	5,735.43	0.00	59,561.34	0.00	16,938.66	77.86
401-514-677-0001 SB234 Requirement	180,000	13,153.88	0.00	118,384.92	0.00	61,615.08	65.77
TOTAL OTHER EXPENDITURES	269,000	18,889.31	0.00	189,116.94	0.00	79,883.06	70.30
TOTAL ADMIN & GENERAL	518,759	35,123.15	0.00	303,051.83	0.00	215,707.17	58.42

CITY OF ELKINS
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: MARCH 31ST, 2025

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 75.00

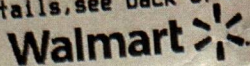
EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL SERVICES</u>							
401-515-216-0000 Depreciation Acc Mtn Tr	0	0.00	0.00	0.00	0.00	0.00	0.00
401-515-216-0001 Depreciation Acct Mnt/	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00	0.00
<hr/>							
TOTAL EXPENDITURES	3,090,000	227,448.58	0.00	2,257,756.02	0.00	832,243.98	73.07
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	0	78,598.30	0.00	202,759.65	0.00	(202,759.65)	0.00
<hr/>							



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Sewer Reimbursement Request for 12 1/2 Walnut St.
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Reconsider approval of \$564.92 reimbursement request for sewer damages located at 12 1/2 Walnut Street upon request of homeowner. The Elkins Sanitary Board previously approved an amount of \$189.92 [\$64.92 for rug purchases and \$125 in labor for cleaning] at the January 21, 2025 Sanitary Board meeting. Homeowner would like the Board to reevaluate the request for the initial amount requested of \$564.92.
Fiscal Impact:	\$564.92
Recommendation:	Consider for Approval
Attachments:	1. 12 1-2 Walnut Street Damages

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 For more details, see back of receipt.



WM Supercenter
 304-636-2138 Mgr: SCOTT
 721 BEVERLY PIKE
 ELKINS WV 26241
 ST# 01522 DP# 001817 TE# 02 TR# 06350
 # ITEMS SOLD 3
 TC# 6713 9133 7215 1161 069



20X72BLK RUG 019421609646 18.98 X
 54X78BLK RUG 019421609643 22.97 X
 54X78BLK RUG 019421609643 22.97 X
 SUBTOTAL 64.92

TAX 1 6.00% 3.90
 TOTAL 68.82

DEBIT TEND 68.82
 DEBIT CASH BACK 100.00
 TOTAL DEBIT PURCHASE 168.82
 CHANGE DUE 100.00
 PAY FROM PRIMARY

EFT DEBIT 68.82 PURCHASE
 100.00 CASH BACK
 168.82 TOTAL PURCHASE
 US DEBIT
 REF # 432800298237
 NETWORK ID. 0076 APPR CODE 034217
 US DEBIT
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 *Pin Verified
 TERMINAL # SC010741
 11/23/24 17:42:52



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 11/23/24 17:42:57

Date 11-23-24

M ADAM SKIOMORE

Address 12 1/2 WALNUT ST. ELKINS

Reg. No.	Clerk	Account Forward
1	20X72 Black Rug	18 98
2	54X78 Black Rug X2	45 94
3		
4	3.5 Hours Labor	
5	TO CLEAN GARAGE	
6	FLOOR AND BATHROOM	
7	AREA + SUPPLIES	500 00
8		
9		
10		
11	Total Due	564 92
12		
13	2374-8	
14		
15		

A-1200/6510/6530
 T-45202/46202/46203

Your Account Stated to Date - If Error is Found, Return at Once



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	Whitney L Hymes - Wastewater Superintendent/Chief Operator
Summary:	Crim Law Office, PLLC Invoice #:476=\$930.00 Crim Law Office, PLLC Invoice #:481=\$320.00 Burgess & Niple Invoice #: 1191656=\$220.00
Fiscal Impact:	Total: \$1,470.00
Recommendation:	Consider for Approval
Attachments:	<ol style="list-style-type: none"> 1. CrimLawInvoice476 2. CrimLawInvoice481 3. BNInv1191656

City of Elkins

January 2025

Sanitary Board Matters



Crim Law Office, PLLC

842 South Chestnut Street
 Post Office Drawer 1920
 Clarksburg, West Virginia 26302-1920
 Phone: (304)918-1001
 Fax: (304)918-1005
 www.wvlawyers.com

City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number 476
 Invoice Date 03/26/2025
 Payment Due On 04/09/2025
Amount Due \$930.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
01/06/2025	Emails concerning meeting	GSR	\$100.00	0.30	\$30.00
01/06/2025	Email from insurance adjuster	GSR	\$100.00	0.10	\$10.00
01/06/2025	Email to insurance adjuster	GSR	\$100.00	0.10	\$10.00
01/06/2025	Email to City personnel	GSR	\$100.00	0.10	\$10.00
01/07/2025	Detailed email concerning customer complaint	GSR	\$100.00	0.20	\$20.00
01/13/2025	Review of information from W. Hymes	GSR	\$100.00	3.30	\$330.00
01/14/2025	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
01/14/2025	Work on McClanahan matter	GSR	\$100.00	0.50	\$50.00
01/14/2025	Emails concerning McClanahan	GSR	\$100.00	0.40	\$40.00
01/16/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
01/17/2025	Email from W. Hymes about Board meeting	GSR	\$100.00	0.10	\$10.00
01/20/2025	Receive and review information from W. Hymes	GSR	\$100.00	0.20	\$20.00
01/21/2025	Emails from W. Hymes	GSR	\$100.00	0.20	\$20.00
01/21/2025	Attend Board meeting	GSR	\$100.00	1.00	\$100.00
01/22/2025	Email concerning February meeting	GSR	\$100.00	0.10	\$10.00

01/22/2025	Email concerning Charm Farm and preparation of release	GSR	\$100.00	0.70	\$70.00
01/22/2025	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
01/23/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
01/23/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
01/23/2025	Emails about McClanahan claim	GSR	\$100.00	0.10	\$10.00
01/24/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
01/28/2025	Email from W. Hymes about funds	GSR	\$100.00	0.20	\$20.00
01/28/2025	Email to W. Hymes about funds	GSR	\$100.00	0.10	\$10.00
01/28/2025	Emails from T. Judy	GSR	\$100.00	0.20	\$20.00
01/28/2025	Conference with Attorney Rodecker	GSR	\$100.00	0.30	\$30.00
01/28/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
01/28/2025	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
01/28/2025	Email to T. Judy	GSR	\$100.00	0.10	\$10.00
01/28/2025	Email to W. Hymes about DMPC case	GSR	\$100.00	0.10	\$10.00
					\$930.00

Subtotal	\$930.00
<hr/>	
Total	\$930.00
<hr/> <hr/>	
Total Balance Due	\$930.00

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 3/27/2025

Whitney L. Hymes

City of Elkins

February 2025

Sanitary Board Matters



Crim Law Office, PLLC

842 South Chestnut Street
 Post Office Drawer 1920
 Clarksburg, West Virginia 26302-1920
 Phone: (304)918-1001
 Fax: (304)918-1005
 www.wvlawyers.com

City of Elkins - Sanitary Board
 401 Davis Street
 Elkins, WV 26241

Invoice

Invoice Number	481
Invoice Date	04/16/2025
Payment Due On	04/30/2025
Amount Due	\$320.00

City of Elkins - Sanitary Board - Municipality

Fees

Date	Description	Staff	Rate	Hours	Total
02/06/2025	Email from W. Hymes about Ogden property	GSR	\$100.00	0.10	\$10.00
02/06/2025	Email to W. Hymes about Ogden property	GSR	\$100.00	0.10	\$10.00
02/07/2025	Email from W. Hymes about McClanahan claim	GSR	\$100.00	0.10	\$10.00
02/07/2025	Email to W. Hymes about McClanahan claim	GSR	\$100.00	0.10	\$10.00
02/07/2025	Email concerning Board agenda	GSR	\$100.00	0.10	\$10.00
02/07/2025	Email to insurance adjuster from W. Hymes	GSR	\$100.00	0.10	\$10.00
02/10/2025	Review of information from W. Hymes about Charm Farm claim	GSR	\$100.00	0.20	\$20.00
02/13/2025	Review of meeting information from J. Mallow	GSR	\$100.00	0.20	\$20.00
02/13/2025	Review of items from W. Hymes on Board agenda for input	GSR	\$100.00	0.20	\$20.00
02/14/2025	Review of information from W. Hymes	GSR	\$100.00	0.20	\$20.00
02/14/2025	Email to W. Hymes about memo	GSR	\$100.00	0.10	\$10.00
02/14/2025	Email from C. Keck about Charm Farm claim	GSR	\$100.00	0.10	\$10.00
02/14/2025	Email from W. Hymes to C. Keck	GSR	\$100.00	0.10	\$10.00
02/14/2025	Conference with C. Keck and email confirming the same	GSR	\$100.00	0.40	\$40.00
02/17/2025	Preparation of response to W. Hymes requests and email concerning the same	GSR	\$100.00	0.50	\$50.00

02/19/2025	Email from W. Hymes about Ogden claim	GSR	\$100.00	0.10	\$10.00
02/19/2025	Email from W. Hymes about Fazio claim	GSR	\$100.00	0.10	\$10.00
02/19/2025	Email from W. Hymes about McClanahan claim	GSR	\$100.00	0.10	\$10.00
02/19/2025	Email concerning agenda	GSR	\$100.00	0.10	\$10.00
02/26/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
02/26/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
					\$320.00

Subtotal	\$320.00
Total	\$320.00
Total Balance Due	\$320.00

Approved/Reviewed By Whitney Hymes (WWTP Superintendent/Chief Operator) on 04/17/2025

Whitney L. Hymes

BURGESS & NIPLÉ

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Elkins Sanitary Board
401 Davis Avenue
Elkins, WV 26241

INVOICE DATE	04/15/2025
INVOICE NO.	1191656
B&N PROJECT NO.	61666
TOTAL DUE	\$220.00

ATTN: Ms. Whitney Hymes
Wastewater Superintendent

Agreement: dated September 25, 2023
Task No. 01

Professional engineering services requested on an as-needed basis to complete various assignments involving the Board's wastewater system.

October 1, 2024 - March 31, 2025

ORDER - Consent Order Assistance

Sr. Sanitary Engineer	1.0	hours @	\$220.00	=	\$220.00
Total Hours	1.0				
Total Labor					\$220.00
Subtotal Amount Due					\$220.00

TOTAL AMOUNT DUE THIS INVOICE **\$220.00**

Reviewed/Approved By Whitney Hymes (Superintendent/Cheif Operator) on 4/16/2025

Approved:



Michael P. Davis



Electronic Payments

ACH/Wiring Instructions
Bank: PNC Bank
Routing: 041000124
Account: 4209511627 (checking)
Notification E-Mail: AR@burgessniple.com

Check Payments

PLEASE REMIT TO:
330 Rush Alley Ste 700, Columbus, OH 43215

Description of work: Updated the Long-Term Control Plan Compliance Milestone calendar for the past 6 months.