



# City of Elkins

## Sanitary Board

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June 16, 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 May 19, 2025
4. **Reports**
  - a. Wastewater Superintendent/Chief Operator
  - b. Wastewater Collection Supervisor
  - c. Financial Statements as of May 31, 2025
5. **New business**
  - a. Approval of Sewer Invoices
  - b. Sidewalk Replacement for 12 1/2 Walnut St.
  - c. Resolution (RFP #03): Approving Invoices Relating to Services for the Vacuum Truck Dumping Station Project
  - d. Sewer Fund Budget Revisions
  - e. Personal Policy Update-Paid Meal Breaks for Field Based Employees in Wastewater Department
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of May 19, 2025
<b>Recommended By:</b>	Whitney L. Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Approval of minutes for the May 19, 2025, Sanitary Board Meeting.
<b>Fiscal Impact:</b>	N/A
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. Sanitary Board - 2025_5_19 - Minutes

# **SANITARY BOARD REGULAR MEETING MINUTES**

*142 Robert E Lee Avenue  
Phil Gainer Center  
May 19, 2025  
10:00 a.m.*

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

Also attending: Whitney Hymes (Wastewater Chief Operator), Tracy Judy (Treasurer), Chris Marshall (Director of Human Resources), Gerry Roberts (City Attorney), Mark Hartley (Wastewater Collection Supervisor), Joey Thompson (Assistant Wastewater Collection Supervisor), and Jasmine Mallow (Wastewater Administrative Assistant) were also present.

## **PUBLIC COMMENT**

Adam J. Skidmore, 12 ½ Walnut Street, Mr. Skidmore spoke out about ongoing sewer damage situation with his residence. He asked the Sanitary Board to reconsider reimbursement request of \$1,750.00 which would be the replacement of sidewalk cost.

## **MINUTES**

Jerry Marco, **MOVED THE APPROVAL OF THE MINUTES OF APRIL 21, 2025, MEETING.** The motion carried.

## **REPORTS**

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

Mark Hartley, Wastewater Collection Supervisor, provided a report for the month of April 2025.

Tracy Judy, City Treasurer, provided financial reports for the month of April 30, 2025.

## **NEW BUSINESS**

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

Richard Carr, **MOVED THE APPROVAL OF REAPPOINTING THE CITY ATTORNEY (GERRY ROBERTS) UNDER THE CURRENT SET TERMS FOR THE SANITARY BOARD.** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF FY 2026 BUDGET AS PRESENTED.** The motion carried.

Richard Carr, **MOVED THE APPROVAL TO CHANGE OF WASTEWATER ADMINISTRATIVE ASSISTANT POSITION FROM PART-TIME TO FULL-TIME.** The motion carried.

Randall Biller, **MOVED THE APPROVAL OF TRANSITIONING CURRENT WASTEWATER ADMINISTRATION ASSISTANT (JASMINE MALLOW) FROM PART-TIME STATUS TO FULL-TIME STATUS.** The motion carried.

Jerry Marco, **MOVED THE APPROVAL OF THE PURCHASE OF 2025 JOHN DEERE 331P SKID STEER WITH FORK, BUCKET, AND BOOM LIFT ATTACHMENTS.** The motion carried.

Richard Carr, **MOVED THE APPROVAL OF THE HRIS PLATFORM.** The motion carried.

The meeting was adjourned at 10:41 a.m.

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

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature

# CITY OF ELKINS-SANITARY BOARD

## WASTEWATER SUPERINTENDENT/CHIEF OPERATOR REPORT

Date: June 16, 2025  
Time: 10:00AM  
Report Presented By: Whitney Hymes-Wastewater Superintendent/Chief Operator

### DUMP STATION CONSTRUCTION

- Advertisements for BIDS were published on June 7<sup>th</sup> and June 14<sup>th</sup>
- BID opening was on July 10, 2024 @ 3:00PM at Elkins City Hall 2<sup>nd</sup> 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 (3<sup>rd</sup> 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 11<sup>th</sup> 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. 2<sup>nd</sup> 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 (4/21/2025)**
  - 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.
- **UPDATE (5/19/2025)**
  - Final walk through completed on 4/25/2025. Issues with station were addressed and reported to both Hull's Contracting and CEC. Waiting for Hull's Contracting to provide information to CEC for substantial completion to be issued. Dump Station can be used.
- **UPDATE (6/16/2025)**

CEC Provided Hulls' Contracting Substantial Completion Forms for Signature on 6/5/2025. Warranty is 1 year from below dates.

  - Date of Substantial Completion for Vacuum Truck Dumping Station
    - May 19, 2025
  - Date of Substantial Completion for 11<sup>th</sup> Street Sanitary Sewer Location
    - December 6, 2025



## 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**
- **NO UPDATES AS OF 5/19/2025**
- **NO UPDATES AS OF 6/16/2025**

## 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.
- Contacted Griffith Associates via email on 5/8/2025-Michael Griffth responded via email on 5/12/2025 requesting more information such as non-big capital projects that need to be included. Hymes is currently working on that list to supply Griffth Associates.
- **Additional information requested provided via email on 5/19/2025 from the Wastewater Department. No response as of 6/16/2025.**

## HIRING OF ADDITIONAL OPERATOR POSTION

- Wastewater Plant Operator In Training (OIT) was posted on 6/9/2025 to fill vacant position that was not filled from the previous fiscal year. FY2026 Budget was reviewed to support.



**FY 2025 BUDGET CONTROL REPORT**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	Total
<b>Revenues</b>	\$281,282.70	\$262,501.09	\$243,017.49	\$280,557.99	\$260,153.34	\$273,468.41	\$320,891.71	\$232,265.94	\$305,908.67	\$251,639.22	\$234,328.49		\$156,825.84	\$2,946,015.05
<b>Expenses</b>	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$252,487.07	\$263,395.26	\$249,536.61	\$262,314.52	\$246,758.63	\$218,366.86	\$275,069.06			\$2,789,189.21

**Bank Balances as of 5/31/2025**

Cash Account \$303,608.65  
 Depreciation Account \$237,850.30  
 O&M Account \$644,925.44

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

401-SEWER FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	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	1,621.10	0.00	27,993.19	0.00	( 5,993.19)	127.24
CHARGES FOR SERVICES	2,878,000	225,361.42	0.00	2,680,730.04	0.00	197,269.96	93.15
MISCELLANEOUS REVENUE	<u>190,000</u>	<u>7,345.97</u>	<u>0.00</u>	<u>237,291.82</u>	<u>0.00</u>	<u>( 47,291.82)</u>	<u>124.89</u>
TOTAL REVENUE	<u>3,090,000</u>	<u>234,328.49</u>	<u>0.00</u>	<u>2,946,015.05</u>	<u>0.00</u>	<u>143,984.95</u>	<u>95.34</u>
<u>EXPENDITURE SUMMARY</u>							
CSO	47,690	3,425.31	0.00	38,882.42	0.00	8,807.58	81.53
CSO-OTHER	165,483	16,395.86	0.00	140,281.73	0.00	25,201.27	84.77
SEWER COLLECTION	1,010,573	115,154.04	0.00	968,602.76	0.00	41,970.24	95.85
SEWER TREATMENT	1,312,380	113,300.44	0.00	1,247,544.15	0.00	64,835.85	95.06
UTILITY BILLING	35,115	1,195.26	0.00	19,284.95	0.00	15,830.05	54.92
ADMIN & GENERAL	518,759	25,598.15	0.00	374,593.20	0.00	144,165.80	72.21
CAPITAL OUTLAY	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>3,090,000</u>	<u>275,069.06</u>	<u>0.00</u>	<u>2,789,189.21</u>	<u>0.00</u>	<u>300,810.79</u>	<u>90.27</u>
REVENUE OVER/ (UNDER) EXPENDITURES	<u>0</u>	<u>( 40,740.57)</u>	<u>0.00</u>	<u>156,825.84</u>	<u>0.00</u>	<u>( 156,825.84)</u>	<u>0.00</u>

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2025

401-SEWER FUND

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<b>TAXES</b>							
401-000-302-0000 Penalty Income	22,000	1,621.10	0.00	27,993.19	0.00	( 5,993.19)	127.24
<b>TOTAL TAXES</b>	<b>22,000</b>	<b>1,621.10</b>	<b>0.00</b>	<b>27,993.19</b>	<b>0.00</b>	<b>( 5,993.19)</b>	<b>127.24</b>
<b>CHARGES FOR SERVICES</b>							
401-000-361-0000 Metered Sales to Res Cu	1,350,000	101,783.13	0.00	1,212,345.08	0.00	137,654.92	89.80
401-000-361-0001 Metered Sales to Comm C	1,050,000	86,715.75	0.00	1,047,611.32	0.00	2,388.68	99.77
401-000-361-0002 Unmetered Sales to Res	18,000	1,393.68	0.00	13,845.81	0.00	4,154.19	76.92
401-000-361-0003 Taps & Connections	10,000	0.00	0.00	1,500.00	0.00	8,500.00	15.00
401-000-361-0004 Services to Other Syste	450,000	35,468.86	0.00	405,427.83	0.00	44,572.17	90.10
<b>TOTAL CHARGES FOR SERVICES</b>	<b>2,878,000</b>	<b>225,361.42</b>	<b>0.00</b>	<b>2,680,730.04</b>	<b>0.00</b>	<b>197,269.96</b>	<b>93.15</b>
<b>MISCELLANEOUS REVENUE</b>							
401-000-380-0000 Interest Earned	7,000	1,018.16	0.00	9,669.51	0.00	( 2,669.51)	138.14
401-000-381-0000 Reimbursements	3,000	387.00	0.00	67,633.63	0.00	( 64,633.63)	2,254.45
401-000-382-0000 Refunds & Rebates	5,000	0.00	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	820.26	0.00	12,286.71	0.00	( 7,286.71)	245.73
401-000-399-0001 Lab Analysis Services	170,000	5,120.55	0.00	144,011.07	0.00	25,988.93	84.71
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>190,000</b>	<b>7,345.97</b>	<b>0.00</b>	<b>237,291.82</b>	<b>0.00</b>	<b>( 47,291.82)</b>	<b>124.89</b>
<b>TOTAL REVENUE</b>	<b>3,090,000</b>	<b>234,328.49</b>	<b>0.00</b>	<b>2,946,015.05</b>	<b>0.00</b>	<b>143,984.95</b>	<b>95.34</b>

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

401-SEWER FUND  
 CSO

% OF YEAR COMPLETED: 91.67

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	2,439.60	0.00	19,690.68	0.00	2,390.68	113.82
401-509-104-0000 FICA Tax	1,180	132.76	0.00	1,499.96	0.00	319.96	127.12
401-509-105-0000 Group Health Insurance	7,330	462.99	0.00	5,066.98	0.00	2,263.02	69.13
401-509-106-0000 Retirement	1,710	233.64	0.00	1,823.34	0.00	113.34	106.63
401-509-108-0000 Overtime/Extra Help	1,670	156.32	0.00	568.08	0.00	1,101.92	34.02
<b>TOTAL PERSONAL SERVICES</b>	<b>29,190</b>	<b>3,425.31</b>	<b>0.00</b>	<b>28,649.04</b>	<b>0.00</b>	<b>540.96</b>	<b>98.15</b>
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	10,000	0.00	0.00	5,994.79	0.00	4,005.21	59.95
401-509-217-0000 Maint Repair Autos & Tr	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>11,000</b>	<b>0.00</b>	<b>0.00</b>	<b>5,994.79</b>	<b>0.00</b>	<b>5,005.21</b>	<b>54.50</b>
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	6,000	0.00	0.00	4,238.59	0.00	1,761.41	70.64
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00
<b>TOTAL COMMODITIES</b>	<b>7,500</b>	<b>0.00</b>	<b>0.00</b>	<b>4,238.59</b>	<b>0.00</b>	<b>3,261.41</b>	<b>56.51</b>
<b>TOTAL CSO</b>	<b>47,690</b>	<b>3,425.31</b>	<b>0.00</b>	<b>38,882.42</b>	<b>0.00</b>	<b>8,807.58</b>	<b>81.53</b>

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

401-SEWER FUND

CSO-OTHER

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>PERSONAL SERVICES</u>							
401-510-103-0000 Salaries & Wages	108,100	12,752.93	0.00	100,339.99	0.00	7,760.01	92.82
401-510-104-0000 FICA Tax	9,033	643.62	0.00	7,978.48	0.00	1,054.52	88.33
401-510-105-0000 Group Health Insurance	28,550	1,613.93	0.00	17,447.01	0.00	11,102.99	61.11
401-510-106-0000 Retirement	9,800	1,069.11	0.00	8,693.05	0.00	1,106.95	88.70
401-510-108-0000 Overtime/Extra Help	10,000	316.27	0.00	5,823.20	0.00	4,176.80	58.23
TOTAL PERSONAL SERVICES	165,483	16,395.86	0.00	140,281.73	0.00	25,201.27	84.77
TOTAL CSO-OTHER	165,483	16,395.86	0.00	140,281.73	0.00	25,201.27	84.77

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2025

401-SEWER FUND

SEWER COLLECTION

% OF YEAR COMPLETED: 91.67

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	12,753.03	0.00	100,340.81	0.00	7,759.19	92.82
401-511-104-0000 FICA Tax	9,033	643.55	0.00	7,978.12	0.00	1,054.88	88.32
401-511-105-0000 Group Health Insurance	28,550	1,978.11	0.00	31,122.79	0.00	2,572.79	109.01
401-511-106-0000 Retirement	9,800	1,069.09	0.00	8,692.99	0.00	1,107.01	88.70
401-511-108-0000 Overtime/Extra Help	10,000	316.35	0.00	5,823.81	0.00	4,176.19	58.24
TOTAL PERSONAL SERVICES	165,483	16,760.13	0.00	153,958.52	0.00	11,524.48	93.04
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,000	251.89	0.00	2,765.53	0.00	234.47	92.18
401-511-213-0000 Utilities/Purchased Pow	105,000	10,205.19	0.00	100,680.42	0.00	4,319.58	95.89
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	40,275.00	0.00	104,950.01	0.00	89,950.01	699.67
401-511-216-0001 Maint Structures/Improv	25,000	0.00	0.00	4,394.21	0.00	20,605.79	17.58
401-511-217-0000 Maint Repair Autos & T	20,000	0.00	0.00	8,991.22	0.00	11,008.78	44.96
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	2,235.87	0.00	1,235.87	223.59
401-511-230-0000 Contracted Services	10,000	0.00	0.00	1,393.73	0.00	8,606.27	13.94
401-511-240-0000 Refunds & Reimbursement	1,000	1,000.00	0.00	1,725.36	0.00	725.36	172.54
TOTAL CONTRACTUAL SERVICES	183,500	51,732.08	0.00	228,499.79	0.00	44,999.79	124.52
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	40,000	2,800.00	0.00	46,021.68	0.00	6,021.68	115.05
401-511-343-0000 Automobile Supplies	20,000	0.00	0.00	11,661.87	0.00	8,338.13	58.31
401-511-345-0000 Uniforms	5,100	0.00	0.00	3,759.08	0.00	1,340.92	73.71
401-511-399-0000 Miscellaneous	10,000	0.00	0.00	7,825.41	0.00	2,174.59	78.25
TOTAL COMMODITIES	75,100	2,800.00	0.00	69,268.04	0.00	5,831.96	92.23
<u>CAPITAL OUTLAY</u>							
401-511-457-0000 Wastewater Garage	0	1,425.22	0.00	5,700.88	0.00	5,700.88	0.00
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	31,134.51	0.00	2,830.49	91.67
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	79,963.29	0.00	7,269.71	91.67
401-511-458-0003 Bond Payable S-1-20-A-R	321,412	26,784.32	0.00	294,627.52	0.00	26,784.48	91.67
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	28,821.65	0.00	2,620.35	91.67
401-511-459-0000 2018 Van & Sewera Camer	27,360	2,338.23	0.00	25,385.45	0.00	1,974.55	92.78
401-511-459-0001 2021 Ford F-150	6,758	563.16	0.00	5,958.49	0.00	799.51	88.17
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	0.00	0.00	39,419.08	0.00	3,180.92	92.53
401-511-459-0004 Wastewater Garage	18,720	0.00	0.00	5,190.01	0.00	13,529.99	27.72
TOTAL CAPITAL OUTLAY	569,490	43,830.88	0.00	516,200.88	0.00	53,289.12	90.64
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	17,000	30.95	0.00	675.53	0.00	16,324.47	3.97
TOTAL OTHER EXPENDITURES	17,000	30.95	0.00	675.53	0.00	16,324.47	3.97
TOTAL SEWER COLLECTION	1,010,573	115,154.04	0.00	968,602.76	0.00	41,970.24	95.85

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

401-SEWER FUND  
 SEWER TREATMENT

% OF YEAR COMPLETED: 91.67

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	30,583.11	0.00	239,697.68	0.00 (	7,997.68)	103.45
401-512-104-0000 FICA Tax	15,300	1,574.22	0.00	18,482.01	0.00 (	3,182.01)	120.80
401-512-105-0000 Group Health Insurance	58,800	2,764.91	0.00	43,237.78	0.00	15,562.22	73.53
401-512-106-0000 Retirement	19,700	2,530.24	0.00	19,789.01	0.00 (	89.01)	100.45
401-512-108-0000 Overtime/Extra Help	15,000	1,070.63	0.00	6,175.11	0.00	8,824.89	41.17
TOTAL PERSONAL SERVICES	340,500	38,523.11	0.00	327,381.59	0.00	13,118.41	96.15
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	2,160	169.99	0.00	2,410.70	0.00 (	250.70)	111.61
401-512-213-0000 Utilities/Purchased Pow	180,000	12,160.72	0.00	159,915.23	0.00	20,084.77	88.84
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	775.51	0.00	2,275.49	25.42
401-512-216-0000 Maint Treat/Disp System	50,000	14,364.02	0.00	58,626.72	0.00 (	8,626.72)	117.25
401-512-216-0001 Maint Structures/Improv	20,000	0.00	0.00	8,169.82	0.00	11,830.18	40.85
401-512-217-0000 Maint Repair Autos & Tr	10,000	0.00	0.00	9,967.18	0.00	32.82	99.67
401-512-218-0000 Postage	100	0.00	0.00	52.37	0.00	47.63	52.37
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	1,335.86	0.00	664.14	66.79
401-512-230-0000 Contracted Services	40,000	181.50	0.00	86,597.88	0.00 (	46,597.88)	216.49
TOTAL CONTRACTUAL SERVICES	312,011	26,876.23	0.00	328,226.27	0.00 (	16,215.27)	105.20
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	20,000	208.87	0.00	13,419.69	0.00	6,580.31	67.10
401-512-341-0001 Supplies & Matls Chemic	30,000	0.00	0.00	8,799.98	0.00	21,200.02	29.33
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	0.00	0.00	5,821.72	0.00	6,178.28	48.51
401-512-345-0000 Uniforms	5,000	0.00	0.00	3,642.58	0.00	1,357.42	72.85
401-512-399-0000 Miscellaneous	0	200.00	0.00	550.00	0.00 (	550.00)	0.00
TOTAL COMMODITIES	72,000	408.87	0.00	45,012.02	0.00	26,987.98	62.52
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,268	46,939.02	0.00	516,329.22	0.00	46,938.78	91.67
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	5,839.19	0.00	799.81	87.95
401-512-459-0003 Sewer Areation Equipmen	0	0.00	0.00	0.00	0.00	0.00	0.00
401-512-459-0004 Ford F-150	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	0.00	0.00	5,024.25	0.00 (	5,024.25)	0.00
401-512-459-0007 Skid Steer	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	582,869	47,492.23	0.00	531,513.30	0.00	51,355.70	91.19
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	5,000	0.00	0.00	15,410.97	0.00 (	10,410.97)	308.22
TOTAL OTHER EXPENDITURES	5,000	0.00	0.00	15,410.97	0.00 (	10,410.97)	308.22
TOTAL SEWER TREATMENT	1,312,380	113,300.44	0.00	1,247,544.15	0.00	64,835.85	95.06

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

401-SEWER FUND  
 UTILITY BILLING

% OF YEAR COMPLETED: 91.67

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	841.81	0.00	11,515.73	0.00	10,674.27	51.90
401-513-104-0000 FICA Tax	1,375	40.45	0.00	804.72	0.00	570.28	58.53
401-513-105-0000 Group Health Insurance	5,750	231.50	0.00	3,703.97	0.00	2,046.03	64.42
401-513-106-0000 Retirement	2,000	76.24	0.00	991.08	0.00	1,008.92	49.55
401-513-108-0000 Overtime/ Extra Help	600	5.26	0.00	379.20	0.00	220.80	63.20
TOTAL PERSONAL SERVICES	31,915	1,195.26	0.00	17,394.70	0.00	14,520.30	54.50
<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	1,615.25	0.00	1,384.75	53.84
TOTAL COMMODITIES	3,000	0.00	0.00	1,615.25	0.00	1,384.75	53.84
TOTAL UTILITY BILLING	35,115	1,195.26	0.00	19,284.95	0.00	15,830.05	54.92

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

401-SEWER FUND  
 ADMIN & GENERAL

% OF YEAR COMPLETED: 91.67

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	3,775.00	0.00	66,775.00	5.35
401-514-104-0000 FICA Tax	4,325	24.84	0.00	288.69	0.00	4,036.31	6.67
401-514-105-0000 Group Health Insurance	100	4.40	0.00	550.05	0.00	( 450.05)	550.05
401-514-106-0000 Retirement	6,200	4.50	0.00	67.50	0.00	6,132.50	1.09
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	358.74	0.00	4,681.24	0.00	76,493.76	5.77
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	9,500	920.94	0.00	8,671.44	0.00	828.56	91.28
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	230.00	0.00	15,038.34	0.00	9,961.66	60.15
401-514-226-0000 Insurance & Bonds	10,000	0.00	0.00	11,208.69	0.00	( 1,208.69)	112.09
401-514-226-0001 Insurances & Bonds/GL	38,000	0.00	0.00	37,287.68	0.00	712.32	98.13
401-514-230-0000 Contracted Services	15,000	134.50	0.00	7,848.82	0.00	7,151.18	52.33
401-514-230-0001 Cont Serv/Consent Decre	10,000	299.48	0.00	299.48	0.00	9,700.52	2.99
401-514-232-0000 Bank Charges	50	0.00	0.00	30.00	0.00	20.00	60.00
TOTAL CONTRACTUAL SERVICES	107,550	1,584.92	0.00	80,443.95	0.00	27,106.05	74.80
<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	44,947.43	0.00	4,086.57	91.67
401-514-353-0000 Computer Software	10,000	0.00	0.00	13,829.08	0.00	( 3,829.08)	138.29
401-514-399-0000 Miscellaneous Expenses	1,000	189.00	0.00	1,367.58	0.00	( 367.58)	136.76
TOTAL COMMODITIES	61,034	4,275.13	0.00	60,232.16	0.00	801.84	98.69
<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	6,225.48	0.00	73,372.49	0.00	3,127.51	95.91
401-514-677-0001 SB234 Requirement	180,000	13,153.88	0.00	144,692.68	0.00	35,307.32	80.38
TOTAL OTHER EXPENDITURES	269,000	19,379.36	0.00	229,235.85	0.00	39,764.15	85.22
TOTAL ADMIN & GENERAL	518,759	25,598.15	0.00	374,593.20	0.00	144,165.80	72.21

FINANCIAL STATEMENT (UNAUDITED)

AS OF: MAY 31ST, 2025

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 91.67

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	275,069.06	0.00	2,789,189.21	0.00	300,810.79	90.27
<hr/>							
REVENUE OVER/ (UNDER) EXPENDITURES	0 (	40,740.57)	0.00	156,825.84	0.00 (	156,825.84)	0.00
<hr/>							



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Approval of Sewer Invoices
<b>Recommended By:</b>	Whitney L Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Crim Law Office, PLLC Invoice #492: \$370.00
<b>Fiscal Impact:</b>	Total: \$370.00
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. CrimLawInvoice492

City of Elkins

April 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	492
Invoice Date	06/05/2025
Payment Due On	06/19/2025
<b>Amount Due</b>	<b>\$370.00</b>

## City of Elkins - Sanitary Board - Municipality

### Fees

Date	Description	Staff	Rate	Hours	Total
04/02/2025	Email from W. Hymes about releases	GSR	\$100.00	0.10	\$10.00
04/02/2025	Email to W. Hymes about releases	GSR	\$100.00	0.10	\$10.00
04/02/2025	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
04/03/2025	Preparation of release for McClanahan claim	GSR	\$100.00	0.50	\$50.00
04/03/2025	Preparation of release for Summerfield claim	GSR	\$100.00	0.50	\$50.00
04/08/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
04/08/2025	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
04/08/2025	Email from W. Hymes about Summerfield release	GSR	\$100.00	0.10	\$10.00
04/08/2025	Call to M. Sylvester about McClanahan claim and left message	GSR	\$100.00	0.20	\$20.00
04/09/2025	Email to W. Hymes	GSR	\$100.00	0.10	\$10.00
04/14/2025	Email from W. Hymes with release	GSR	\$100.00	0.10	\$10.00
04/14/2025	Email from J. Mallow	GSR	\$100.00	0.10	\$10.00
04/17/2025	Receive and review information for meeting	GSR	\$100.00	0.20	\$20.00
04/17/2025	Email from W. Hymes	GSR	\$100.00	0.10	\$10.00
04/21/2025	Attend Board meeting and conference with personnel	GSR	\$100.00	1.00	\$100.00

04/21/2025	Review of Big Timber issue and email to W. Hymes	GSR	\$100.00	0.30	\$30.00
					\$370.00

	<b>Subtotal</b>	<b>\$370.00</b>
	<b>Total</b>	<b>\$370.00</b>
	<b>Total Balance Due</b>	<b>\$370.00</b>

Reviewed/Approved by Wastewater (Superintendent/Cheif Operator) on 6/6/2025

*Whitney L. Hymes*



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Sidewalk Replacement for 12 1/2 Walnut St.
<b>Recommended By:</b>	Whitney L Hymes - Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Request from 5/19/2025 Sanitary Board meeting public comment (12 1/2 Walnut Street Resident) for additional payment for damages at 12 1/2 Walnut Street. Additional payment reflects sidewalk repairs.
<b>Fiscal Impact:</b>	\$1750.00
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. IMG_20250610_111459

**PHILLIPS MASONRY**

2068 Files Creek Road  
Beverly, WV 26253  
304-940-9424 Cell#

April 4, 2025

Joe Skidmore  
Elkins, WV 26241

ESTIMATE

Job: Joe Skidmore  
Elkins, WV

Repair sidewalk include concrete

\$ 1,750.00

Invoice Amount: \$ 1,750.00

Thank You  
James Phillips



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Resolution (RFP #03): Approving Invoices Relating to Services for the Vacuum Truck Dumping Station Project
<b>Recommended By:</b>	Whitney L. Hymes-Wastewater Superintendent/Chief Operator
<b>Summary:</b>	Resolution (RFP #03) for payment of 100% completion of the vacuum dumping station located at the wastewater treatment plant [IJDC Project #:2012S-1373]. Funds for RFP #03 will come from City of Elkins ARPA account and City of Elkins Sewer Budget.
<b>Fiscal Impact:</b>	<p><b>RFP #1 (1/7/2025):</b> \$120,825.00 (IJDC Loan)  <i>Total of RFP #1: \$120,825.00</i></p> <p><b>RFP #2 (1/21/2025):</b> \$3,103.04 (IJDC Loan)          \$69,391.96 (City ARPA)  <i>Total of RFP #2: \$72,495.00</i></p> <p><b>RFP #3 (6/16/2025):</b> \$50,885.93 (City ARPA)          \$24,294.07 (City Sewer Account)  <i>Total of RFP #3: \$75,180.00-AMOUNT DUE FOR 100% Completion</i></p> <p><b>TOTAL PROJECT COST: \$268,500.00</b></p>
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. 2025-06-16_Elkins VTDS_Req#03









## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Sewer Fund Budget Revisions
<b>Recommended By:</b>	Tracy Judy-City of Elkins Treasurer
<b>Summary:</b>	Budget revisions for Sewer Department presented by Treasurer.
<b>Fiscal Impact:</b>	See Attached Documentation
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. Budget Revision #1

### Sewer Fund Budget Revision

Revision Number 1

#### Revenues

Fund	Department	Amount
401	000-Revenues	
<b>TOTAL</b>		<b>\$0.00</b>

Department	Increase	Amount
000-Revenues	302-0000 Penalty Income	\$6,087.00
	361-0001 Metered Sales To Comm	\$6,592.00
	381-0000 Reimbursements	\$64,633.00
	399-0001 PGCC Donations	\$7,287.00
		<b>\$84,599.00</b>

#### Expenses

Fund	Department	Transfer From/Description	Amount
401	509-CSO	105-0000 Group Insurance	\$1,800.00
		108-0000 Overtime	\$500.00
		217-0000 Maint of Autos & Trucks	\$500.00
		343-0000 Automobile Supplies	\$1,500.00
	510-CSO-Other	105-0000 Group Insurance	\$9,450.00
		108-0000 Overtime	\$3,500.00
		670-0000 Other Interest & Penalties	\$15,500.00
	512-Sewer Treatment	105-0000 Group Insurance	\$12,000.00
	514-Admin & General	677-0001 SB234 Requirement	\$9,291.00
<b>TOTAL</b>			<b>\$54,041.00</b>

Department	Transfer To/Description	Amount
509-CSO	103-0000 Salary & Wages	\$4,500.00
	104-0000 FICA Expense	\$500.00
	106-0000 Retirement	\$400.00
511-Sewer Collection	103-0000 Salary & Wages	\$3,000.00
	105-0000 Group Insurance	\$4,375.00
	106-0000 Retirement	\$500.00
	213-0000 Utilities	\$7,000.00
	215-0000 Maint Bldgs/Grounds	\$500.00
	222-0000 Dues & Subscriptions	\$1,500.00
	341-0000 Supplies & Materials	\$10,000.00
	457-0000 Capital Outlay Buildings	\$7,200.00
512-Sewer Treatment	211-0000 Telephone	\$500.00
	216-0000 Maint of Equipment	\$15,000.00
	220-0000 Advertising	\$500.00
	230-0000 Contracted Services	\$55,000.00
	341-0000 Supplies & Materials	\$7,800.00
	399-0000 Miscellaneous	\$600.00
	459-0006 WWTP Dumping Station	\$5,100.00
	670-0000 Other Interest & Penalties	\$12,000.00
514-Admin & General	677-0000 R & R Requirement	\$2,665.00
		<b>\$138,640.00</b>



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 16, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Personal Policy Update-Paid Meal Breaks for Field Based Employees in Wastewater Department
<b>Recommended By:</b>	Whitney L. Hymes (Wastewater Superintendent/Chief Operator) Chris Marshall (Human Resources Director)
<b>Summary:</b>	Memorandum Provided for Explanation
<b>Fiscal Impact:</b>	No Fiscal Impact
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	None