



City of Elkins

Sanitary Board Meeting

May 15, 2023
10:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of April 17, 2023.
4. **Presentation**
5. **Reports**
 - a. Chief Wastewater Operator
 - b. Wastewater Collection Supervisor
 - c. Financial Statements as of April 30, 2023
6. **Unfinished business**
 - a. Town of Harman Utilities Discussion
 - b. N. Randolph Ave Extension Project
7. **New business**
 - a. Approval of Sewer Invoices
 - b. Budget Revisions #3, #4, #5, #6, #7
 - c. Absorption of cost of PEIA Premiums for Sanitary Board Employees
 - d. Purchase of 2016-F-350 from Sanitation Separtment
 - e. Purchase of Roller from Street Department
 - f. Approving "Class 1 Wastewater Operator" Status and Confirming Compensation Level for Weilliam Mallow, Jr.
 - g. Discussion on Phase III Projects with Engineering Firm Burgess & Niple
8. **Announcements**
9. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 17, 2023.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Sanitary Board- 2023_04_17- minutes

SANITARY BOARD REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
April 17, 2023
10:00 a.m.***

Present were Committee Members: Jerry Marco (Chair), Randall Bill, Victor White.

Also present were: Tracy Judy (Treasurer), Mark Hartley (Wastewater Collection Supervisor), Gerry Roberts (City Attorney).

Whitney Hymes (Wastewater Superintendent) was absent.

MINUTES

Jerry Marco, **MOVED APPROVAL OF THE MINUTES OF THE MARCH 20, 2023, MEETING.** The motion carried.

REPORT

The report of the Wastewater Superintendent is attached.

The Wastewater Supervisor had no report.

Financial Statements as of March 31, 2023 are attached.

UNFINISHED BUSINESS

There was no action or discussion on the agenda item “Town of Harman Utilities.”

NEW BUSINESS

Randall Biller, **MOVED APPROVAL OF BURGESS & NIPLE INVOICE # 1075366. DATED 03/16/2023 IN THE AMOUNT OF \$419.50** The motion carried.

Randall Biller **MOVED APPROVAL OF CRIM LAW OFFICE INVOICE #335 DATED 01/31/2023 IN THE AMOUNT OF \$1,170.00.** The motion carried.

Randall Biller **MOVED APPROVAL OF CRIM LAW OFFICE INVOICE #340 DATED 02/28/2023 IN THE AMOUNT OF \$460.00.** The motion carried.

Vic White **MOVED APPROVAL OF SRF PAYMENT REQUISITION #18 FOR THE PHASE II SEWER PROJECT DATED 04/17/2023 IN THE AMOUNT OF \$21,290.42.** The motion carried.

ADJOURNMENT

Jerry Marco, **MOVED ADJOURNMENT.** The motion carried.

The meeting was adjourned at 11:00 a.m.

The foregoing minutes were approved at the meeting of _____, 2023

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	Reports
Category:	Presentation
Agenda Item Name:	Financial Statements as of April 30, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. April 2023 Sanitary Board Financials

BUDGET CONTROL REPORT

Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$146,783.84	\$204,684.63	\$201,750.37	\$211,507.19	\$201,442.20	\$200,168.64	\$172,822.92	\$222,058.52	\$222,085.61	\$171,765.37			-\$477,083.08	\$1,955,069.29
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$230,600.11	\$237,612.50	\$235,426.57	\$269,300.47	\$235,245.13	\$258,723.18	\$237,877.08	\$231,840.19	\$275,034.49	\$220,492.65				\$2,432,152.37

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: APRIL 30TH, 2023

401-SEWER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D BALANCE	TOTAL ENCUMBERED	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TAXES	19,000	420.28	0.00	14,833.97	0.00	4,166.03	78.07
CHARGES FOR SERVICES	2,173,693	154,362.93	0.00	1,790,015.84	0.00	383,677.16	82.35
MISCELLANEOUS REVENUE	209,900	16,982.16	0.00	752,348.46	0.00	(542,448.46)	358.43
TOTAL REVENUE	2,402,593	171,765.37	0.00	2,557,198.27	0.00	(154,605.27)	106.43
<u>EXPENDITURE SUMMARY</u>							
CSO	41,939	2,284.54	0.00	27,576.91	0.00	14,362.09	65.75
CSO-OTHER	134,656	10,574.62	0.00	114,375.04	0.00	20,280.96	84.94
SEWER COLLECTION	1,020,114	65,396.45	0.00	1,300,695.61	0.00	(280,581.61)	127.50
SEWER TREATMENT	1,601,437	112,612.72	0.00	1,090,029.57	0.00	511,407.43	68.07
UTILITY BILLING	27,368	1,807.70	0.00	22,755.33	0.00	4,612.67	83.15
ADMIN & GENERAL	265,098	27,816.62	0.00	478,848.89	0.00	(213,750.89)	180.63
CAPITAL OUTLAY	0	0.00	0.00	36,787.77	0.00	(36,787.77)	0.00
TOTAL EXPENDITURES	3,090,612	220,492.65	0.00	3,071,069.12	0.00	19,542.88	99.37
REVENUE OVER/(UNDER) EXPENDITURES	(688,019)	(48,727.28)	0.00	(513,870.85)	0.00	(174,148.15)	74.69

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

% OF YEAR COMPLETED: 83.33

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	19,000	420.28	0.00	14,833.97	0.00	4,166.03	78.07
TOTAL TAXES	19,000	420.28	0.00	14,833.97	0.00	4,166.03	78.07
<u>CHARGES FOR SERVICES</u>							
401-000-344-0000 Collection of Delinquent	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-361-0000 Metered Sales to Res Cu	956,923	70,549.80	0.00	816,692.61	0.00	140,230.39	85.35
401-000-361-0001 Metered Sales to Comm C	840,000	56,162.27	0.00	646,648.45	0.00	193,351.55	76.98
401-000-361-0002 Unmetered Sales to Res	15,170	1,192.57	0.00	11,506.45	0.00	3,663.55	75.85
401-000-361-0003 Taps & Connections	1,600	0.00	0.00	10,046.61	0.00	8,446.61	627.91
401-000-361-0004 Services to Other Syste	360,000	26,458.29	0.00	305,121.72	0.00	54,878.28	84.76
TOTAL CHARGES FOR SERVICES	2,173,693	154,362.93	0.00	1,790,015.84	0.00	383,677.16	82.35
<u>MISCELLANEOUS REVENUE</u>							
401-000-380-0000 Interest Earned	1,900	913.88	0.00	7,508.71	0.00	5,608.71	395.20
401-000-381-0000 Reimbursements	2,000	210.85	0.00	1,845.83	0.00	154.17	92.29
401-000-382-0000 Refunds & Rebates	5,000	0.00	0.00	2,632.89	0.00	2,367.11	52.66
401-000-383-0000 Sale Of Fixed Asset	0	0.00	0.00	5,820.00	0.00	5,820.00	0.00
401-000-386-0000 Insurance Claims	0	0.00	0.00	0.00	0.00	0.00	0.00
401-000-399-0000 Miscellaneous	1,000	27.00	0.00	602,303.98	0.00	601,303.98	230.40
401-000-399-0001 Lab Analysis Services	200,000	15,830.43	0.00	132,237.05	0.00	67,762.95	66.12
TOTAL MISCELLANEOUS REVENUE	209,900	16,982.16	0.00	752,348.46	0.00	542,448.46	358.43
TOTAL REVENUE	2,402,593	171,765.37	0.00	2,557,198.27	0.00	154,605.27	106.43

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

CSO

% OF YEAR COMPLETED: 83.33

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	18,850	1,485.84	0.00	16,261.49	0.00	2,588.51	86.27
401-509-104-0000 FICA Tax	1,570	113.99	0.00	1,229.07	0.00	340.93	78.28
401-509-105-0000 Group Health Insurance	6,502	484.33	0.00	4,843.33	0.00	1,658.67	74.49
401-509-106-0000 Retirement	1,850	139.22	0.00	1,573.65	0.00	276.35	85.06
401-509-108-0000 Overtime/Extra Help	<u>1,667</u>	<u>61.16</u>	<u>0.00</u>	<u>1,139.54</u>	<u>0.00</u>	<u>527.46</u>	<u>68.36</u>
TOTAL PERSONAL SERVICES	30,439	2,284.54	0.00	25,047.08	0.00	5,391.92	82.29
<u>CONTRACTUAL SERVICES</u>							
401-509-216-0000 Maint of CSO Equipment	5,000	0.00	0.00	258.25	0.00	4,741.75	5.17
401-509-217-0000 Maint Repair Autos & Tr	<u>1,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	6,000	0.00	0.00	258.25	0.00	5,741.75	4.30
<u>COMMODITIES</u>							
401-509-341-0000 Supplies & Materials	4,000	0.00	0.00	1,271.58	0.00	2,728.42	31.79
401-509-343-0000 Automobile Supplies	1,500	0.00	0.00	1,000.00	0.00	500.00	66.67
401-509-345-0000 Uniforms	<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 COMMODITIES	5,500	0.00	0.00	2,271.58	0.00	3,228.42	41.30
TOTAL CSO	41,939	2,284.54	0.00	27,576.91	0.00	14,362.09	65.75

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: APRIL 30TH, 2023

401-SEWER FUND

CSO-OTHER

% OF YEAR COMPLETED: 83.33

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	99,000	7,962.44	0.00	83,462.27	0.00	15,537.73	84.31
401-510-104-0000 FICA Tax	8,300	646.47	0.00	6,770.36	0.00	1,529.64	81.57
401-510-105-0000 Group Health Insurance	9,270	711.60	0.00	7,123.45	0.00	2,146.55	76.84
401-510-106-0000 Retirement	8,836	692.29	0.00	7,654.46	0.00	1,181.54	86.63
401-510-108-0000 Overtime/Extra Help	<u>9,250</u>	<u>561.82</u>	<u>0.00</u>	<u>9,364.50</u>	<u>0.00</u>	<u>(114.50)</u>	<u>101.24</u>
TOTAL PERSONAL SERVICES	134,656	10,574.62	0.00	114,375.04	0.00	20,280.96	84.94
TOTAL CSO-OTHER	134,656	10,574.62	0.00	114,375.04	0.00	20,280.96	84.94

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

SEWER COLLECTION

% OF YEAR COMPLETED: 83.33

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	99,000	7,962.54	0.00	83,462.82	0.00	15,537.18	84.31
401-511-104-0000 FICA Tax	8,300	646.50	0.00	6,770.34	0.00	1,529.66	81.57
401-511-105-0000 Group Health Insurance	9,270	1,039.72	0.00	10,704.86	0.00	1,434.86	115.48
401-511-106-0000 Retirement	8,836	692.32	0.00	7,654.37	0.00	1,181.63	86.63
401-511-108-0000 Overtime/Extra Help	9,250	561.88	0.00	9,364.93	0.00	114.93	101.24
TOTAL PERSONAL SERVICES	134,656	10,902.96	0.00	117,957.32	0.00	16,698.68	87.60
<u>CONTRACTUAL SERVICES</u>							
401-511-211-0000 Telephone	3,500	199.47	0.00	1,703.12	0.00	1,796.88	48.66
401-511-213-0000 Utilities/Purchased Pow	80,000	8,498.39	0.00	83,383.04	0.00	3,383.04	104.23
401-511-214-0000 Travel	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-215-0002 Stormwater Supplies	20,000	0.00	0.00	9,539.19	0.00	10,460.81	47.70
401-511-216-0000 Maint Pumping Equipment	55,000	0.00	0.00	39,448.83	0.00	15,551.17	71.73
401-511-216-0001 Maint Structures/Improv	15,000	0.00	0.00	5,556.92	0.00	9,443.08	37.05
401-511-217-0000 Maint Repair Autos & T	15,000	0.00	0.00	5,799.75	0.00	9,200.25	38.67
401-511-221-0000 Training & Education	1,500	0.00	0.00	525.00	0.00	975.00	35.00
401-511-230-0000 Contracted Services	2,000	0.00	0.00	915.30	0.00	1,084.70	45.77
401-511-239-0000 Ins Prem for Retirees	0	0.00	0.00	0.00	0.00	0.00	0.00
401-511-240-0000 Refunds & Reimbursement	2,000	0.00	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	194,000	8,697.86	0.00	146,871.15	0.00	47,128.85	75.71
<u>COMMODITIES</u>							
401-511-341-0000 Supplies & Materials	50,000	0.00	0.00	35,100.89	0.00	14,899.11	70.20
401-511-343-0000 Automobile Supplies	14,000	0.00	0.00	20,344.63	0.00	6,344.63	145.32
401-511-345-0000 Uniforms	5,000	0.00	0.00	4,009.63	0.00	990.37	80.19
401-511-399-0000 Miscellaneous	16,500	0.00	0.00	8,763.53	0.00	7,736.47	53.11
TOTAL COMMODITIES	85,500	0.00	0.00	68,218.68	0.00	17,281.32	79.79
<u>CAPITAL OUTLAY</u>							
401-511-458-0000 Bond Payable S-1-09-A-R	33,965	2,830.41	0.00	28,304.10	0.00	5,660.90	83.33
401-511-458-0001 Bond Payable S-1-15-A-R	87,233	7,269.39	0.00	72,693.90	0.00	14,539.10	83.33
401-511-458-0003 Bond Payable S-1-20-A-R	320,771	26,784.32	0.00	267,843.20	0.00	52,927.80	83.50
401-511-458-0004 Bond Payable S-2-20-A-R	31,442	2,620.15	0.00	26,201.50	0.00	5,240.50	83.33
401-511-459-0000 2018 Van & Sewera Camer	26,034	2,189.45	0.00	21,637.51	0.00	4,396.49	83.11
401-511-459-0001 2021 Ford F-150	6,858	563.16	0.00	5,631.60	0.00	1,226.40	82.12
401-511-459-0002 Capital Outlay	36,350	0.00	0.00	526,600.98	0.00	490,250.98	1,448.70
401-511-459-0003 900 ECO Cleaner	60,908	3,359.02	0.00	16,681.38	0.00	44,226.62	27.39
TOTAL CAPITAL OUTLAY	603,561	45,615.90	0.00	965,594.17	0.00	362,033.17	159.98
<u>OTHER EXPENDITURES</u>							
401-511-670-0000 Interest & Penalties	2,397	179.73	0.00	2,054.29	0.00	342.71	85.70
TOTAL OTHER EXPENDITURES	2,397	179.73	0.00	2,054.29	0.00	342.71	85.70
TOTAL SEWER COLLECTION	1,020,114	65,396.45	0.00	1,300,695.61	0.00	280,581.61	127.50

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

SEWER TREATMENT

% OF YEAR COMPLETED: 83.33

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	257,000	19,341.20	0.00	207,418.74	0.00	49,581.26	80.71
401-512-104-0000 FICA Tax	20,810	1,491.81	0.00	15,726.06	0.00	5,083.94	75.57
401-512-105-0000 Group Health Insurance	47,225	3,398.85	0.00	34,177.22	0.00	13,047.78	72.37
401-512-106-0000 Retirement	21,950	1,703.64	0.00	18,905.39	0.00	3,044.61	86.13
401-512-108-0000 Overtime/Extra Help	15,000	634.27	0.00	11,979.19	0.00	3,020.81	79.86
TOTAL PERSONAL SERVICES	361,985	26,569.77	0.00	288,206.60	0.00	73,778.40	79.62
<u>CONTRACTUAL SERVICES</u>							
401-512-211-0000 Telephone	3,200	176.71	0.00	2,442.47	0.00	757.53	76.33
401-512-213-0000 Utilities/Purchased Pow	132,000	11,515.63	0.00	135,200.61	0.00 (	3,200.61)	102.42
401-512-214-0000 Travel	1,000	0.00	0.00	3,224.02	0.00 (	2,224.02)	322.40
401-512-215-0000 Maint of Bldgs & Ground	0	0.00	0.00	192.69	0.00 (	192.69)	0.00
401-512-216-0000 Maint Treat/Disp System	50,000	21,387.90	0.00	58,792.90	0.00 (	8,792.90)	117.59
401-512-216-0001 Maint Structures/Improv	26,000	0.00	0.00	14,122.38	0.00	11,877.62	54.32
401-512-217-0000 Maint Repair Autos & Tr	5,000	0.00	0.00	10,171.58	0.00 (	5,171.58)	203.43
401-512-218-0000 Postage	40	0.00	0.00	54.75	0.00 (	14.75)	136.88
401-512-221-0000 Training & Education	0	0.00	0.00	1,400.75	0.00 (	1,400.75)	0.00
401-512-222-0000 Dues & Subscriptions	0	0.00	0.00	586.00	0.00 (	586.00)	0.00
401-512-230-0000 Contracted Services	32,000	0.00	0.00	26,772.91	0.00	5,227.09	83.67
TOTAL CONTRACTUAL SERVICES	249,240	33,080.24	0.00	252,961.06	0.00 (	3,721.06)	101.49
<u>COMMODITIES</u>							
401-512-341-0000 Supplies & Materials	12,000	33.04	0.00	9,404.48	0.00	2,595.52	78.37
401-512-341-0001 Supplies & Matls Chemic	28,000	0.00	0.00	11,819.77	0.00	16,180.23	42.21
401-512-341-0002 Purification Supplies	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00
401-512-343-0000 Automobile Supplies	9,500	0.00	0.00	5,505.80	0.00	3,994.20	57.96
401-512-345-0000 Uniforms	5,000	0.00	0.00	4,279.59	0.00	720.41	85.59
401-512-399-0000 Miscellaneous	321,759	475.00	0.00	1,497.80	0.00	320,261.20	0.47
TOTAL COMMODITIES	380,259	508.04	0.00	32,507.44	0.00	347,751.56	8.55
<u>CAPITAL OUTLAY</u>							
401-512-459-0000 Bond Payable S-1-06-A-R	563,269	46,939.02	0.00	469,390.20	0.00	93,878.80	83.33
401-512-459-0001 Bond Payable S-1-86-B-R	12,962	1,080.16	0.00	10,801.60	0.00	2,160.40	83.33
401-512-459-0002 Ford F-350	6,639	553.21	0.00	5,532.10	0.00	1,106.90	83.33
401-512-459-0003 Sewer Areation Equipmen	26,597	2,231.09	0.00	22,120.61	0.00	4,476.39	83.17
401-512-459-0004 900-ECO Sewer Cleaner	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
TOTAL CAPITAL OUTLAY	609,467	50,803.48	0.00	507,844.51	0.00	101,622.49	83.33
<u>OTHER EXPENDITURES</u>							
401-512-670-0000 Interest & Penalties	486	1,651.19	0.00	8,509.96	0.00 (	8,023.96)	1,751.02
TOTAL OTHER EXPENDITURES	486	1,651.19	0.00	8,509.96	0.00 (	8,023.96)	1,751.02
TOTAL SEWER TREATMENT	1,601,437	112,612.72	0.00	1,090,029.57	0.00	511,407.43	68.07

CITY OF ELKINS
FINANCIAL STATEMENT (UNAUDITED)
AS OF: APRIL 30TH, 2023

401-SEWER FUND

UTILITY BILLING

% OF YEAR COMPLETED: 83.33

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	16,904	1,281.09	0.00	14,457.66	0.00	2,446.34	85.53
401-513-104-0000 FICA Tax	1,315	91.68	0.00	994.58	0.00	320.42	75.63
401-513-105-0000 Group Health Insurance	3,122	249.11	0.00	2,541.11	0.00	580.89	81.39
401-513-106-0000 Retirement	1,547	116.24	0.00	1,315.70	0.00	231.30	85.05
401-513-108-0000 Overtime/ Extra Help	280	10.46	0.00	91.77	0.00	188.23	32.78
TOTAL PERSONAL SERVICES	23,168	1,748.58	0.00	19,400.82	0.00	3,767.18	83.74
<u>CONTRACTUAL SERVICES</u>							
401-513-214-0000 Travel	200	0.00	0.00	0.00	0.00	200.00	0.00
TOTAL CONTRACTUAL SERVICES	200	0.00	0.00	0.00	0.00	200.00	0.00
<u>COMMODITIES</u>							
401-513-341-0000 Supplies & Materials	4,000	59.12	0.00	3,354.51	0.00	645.49	83.86
TOTAL COMMODITIES	4,000	59.12	0.00	3,354.51	0.00	645.49	83.86
<u>TOTAL UTILITY BILLING</u>							
TOTAL UTILITY BILLING	27,368	1,807.70	0.00	22,755.33	0.00	4,612.67	83.15

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

ADMIN & GENERAL

% OF YEAR COMPLETED: 83.33

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	21,200	937.40	0.00	14,052.05	0.00	7,147.95	66.28
401-514-104-0000 FICA Tax	1,700	70.03	0.00	1,038.49	0.00	661.51	61.09
401-514-105-0000 Group Health Insurance	3,300	0.38	0.00	530.93	0.00	2,769.07	16.09
401-514-106-0000 Retirement	1,750	64.12	0.00	1,084.64	0.00	665.36	61.98
401-514-108-0000 Overtime/Extra Help	1,000	0.00	0.00	212.37	0.00	787.63	21.24
TOTAL PERSONAL SERVICES	28,950	1,071.93	0.00	16,918.48	0.00	12,031.52	58.44
<u>CONTRACTUAL SERVICES</u>							
401-514-218-0000 Postage	8,000	513.44	0.00	6,507.77	0.00	1,492.23	81.35
401-514-220-0000 Advertising	100	0.00	0.00	162.08	0.00	62.08	162.08
401-514-223-0000 Professional Services	10,000	0.00	0.00	20,640.13	0.00	10,640.13	206.40
401-514-226-0000 Insurance & Bonds	9,000	1,057.51	0.00	8,774.90	0.00	225.10	97.50
401-514-226-0001 Insurances & Bonds/GL	21,000	0.00	0.00	22,293.84	0.00	1,293.84	106.16
401-514-230-0000 Contracted Services	12,000	129.50	0.00	17,593.40	0.00	5,593.40	146.61
401-514-230-0001 Cont Serv/Consent Decre	0	0.00	0.00	0.00	0.00	0.00	0.00
401-514-232-0000 Bank Charges	0	25.70	0.00	55.70	0.00	55.70	0.00
TOTAL CONTRACTUAL SERVICES	60,100	1,726.15	0.00	76,027.82	0.00	15,927.82	126.50
<u>COMMODITIES</u>							
401-514-341-0000 Supplies & Materials	1,000	0.00	0.00	425.10	0.00	574.90	42.51
401-514-348-0000 Charges by Other Funds	91,398	7,616.50	0.00	76,165.00	0.00	15,233.00	83.33
401-514-353-0000 Computer Software	9,000	0.00	0.00	10,791.03	0.00	1,791.03	119.90
401-514-399-0000 Miscellaneous Expenses	1,000	42.50	0.00	550.63	0.00	449.37	55.06
TOTAL COMMODITIES	102,398	7,659.00	0.00	87,931.76	0.00	14,466.24	85.87
<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	111,878.00	0.00	111,878.00	0.00
401-514-670-0000 Interest & Penalties	1,000	0.00	0.00	178.30	0.00	821.70	17.83
401-514-676-0000 Regulatory Commission	12,000	0.00	0.00	4,004.60	0.00	7,995.40	33.37
401-514-677-0000 R & R Requirement	60,650	4,205.66	0.00	57,470.96	0.00	3,179.04	94.76
401-514-677-0001 SB234 Requirement	0	13,153.88	0.00	124,438.97	0.00	124,438.97	0.00
TOTAL OTHER EXPENDITURES	73,650	17,359.54	0.00	297,970.83	0.00	224,320.83	404.58
TOTAL ADMIN & GENERAL	265,098	27,816.62	0.00	478,848.89	0.00	213,750.89	180.63

FINANCIAL STATEMENT (UNAUDITED)

AS OF: APRIL 30TH, 2023

401-SEWER FUND

CAPITAL OUTLAY

% OF YEAR COMPLETED: 83.33

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	12,986.63	0.00 (	12,986.63)	0.00
401-515-216-0001 Depreciation Acct Mnt/	0	0.00	0.00	23,801.14	0.00 (	23,801.14)	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	36,787.77	0.00 (	36,787.77)	0.00
<u>TOTAL CAPITAL OUTLAY</u>							
TOTAL CAPITAL OUTLAY	0	0.00	0.00	36,787.77	0.00 (	36,787.77)	0.00
<u>TOTAL EXPENDITURES</u>							
TOTAL EXPENDITURES	3,090,612	220,492.65	0.00	3,071,069.12	0.00	19,542.88	99.37
<u>REVENUE OVER/(UNDER) EXPENDITURES</u>							
REVENUE OVER/(UNDER) EXPENDITURES	(688,019) (	48,727.28)	0.00 (	513,870.85)	0.00 (	174,148.15)	74.69



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	Town of Harman Utilities Discussion
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	Unfinished business
Category:	Presentation
Agenda Item Name:	N. Randolph Ave Extension Project
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Approval of Sewer Invoices
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. CrimLawInvoice347-March2023 2. CrimLawInvoice349-April2023 3. KayCasto&ChaneyInvoice143463 4. KayCasto&ChaneyInvoice142694 5. KayCasto&ChaneyInvoice142695

Crim Law Office, P.L.L.C.

INVOICE

842 South Chestnut St.
Post Office Drawer 1920
Clarksburg

gsroberts@wvlawyers.com
www.wvlawyers.com
O: 3049181001

Number	347
Issue Date	3/31/2023
Due Date	4/14/2023
City Attorney	2312 - Sanitary Board

Bill To:

Elkins, City of
401 Davis Avenue
Elkins, WV 26241

Time Entries

Time Entries	Billed By	Rate	Hours	Sub
Time 3/2/2023 Review of information for easement	Geraldine S Roberts	\$100.00	0.20	\$20.00
Time 3/2/2023 Email to W. Hymes about easement	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/3/2023 Email from W. Hymes	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/6/2023 Email from W. Hymes about easement	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/6/2023 Email from W. Hymes about meeting	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/6/2023 Email to W. Hymes about meeting	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/7/2023 Email from W. Hymes about Tygart Hotel	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/7/2023 Review of plat and information from L. Mallow	Geraldine S Roberts	\$100.00	0.30	\$30.00
Time 3/8/2023 Email from W. Hymes about Siler easement	Geraldine S Roberts	\$100.00	0.30	\$30.00
Time 3/8/2023 Email to L. Mallow about Siler easement	Geraldine S Roberts	\$100.00	0.10	\$10.00

Time Entries	Billed By	Rate	Hours	Sub
Time 3/8/2023 Email concerning Tygart Hotel project	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/8/2023 Email from D. Clark	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/14/2023 Email from L. Mallow	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/15/2023 Email to L. Mallow	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/15/2023 Forward Siler easement and other documents to W. Hymes	Geraldine S Roberts	\$100.00	0.20	\$20.00
Time 3/16/2023 Review of information for meeting	Geraldine S Roberts	\$100.00	0.30	\$30.00
Time 3/17/2023 Email from W. Hymes about packet	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/17/2023 Conference with Attorney Rodecker about Harman	Geraldine S Roberts	\$100.00	0.40	\$40.00
Time 3/17/2023 Email to W. Hymes about meeting	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/20/2023 Work on resolving issues concerning M. Hayes claim	Geraldine S Roberts	\$100.00	0.50	\$50.00
Time 3/20/2023 Attend meeting and review of documents	Geraldine S Roberts	\$100.00	1.10	\$110.00
Time 3/21/2023 Email to Attorney Rodecker and others about rate increase	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/21/2023 Email from W. Hymes about rate increase	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/21/2023 Email to W. Hymes about rate increase	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/27/2023 Email to D. Clark about Tygart Hotel project	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/28/2023 Work on agreement between Department and Woodlands	Geraldine S Roberts	\$100.00	0.60	\$60.00

Time Entries	Billed By	Rate	Hours	Sub
Time 3/28/2023 Email to W. Hymes with agreement	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/29/2023 Work on claim by M. Hayes and conference with him	Geraldine S Roberts	\$100.00	0.50	\$50.00
Time 3/30/2023 Emails from Attorney Rodecker about meeting	Geraldine S Roberts	\$100.00	0.20	\$20.00
Time 3/30/2023 Email from W. Hymes about agreement and easement	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/30/2023 Email to W. Hymes about agreement and easement	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/30/2023 Email from M. Hayes about call	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/30/2023 Conference with M. Hayes about his claim	Geraldine S Roberts	\$100.00	0.30	\$30.00
Time 3/31/2023 Review of information from M. Griffith about new rates	Geraldine S Roberts	\$100.00	0.40	\$40.00
Time 3/31/2023 Email from W. Hymes about meeting	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time 3/31/2023 Work on information with regard to new rates	Geraldine S Roberts	\$100.00	0.60	\$60.00
Time 3/31/2023 Email concerning M. Hayes claim	Geraldine S Roberts	\$100.00	0.10	\$10.00
Time Entries Total			8.20	\$820.00

Total (USD)	\$820.00
Paid	\$0.00
Balance	\$820.00

Terms & Conditions

Timekeeper Totals

Name	Rate	Hours	Total
Geraldine S Roberts	\$100.00	8.20	\$820.00

Account Summary

Trust Account Balance

\$0.00 USD

Non-Trust Retainer Balance

\$0.00 USD

Reviewed/Approved by Whitney Hymes Wastewater
Superintendent/Chief Operator on 4/24/2023 (WLH)

WCH

City of Elkins

April 2023

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 349
Invoice Date 05/03/2023
Payment Due On 05/17/2023
Amount Due \$750.00

City of Elkins - Sanitary Board

City of Elkins - Sanitary Board

Fees

Date	Description	Staff	Rate	Hours	Total
04/03/2023	Emails concerning M. Hayes claim	GSR	\$100.00	0.20	\$20.00
04/03/2023	Emails from W. Hymes about repair to line	GSR	\$100.00	0.10	\$10.00
04/03/2023	Email to M. Hayes from W. Hymes about repairs	GSR	\$100.00	0.10	\$10.00
04/03/2023	Review of information from Attorney Rodecker about new sewer rates	GSR	\$100.00	0.70	\$70.00
04/04/2023	Emails and discussions concerning rate increase and public information	GSR	\$100.00	0.80	\$80.00
04/04/2023	Review of information from S. Stokes	GSR	\$100.00	0.40	\$40.00
04/05/2023	Email from T. Judy	GSR	\$100.00	0.10	\$10.00
04/05/2023	Email from S. Stokes	GSR	\$100.00	0.10	\$10.00
04/05/2023	Emails from W. Hymes with signed Woodlands agreement	GSR	\$100.00	0.20	\$20.00
04/05/2023	Review of final version of ordinance	GSR	\$100.00	0.30	\$30.00

04/06/2023	Work on release for M. Hayes	GSR	\$100.00	0.50	\$50.00
04/06/2023	Email to Attorney Rodecker about ordinance	GSR	\$100.00	0.10	\$10.00
04/06/2023	Email from S. Stokes about legal ad	GSR	\$100.00	0.10	\$10.00
04/06/2023	Email from M. Hayes about claim	GSR	\$100.00	0.10	\$10.00
04/12/2023	Review of meeting information from L. Roberts	GSR	\$100.00	0.40	\$40.00
04/12/2023	Receive agenda from R. Roberts	GSR	\$100.00	0.10	\$10.00
04/14/2023	Emails concerning legal ad	GSR	\$100.00	0.20	\$20.00
04/17/2023	Email concerning meeting	GSR	\$100.00	0.10	\$10.00
04/20/2023	Review of Rule 42 information from M. Griffith	GSR	\$100.00	0.50	\$50.00
04/20/2023	Email to M. Griffith	GSR	\$100.00	0.10	\$10.00
04/21/2023	Work on release with regard to M. Hayes claim and email to him	GSR	\$100.00	0.80	\$80.00
04/21/2023	Email from M. Hayes	GSR	\$100.00	0.10	\$10.00
04/25/2023	Email from M. Hayes about his claim	GSR	\$100.00	0.10	\$10.00
04/25/2023	Email to M. Hayes about his claim	GSR	\$100.00	0.10	\$10.00
04/28/2023	Review of information from Attorney Rodecker about Midland PSD	GSR	\$100.00	0.30	\$30.00
04/28/2023	Review of information from Attorney Rodecker about Leadsville PSD	GSR	\$100.00	0.30	\$30.00
04/28/2023	Emails concerning the same	GSR	\$100.00	0.30	\$30.00
04/28/2023	Review of Midland agreements	GSR	\$100.00	0.30	\$30.00
					\$750.00

Subtotal	\$750.00
Total	\$750.00
Total Balance Due	\$750.00

Reviewed/Approved by Whitney Hymes (Wastewater Superintendent/Chief Operator) on 5/4/2023

WCH



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301

Mailing Address: P.O. Box 2031 • Charleston, WV 25327

Telephone (304) 345-8900 • Fax (304) 345-8909

www.kaycasto.com

May 2, 2023

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: 2023 Sewer Rate Increase

Enclosed please find our invoice for professional services rendered through April 30, 2023.

Thank you for your confidence and trust in our firm. It continues to be our pleasure to represent you. If you have any questions or concerns about your invoice, please feel free to contact our accounting department or the Kay Casto & Chaney attorney with whom you have been working on this matter.

Sincerely,

Kay Casto & Chaney PLLC
Accounting Department

May 2, 2023

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Invoice #: 143463
Client #: 0001473
Matter #: 000082
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through April 30, 2023

RE: 2023 Sewer Rate Increase

Professional Services	\$ 3,205.50
Disbursements	<u>\$ 16.20</u>
TOTAL THIS INVOICE	\$ 3,221.70
Previous Balance	<u>\$ 649.00</u>
TOTAL BALANCE DUE	<u>\$ 3,870.70</u>

Reviewed/Approved by Whitney Hymes (Superintendent/Chief Operator) on 5/10/2023

WHA

KAY CASTO & CHANEY PLLC

Invoice #: 143463

May 2, 2023

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
4/02/23	EG	Review Email From Dixie Kellmeyer With Revised Proforma Tariff Pages/Replace Pages In Rule 42; Email To Dixie Kellmeyer Re % Change In Rates From First Reading - Amended Ordinance	.30	95.00	28.50
4/03/23	RRR	Respond To Sutton Stokes Re Information For Rate Increase	.70	275.00	192.50
4/04/23	EG	Revise Tap Fee Provision In Schedule 1 of Ordinance; Emails To/From Dixie Kellmeyer Re New Tap Fee Language Applicable To Schedule 2; Finalize Ordinance; Finalize Public Notice To Be Published; Work On Tariff Forms 6-A and 14 Required By Staff To Be Filed Re Notice To Resale Customers; Work On Tariff Form 15 To be Submitted With Ordinance Documents; Review Email From Tracy Judy Re Rates Are To Be Split Into Two Steps; Review Bob Rodecker-Dixie Kellmeyer Email Exchanges; Download Revised Documents Emailed From Dixie Kellmeyer and Insert Into Rule 42; Redraft Ordinance, Public Notice and Tariff Forms To Reflect Two Step Increases; Revise Timeline To Include Mailing of Notice To Resale Customers; Email Documents To Bob Rodecker For Review	4.00	95.00	380.00
4/04/23	RRR	Review Comments From Sutton Stokes and Others Re Two Step Increase and Respond; Review Revised Documents Provided By Dixie Kellmeyer and Prepared By Legal Assistant	1.00	275.00	275.00
4/05/23	EG	Revise Ordinance and Notice To Reflect Step 2 Rates "Effective For All Bills Rendered On and After December 15, 2023"; Email Ordinance Documents To Client Group; Prepare Sewer Tariff No. 14 Effective 06-04-2023	1.00	95.00	95.00
4/07/23	RRR	Review Public Notice Proof From Newspaper and Respond To Sutton Stokes	.20	275.00	55.00
4/19/23	EG	Partially Draft Tariff Forms No. 14 and 15 and Email To Griffith & Associates For Financial Information	.10	95.00	9.50
4/20/23	RRR	Travel To Elkins With Michael Griffith Attend Council Hearing and Second Reading of Ordinance; Return To Charleston	6.00	275.00	1,650.00
4/21/23	RRR	Telephone Call From Mayor Re Ordinance; Review File Re Tariff and Exchange Messages With Legal Assistant and Sutton Stokes	.50	275.00	137.50
4/22/23	EG	Email To Sutton Stokes Re Affidavit of Publication Re Pre-Adoption Notice; Finalize Tariff No. 14 - Public Notice To Wholesale Customers; Prepare Certified Mailing of Notice To Midland and Leadsville PSDs; Prepare Supplement No. 1 To Tariff No. 14 Setting Forth Step 2 Rates; Email Tariff No. 14 and Supplement No. 1 To Sutton Stokes For Signing of Tariff Cover Pages By Mayor	.80	95.00	76.00
4/24/23	EG	Review and Reply To Sutton Stokes Email Re Affidavit of Publication	.10	95.00	9.50

KAY CASTO & CHANEY PLLC

Invoice #: 143463

May 2, 2023

Date	Prof	Description	Hours	Rate	Value
4/25/23	EG	Emails To Liz Roberts Requesting She Send Original of Newspaper Publication and of Tariff Cover Sheets Containing Mayor's Signatures; Prepare PSC Filing of Ordinance Documents and Forward To Bob Rodecker For Review; Finalize and Electronically File Ordinance Documents With PSC; Email To Sutton Stokes and Gerry Roberts Transmitting Stamped Copy of PSC Filing	1.00	95.00	95.00
4/25/23	RRR	Review and Revise Filing With PSC of Ordinance and Supporting Documentation	.10	275.00	27.50
4/26/23	EG	Review and Reply To Email From Sutton Stokes Re Need For Originals of Newspaper Publication and Tariff Cover Pages	.10	95.00	9.50
4/27/23	RRR	Review Filing By Midland PSD for 30-B rate increase to pass on City's increase and Prepare Memo To City Re Content Of Midland Filing; Review Leadsville PSD 30-B Filing and Forward To Team	.60	275.00	165.00

PROFESSIONAL SERVICES

\$ 3,205.50

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Elizabeth Gardner	Paralegal	7.40	95.00	703.00
Robert R Rodecker	Member	9.10	275.00	2,502.50
Total		16.50		\$ 3,205.50

DISBURSEMENTS

Date	Description	Amount
4/24/23	Postage notice to wholesale customer	16.20

DISBURSEMENTS

\$ 16.20

TOTAL THIS INVOICE

\$ 3,221.70

KAY CASTO & CHANEY PLLC

Invoice #: 143463

May 2, 2023

OUTSTANDING INVOICES

Invoice Number	Date	Invoice Total	Payments Received	Ending Balance
142694	4/12/23	649.00	.00	649.00
PREVIOUS BALANCE				\$ 649.00
Balance Due This Invoice				<u>\$ 3,221.70</u>
TOTAL BALANCE DUE				<u><u>\$ 3,870.70</u></u>

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$ 649.00	\$.00	\$.00	\$.00	\$.00	\$ 649.00



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com

April 12, 2023

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Invoice #: 142694
Client #: 0001473
Matter #: 000082
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through March 31, 2023

RE: 2023 Sewer Rate Increase

Professional Services	\$ 649.00
Disbursements	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 649.00

Reviewed/Approved by Whitney Hymes (Superintendent/Chief Operator) on 5/7/2023

KAY CASTO & CHANEY PLLC

Invoice #: 142694

April 12, 2023

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
3/29/23	EG	Download Current Tariff From PSC Website; Discuss Required Publication of Notice/Timeline With Bob Rodecker; Prepare Partial Draft of Timeline and Ordinance	1.20	95.00	114.00
3/30/23	EG	Partially Draft Public Notice To Be Published After First Reading;	.30	95.00	28.50
3/31/23	EG	Review Rule 42 Emailed From Griffith & Associates; Revise Ordinance and Public Notice To Incorporate Proposed Rates; Review Bob Rodecker Inquiry To Michael Griffith Re Effective Date of Rates; Email Drafted Documents To Bob Rodecker For Review Pending Response From Michael Griffith; Emails To/Dixie Kellmeyer Re Minimum Rate;	.70	95.00	66.50
3/31/23	RRR	Review Rule 42 and Prepare Questions For Michael Griffith and Dixie Kellmeyer; Review and Revise Timeline, Public Notice, and Ordinance	1.60	275.00	440.00

PROFESSIONAL SERVICES

\$ 649.00

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Elizabeth Gardner	Paralegal	2.20	95.00	209.00
Robert R Rodecker	Member	1.60	275.00	440.00
Total		3.80		\$ 649.00

TOTAL THIS INVOICE

\$ 649.00



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Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
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April 25, 2023

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: Harman Acquisition

Enclosed please find our invoice for professional services rendered through March 31, 2023.

Thank you for your confidence and trust in our firm. It continues to be our pleasure to represent you. If you have any questions or concerns about your invoice, please feel free to contact our accounting department or the Kay Casto & Chaney attorney with whom you have been working on this matter.

Sincerely,

Kay Casto & Chaney PLLC
Accounting Department



1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com

April 25, 2023

City Treasurer
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Invoice #: 142695
Client #: 0001473
Matter #: 000084
Tax ID #: 55-0370165

INVOICE SUMMARY

For Professional Services Rendered through March 31, 2023

RE: Harman Acquisition

Professional Services	\$ 1,394.00
Disbursements	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 1,394.00

OWE=\$697

1/2 of invoice #142695 will be split with water funds. Sanitary owes \$697.00
Reviewed/Approved by Whitney Hymes (Superintendent/Chief Operator) on 5/1/2023

WCH

KAY CASTO & CHANEY PLLC

Invoice #: 142695

April 25, 2023

PROFESSIONAL SERVICES

Date	Prof	Description	Hours	Rate	Value
3/02/23	RRR	Review and Revise Cindy Wilson's Draft City of Elkins Ordinance	.20	275.00	55.00
3/06/23	RRR	Review and Revise Joint Petition Prepared By John McGhee Re Sale of Harman Utilities/Acquisition By City of Elkins [Total Time .4; .2 Billed To Town of Harman]	.10	275.00	27.50
3/08/23	RRR	Sale of Harman water and sewer system to Elkins - Prepare Update To All Parties Re Matters Being Worked On and Suggest Bi-Weekly Meetings	.40	275.00	110.00
3/08/23	CLW	Drafting Joint Petition for Commission approval of Elkins acquisition of Harman water and sewer systems.	.60	270.00	162.00
3/09/23	CLW	Revising Joint Application for PSC approval of the acquisition of Harman water and sewer systems and Agreement of Purchase.	.90	270.00	243.00
3/12/23	RRR	Review and Revise Draft PSA Prepared By Cindy Wilson [Total Time 2.4; 1.2 Billed To Town of Harman]	1.20	275.00	330.00
3/13/23	RRR	Review and Revise Draft Ordinance For Harman; Draft Agreement; Draft Joint DU Petition; Draft Public Notice and Draft Joint Application For Approval of Agreement [Total Time 1.80; .90 Billed To Town of Harman]	.90	275.00	247.50
3/14/23	RRR	Telephone Call From Wes Lambert Re His Review of Whitmer Situation and Discussion With Volunteer Operators About To Quit; Suggest Contact With CEC Engineers For Assessment To Support O&M Agreement [Total Time .4; .2 Billed To Town of Harman]	.20	275.00	55.00
3/25/23	RRR	Review and Revise Draft Petition For Acquisition and Sale of Town's Water and Sewer Systems [Total Time .8; .4 Billed To Town of Harman]	.40	275.00	110.00
3/29/23	CLW	Revising Joint Petition for PSC Approval of Purchase Agreement.	.20	270.00	54.00

PROFESSIONAL SERVICES

\$ 1,394.00

SUMMARY OF PROFESSIONAL SERVICES

Professional	Title	Hours	Rate	Total
Robert R Rodecker	Member	3.40	275.00	935.00
Cynthia L. Wilson	Member	1.70	270.00	459.00
Total		5.10		\$ 1,394.00

TOTAL THIS INVOICE

\$ 1,394.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget Revisions #3, #4, #5, #6, #7
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Budget Revisions

Sewer Budget Revision

Revision Number

2

Revenues

Fund	Department	Transfer From/Description	Amount
401	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	509-CSO	105-0000 Group Insurance	\$687.00
	509-CSO	216-0000 Maint of CSO Equipment	\$613.00
TOTAL			\$1,300.00

Department	Transfer To/Description	Amount
509-CSO	103-0000 Salary & Wages	\$1,200.00
509-CSO	106-0000 Retirement	\$100.00
		\$1,300.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number 3

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues	361-0003 Taps & Connections	\$1,600.00
TOTAL			\$1,600.00

Department	Increasing Revenues	Amount
000-Revenues	361-0003 Taps & Connections	\$7,200.00
		\$7,200.00

Expenses

Fund	Department	Transfer From/Description	Amount
401			
TOTAL			\$0.00

Department	Transfer To/Description	Amount
510-CSO-Other	103-0000 Salary & Wages	\$5,000.00
510-CSO-Other	106-0000 Retirement	\$600.00
510-CSO-Other	108-0000 Overtime	\$1,600.00
		\$7,200.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number

4

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues	361-0003 Taps & Connections	\$1,600.00
		380-0000 Interest Earned	\$1,900.00
TOTAL			\$3,500.00

Department	Increasing Revenues	Amount
000-Revenues	361-0003 Taps & Connections	\$1,200.00
	380-0000 Interest Earned	\$6,150.00
		\$7,350.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	511-Sewer Collection	459-0003 900 ECO Cleaner	\$37,200.00
TOTAL			\$37,200.00

Department	Transfer To/Description	Amount
511-Sewer Collection	103-0000 Salary & Wages	\$5,000.00
511-Sewer Collection	105-0000 Group Insurance	\$3,550.00
511-Sewer Collection	106-0000 Retirement	\$300.00
511-Sewer Collection	108-0000 Overtime	\$1,500.00
511-Sewer Collection	213-0000 Utilities	\$22,000.00
511-Sewer Collection	343-0000 Automobile Supplies	\$11,000.00
		\$43,350.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number 5

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues	383-0000 Sale of Fixed Asset	\$0.00
TOTAL			\$0.00

Department	Increasing Revenues	Amount
000-Revenues	383-0000 Sale of Fixed Asset	\$390.00
		\$390.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	513-Utility Billing	104-0000 FICA Expense	\$150.00
	513-Utility Billing	105-0000 Group Insurance	\$80.00
	513-Utility Billing	214-0000 Travel	\$200.00
TOTAL			\$430.00

Department	Transfer To/Description	Amount
513-Utility Billing	103-0000 Salary & Wages	\$800.00
513-Utility Billing	106-0000 Retirement	\$20.00
		\$820.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number

6

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues		
TOTAL			\$0.00

Department	Increasing Revenues	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	512-Sewer Treatment	399-0000 Miscellaneous	\$55,665.00
TOTAL			\$55,665.00

Department	Transfer To/Description	Amount
512-Sewer Treatment	106-0000 Retirement	\$1,400.00
512-Sewer Treatment	213-0000 Utilities	\$28,000.00
512-Sewer Treatment	214-0000 Travel	\$2,500.00
512-Sewer Treatment	215-0000 Maint Bldgs/Grounds	\$200.00
512-Sewer Treatment	217-0000 Maint of Autos & Trucks	\$10,000.00
512-Sewer Treatment	218-0000 Postage	\$50.00
512-Sewer Treatment	221-0000 Training & Education	\$1,500.00
512-Sewer Treatment	222-0000 Dues & Subscriptions	\$590.00
512-Sewer Treatment	670-0000 Other Interest & Penalties	\$11,425.00
		\$55,665.00

Admin. Signature: _____

Date: _____

Sewer Budget Revision

Revision Number 7

Revenues

Fund	Department	Budgeted Revenues	Amount
401	000-Revenues		
TOTAL			\$0.00

Department	Increasing Revenues	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
401	512-Sewer Treatment	399-0000 Miscellaneous	\$179,856.00
TOTAL			\$179,856.00

Department	Transfer To/Description	Amount
514-Admin. & General	220-0000 Advertising	\$100.00
514-Admin. & General	223-0000 Professional Services	\$13,000.00
514-Admin. & General	226-0000 W/C Insurance	\$600.00
514-Admin. & General	226-0001 G/L Insurance & Bonds	\$1,300.00
514-Admin. & General	230-0000 Contracted Services	\$7,000.00
514-Admin. & General	232-0000 Bank Charges	\$56.00
514-Admin. & General	353-0000 Computer Software	\$1,800.00
514-Admin. & General	677-0000 R & R Requirement	\$6,000.00
514-Admin. & General	677-0001 SB234 Requirement	\$150,000.00
		\$179,856.00

Admin. Signature: _____

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Absorption of cost of PEIA Premiums for Sanitary Board Employees
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. PEIA Increase

PEIA Plan/Coverage	*Current Premium	Employer's Portion	Employee Per Pay Period	Employee s in Plan	Sanitation					15.6% Premium Increase	Employer's Portion	Employee s in Plan	Sanitation								
					General Fund Employees	Fire Fund Employees	Fund Employees	Sewer Fund Employees	Water Fund Employees				Parks Fund Employees	General Fund Employees	Fire Fund Employees	Fund Employees	Sewer Fund Employees	Water Fund Employees	Parks Fund Employees		
Plan A Single	\$5,952.00	\$4,889.52	\$31.77	16	5	6	1	2	2	n/a	\$6,880.51	\$6,118.03	16	5	6	1	2	2	n/a		
Plan A Emp/Children	\$11,604.00	\$9,333.36	\$69.61	2	n/a	1	n/a	n/a	n/a	1	\$13,414.22	\$11,743.58	2	n/a	1	n/a	n/a	n/a	1		
Plan A Family	\$13,536.00	\$11,074.80	\$77.55	23	12	2	1.5	1.25	5.25	1	\$15,647.62	\$13,786.42	23	12	2	1.5	1.25	5.25	1		
					\$157,345.20	\$60,820.08	\$21,501.72	\$23,622.54	\$67,921.74	\$20,408.16						\$196,027.15	\$76,024.61	\$26,797.66	\$29,469.08	\$84,614.75	\$25,530.00
Plan B Single	\$5,292.00	\$4,781.52	\$8.77	14	3	n/a	3	4	4	n/a	\$6,117.55	\$5,907.07	14	3	n/a	3	4	4	n/a		
Plan B Emp/Children	\$10,140.00	\$9,225.36	\$13.11	2	1	n/a	n/a	n/a	1	n/a	\$11,721.84	\$11,407.20	2	1	n/a	n/a	n/a	1	n/a		
Plan B Family	\$11,784.00	\$10,762.80	\$17.55	12	8	n/a	n/a	2	1	1	\$13,622.30	\$13,201.10	12	8	n/a	n/a	2	1	1		
					\$109,672.32	n/a	\$14,344.56	\$40,651.68	\$39,114.24	\$10,762.80						\$134,737.25	n/a	\$17,721.22	\$50,030.50	\$48,236.59	\$13,201.10
Health Plan A Single	\$7,284.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$8,420.30	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Health Plan A Emp/Children	\$10,548.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$12,193.49	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Health Plan A Family	\$17,856.00	\$14,759.52	\$104.02	1	1	n/a	n/a	n/a	n/a	n/a	\$20,641.54	\$18,140.74	1	1	n/a	n/a	n/a	n/a	n/a		
					\$14,759.52	n/a	n/a	n/a	n/a	n/a						\$18,140.74	n/a	n/a	n/a	n/a	n/a
Health Plan B Single	\$4,392.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$5,077.15	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Health Plan B Emp/Children	\$6,768.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	\$7,823.81	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
Health Plan B Family	\$11,088.00	\$10,621.44	\$19.44	1	1	n/a	n/a	n/a	n/a	n/a	\$12,817.73	\$12,351.17	1	1	n/a	n/a	n/a	n/a	n/a		
				71	\$10,621.44	n/a	n/a	n/a	n/a	n/a					71	\$12,351.17	n/a	n/a	n/a	n/a	
City's Portion					\$292,398.48	\$60,820.08	\$35,846.28	\$64,274.22	\$107,035.98	\$31,170.96	City's Portion					\$361,256.30	\$76,024.61	\$44,518.87	\$79,499.58	\$132,851.34	\$38,731.10
					\$591,546.00										\$732,881.81						

Summary	Funds Absorbing of 15.6% Increase	Additional Cost Not Budgeted For
General Fund	\$68,857.82	\$20,144.02
Fire Fund	\$15,204.53	\$4,388.89
Sanitation Fund	\$8,672.59	\$2,485.79
Sewer Fund	\$15,225.36	\$4,340.04
Water Fund	\$25,815.36	\$7,437.54
Parks Fund	\$7,560.14	\$2,178.52
	<u>\$141,335.81</u>	<u>\$40,974.79</u>

PEIA offers a tobacco-free premium discount of \$25/month employee only or \$50/month for employee, children and family which effects premiums

24 employees are reimbursed for not taking health insurance ranging from \$2,032.42 to \$4,340.70 per employee annually

*** The city pays \$70.00 per month per employee into the Retiree Health Benefit Trust. There will be no increase in FY2024 ***



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Purchase of 2016-F-350 from Sanitation Separtment
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Purchase of Roller from Street Department
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Approving "Class 1 Wastewater Operator" Status and Confirming Compensation Level for William Mallow, Jr.
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. WilliamMallow2023RaiseRequest5-15-23ClassI

Elkins Sanitary Board: Agenda Item Request Personnel Action

Name of Employee: William Mallow, Jr

Requesting Administrator: Chief Wastewater Operator-Whitney L. Hymes

Requested Personnel Action (check one):

- ☐ New employee has completed probationary period and is recommended for full-time regular status
- ☐ Promoted/transferred employee has completed probationary period and is recommended for confirmation in new position

★ Other (please describe in detail): Employee has earned certification for Class I Wastewater Operator and needs compensation for license

Employee's Direct Supervisor: Whitney L. Hymes (Chief Wastewater Operator/Superintendent)

Effective date of personnel action: April 30, 2023 (Sunday)

Employee's title/dept. after action:

Class I Wastewater Operator/Laboratory Technician / Wastewater Department

Employee's current Grade: 3 and Step: 9 Wage: \$15.97

Employee's new Grade: 4 and Step: 9 Wage: \$16.93

Administrator's signature:  Date: 5/15/2023

****Route to Sanitary Board ****



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 15, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Discussion on Phase III Projects with Engineering Firm Burgess & Niple
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Elkins Scope and Project Costs

**CITY OF ELKINS SANITARY BOARD
SEWER PROJECT
PROPOSED PROJECT BREAKDOWN**

May 9, 2023

Scope	2023	2024
Steward Avenue		
Separation/Rehabilitation	\$ 3,220,000.00	
Lift Station Improvements		
FeeCorp Sewer TV		
Smoke Testing		
Force Main Replacement?	\$ 870,000.00	
South Interceptor	\$ 2,100,000.00	
City Clean & TV outside of agreement		
Can remove jog from sewer		
How far we can go		
Possibly use 15th St FM easement?		
North Interceptor Clean & Televis		
Do as part of construction contract	\$ 200,000.00	
Teaberry Hills		
Vector LS FM Relocation	\$ 870,000.00	
Whiteman LS Upgrades		\$ 400,000.00
Vector LS Upgrades	\$ 400,000.00	
Teaberry Hills LS	\$ 420,000.00	
Teaberry Hills FM Relocation	\$ 300,000.00	
Teaberry Hills Sewer Replacement (bottom only)		\$ 810,000.00
Lift Stations		
AB Andrews LS		\$ 330,900.00
AB Andrews FM		\$ 180,000.00
Glendale LS		\$ 610,000.00
Generators for:		\$ 780,000.00
Cherokee		
Barron		
15th St.		
Old Plant		
AB Andrews		
Building at Old WWTP		
Pole building 40' x 60' x 20'		
Old Plant CSO		
Replace headwall		\$ 50,000.00
WWTP		
Scum pump station replacement		\$ 440,000.00
UV System Replacement		\$ 600,000.00
Dryer/Pelletizer		\$ 2,120,000.00
Additional Sludge Holding		\$ 1,070,000.00
Dump Area (old plant?)		\$ 50,000.00
	\$ 8,380,000.00	\$ 7,440,900.00

**CITY OF ELKINS SANITARY BOARD
COMBINED SEWER SYSTEM IMPROVEMENTS, PHASE 3
PROJECT COSTS**

April 26, 2023

Description	Costs
Construction Costs - Contract 1 (Steward Avenue)	\$ 3,720,000
Construction Costs - Contract 2 (Interceptor)	\$ 2,090,000
Construction Costs - Contract 3 (Teaberry Hills/WWTP)	\$ 1,810,000
Construction Contingency (10%)	\$ 760,000
 Engineering	
Preliminary Engineering Report	\$ 14,800
Design	\$ 538,700
Bidding	\$ 19,400
Construction and Post Construction Services	
Resident Project Representative (RPR)	\$ 423,400
Services during Construction	\$ 201,500
Post Construction Services	\$ 11,200
Additional Services	
Survey	\$ 65,000
Soil Borings	\$ 26,000
Sewer Televising	\$ 53,400
Asset Management Plan Update	\$ 8,600
Railroad Permit	\$ 5,500
Funding Assistance	\$ 15,500
Easement Assistance	\$ 6,300
Post Construction Monitoring Report	\$ 16,700
 Legal	
PSC Attorney	\$ 15,000
Local Attorney	\$ 15,000
ROW Attorney	\$ 15,000
 Administrative	
Accountant	\$ 35,000
Administration	\$ 75,000
 Financing	
Bond Counsel	\$ 25,000
Registrar	\$ 500
 Site, Easement, and ROW Cost	
Land and Easement Acquisition Costs	\$ 15,000
Appraisal Services	\$ 15,000
 Subtotal Non-Construction Costs	\$ 1,620,000
 Project Contingency (5%)	\$ 80,000
 Total Estimated Project Cost	\$ 10,080,000