

SANITARY BOARD REGULAR MEETING MINUTES

**401 Davis Avenue
City Hall, Council Chambers
February 20, 2024
11:00 a.m.**

Present were Committee Members: Jerry Marco (Chair), Randall Biller, and Rich Carr

Also present were Tracy Judy (Treasurer), Whitney Hymes (Wastewater Superintendent/Chief Operator), Gerry Roberts (Attorney), Jeremy Deighan (Communication Specialist), and Melissa Washington (HR Generalist)

Whitney Hymes served as Sanitary Board secretary in the absence of Liz Roberts.

Meeting was called to order at 11:01AM with a quorum present.

MINUTES

Rich Carr **MOVED APPROVAL OF THE JANUARY 16, 2024 MEETING MINUTES.** The motion carried.

Rich Carr **MOVED APPROVAL OF THE FEBRUARY 14, 2024 SPECIAL CALL MEETING MINUTES.** The motion carried.

REPORTS

- **Whitney Hymes, Superintendent/Chief Operator supplied handout/report with the following information:**
 - **Fuel Spill and Dry Weather Discharge at CSO016 occurring through 2/3/2024-2/9/2024**
 - **Issues with CSO Discharges located at CSO016 (S. Railroad Ave); CSO017 (S. Davis Ave); and CSO018 (S. Kerens Ave)**
 - **Hiring of CSO Inspector/Pretreatment Coordinator-Start date of new employee is February 26, 2024.**
 - **Auction of Sanitary Board Assets on February 27-28: K'A'RCHER HDS755 Steam Jenny Washer, Onan K3500 Generator, CM Flat**

Utility Bed (Model HS-03846034SD), and a 2011 Ford F-550 4x4 Service Truck

- **Update on Leadsville Agreement-Leadsville Board will be reviewing agreement on February 20, 2024 at 1:00PM.**
 - **WVU Wastewater COVID Study Stipend: Wastewater Plant will be receiving a \$1000 stipend for participating in the COVID Study. \$500 will be distributed this year and \$500 next year.**
 - **Update on Consent Decree and Long-Term Control Plan (LTCP): Hymes emailed draft LTCP to Sanitary Board Members for review. Hymes also reminded the Board of obligation to follow the LTCP once approved.**
 - **Remaining Funds from Phase I Project: Region VII notified City that there was \$123,928.04 left in a loan reserve. Potential projects: Dump Station and two (2) stand-by generators for lift stations.**
 - **Wastewater Plant received a new internet service and phone system that will tie into the City Hall for easier transfers and messaging.**
 - **WVDEP conducted an inspection February 14-15, 2024 of wastewater plant, land application site, combined sewer system overflows, lift stations, and collection system.**
- **Mark Hartley, Wastewater Collection Supervisor, was not in attendance.**
 - **Tracy Judy (City Treasurer) provided financial reports for January 31, 2024.**

UNFINISHED BUSINESS

- Whitney Hymes (Wastewater Superintendent/Chief Operator) discussed updates with the Replacement/Repair of Water and Sewer Lines in the City of Elkins: Kick-off meeting with CEC was on February 1, 2024. A follow up meeting will occur on February 22, 2024.
- Whitney Hymes (Wastewater Superintendent/Chief Operator) provided updates on the Wastewater Collection Storage Building: 1st reading occurred on 1/18/2024 at council meeting, 2nd reading occurred on 2/15/2024 at council, and the 3rd final reading will occur on 3/7/2024.

NEW BUSINESS

Randall Biller, **MOVED APPROVAL OF SEWER INVOICES.** The motion carried.

Rich Carr MOVED THE APPROVAL OF REIMBURSEMENT FOR SEWAGE BACKUP AT RECKHART LOGISTICS, INC IN THE AMOUNT OF \$2,853.65 TO BE PAID TO THE VENDORS OF INVOICES PROVIDED. The motion carried.

Rich Carr MOVED THE APPROVAL OF REIMBURSEMENT FOR SEWAGE BACKUP AT 103 RANDOLPH AVE IN THE AMOUNT OF \$640.00 TO BE PAID TO THE VENDORS OF INVOICES PROVIDED. The motion carried.

Randall Biller MOVED THE APPROVAL OF CHANGES TO EMPLOYEE PEIA BENEFITS FOR THE FISCAL YEAR 2025 AND ASSIGN HEALTH EQUITY AS THE HSA ADMINISTRATOR AND AFLAC AS THE PRIMARY SUPPLEMENTAL INSURANCE PROVIDER. The motion carried.

Randall Biller MOVED THE APPROVAL OF THE PURCHASE AND INSTALLATION OF WEIR-WOLF (AUTOMATED CLARIFIER & THICKENER CLEANING SYSTEM). The motion carried.

Elkins Sanitary Board entered executive session at 11:39AM, to take up New Business Item f. Upcoming Wastewater Projects for the 2024 Year. Elkins Sanitary Board ended the executive session at 11:52AM with no action taken.

ANNOUNCEMENTS

Gerry Roberts (City Attorney) suggested that the reimbursements approved for Reckart Logistics, Inc and 103 Randolph Ave should have releases signed. Whitney Hymes stated she would contact both parties and supply Gerry Roberts's email to contact for the releases to be signed before payment.

Whitney Hymes (Wastewater Superintendent/Chief Operator) reminded the board of the next regular scheduled meeting on March 18, 2024, at 10:00AM.

The meeting adjourned at 11:53AM.

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

Jerry A. Marco - Mayor

Name & Title

Jerry A. Marco

Signature

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