

Clarksburg Sanitary Board
Regular Meeting
June 13, 2023

The Regular meeting of the Clarksburg Sanitary Board was held on Tuesday, June 13, 2023, at 3:30 P.M. at the Clarksburg Municipal Building, 2nd Floor, City Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Tiffany Fell, Chairman.

MEMBERS PRESENT:

Tiffany Fell, Chairman
Frank Ferrari, Board Member
Steve Pulice, Interim Chairman

ALSO PRESENT:

Kim Karakiozis, Finance Director
Anthoney Urgo, The Thrasher Group
Dan Ferrell, The Thrasher Group
Will Hyman, City Council Representative
Drew Eddy, Superintendent – WWTP
Tom Brown, City Engineer
Ashley Carr, Code Enforcement Director
Kelly Lanza, Recording Secretary
John Workman, Sup. Public Works

ABSENT:

Mark Linville, Vice Chairman

With roll call taken upon arrival, Steve Pulice, Fire Chief/Interim Chairman called the meeting to order.

MOTION to APPROVE MAY 9, 2023, MINUTES was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED.**

DISCUSSIONS/UPDATES:

- **MILFORD STREET AREA IMPROVEMENTS:** The project was put out to bid and the cost for all the work was over budget. The apparent low bidder is Pro Contracting, Inc. City Council awarded ARPA funds to assist with award of the contract. Project was recommended for award to Pro Contracting, Inc. at Special Meeting held May 22nd. Easements are being prepared and obtained. The contract can be awarded after easements are obtained. Thrasher and the City Engineer are working to value engineer the project to reduce the total cost. Total Current Project Cost - \$860,175. The Pre-Construction conference for this project will be held June 27th.

- **ARLINGTON SEWER EXTENSION:** The preliminary engineering report for the project has been reviewed and approved by WVIJDC. The facilities plan for the project has been submitted and preliminary approved by WVDEP.

- We are awaiting receipt of the final approval letter.
 - All comments have been addressed.
 - All requested documentation has been provided.

The city will be required to take out a loan of \$778,333.33 to provide a match to the USACE funding.

- The loan will be reimbursed via a WVIJDC grant.

Due to the funding scenario for this project, the Engineer is requesting that a portion of the WVIJDC loan be acquired early to pay for preliminary design.

- The project budget includes interim financing to assist payment of the WVIJDC loan during design and construction.

Total Estimated Project Cost - \$5,335,000

Interim financing was budgeted for this project to assist with design fees.

Project has received a \$30,000 preliminary funding assistance (PFA) grant from IJDC to match the contributed planning funds.

- The planning for this contract included the preliminary engineering report (PER) for the Arlington Sewer Extension and for the LTCP Phase V-A project.

The budget for this project did not include full-time project inspection for the full scope of work. It was assumed that the Army Corps would cover the inspection work on the gravity sewer portion of the project as one of their budget items closely aligns with construction oversight. If additional funds are necessary, we will pursue grant funds from state funding options.

- **PHASE V-A LTCP:**

The preliminary engineering report for the project has been reviewed and approved by WVIJDC.

The facilities plan for the project has been submitted to WVDEP for review.

- Preliminary comments from WVDEP were provided during the WVIJDC review and were addressed prior to the WVDEP submission.

Thrasher has prepared an engineering agreement for the design, bidding, construction, and special services for the LTCP Phase V-A project.

- The planning phase for this project was covered in the Arlington Sewer Extension engineering agreement.

Total Estimated Project Cost - \$7,850,000

The EEGF form for this project has been submitted.

- We should know the award amount from EEGF in 60 days.

Since the project was approved by WV IJDC, Thrasher has prepared an agreement for the Phase V-A project to be presented today.

- **PHASE V-B LTCP:**

The preliminary engineering report for the project has been submitted to WVIJDC for review.

The engineering agreement will be provided after review by WVIJDC.

Total Estimated Project Cost - \$4,660,000

By splitting the Phase V-B project into two phases, the Sanitary Board was able to utilize an additional \$1,500,000 in state revolving fund (SRF) debt forgiveness.

- Had the project not been phased out, the additional \$1,500,000 would have most likely been a loan contribution due to available funds and grant requirements.

CONSIDERATIONS:

- **CONSIDERATION TO APPROVE PHASE V-A LONG TERM CONTROL PLAN ENGINEERING AGREEMENT**

Dan Ferrell stated that this agreement is for the design, I&I, mapping, construction management, etc. The amount for the engineering agreement is \$1,160,000.

MOTION to APPROVE PHASE V-A LONG TERM CONTROL PLAN ENGINEERING AGREEMENT IN THE AMOUNT OF \$1,160,000 was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED**.

- **CONSIDERATION TO APPROVE A SEWER ADJUSTMENT IN THE AMOUNT OF \$3,135.63 FOR JAMES FUNK, JR. AT 601 SKYVIEW DRIVE – DUE TO A MAJOR WATER LEAK**

Mr. Ferrari asked Ms. Karakiozis why the customer is just now asking for a sewer adjustment due to the large amount of the adjustment. Ms. Karakiozis stated that she just learned of the adjustment and that Johnny Workman did investigate and found there was a significantly large water break. The customer had a \$9,000 water bill.

MOTION to APPROVE A SEWER ADJUSTMENT IN THE AMOUNT OF \$3,135.63 FOR JAMES FUNK, JR. AT 601 SKYVIEW DRIVE – DUE TO A MAJOR WATER LEAK was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED**.

- **CONSIDERATION TO APPROVE A RESOLUTION ESTABLISHING SALARIES OR COMPENSATION FOR MUNICIPAL OFFICERS AND EMPLOYEES FOR THE FY 2023-2024**

MOTION to APPROVE A RESOLUTION ESTABLISHING SALARIES OR COMPENSATION FOR MUNICIPAL OFFICERS AND EMPLOYEES FOR THE FY 2023-2024 was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED**.

- **CONSIDERATION TO APPROVE THE BUDGET FOR THE SANITARY BOARD REVENUE FUND FOR FY 2023-2024**

Mr. Ferrari asked Ms. Karakiozis about the salary amount for the finance director, city manager and controller. Ms. Karakiozis explained that 25% of those salaries come out of the sanitary board budget. Mr. Ferrari also asked Mr. Eddy about the security camera upgrade. Mr. Eddy explained that our camera system is from 2016 which needs upgraded. Also, extra cameras are needed for the front of the building.

MOTION to APPROVE THE BUDGET FOR THE SANITARY BOARD REVENUE FUND FOR FY 2023-2024 IN THE AMOUNT OF \$6,249,483 was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED**.

- **CONSIDERATION TO APPROVE THE BUDGET FOR THE SANITARY BOARD R&R FUND FOR FY 2023-2024**

MOTION to APPROVE THE BUDGET FOR THE SANITARY BOARD R&R FUND FOR FY 2023-2024 IN THE AMOUNT OF \$906,338 was made by Frank Ferrari and **SECONDED** by Steve Pulice and **UNANIMOUSLY APPROVED**.

CONSIDERATION OF REPORTS:

Steve Pulice, Interim Chairman: Mr. Pulice welcomed our Tiffany Fell, City Manager. Mr. Pulice had no report.

Mark Linville, Vice Chairman: Absent.

Mr. Ferrari, Board Member: Mr. Ferrari had no report but thanked Mr. Eddy, Mr. Workman and Ms. Karakiozis on working on a good budget.

Kim Karakiozis, Treasurer: Ms. Karakiozis attached copies of the Sanitary Board Revenue Fund- Sanitary Board R&R Fund Budget Proposals for FY 2023-2024. She also stated that we received a \$30,000 campaign grant for the West Fork/Arlington Project.

Drew Eddy, Supt. W.W.T.P: For the Month of May 2023 the Plant treated 266 million gallons per day. We accepted 235,385 gallons of Septage for a total of \$11,300.53 in total Revenue. Michel INC. is installing the Thickener Troughs for the First Phase of the Thickener Upgrade. Motor in Blower #3 went bad. Ordered one from West Electric for \$6,882.49 and it will ship out in 2-4 days. Raw Pump #1 Repair- Still waiting on Parts from Sulzer. Reminder to everyone the new Sanitary Board Attorney Tim Stranko will begin July 1st.

John Workman, Supt. Public Works: No report.

James Cann, City Attorney: Absent.

Dan Ferrell, The Thrasher Group: Nothing further to report. Mr. Ferrari asked Mr. Ferrell how many rights-of-way there were on the Milford Street project. Mr. Ferrell stated there were 15 Rows'. No problems are anticipated.

Anthony Urgo, The Thrasher Group: No report.

Tom Brown, City Engineer: No report.

Ashley Carr, Code Enforcement Director: Bryan Reed is attending a Storm Water Training class today.

Will Hyman, Councilman: Mr. Hyman welcomed Tiffany Fell, City Manager to the city.

There being no further business to come before the Board, **MOTION** by Steve Pulice, **SECONDED** by Frank Ferrari and **UNANIMOUSLY APPROVED** for adjournment of the meeting.

Mark Linville, Vice Chairman

Steve Pulice, Interim Chairman

Frank Ferrari, Board Member

Approved