

**Clarksburg Sanitary Board**  
**Regular Meeting**  
**February 11, 2025**

The Regular meeting of the Clarksburg Sanitary Board was held on Tuesday, February 11, 2025, at 3:30 P.M. at the Clarksburg Municipal Building, 2<sup>nd</sup> Floor, City Council Chambers, 222 West Main Street, Clarksburg, West Virginia, with Frank Ferrari, Board Member.

**MEMBERS PRESENT:**

Tiffany Fell, Chairman  
Mark Linville, Vice Chairman  
Frank Ferrari, Board Member

**ALSO PRESENT:**

Tim Stranko, Sanitary Board Attorney  
Drew Eddy, Superintendent – WWTP  
Anthony Urgo, The Thrasher Group  
Dan Ferrell, The Thrasher Group  
Jason Lane, City Engineer  
Kelly Cross, Recording Secretary  
Will Hyman, City Council Representative  
Kim Karakiozis, Finance Director  
James DeMaria, Public Works  
Larry Yoders, Public Works

**ABSENT:**

With roll call taken upon arrival, Tiffany Fell, Chairman, called the meeting to order.

**MOTION to APPROVE JANUARY 14, 2025, MINUTES** from the Regular Meeting was made by Frank Ferrari and **SECONDED** by Mark Linville and **UNANIMOUSLY APPROVED.**

**SANITARY BOARD/MS4: PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS:**

**DISCUSSIONS/UPDATES:**

**LTCP PHASE V-A (T20-11065)**

- The first construction progress meeting for the project was held last Thursday (February 6<sup>th</sup>) at Thrasher's office and was very brief. No construction activities had begun, but schedules were discussed.
  - The contractor began work on the water line near the Red Caboose on February 10<sup>th</sup>.
  - The contractor expects to begin sewer work in early March.
- The next construction progress meeting will be held at the job trailer near Laurel Lane Apartments in North View on March 6<sup>th</sup> at 10:30am.

**LTCP PHASE V-B (T20-11082)**

- Site visit for CAD Technician on the project scheduled for February 19<sup>th</sup> so we can refine the plans.

**Arlington Sewer Extension (020-10146)**

- Contract 1 – USACE Funded / Arlington
  - Comments have been received and are being addressed. Should be returned to USACE by the end of February.
- Contract 2 – WVDEP Funded / Gore & Edgewood
  - Plans are still being developed for the new lift station and forcemain. We're awaiting information from WVIJDC on the Rt. 19 Sewer Issue before finalizing forcemain alignment.

**Gore Sewer Extension (T20-11234)**

- Thrasher is still working on planning a document for this to be submitted to WVIJDC.

**Rt. 19 Sewer Issue (020-10146)**

- At IJDC for review.
- Contractor provided submittals last month and has begun ordering materials.
- Construction is expected to begin in February.
- Construction progress meetings will begin next month, and they will be held the Thursday before the Sanitary and Waterboard meetings.
  - Sewer contract meetings will be held at a job trailer near Laurel Lane Apartments in North View, near the intersection of 12<sup>th</sup> Street and Pearlman at 10:30am (subject to change).
  - Anthony to provide schedule.

**ITEMS FOR CONSIDERATION:**

**CONSIDERATION TO APPROVE THE TRANSFER OF \$100,000 FROM THE CLARKSBURG SANITARY BOARD R&R FUND TO THE CITY OF CLARKSBURG GENERAL FUND FOR THE PURCHASE OF TWO PICKUP TRUCKS FOR PUBLIC WORKS DEPARTMENT. FUNDS WILL BE REPAID TO R & R FUND THROUGH 3 PAYMENTS. PENDING APPROVAL OF CLARKSBURG CITY COUNCIL**

Mr. Eddy stated the public works need 2 pickup trucks and with the state bid the cost would be \$87,000. Drew suggested the transfer of \$100,000 from the Sanitary Board R&R Fund to the general fund and repaid in 3 payments. Payments made in September and October of 2025; February and March 2026 and September and October 2026. The first 2 payments in the amount of \$333,333.00 and the last payment in the amount of \$333,334.00.

**MOTION to APPROVE** was made by Frank Ferrari and **SECONDED** by Mark Linville and **UNANIMOUSLY APPROVED**.

**CONSIDERATION TO APPROVE BUDGET REVISION #1 FOR THE CLARKSBURG SANITARY BOARD REVENUE FUND**

**MOTION to APPROVE BUDGET REVISION #1 FOR THE CLARKSBURG SANITARY BOARD REVENUE FUND** was made by Mark Linville and **SECONDED** by Frank Ferrari and **UNANIMOUSLY APPROVED**.

**CONSIDERATION TO APPROVE BUDGET REVISION #1 FOR THE CLARKSBURG SANITARY BOARD R&R FUND**

**MOTION to APPROVE BUDGET REVISION #1 FOR THE CLARKSBURG SANITARY BOARD SANITARY BOARD R&R FUND** was made by Mark Linville and **SECONDED** by Frank Ferrari and **UNANIMOUSLY APPROVED**.

**REPORTS:**

**Tiffany Fell, Chairman:** Ms. Fell thanked Mr. Linville for serving on the board and stated that we are in the process of looking for a replacement.

**Mark Linville, Vice Chairman:** Mr. Linville thanked the board and the staff for 36 years that he served on the board and wished everyone good luck on their future endeavors.

**Mr. Ferrari, Board Member:** Mr. Ferrari asked if the new camera had been purchased yet for the sanitary department and Mr. Yoders stated that they were in the process of getting 3 bids.

Mr. Ferrari thanked Mr. Linville for his 36 years on the board and to enjoy his retirement.

**Kim Karakiozis, Treasurer:** Ms. Karakiozis stated that we have completed 58.33% of the budget year. Total revenues are slightly higher at \$3,873,919.31. Total expenditures are at \$4,051,639.12 but that includes a \$500,000 contribution to the R&R in July 2024 – expenditures are only at 55.14% without counting that contribution (transfer). The Revenue account as of 1-31-25 was \$725,242.31. The R&R account as of 1-31-25 was \$558,626.63.

**Drew Eddy, Supt. W.W.T.P:** The DMR for the month of January 2025 will be submitted with no violations to report. We treated approximately 258 million gallons of wastewater. We received an additional 173,290 gallons of septage and generated \$7,062.16 of revenue from all sources.

Patched and painted front offices and hallways. Issue with power and SCADA on Sunday 9<sup>th</sup>. This caused the plant to shut down from 12:56 pm Sunday until Monday 10<sup>th</sup> at 6:30 am. Had two overflows during those 18 hours of not running. Reported to spill line and sent letter to Director of DEP. Still trying to figure out, if possible, what caused everything at once. Barscreen #1 has been faulting. Waiting for flow to drop to be able to return down into the wet well side of the pumpstation. NPDES Renewal is in the 2<sup>nd</sup> round of review. After the review is completed, it will be published in the newspaper before we are able to get our draft of permit to look over. Working on acquiring quotes for 25-26 budget.

We will have a budget meeting before the March Sanitary Board at 2:30 pm.

**Larry Yoder, Supt. Public Works:** No report.

**Tim Stranko, Sanitary Board Attorney:** Mr. Stranko updated the board on the Wolf Summit Project. Wolf Summit is represented by Jackson Kelly. Ideas and phone calls are being exchanged and one of the ideas presented by Wolf Summit is that they are entitled to a refund, Mr. Stranko stated that he conveyed to them they aren't entitled to a refund, and the details are currently being worked out. Mr. Stranko informed the board regarding this situation and will convey to Jackson Kelly that the board is aware and in agreement that they are not entitled to a refund. We should have a draft of the sewer line extension agreement for the next meeting.

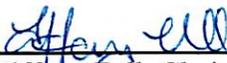
**Dan Ferrell, The Thrasher Group:** No report.

**Anthony Urgo, The Thrasher Group:** Nothing further.

**Jason Lane, City Engineer:** No report.

**Will Hyman, Councilman:** Councilman Hyman thanked Mr. Linville for his 36 years on the board. Mr. Hyman stated that he had been asking around regarding a replacement for Mr. Linville.

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

  
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Tiffany Fell, Chairman

  
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Frank Ferrari, Board Member

  
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Approved



OFFICE OF  
DIRECTOR OF FINANCE

## CITY OF CLARKSBURG

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### SANITARY BOARD FINANCIAL REPORT

By Kim Karakiozis, Treasurer

March 11, 2025

- Attached are copies of the Summary Revenue & Expense Reports for the Revenue and R&R Funds for the month of February 2025.
- We have completed 66.67% of the budget year as of February 28, 2025. Total Revenues are \$4,445,361.69 (61.91%). Total Expenditures are \$4,584,569.52 (63.85%) but that includes a \$500,000 contribution to the R&R in July 2024 – expenditures are only at (56.88%) without counting that contribution (transfer).
- The balance of the Revenue account as of 02/28/2025 was \$762,410.49.
- The balance of the R&R account as of 02/28/2025 was \$727,737.15.