

I. Call to Order

II. Roll Call

A. Oscar Adkins, William Diamond, Robert Leslie, Joseph Ratcliff

III. Pledge of Allegiance

IV. Reading and Approval of Minutes

[A.](#) Minutes from Regular Meeting February 5, 2024

V. Treasurer’s Report

[A.](#) Account Balances

[B.](#) Approval of Expenditures

VI. Delegations

[A.](#) Fire Chief Robert Robson would like to address council regarding the proposed Wayne County EMS Levy

[B.](#) Resident Sharon Walker would like to address the council regarding utility notices that are sent to utility customers.

VII. Mayor’s Comments

A. Third Street Pump Station

B. Special Levy Election

C. Hubbard Heights Sewer (Ongoing)

D. March FY 2024-2025 Budget Meetings

E. Ramsdell House added to NPS Underground Railroad Network

VIII. Old Business

[A.](#) Proposed Water Utility Tariff

[B.](#) Second Reading of Ordinance to Create Planning Commission

IX. New Business

A. Council Resignation - Ronald Jarrell

B. Vacant Council Seat Appointment

C. Greenwood Storm Sewer

D. Middle School Baseball/Softball Field Donation Request

E. Fire Chief Robert Robson has inquired about the possible purchase of the Towns Box Trailer for use by the Ceredo Volunteer Fire Department.

X. Other Reports

A. Police Report - Chief Poston will address council on various activities within the Ceredo Police Department.

B. Maintenance Report - Maintenance Supervisor Matthew Myles will address council on current and future issues pertaining to the public works department(s).

XI. Adjournment



February 5, 2024 Town Council Meeting (Regular) Minutes

February 05, 2024 at 6:30 PM
City Hall – 700 B Street

The Town of Ceredo Town Council met in regular session on Monday, February 5th, 2024, at Ceredo Town Hall. The Mayor, Paul A. Billups, called the meeting to order at 6:30 p.m. Those present included the Mayor, Paul A. Billups, and Councilmen Steve Diamond, Ron Jarrell, Robert Leslie, Oscar Adkins and Joe Ratcliff.

Reading and Approval of the Minutes

The Mayor asked if Council had any additions or corrections to the minutes of the January 8th, 2024, Regular Session. None being heard and on a motion by Steve Diamond and a second by Bob Leslie, Council voted to accept the January 8th, 2024 Regular Session minutes as presented. All were in favor, motion passed.

Treasurer's Report

Treasurer, Robert Leslie, presented Council with the account balances for each account and the expenditures for January 2024. The Mayor asked if Council had any questions on the Treasurer's Report. None being heard, on a motion by Robert Leslie and a second by Joe Ratcliff, Council voted to accept the Treasurer's report for January 2024 as presented. All were in favor, and the motion carried.

Ceredo Volunteer Fire Department

Chief Rob Robson of the Ceredo Volunteer Fire Department addressed Council regarding the status of EMS service in Wayne County, and the number of calls that Ceredo EMS is currently handling outside the town.

Chief Robson also requested a letter of approval from the Council directed to the Wayne County Commission regarding the purchase of new fire hydrant adapters for 58 hydrants in the town. By consensus, Council agreed that a letter of approval for the change be directed to the Commission.

Jordan Branch Pump Station

Matt Myles, maintenance foreman, addressed council concerning the Jordan Branch Pump Station. During recent high water, it was discovered that the outflow pipes from the pump station were leaking and that the sluice gate on top of the levee appears to have a bend in the screw rod. The Mayor expressed that both issues should be immediately remediated, and with the consent of Council, the Mayor will contact an engineering firm to have the issues inspected and a cost estimate for repairs.

Outdoor Advertising – Billboards

The Mayor informed Council that an inquiry was made concerning the erection of a billboard on private property near Sixth Street West and the railroad. Council discussed an overview of the current outdoor advertising ordinance, and it was agreed that the matter would be tabled pending the presentation of formal drawings.

Armstrong Utilities Franchise Agreement

The Mayor informed Council that the current franchise agreement allowing Armstrong Utilities to provide service to the town will expire July 31, 2024. A renewal franchise agreement was presented, having a ten-year term with an option to extend a second term of ten years. The franchise tariff, established by the FCC, is 5% of gross revenue. The franchise is not exclusive. On a motion by Steve Diamond and a second by Oscar Adkins, followed by a unanimous favorable vote, the Mayor was given authority to execute the agreement.

Building Code Revision

An ordinance revising Article 1711 of the Codified Ordinances, Building Code, was presented. The revision provides current references to the state and federal building and fire codes, all adopted by the town. On a motion by Bob Leslie and a second by Oscar Adkins, followed by a unanimous vote of Council, the ordinance revising and updating Article 1711 et seq., was approved.

Ordinance to Create Planning Commission

The Mayor presented a proposed ordinance to create the Ceredo Municipal Planning Commission, a commission required to formulate a long-term plan for the future development and possible zoning of the town. After reading and discussion, a motion by Steve Diamond and a second by Ronnie Jarrell, the first reading passed.

Purchasing Card (PCard) Program Proposal

The Town Clerk presented Council with the recommendation to switch to a visa purchasing card program over the current use of debit cards. After discussion, the Mayor proposed a limit of \$25,000 to be pooled by all cards and users on the account. On a motion by Steve Diamond and a second by Oscar Adkins, followed by a unanimous favorable vote, the Mayor was given authority to execute the agreement.

Adjournment

No further business was brought before council. The meeting adjourned at 7:54 p.m.

Paul A. Billups, Mayor

ATTEST: Jacob M. Skeens, Town Clerk



**TREASURER'S REPORT
PERIOD: FEBRUARY 2024**

General Fund

Ending Balance \$121,472

Water Works

Ending Balance \$134,179

Sewer Fund

Ending Balance \$354,198

Coal Severance

Ending Balance \$3,480

Special Levy

Ending Balance \$69,371

Rainy Day Fund

Balance \$295,000

DATE	VENDOR	PAYMENT
GENERAL FUND		
2/1/2024	ENCOVA INSURANCE	\$1,229.00
	MONTHLY PREMIUM	
2/1/2024	KENNY QUEEN ACE HARDWARE	\$239.85
	MULTIPLE DEPARTMENTAL SUPPLIES	
2/7/2024	WV TREASURY - PEIA	\$10,356.68
	GROUP HEALTH INSURANCE	
2/8/2024	FREEDOM CONTRACTING	\$1,500.00
	CONTRACT WORK - SIDEWALKS	
2/8/2024	TOD DARST	\$1,350.00
	CONTRACT WORK - BUILDING INSPECTIONS & CODE ENFORCEMENT	
2/8/2024	CIVIS PLUS	\$2,840.00
	ANNUAL CODE AND HOSTING FEE	
2/8/2024	FP FINANCE PROGRAM	\$295.40
	POSTAGE AND MAILING FEE - EQUIPMENT	
2/8/2024	SUNLIFE FINANCIAL	\$492.90
	GROUP LIFE INSURANCE	
2/9/2024	CITY OF KENOVA	\$4,500.00
	QUARTERLY DISPATCH FEE	
2/16/2024	AMAZON CAPITAL SERVICES	\$438.36
	MULTIPLE DEPARTMENTAL SUPPLIES	
2/16/2024	BERRY'S SAW & MOWER	\$308.95
	SAW BLADES	
2/16/2024	KENNY QUEEN ACE HARDWARE	\$418.68
	MULTIPLE DEPARTMENTAL SUPPLIES	
2/22/2024	WV BRIM	\$50,089.00
	QUARTERLY INSURANCE PREMIUM	
2/22/2024	POSTALIA TDC	\$1,500.00
	POSTAGE - WATER/SEWER	
2/26/2024	ADVANCE TRUCK PARTS	\$1,399.00
	GARBAGE TRUCK EQUIPMENT	
2/26/2024	THE HERALD DISPATCH	\$450.00
	NEW CRESCENT PRINTING	
WATER		
2/1/2024	FREEDOM CONTRACTING	\$1,500.00
	CONTRACT WORK - WATER LINE REPAIR	
2/1/2024	ADVANCE AUTO PARTS	\$221.04
	VEHICLE MAINT & REPAIR	
2/1/2024	CONSOLIDATED PIPE & SUPPLY	\$441.28
	MATERIALS & SUPPLIES	
2/1/2024	HUNTINGTON GRAVEL & SAND	\$328.00
	CRUSHER ROCK	
SEWER		
2/1/2024	MERIDITY FRERRY	\$1,000.00
	SETTLEMENT FOR DAMAGES	
2/9/2024	SERVICE PUMP & SUPPLY	\$10,400.00
	PUMP REPAIR/REBUILD & SERVICE	
2/9/2024	STATE ELECTRIC	\$367.28
	ELECTRICAL PARTS FOR VARIOUS PUMPS	
2/16/2024	KENNY QUEEN ACE HARDWARE	\$316.10
	MATERIALS & SUPPLIES	
SPECIAL LEVY		
2/5/2024	DEAN'S REFRIGERATION	\$2,005.60
	HEAT/AIR UNITS & INSTALL - WELLNESS CENTER	
2/8/2024	FREEDOM CONTRACTING	\$1,500.00
	SIDEWALK WORK	
2/9/2024	THE WELLS GROUP	\$1,546.00
	CONCRETE	

IN THE COUNTY COMMISSION OF WAYNE COUNTY, WEST VIRGINIA

ORDER

At a special meeting of the County Commission of Wayne County, West Virginia, held at the Courthouse thereof, on the 20TH day of February, 2024 the following order was made and entered:

**ORDER FOR SUBMISSION OF PUBLIC SERVICE EXCESS LEVY ELECTION
BY THE COUNTY COMMISSION OF WAYNE COUNTY, WEST VIRGINIA**

Whereas: The County Commission of Wayne County, West Virginia, being of the opinion that the maximum levies for current expenses authorized by Article 8, Chapter 11, of the Code of West Virginia, as last amended, will not provide sufficient funds for the payment of current expenses of the County Commission of Wayne County, West Virginia, including expenditures for the purposes hereinafter set forth and that an election should be held to increase such levies under the provisions of Section 16, Article 8, Chapter 11 of the Code, as amended, as provided by law, it is hereby ordained and ordered:

1. That the purpose for which additional funds are needed is to provide additional funds for the following:

- A. FIRE DEPARTMENTS/FIRE PROTECTION
- B. LIBRARIES
- C. COUNTY-APPROVED EMS PROVIDER/MUTAL AID PARTICIPANTS
SUPPLEMENTAL ASSISTANCE
- D. WAYNE COUNTY HEALTH DEPARTMENT
- E. COUNTY-OPERATED EMS SERVICE

2. The amounts considered necessary for each of the above purposes for each fiscal year and the total for four years after an 7.4% allowance for, tax discounts, delinquencies, exonerations and uncollected taxes and shrinkage is as follows:

	<u>PURPOSE</u>	<u>PER YEAR</u>	<u>TOTAL 4 YEARS</u>	<u>% OF LEVY</u>
A.	FIRE DEPARTMENTS/ FIRE PROTECTION	\$ <u>498,546</u>	\$ <u>1,994,184</u>	<u>19.3%</u>
B.	LIBRARIES	<u>93,478</u>	<u>373,912</u>	<u>3.6%</u>
C.	COUNTY-APPROVED EMS PROVIDER/MUTAL AID PARTICIPANTS SUPPLEMENTAL ASSISTANCE	<u>400,618</u>	<u>1,602,472</u>	<u>15.4%</u>
D.	HEALTH DEPARTMENT	<u>75,673</u>	<u>302,692</u>	<u>2.9%</u>
E.	COUNTY-OPERATED EMS SERVICE	<u>1,526,799</u>	<u>6,107,196</u>	<u>58.8%</u>

TOTAL \$ 2,595,114 \$ 10,380,456 100.0%

3. That the separate and aggregate assessed valuations of each class of taxable property within Wayne County, West Virginia, is as follows:

Class I	\$ 0
Class II	\$ 609,488,054
Class III	\$ 721,063,852
Class IV	\$ 174,802,558
Aggregate	\$1,505,354,464

4. That the proposed additional rate of levy in cents per \$100 assessed value on each class of property for the fiscal years beginning July 1, 2025, July 1, 2026, July 1, 2027, July 1, 2028 will not exceed the following:

Class I	5.83 cents
Class II	11.66 cents
Class III	23.32 cents
Class IV	23.32 cents

5. That the proposed number of years by which the additional levy shall apply are the fiscal years beginning July 1, 2025, July 1, 2026, July 1, 2027, July 1, 2028 which will not exceed five fiscal years.

6. That the County Commission of Wayne County, West Virginia, will not issue bonds upon approval of the proposed increased levy.

7. That the question of the additional levy shall be submitted to a vote at a Primary Election, to be held on May 14, 2024.

8. That notice calling such election shall be given by publication as a *Class II-0* legal advertisement, once a week for two successive weeks in the publication area for Wayne County, West Virginia. Furthermore, such notice shall be published within 14 consecutive days next preceding, the Election scheduled for May 14, 2024, by the Clerk of the County Commission of Wayne County, West Virginia.

9. All provisions of law concerning General Elections shall apply so far as they are practical.

10. That the ballot to be used at the election shall be in the form as follows:

**PUBLIC SERVICE EXCESS LEVY ELECTION
MAY 14, 2024**

SPECIAL ELECTION TO AUTHORIZE ADDITIONAL LEVIES FOR THE FISCAL YEARS BEGINNING July 1, 2025, July 1, 2026, July 1, 2027, July 1, 2028 FOR THE PURPOSE OF PROVIDING ADDITIONAL FUNDS FOR THE PAYMENT OF CURRENT EXPENSES ACCORDING TO THE ORDER OF THE COUNTY COMMISSION OF WAYNE COUNTY, WEST VIRGINIA ENTERED ON THE 20TH day of February, 2024.

A. Special Election to authorize additional levies for the fiscal years beginning July 1, 2025, July 1, 2026, July 1, 2027, July 1, 2028 , to provide additional funds for: Fire Departments/Fire Protection, Libraries, County-approved EMS Provider/Mutual Aid Participant Supplemental Assistance, Health Department, and County-operated EMS Service, is to be held according to the Order of the County Commission of Wayne County, West Virginia, entered on the 20th day of February, 2024.

The proposed additional rate of levy in cents per one hundred dollars of assessed valuation of each class of property is as follows:

Class I	5.83 cents
Class II	11.66 cents
Class III	23.32 cents
Class IV	23.32 cents

The proposed levy is anticipated to generate approximately \$2,595,114 per year for the fiscal years beginning July 1, 2025, July 1, 2026, July 1, 2027 and July 1, 2028. The purpose for which the proceeds of the levy are to be expended is as follows:

<u>PURPOSE</u>	<u>PER YEAR</u>	<u>% OF LEVY</u>
A. Fire Departments/Fire Protection Services	\$498,546	19.3%
B. Libraries	\$ 93,478	3.6%
C. County-Approved EMS Provider/Mutual Aid Participant Supplemental Assistance	\$400,618	15.4%
D. Health Department	\$ 75,673	2.9%
E. County-operated EMS Service	\$ 1,526,799	58.8%
Total	\$2,595,114	100.0%

B. Instructions: Those favoring the additional levies shall vote "For The Levy". Those against the levies shall vote "Against The Levy".

() For the Levy

() Against the Levy

IT IS FURTHER ORDERED that in accordance with West Virginia Code, Chapter 11, Article 8, Section 17, the County Commission of Wayne County, do, and it does

hereby, appoint the election officers as may hereafter be appointed and be qualified to serve at the Primary Election to be held on May 14, 2024, as the election officers to conduct the additional levy election.

IT IS FURTHER ORDERED that the Clerk of this Commission do cause the proper question to be prepared for the Primary Election to be held on May 14, 2024, to cause a ballot to be prepared for such question, and to take such other action as may be necessary.

IT IS FURTHER ORDERED that a copy of this Order be delivered to the Clerk of the County Commission of Wayne County, West Virginia, in order to provide for the proper preparation of the issue on the ballot.

The adoption of the foregoing order having been moved by _____
And duly second by _____ the vote thereon was as follows:

Jeffrey A. Maddox, President _____

Robert M. Thompson, Commissioner _____

Travis D. Thompson, Commissioner _____

Whereupon, Jeffrey A. Maddox, President, declared said Order duly adopted:

IT IS THEREFORE ADJUDGED AND ORDERED: That the said ORDER be, and the same is, hereby adopted;

AND IT IS FURTHER ORDERED: That a copy of this ORDER be forthwith delivered to the Clerk of the County Commission for preparation on the ballot.

Jeffrey A. Maddox, President

Robert M. Thompson, Commissioner

Travis D. Thompson, Commissioner

ATTEST:

Craig Evans, Clerk, Wayne County Commission

Wayne County Public Services Levy 24'

Residential Property Funding Examples

Look For This Information On Your Personal Residential Tax Ticket For The Information On Your Home: Examples Below;

Appraised Value of Your Home	Assessed Value	Levy Rate	Annual Investment	Average Investment per Month
\$50,000	\$30,000	(x) .001166%	\$34.98	\$2.96
\$75,000	\$45,000	(x) .001166%	\$52.47	\$4.37
\$100,000	\$60,000	(x) .001166%	\$69.96	\$5.83
\$125,000	\$75,000	(x) .001166%	\$87.45	\$7.29
\$150,000	\$90,000	(x) .001166%	\$104.94	\$8.75
\$175,000	\$105,000	(x) .001166%	\$122.43	\$10.20

What The Public Services Levy Means To You And Your Family?

- **Volunteer Fire Department** – The Levy Will Provide Annual Financial Support to Assure Continued, Quality Fire Protection in Wayne County.
- **EMS Supplement** – The Levy Will Provide Annual Financial Support to All County Approved EMS Providers That Consistently Participates in County Wide Emergency Response Mutual Aid.
- **Wayne County Department of Health (Health Department)** – This Agency Not Only Provided Emergency Vaccination Services for Hundreds of Residents During the Pandemic and Seasonal Vaccination for Health concerns, Restaurant and Sewage Disposal Inspections, , etc.....
- **County Owned and Operated EMS System** – The Levy Will Provide Annual Financial Support to This Vital Enhancement to the County Wide EMS System. The Objective is to Have Two Separate, Strategically Located Ambulances That Will Operate 24 Hours a Day, 7 Days a Week, 365 Days a Year. They Will Be Immediate Response Ambulances.
- **Wayne County Public Libraries** - The Levy Will Provide Annual Financial Support to These Important Facilities in Wayne County That Consistently Provide Educational Services to Residents of All Ages.

TOWN OF CEREDO
PO BOX 691
CEREDO, WV 25507
(304) 453-4675

SAMPLE CUSTOMER
PO BOX 9999
CEREDO, WV 25507-9999

Account Information

Account No:	123456
Delinquent Amount:	\$92.02
Total Amount Due:	\$192.54
Disconnect Date:	3/4/2024
Reconnect Charge:	\$25.00

SAMPLE

CEREDO WATER WORKS
NOTICE OF SCHEDULED TERMINATION OF SERVICE AND CUSTOMER RIGHTS

We have scheduled your water service provided at the address listed above for termination on or after the date listed above. This action has been taken for the following reason: Overdue Balance/Non-Payment.

If your service is terminated, you may be subject to additional charges involving reconnect fees and deposit requirements in order to restore service. If your service is terminated for any payment or non-payment issues, the full account balance, including additional fees will be required to be paid before service is restored.

YOU HAVE THE RIGHT TO CHALLENGE THE TERMINATION IF YOU BELIEVE ANY OF THE FOLLOWING CONDITIONS APPLY TO YOU:

1. Any portion of the bill is in dispute
2. You are being charged for service not received
3. The information above is incorrect
4. You are unable to pay the bill in accordance with the billing, and termination of service would be especially dangerous to the health or safety of a member of your household.
5. You are able to pay only installments.

If the reason for your challenge is 1, 2 or 3 above, you will have to pay any amount not in dispute. If the reason for your challenge is 4 or 5, we will attempt to negotiate a deferred payment agreement with you.

YOU MUST NOTIFY US BEFORE THE DATE OF THE TERMINATION IN ORDER TO PROTECT YOUR RIGHTS UNDER THIS RULE:

CEREDO WATER WORKS
700 B St. | PO Box 691 | Ceredo, WV 25507
Phone: (304) 453-4675 | Email: utilities@ceredovw.gov
Hours: Monday – Friday 8:00 AM – 4:00 PM Excluding Holidays

You should also inform us if you are 65 years of age or older, or regardless of age, if you are physically, mentally, or emotionally incapacitated.

Once you have notified us of your challenge, we will schedule a meeting at our business office located at 700 B Street, Ceredo, WV 25507 and try to resolve your problem. At your option, the discussion of your challenge may be made over the telephone. IF YOU ARE NOT SATISFIED WITH OUR DECISION AT THIS MEETING, YOU WILL HAVE SEVEN DAYS IN WHICH TO FILE A CHALLENGE WITH THE PUBLIC SERVICE COMMISSION OF WEST VIRGINIA. You will be required to pay your current bill while the challenge is pending. There is no charge associated with filing a challenge and you may do so without the assistance of an attorney.

To file a challenge with the PSC, you may call this toll-free telephone number 1-800-642-8544 or write to this address:

Utility Challenge
Public Service Commission of West Virginia
PO Box 812
Charleston, WV 25323

If you are in need of assistance to pay your bill, you should contact the following agencies:

WV DHHR – Wayne County	(304) 272-6311	dhr.wv.gov
WV Housing Development Fund	(304) 391-8600	www.wvhdf.com

Account Information

Meter Information

Account No:	123456	Service Type	Electronic ID	Serial Number
Delinquent Amount:	\$92.02	SEWER	0	0000000N
Total Amount Due:	\$192.54	WATER		



Disconnect Date:	3/4/2024	TOWN OF CEREDO
Reconnect Charge:	\$25.00	PO BOX 691 CEREDO, WV 25507

SAMPLE CUSTOMER
PO BOX 9999
CEREDO, WV 25507-9999

150CSR7

of "typical incremental cost" per thousand gallons of water on usage above the historic usage. The Commission shall from time to time establish its estimate of "typical incremental cost" by order.

d. However, in future rate cases the utility's incremental cost of treatment shall be determined and the rate placed in an appropriate tariff as the leak adjustment rate. After a rate has been determined in a rate case, the utility shall not have the option to use the Commission's estimate of "typical incremental cost" found in 4.4.3.c.

e. The water utility shall, after determining that a leak adjustment must be made, notify the sewer utility of the amount of the adjustment in gallons and the reason for making the adjustment.

4.8. Utility discontinuance of service.

4.8.1. Notice of discontinuance --

a. No utility shall discontinue service to any customer for violation of rules and regulations or for non-payment of bills, without first having tried diligently to induce the customer to comply with its rules and regulations, or to pay his bills.

b. Service shall actually be discontinued only after at least ten (10) days' written notice shall have been given to the customer by the utility that bills are ~~five~~ ten (10) or more days delinquent, or that the violation of rules must cease: **Provided**, however, That where conditions hazardous to life or property is found to exist on the customer's premises, the water may be shut off without notice in advance. Where written notice is required it must be sent first class mail, address correction requested. Written notice shall comply with Form 14-W. The written notice shall become void if the utility has not discontinued service within thirty (30) days of the date indicated on the notice for termination. The water utility shall attempt personal contact with the customer immediately before termination of water service for either a delinquent water or sewer bill. The inability to make personal contact shall in no way prevent the water utility from terminating service. In no case shall the utility discontinue service on Friday, Saturday, Sunday, or a day prior to a holiday unless an emergency exists. All disconnections shall be performed between the hours of 8 a.m. and 4 p.m. The utility shall accept payment at the customer's premises in lieu of discontinuing service for either a delinquent water or sewer

150CSR7

bill. The payment must be for the entire amount of the delinquency to prevent termination.

c. If a landlord of a master-metered apartment building, motel, hotel or other multiple-unit dwelling is responsible for payment of a utility bill, written notice of termination shall be placed at a location readily available for public inspection at least five (5) days prior to the scheduled termination of that apartment building, motel, hotel or other multiple-unit dwelling in order to provide notice of the scheduled termination to the tenants of said apartment building, motel, hotel or other multiple-unit dwelling. This notice shall inform the tenants of the date on or after which termination of service will occur and shall state the steps the tenants can take to avoid termination of service. If the billing address for any single unit service is different than the service location, a written notice shall be delivered or posted at a visible location on the premises where the service is to be terminated at least five (5) days prior to the scheduled termination. This notice shall inform the occupant of the date upon which, or after, termination of service will occur and shall state the steps the occupant can take to avoid termination of service.

d. Any residential customer who has been notified that water service is to be terminated for non-payment of bills shall be given the opportunity to enter into a deferred payment agreement: **Provided**, That the customer has demonstrated an ability to pay but only in installments. The customer shall be informed at the time a disconnect notice is issued of the availability of a reasonable payment plan. The conditions surrounding the deferred payment agreement shall be as follows:

A. The details of the deferred payment agreement are to be negotiated between the utility and the customer and may consider several factors, including, but not limited to the following: amount of the bill; ability of the customer to pay; payment history; time the debt has been outstanding; reasons why the debt has been outstanding; and any other relevant factors.

B. Utilities shall be allowed to collect a carrying charge of six percent (6%) on any outstanding balance subject to a deferred payment agreement: **Provided**, however, That any utility which charges interest on unpaid balances pursuant to its tariff shall be precluded from also charging additional interest pursuant to this rule.

DRAFT

**CEREDO MUNICIPAL WATER DEPARTMENT
CASH FLOW ANALYSIS
FISCAL YEAR ENDED JUNE 30, 2023**

**Statement F-2
Sheet 1 of 2**

Line	Per Books (1) \$	Adjusted (2) \$	Going Level (4) \$	Proforma Adjustments (5) \$	Adj. No. (6)	Proforma (7) \$
1	Available Cash					
2	Metered Sales	367,157	367,157	367,157	85,610	452,767
3	Forfeited Discounts	6,993	6,993	6,993		6,993
4	Miscellaneous Service Revenues	3,575	3,575	3,575		3,575
5	Other Water Revenue	6,313	6,313	6,313		6,313
6	Other Income	4,321	4,321	4,321		4,321
7	Income from Non-utility operations	-	-	-		
8	Total Available Cash	388,359	388,359	388,359	85,610	473,969
9	Cash Requirements					
11	Operating Expenditures	272,570	272,570	286,915	18,629	305,544
12	Taxes Other Than Income Taxes	6,822	6,822	7,163	-	7,163
13	Administrative Fees on Debt	-	-	-		
14	Total Cash Requirements	279,392	279,392	294,078	18,629	312,707
15	Cash Available for Debt Service					
16	(A)	108,967	108,967	94,281	66,981	161,262
17	Debt Service Requirements (Long Term)					
19	90,000	90,000	90,000			90,000
20	-	-	-			-
21	-	-	-			-
22	-	-	-			-
23	-	-	-			-
24	Sub-Total (B)					
25	90,000	90,000	90,000	-		90,000
26	Debt Service Reserve Requirements					
27	Debt Service Reserve	-	-	-		-
28	Senate Bill 234	34,071	34,071	35,864	2,329	38,193
29	Renewal & Replacement Reserve	9,709	9,709	9,709	2,140	11,849
30	Sub-Total	43,780	43,780	45,573	4,469	50,042
31	Total Long Term Debt Service and Reserve Requirements					
32	133,780	133,780	135,573			140,042
33	Surplus (Deficit) for Capital Additions					
34	(24,813)	(24,813)	(41,292)	66,981		21,220
35	Ordinary Capital Additions *					
36	16,167	16,167	16,167			16,167
37	Overall Cash Surplus (Deficit)	(40,980)	(40,980)	(57,460)	66,981	5,052
38	Debt Service Coverage Factor (A) / (B)					
39	121.07%	121.07%	104.76%			179.18%
	Minimum Bill - 3,000 gallons					
	\$ 31.50	\$ 31.50	\$ 31.50			\$ 39.90
	Average Bill - 3,400 gallons					
	\$ 35.64	\$ 35.64	\$ 35.64			\$ 45.14

See Accountant's Compilation Report

DRAFT

**Statement D
Schedule 1**

**CEREDO MUNICIPAL WATER DEPARTMENT
COMPARISON OF PRESENT AND PROPOSED TARIFFS**

	Present Tariff	Proposed Tariff	Increase \$	Increase %
First	\$ 10.50	\$ 13.30	\$ 2.80	27%
Next	\$ 10.35	\$ 13.10	2.75	27%
Next	\$ 7.75	9.85	2.10	27%
All over	\$ 5.50	7.00	1.50	27%
3,000 gallons used per month				
22,000 gallons used per month				
75,000 gallons used per month				
100,000 gallons used per month				
Minimum Charge	\$ 31.50	\$ 39.90	8.40	27%
5/8 inch meter				
Minimum Charge	\$ 47.25	\$ 59.85	12.60	27%
3/4 inch meter				
Minimum Charge	\$ 78.75	\$ 99.75	21.00	27%
1 inch meter				
Minimum Charge	\$ 114.98	\$ 145.64	30.66	27%
1 1/4 inch meter				
Minimum Charge	\$ 157.50	\$ 199.50	42.00	27%
1 1/2 inch meter				
Minimum Charge	\$ 252.00	\$ 319.20	67.20	27%
2 inch meter				
Minimum Charge	\$ 472.50	\$ 598.50	126.00	27%
3 inch meter				
Minimum Charge	\$ 787.50	\$ 997.50	210.00	27%
4 inch meter				
Minimum Charge	\$ 1,575.00	\$ 1,995.00	420.00	27%
6 inch meter				
Minimum Charge	\$ 2,520.00	\$ 3,192.00	672.00	27%
8 inch meter				
Minimum Charge	\$ 3,528.00	\$ 4,468.80	940.80	27%
10 inch meter				
Flat Rate Charge	\$ 41.85	\$ 53.00	11.15	27%
Private Fire Protection				
2 inch service line	\$ 6.00	\$ 7.50	1.50	25%
3 inch service line	\$ 8.00	\$ 10.00	2.00	25%
4 inch service line	\$ 10.00	\$ 12.50	2.50	25%
6 inch service line	\$ 20.00	\$ 25.00	5.00	25%
8 inch service line	\$ 36.00	\$ 45.00	9.00	25%
10 inch service line	\$ 60.00	\$ 75.00	15.00	25%
12 inch service line	\$ 90.00	\$ 112.50	22.50	25%
Leak Adjustment Rate	\$ 2.75	\$ 3.82	1.07	39%
Service Connection Charge				
Post-Construction	\$ 500.00	Actual Cost		
Water Disconnect-Reconnect-Administrative Fees	\$ 25.00	\$ 25.00		
Returned Check Charge	\$ 25.00	\$ 25.00		
Average Residential/Commercial Usage	\$ 35.64	\$ 45.14	9.50	27%
Average Usage				
Per Month	3,400			

"See Accountant's Compilation Report"

TOWN OF CEREDO SEWER SYSTEM
CASH FLOW ANALYSIS
FISCAL YEAR ENDING JUNE

DRAFT

Line	Per Books		Going Level	Step 1		Step 2		Step 3	
	(1)	(2)		(3)	(4)	(5)	(1)	(2)	(1)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
1	534,197	534,197	552,925	62,229	615,154	26,273	641,427	29,423	670,849
2									
3	9,164	9,164	9,164	9,164	9,164	9,164	9,164	9,164	9,164
4	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355	2,355
5	3,515	3,515	3,515	3,515	3,515	3,515	3,515	3,515	3,515
6									
7									
8									
9	549,231	549,231	567,959	62,229	630,188	26,273	656,461	29,423	685,883
10									
11									
12	411,748	411,748	469,580	469,580	469,580	18,995	488,574	19,046	507,620
13	8,915	8,915	9,348	9,348	9,348		9,348		9,348
14									
15	420,663	420,663	478,928	478,928	478,928	18,995	497,922	19,046	516,968
16									
17	128,568	128,568	89,031	62,229	151,260	7,278	158,538	10,377	168,915
18									
19									
20	51,653	51,653	51,653	51,653	51,653		51,653		51,653
21	735	735	735	734	1,469		1,469		1,469
22	13,716	13,716	13,716	13,716	13,716		13,716		13,716
23	66,104	66,104	66,104 #	734	66,838		66,838		66,838
24									
25									
26	51,469	51,469	58,697	58,697	58,697	2,374	61,072	2,381	63,452
27	13,731	13,731	14,199	1,556	15,755	657	16,412	736	17,147
28	65,199	65,199	72,896	1,556	74,452	3,031	77,483	3,116	80,600
29									
30	131,303	131,303	139,000	2,290	141,291	3,031	144,322	3,116	147,438
31									
32									
33	(2,735)	(2,735)	(49,969)	59,939	9,969	4,247	14,217	7,261	21,477
34									
35	(2,735)	(2,735)	(49,969)	59,939	6,000	9,000	9,000	12,000	12,000
36									
37	66,104	66,104	66,104	734	66,838		66,838		66,838
38									
39	194.49%	194.49%	134.68%	226.31%	237.20%				252.72%
	\$ 42.60	\$ 42.60	\$ 42.60	\$ 47.40	\$ 49.50				\$ 51.75
	\$ 47.98	\$ 47.98	\$ 47.98	\$ 53.72	\$ 56.10				\$ 58.65

"See Accountant's Compilation Report"

AN ORDINANCE CREATING THE CEREDO MUNICIPAL PLANNING COMMISSION

ARTICLE 157. PLANNING COMMISSION

Section 157.01. – Created; members; qualifications; appointment; vacancies.

There is hereby created the Ceredo Municipal Planning Commission, which shall consist of five members. One member of the Ceredo Municipal Planning Commission shall be a member of Council, appointed by the Mayor and confirmed by the Council for a term coextensive with his term as a member of Council. One member shall be a member of the administrative department of the Town or a designee, appointed by the Mayor and confirmed by the Council for a term coextensive with his term of office. The other three members of the Ceredo Municipal Planning Commission shall be residents and taxpayers of the Town, who shall be appointed by the Mayor and confirmed by the Council. All members of the Ceredo Municipal Planning Commission shall be qualified by experience and knowledge in matters pertaining to the development of the municipality, and at least three members shall have resided in Ceredo for at least three years prior to their respective dates of appointment.

The membership of the Ceredo Municipal Planning Commission shall conform to the requirements of West Virginia statutes relating thereto, and to W.Va. Code, 8A-2-2, in particular. Members of the Ceredo Municipal Planning Commission other than the Council member shall be appointed on or before January 1 of each year, to take office on January 1 of the year in which appointed, for staggered terms of three years each and until their successors are duly appointed and qualified, provided, the initial appointments other than the Council member and administrative staff member, shall be for terms of one, two, and three years. Vacancies other than those due to expiration of term shall be filled for the unexpired term only. Members shall serve without compensation but shall be reimbursed for the reasonable and necessary expenses actually incurred in the performance of their duties.

Section 157.02. – Official name; powers and duties.

The official name shall be the “Ceredo Municipal Planning Commission,” and the body is hereby vested with the powers and it shall perform the duties prescribed for municipal planning commissions, with respect to planning as well as to zoning, in W.Va. Code, 8A-2-1 et seq.

Section 157.03. – General purpose.

The general purpose of the Ceredo Municipal Planning Commission shall be to develop a comprehensive plan for future development by making careful and comprehensive surveys and studies of present conditions and future growth of the Town, with due regard its relation to neighboring territory, with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the Town and its environs which will, in accordance with present and future needs, best promote health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development, including, among other things, adequate provision for traffic, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, prevention of urban sprawl, wise and efficient expenditure of public funds, and the adequate provision of public utilities and other public requirements, including the preparation of a zoning ordinance for consideration by Council.

Section 157.04. – Planning; approval of commission required.

- (a) The duties of the Ceredo Municipal Planning Commission include the preparing of plans for the development of the whole or any portion of the Town and any land outside thereof, which in the opinion of the Ceredo Municipal Planning Commission bears relation to the planning of the Town; provided, that the power of the Ceredo Municipal Planning Commission shall not extend beyond the territorial limits of the Town except so far as is reasonably necessary to protect the community, both within and without the corporate limits, against inadequate streets, highways and utilities, and inadequately planned and zoned territory. Such plans shall show recommendations for new streets, bridges, parks, and other public areas or public improvements and matters properly pertaining to the purposes of the Ceredo Municipal Planning Commission.
- (b) Before final action is taken by the Town or any department thereof on the location and design of any public building, public memorial, street, alleyway, park, playground or other public area, such question shall be submitted to the Ceredo Municipal Planning Commission for investigation and report.
- (c) The Ceredo Municipal Planning Commission shall have the authority to work in conjunction with the state, county, and neighboring municipalities regarding the planning and development of areas outside the corporate limits of the Town.

Section 157.05. – Employing help; budget; cooperation from other officials.

The Ceredo Municipal Planning Commission shall have the power and authority, subject to approval of Council as hereinafter provided, to employ engineers and clerks, or any other help

necessary and to meet all such expenses. The Commission shall submit to the Mayor and Council its budget requests for each fiscal year, and thereafter shall submit itemized expenses and amounts, and the purposes. The Council shall in its discretion make such budget allowances to the Commission as it deems proper. All officials and employees of the Town shall, so far as practicable, give their services and submit any such data or information as may be required to promote and effectuate the purposes of this Article.

Section 157.06. – President, vice-president and secretary; rules; meetings; records.

The Ceredo Municipal Planning Commission, from its membership, shall elect a president and vice-president and shall appoint a secretary. The Commission shall adopt such rules as may be necessary for the transaction of its business, hold regular meetings open to the public and shall keep a record of its official proceedings which shall be open to the public.

Section 157.07. – Contracts for expenditure of money.

No contract for the expenditure of money by the Ceredo Municipal Planning Commission shall be executed by the Commission or become effective and binding on the Town until such contract has been attested by the secretary of the Commission and approved by the Mayor and Council.

Section 157.08. – Office.

The Ceredo Municipal Planning Commission shall maintain an office in the Town Hall and the office of the Town Clerk is hereby designated as the office of the Ceredo Municipal Planning Commission. All records of the Commission shall be kept in that office, and the mailing address of the Commission shall be the address of Town Hall.

Section 157.09. – Plats or replats of land laid out in building lots.

All plans, plats or replats of land laid out in building lots, and the streets intended to be dedicated to public use, shall be submitted to the Ceredo Municipal Planning Commission for its consideration, and no such plat or replat shall be filed in the office of the Clerk of the County Court, as provided by law in other cases, until such plat or replat has endorsed upon it, the fact that it has first been submitted to the Ceredo Municipal Planning Commission and by the Commission to the Mayor and duly approved by Council.

First Reading: February 5, 2024

Second Reading: March 4, 2024

Paul A. Billups, Mayor

Jacob M. Skeens, Town Clerk