

**WARM SPRINGS PUBLIC SERVICE DISTRICT**

271 Wilkes Street

P.O. Box 456

Berkeley Springs, WV 25411

**PAUL S. ZORICH**  
Chairman

**MICHAEL JENKINS**  
Secretary/Treasurer

**JOYCE ALTOMARE**  
Member

304-258-4118  
fax: 304-258-7984

**RODNEY D. HOVERMALE**  
Manager

July 25, 2012

Morgan County Commission  
77 Fairfax Street, Room 101  
Berkeley Springs, WV 25411

Re: Minutes of Meetings

Ladies and Gentleman:

Enclosed are copies of the PSD's approved Board Meeting Minutes for the month of June 2012. In addition to the regular monthly meeting on the 13<sup>th</sup>, there were two special meetings, the 23<sup>rd</sup> and 28<sup>th</sup>. Please contact me if you have any questions or need additional information.

Sincerely,



Rodney D. Hovermale

## Warm Springs Public Service District

### Travel Guideline and Procedures

Policy updated June 12, 2012

**PURPOSE:** To ensure consistent use of travel funds available and outline the appropriate procedure to be used by all employees during business travel.

**\*\*All travelers will adhere to the rates defined by the General Services Administration and will strictly follow those rates for per diem, mileage and hotel. <http://www.gsa.gov/portal/category/21287>**

### **Vehicle Use:**

Personnel are compensated for use of their personal vehicles when used for approved business. When individuals use their personal car for travel to classes, meetings and other previously approved events; the US General Services Administration (GSA) will allow mileage at the currently approved rate.

Personnel are required to keep a log of all travel they wish to be reimbursed for, including starting address/location, ex WSPSD plant, and final destination. In the event that mileage is not available Mapquest.com mileage calculations will be used. Authorized drivers will be reimbursed for reasonable parking and toll expenses incurred while conducting approved business in a privately owned vehicle with receipts.

In the case of individuals using their personal cars to take a trip that would normally be made by air, e.g., Dulles to Orlando, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

WSPSD shall not reimburse employees or board members for any increased insurance premiums or fuel expenses attributable to use of their vehicle for WSPSD business. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

An employee, who is arrested and convicted for Driving Under the Influence while in the performance of WSPSD business, is subject to disciplinary action up to and including termination.

### **Meals**

Personnel traveling on behalf of Warm Springs Public Service District will be paid for meals (excluding tips) subject to a maximum per diem meal allowance as set by the US General Services Administration (GSA) for the area.

Personnel will be held to the set GSA standard of 75% of per diem for the first and last day of travel and 100% of each full day in between. If meals are provided during the conference/meeting this amount will need to be subtracted from the total due to traveler as outlined on the travel authorization.

Per Diem is only available for overnight trips that exceed 50 miles from their home.

### **Lodging**

Personnel traveling on behalf of WSPSD will need to provide hotel name, location and price per night to the Manager so reservations can be made. Accommodations will be paid for in advance. Personnel shall make use of available government and discount rates for hotels. Hotel costs above the GSA rate will not be reimbursed under any condition.

**Warm Springs Public Service District Travel Authorization**  
**(to be completed before travel)**

Travelers Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

Class/Conference/Meeting Attending:  
\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

**TRAVEL EXPENSES (please complete in full using the GSA rates for meals, hotel and mileage found here: <http://www.gsa.gov/portal/category/21287>)**

Registration: \$

Mileage\*\*: (#of miles round trip @ current GSA rate) \$

Per Diem Total\*\*(GSA Rate for destination): \$

1<sup>st</sup> & Last day of travel at 75%, each full day at 100%, please subtract for meals included in conference/meeting registration price

Lodging (to be paid by WSPSD):

Hotel Name: \_\_\_\_\_

Location & Phone Number: \_\_\_\_\_

Price per night (single occupancy): \_\_\_\_\_

Airfare (to be paid by WSPSD): \$

Please complete and turn into manager at least 10 days prior to departure. Each trip will need to be approved.

\*\*You will receive your meal per diem via check 3 days before travel and mileage reimbursement after your return.

Please submit any other expenses (with receipts) within 7 days of returning, i.e tolls, parking, incidental expenses.

**MINUTES**  
**WARM SPRINGS PUBLIC SERVICE DISTRICT**  
June 13, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, June 13, 2012, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3:30 p.m.

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance were Tom Altomare, David Abner, Terry Cross, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the May 9, 2012, regular meeting. The Minutes contained a typo with the words 'being excluded' appearing twice in the fourth paragraph. The Minutes were unanimously approved as corrected upon a motion by Mrs. Altomare.

The next matter of business was the approval of the forty invoices received. Invoice #19 for Rebecca King in the amount of \$116.13 was discussed. This was the expense she incurred trying to open her sewer service line at 95 Harrison Avenue. The roots were not only clogging the District's main line, but also clogging the service lateral at her defective connection to the District's service line. The District was not contacted about service problems until days later. After discussion, the following thirty-nine operating invoices, excluding #19, were unanimously approved upon a motion by Mr. Jenkins:

1. Apparatus Repair&Engineering (May; check & repair controls GC PS#2)	564.65
2. Joyce Altomare (May 9 regular board meeting)	100.00
3. Board of Risk & Ins. Mgt (Liab/Prop 1 <sup>st</sup> qtr prem thru 9/30/12)	2,911.00
4. Bureau for Public Health (May; bacteria test IP)	20.00
5. Bank of America (May; earthlink, copier toner, plant supplies)	132.81
6. Berkeley Club Beverages, Inc. (May; distilled water)	18.25
7. B.S.W.W. (May; shut-off; June: meter books)	150.00
8. Terrance Cross (May; training in Alabama expenses)	163.19
9. Scott Crunkleton (May & June; cell phone reimbursement)	40.00
10. Dawson's Home Center (May; angle grinder, push mower filter)	32.49
11. Douglas Motors (May; lube, oil, filter & tires rotated)	44.24
12. Fairview Association (2012-2013 dues)	150.00
13. Fastenal Co. (May; blue wiper pail)	33.71
14. Glenn Francis (May & June; cell phone reimbursement)	40.00
15. G. H. S. Inc. (4-30 & 5/17 haul sludge; 5/11 sand to plant)	1,389.00
16. Guardian-Bethlehem (May; disability insurance admin. fee)	8.00
17. Rodney Hovermale (May & June:cell phone reimb; May 10 mileage)	41.11
18. Hunters Hardware (May; supplies for plant; bucket, straps, dust masks)	47.64
19. (Rebecca King: not approved)	0
20. Lumos Networks (May; phone billing, GC, BS, office)	216.05
21. Alex MacDonald (Apr; Dec 2011 testing regards to RF issues)	350.00
22. Miss Utility of WV (Apr; notifications)	16.90

23. Morgan Sanitation (May; dumpster rental)	122.12
24. Pifer Office Supply (May & June; office-paper, enve; plant-pens, twls)	125.84
25. Power Beck & Matzureff (May; legal fees Youngblood complaint)	1,180.70
26. Postmaster (May 31; billing postage & stamps)	480.80
27. Potomac Auto Parts (May&June; GMC air filter; clnr; oil; wshr fluid)	44.61
28. Potomac Edison (Apr/May; PS#3, May; GC/BS-wwtp, GC/BS ps#2)	5,172.79
29. REIC Lab (May; GC & BS water/sludge analyses)	3,697.07
30. Roy's (5/15, 5/18, 5/31 gas GMC; 5/31 diesel dmptrck, John Deere & WV insp trlr)	301.02
31. Share Corporation (May; Dynasty 300 BS; copper sulfate)	917.00
32. Town of Bath (June; office rent)	750.00
33. UPS (May; REIC sampling BS & GC & MC Landfill)	495.71
34. Universal Blower Pac (May; Silo Blower oil BS)	195.56
35. USA Bluebook (May; Lab pH solutions)	52.83
36. Unifirst (5/14, 5/21, 5/28, 6/4 uniforms)	235.96
37. Univar USA Inc. (May; Delpac)	2,490.50
38. WV DEP (June; renewal application)	305.00
39. Winschel Environment (May & June; polymer for fan press)	3,540.00
40. Paul S. Zorich (May 9 regular board meeting)	100.00
	26,676.55

The Board discussed the invoice submitted last month by Mr. Zorich in the amount of \$4,425. The invoice represented the Board member salary of \$100 per regular meeting and \$75 per special meeting from the time of Mr. Zorich's reappointment in February 2008 through the April 11, 2012, meeting. A motion by Mr. Jenkins was approved denying approval of the invoice. Mr. Zorich abstained from the vote. Mr. Jenkins reiterated his intent to not accept the salary.

The status of the Hans Peter Moss PSC complaint regarding the denial of a second request for an adjustment for a water leak was reviewed. The first set of staff interrogatories has been answered saying that the water from both leaks likely did not enter the sewer line.

The pending litigation with Joyce Youngblood on post-retirement benefits was discussed. We are waiting for the judge to rule on our motion to dismiss the case for failure to exhaust remedies.

The WSPSD Billing Policy was discussed. Upon a motion by Mr. Jenkins, the Billing Policy was unanimously adopted with an effective date of July 1, 2012. A copy of the Policy is attached as part of these Minutes. The Policy will also be published in the *Morgan Messenger*.

The monthly financial reports were reviewed and discussed.

Mr. Jenkins presented his proposed Travel Reimbursement Policy. After discussion, the Policy was unanimously approved upon a motion by Mrs. Altomare. The Policy is attached as part of these Minutes.

Terry Cross introduced himself as the safety officer and chairman of the newly formed safety committee. His first presentation was an updated Safety Policy Statement. One new item was his proposal for an incentive/reward for all the employees for going 180 days without a lost time accident. He noted that the last lost time accident was in January 2011. The proposed training schedule was discussed. The Safety Policy Statement, with the no lost time incentive removed, was unanimously approved upon a motion by Mr. Jenkins. Mr. Cross requested that \$2,500 from the landfill leachate treatment fees be dedicated to the purchase of safety equipment. He also asked that \$5,000 be added to the O&M budget for the use of the safety committee in FY2013. Mrs. Altomare made a motion to approve the expenditure of \$2,500 for safety equipment, and to create a separate line item in the O&M budget for the safety committee. There was no second to the motion. Mrs. Altomare was interested in having the Fire Marshal inspect the plant, but it was agreed that having the local fire chief at the plant for a training session on August 12 would suffice.

Employee use of sick leave was discussed. Mrs. Altomare suggested that the District consider using background and DMV checks and drug testing for future candidates for employment. Mr. Jenkins thought that background checks on current employees would then have to be done in order to be fair. Mrs. Altomare noted that it was her intention to update the employee handbook.

Mrs. Altomare requested that the Secretary and Treasurer positions currently held by Mr. Jenkins be separated, and that she assume the duties of Secretary. A motion by Mr. Jenkins tabling the request to the July meeting was passed 2-1 with Mrs. Altomare dissenting.

The shredding of outdated paper records was discussed. The Board will consider e-statements from the bank and electronic storage of paperwork to help reduce the volume of paper records.

Attendance at the annual WV Rural Water Conference in August was discussed. A motion by Mrs. Altomare authorizing Mr. Hovermale and at least one plant operator to attend was passed 2-1 with Mr. Jenkins dissenting. Mr. Jenkins asked for some clarity on the expenses. After additional discussion, a motion by Mrs. Altomare to rescind the previous motion was unanimously approved. A motion by Mr. Jenkins to send no one to the conference was unanimously approved.

The District sold the portable belt filter press for \$21,000. The press was no longer being used because of the new rotary fan press installed as part of the Berkeley Springs WWTP upgrade project. Various options, including paying down the loan at CNB, were discussed for the revenue. A motion by Mrs. Altomare to table the decision until the next regular meeting was approved 2-1 with Mr. Jenkins dissenting.

Due to the length of this meeting, it was decided to tackle the last item on the agenda, the adoption of the O&M budget for FY 2013, at a special meeting. The special meeting was scheduled for 9 a.m. on Saturday, June 23 in the County Commission meeting room in the courthouse. Mrs. Altomare indicated that she had a long list of questions about the budget proposal. Mr. Zorich suggested that the list be submitted to Mr. Hovermale in advance of the special meeting.

The meeting was adjourned at 6:10 p.m. upon a motion by Mrs. Altomare.

Paul S. Zorich

Paul S. Zorich, Chairman

Michael Jenkins

Mike Jenkins, Secretary/Treasurer

Joyce H. Altomare

Joyce Altomare, Member

Warm Springs Public Service District

BILLING POLICY

Pursuant to West Virginia Code §16-13A-9(d), Warm Springs PSD will bill the owner, in the absence of a qualified application for service from a tenant, of any house, dwelling or building located near the sewer facility a monthly fee for sewer service as provided in the District's tariff. In the case where metered public water service is not being utilized and measured, the District will charge the flat rate, as per Tariff Schedule No. 2, which is based upon the average consumption of 4,500 gallons of water per month. This flat rate will be charged regardless of the status of occupancy of the premises provided there is a connection to the District's sewer system, and until such time as the property is declared uninhabitable by a qualified agency.

This Policy will become effective July 1, 2012.

This Policy was approved at a regular meeting of the WSPSD Board this 13<sup>th</sup> day of June, 2012.

Paul S. Zepett

Chairman

Michael S. [Signature]

Secretary

Joyce H. Altman

Member

MINUTES  
WARM SPRINGS PUBLIC SERVICE DISTRICT  
June 23, 2012

A special meeting of the Public Service Board of the Warm Springs Public Service District was held on Saturday, June 23, 2012, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 9:00 a.m. As per the Notices posted on June 15, the purpose of the meeting was to adopt the O&M budget for FY2013.

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance was Rodney Hovermale.

The budget proposal with revenue in the amount of \$1,131,852 was discussed. Due to the recently approved rate increase, this revenue now includes \$3,828 available to be allocated to the expense items. Mrs. Altomare made a motion to show separate line items for Board Fees, CNB loan, and General Expenses. Currently, the budget comparison report has these three items listed together as one amount. There was no second to the motion.

Mrs. Altomare made a motion to have the Flex Health Care account balances for each employee included as part of the monthly financial statements that are reviewed at each meeting. There was no second to the motion.

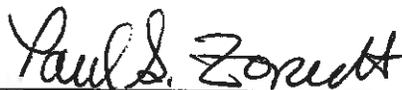
The cost of providing internet service, including a new computer, at the Berkeley Springs WWTP will be considered at a future meeting.

Mrs. Altomare made a motion to add a \$2,500 line item to the FY2013 budget for the use of the Safety Committee. The motion was amended to make the amount \$2,508 (so that it would be evenly divisible by 12 months), and that it would come out of the unallocated \$3,828. The motion was seconded by Mr. Zorich, and was unanimously approved.

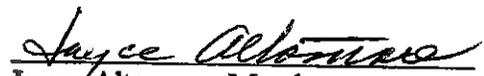
Mr. Jenkins made a motion to add the remaining \$1,320 in unallocated revenue to the Special Services line item proposal of \$25,800, bringing the total to \$27,120. Mrs. Altomare seconded the motion, and it was unanimously approved.

Mr. Jenkins then made a motion to adopt the FY2013 O&M Budget as amended in the amount of \$1,131,852. Mrs. Altomare seconded the motion, and it was unanimously approved.

The meeting was adjourned at 10:50 a.m. upon a motion by Mr. Jenkins.



Paul S. Zorich, Chairman

  
Joyce Altomare, Member

  
Michael Jenkins, Secretary/Treasurer

Warm Springs Public Service District  
B U D G E T P R E P A R A T I O N  
BUDGET COMPARISON REPORT

		NEXT YEAR'S		CURRENT YEAR'S		PRIOR YEAR'S	
		BUDGET	BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>RECEIPTS</b>							
Sewer Fees		963,984.00-	1,017,600.00-	861,045.24-		1,039,452.00-	1,031,944.19-
Sewer Fees - Great Cacapon		90,672.00-	90,000.00-	82,198.72-		85,860.00-	88,296.66-
Customer's Forfeited Discounts	1 612 000 00	21,084.00-	22,800.00-	19,562.96-		21,000.00-	21,735.15-
Penalties - Great Cacapon	1 612 500 00	2,844.00-	3,000.00-	2,823.35-		2,400.00-	2,979.59-
SEWER SURCHARGE	1 603 000 00	37,248.00-	.00	76.37-		.00	136.22-
Misc. Sewerage Revenues	1 615 000 00	15,000.00-	12,000.00-	38,222.50-		9,000.00-	26,117.00-
Capital Contributions	1 526 000 00	996.00-	996.00-	500.00-		.00	.00
Capital Contributions-G.Cacapo	1 526 500 00	.00	.00	.00		.00	.00
Roof Drain Surcharge	1 601 100 00	24.00-	24.00-	96.71-		24.00-	21.59-
<b>Total</b>		<b>1,131,852.00-</b>	<b>1,146,420.00-</b>	<b>1,004,525.85-</b>		<b>1,157,736.00-</b>	<b>1,171,230.40-</b>
<b>DISBURSEMENTS</b>							
Payroll - page 2		258,648.00	270,192.00	259,304.75		275,292.00	277,881.80
Power		60,600.00	60,300.00	53,703.41		52,200.00	57,950.12
Power - Great Cacapon		11,580.00	11,160.00	10,612.83		10,560.00	10,821.86
Supplies & Expenses:							
Outside		14,472.00	15,000.00	14,603.93		12,000.00	21,049.74
Outside - Great Cacapon		900.00	360.00	1,872.19		360.00	140.00
Plant		75,720.00	87,180.00	81,751.33		84,420.00	93,599.83
Plant - Great Cacapon		11,700.00	11,280.00	12,251.54		12,000.00	9,655.04
Office		23,400.00	25,464.00	21,749.55		28,500.00	23,519.89
Office - Great Cacapon		660.00	660.00	530.69		600.00	567.91
Capital Items		6,000.00	6,000.00	24,992.42		12,000.00	20,805.67
Capital Items: Great Cacapon		252.00	252.00	1,841.64		1,800.00	69.99
Administrative:							
Board Fees/General Expenses		14,268.00	10,320.00	13,780.72		6,000.00	9,506.61
Special Services		27,120.00	39,000.00	32,287.65		42,000.00	56,327.45
Special Services-Great Cacapo		.00	.00	.00		1,200.00	.00
Insurance/Flood Dam Contribut		13,500.00	32,400.00	17,491.51		33,000.00	28,830.98
Insurance - Great Cacapon	1 798 500 00	1,500.00	1,500.00	.00		1,500.00	2,380.00
Regulatory Commission Expense	1 797 000 00	4,500.00	4,500.00	3,418.52		4,020.00	3,687.31
Misc. Gen. Exp. SRF Admin. Fe	1 801 100 00	3,312.00	3,312.00	3,312.00		3,312.00	3,312.00
SRF Admin Fee 2008 Loan C	1 801 200 00	9,600.00	9,600.00	9,600.00		9,600.00	9,600.00
Subtotal		537,732.00	588,480.00	563,104.68		590,364.00	629,706.20
Bond Service:							
Loan Expense		489,324.00	489,324.00	489,324.00		489,324.00	489,324.00
Sinking Funds - FmHA, '78	1 113 000 00	15,504.00	.00	14,763.45-		12,000.00	11,542.00
Sinking Funds: FmHA 1989	1 113 050 00	4,008.00	.00	14,763.45		.00	.00
Sinking Funds:1994 SRF Loan	1 113 100 00	9,072.00	.00	.00		.00	.00
Sinking Funds:1998 RUS Loan	1 113 200 00	2,892.00	.00	.00		3,300.00	3,147.00
Sinking Funds:2002 SRF Loan	1 113 300 00	5,772.00	.00	.00		.00	.00
Sinking Funds: 2008A IJDC	1 113 400 00	21,672.00	21,672.00	21,672.00		21,672.00	21,672.00
Sinking Funds: 2008B IJDC	1 113 500 00	.00	.00	.00		.00	.00
Sinking Funds: 2008C SRF Loan	1 113 600 00	18,276.00	18,276.00	18,276.00		18,276.00	18,276.00
Cash-Renewal & Replacement	1 120 700 00	27,600.00	28,668.00	3,644.00		22,800.00	4,128.90
Subtotal		594,120.00	557,940.00	532,916.00		567,372.00	548,089.90
<b>Total</b>		<b>1,131,852.00</b>	<b>1,146,420.00</b>	<b>1,096,020.68</b>		<b>1,157,736.00</b>	<b>1,177,796.10</b>
PLANCE (loss) / profit		.00	.00	91,494.83		.00	6,565.70

		NEXT YEAR'S	CURRENT YEAR'S		PRIOR YEAR'S	
		BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL
<b>PAYROLL &amp; FRINGE</b>						
Operation:						
Manager		54,192.00	54,192.00	54,364.00	54,600.00	55,101.00
Staff		103,668.00	103,668.00	103,748.94	103,200.00	104,763.38
Clerical:						
Billing/Collect. Labor	1 783 100 00	24,000.00	35,172.00	30,320.92	38,400.00	40,819.50
Total Payroll		181,860.00	193,032.00	188,433.86	196,200.00	200,683.88
Fringe:						
Taxes	1 507 000 00	14,184.00	15,060.00	14,115.24	13,992.00	14,614.25
Health/Life Ins./alt. benefit	1 800 300 00	20,052.00	20,052.00	19,150.34	26,880.00	25,266.50
PEIA TRUST FUND EXPENSE	1 800 310 00	4,008.00	4,008.00	4,008.00	5,796.00	5,464.00
PEIA Trust Fund ARC Expense	1 800 320 00	.00	.00	.00	.00	.00
booked expense, but not paid						
Pension	1 800 400 00	26,220.00	27,996.00	28,105.85	24,960.00	25,167.17
Workmen's Compensation	1 800 500 00	6,180.00	6,180.00	4,415.00	3,744.00	5,705.00
Employee's Welfare Expenses	1 800 100 00	3,636.00	3,864.00	1,076.46	3,720.00	981.00
Safety Committee Expenses	1 800 600 00	2,508.00	.00	.00	.00	.00
Total Fringe		76,788.00	77,160.00	70,870.89	79,092.00	77,197.92
Total Payroll & Fringe		258,648.00	270,192.00	259,304.75	275,292.00	277,881.80

MINUTES  
WARM SPRINGS PUBLIC SERVICE DISTRICT  
June 28, 2012

A special meeting of the Public Service Board of the Warm Springs Public Service District was held on Thursday, June 28, 2012, at the Town of Bath Municipal Chambers in the Municipal Center, 271 Wilkes Street, Berkeley Springs, West Virginia, at 2:00 p.m. As per the Notices posted on June 25, the purpose of the meeting was for two purposes: to review with the Board's attorney the status of the Youngblood circuit court case, and to discuss and approve the next steps in the case; and to discuss and approve actions in the formal complaint case filed with the PSC by the Town of Bath (PSC Case No. 12-0854-PSD-C).

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance were Barry Beck, Marvin Keener, Mayor Susan Webster, Kenny Easton, Lewis Braithwaite, Terry Largent, David Abner, and Rodney Hovermale.

The first matter to consider was the Youngblood complaint. Mr. Jenkins made a motion to go into executive session with attorney Barry Beck as per §6-9A-4(12) of the West Virginia Code. The purpose of the executive session is to discuss litigation that is not considered a public record. Mrs. Altomare seconded the motion and it was unanimously approved. The Board returned from executive session at 2:45 p.m., and there was no action taken on this matter.

The subject of the Town of Bath's formal complaint, the WSPSD Billing Policy that was adopted at the June 13, 2012, meeting, was discussed. Effective July 1, 2012, the PSD will begin to bill property owners for monthly sewer service regardless of the occupancy status, provided the structure is connected to the sewer system and has not been declared uninhabitable. Mayor Webster asked that the Board rescind the Policy. Mr. Keener asked for an exemption for a trailer he owns in Great Cacapon. The trailer is hooked up to the sewer, but has been abandoned for four years, and there is no water or electricity to the trailer. Mr. Braithwaite has several rental properties, as do Doug Sensel and Curtis Perry, whom he is also representing at this meeting. He felt that property owners should not have to pay a monthly sewer bill if the service is not being used. Mayor Webster spoke on behalf of Andrew Gosline, who has deferred improvements to some of his properties because of the Policy. Mr. Jenkins replied that this type of policy was recommended by the PSC at their board member training seminar, and that the Policy had been discussed at several meetings prior to passage on June 13. Mr. Jenkins made a motion to answer the Town's complaint, along with other similar complaints filed with the PSC, by stating that the Policy is under review and that no billing will take place until such review is complete. Mrs. Altomare seconded the motion, and it was unanimously approved. It was suggested that a public hearing be conducted for these policies.

The meeting was adjourned at 3:15 p.m. upon a motion by Mrs. Altomare.



Paul S. Zorich, Chairman



Joyce Altomare, Member

  
Michael Jenkins, Secretary/Treasurer