

MINUTES  
WARM SPRINGS PUBLIC SERVICE DISTRICT  
October 10, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, October 10, 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 David Abner, Kate Lehman, Terry Cross, Brenda Hutchinson, Andy Swaim, Deb Peck, and Mayor Susan Webster.

Upon a motion by Mrs. Altomare, the order of the meeting agenda was modified to allow Kate Lehman to make a presentation regarding the PSD partnering with the Warm Springs Watershed Association.

The next matter of business was the approval of the Minutes of the September 12, 2012, regular meeting. Mrs. Altomare wanted the Minutes to reflect that the Uninhabitable Property Policy was approved "in definition", and that it be noted that Mr. Hovermale stated that he had no control over the timing of the Municipal Bond Commission's Status of Accounts Statement. Upon a motion by Mrs. Altomare, the Minutes, with the additions, were approved with Messrs. Zorich and Jenkins abstaining.

The next matter of business was the approval of the invoices received. After discussion, the following thirty-four operating invoices were unanimously approved upon a motion by Mr. Jenkins:

1. Joyce Altomare (Sept 12 regular board meeting salary)	100.00
2. AR&E(Sept; GC bearing & motor repairs/tests; BS basin blower alignments)	1,896.26
3. Bank of America (Sept; earthlink, printer cable;ink cart;bleach)	256.29
4. Berkeley Club Beverages (Sept; distilled water for lab)	18.25
5. BSWW (Sep;1 shut-off fee, 3 <sup>rd</sup> qtr water/fire hydrant wwtp;Oct;meter books)	381.84
6. Brickstreet Mutual Ins. (5/19/12-5/19/13 5 <sup>th</sup> installment of 8)	586.00
7. Cash (July-Sept; petty cash postage & ice)	25.22
8. Scott Crunkleton (Oct; cell phone allowance)	20.00
9. Dawson's Home Center (Sept; bleach for industrial park)	8.48
10. Fastenal Co. (Sept; RachtWrench set; gear oil)	186.48
11. GHS (Sept; 9/13 hauling sludge)	535.00
12. Golden Equipment (Sept; repair camera & seeker)	2,519.80
13. Glen's Septic Service (Sept; 3 loads out of GC to BS)	795.00
14. Guardian-Bethlehem (Sept; disability insurance admin. fee)	6.00
15. Rodney Hovermale (Sept; 9/26 & 9/27 mileage; Oct; cell phone allowance)	21.66
16. Innovative Business Products (Sept; door hanger forms)	265.12
17. Lumos Networks (Sept; phone billing, GC, BS, office)	223.64

18. Miss Utility of WV (Aug; notifications)	10.00
19. Morgan Sanitation (Sept; dumpster rental)	122.12
20. Pifer Office Supplies (Oct; envelopes, folders, copy paper)	73.74
21. Postmaster (Sept; billing postage & stamps)	525.32
22. Potomac Edison (Sept; GC/BS-wwtp, GC PS#2; Aug; BS PS #3)	5,180.99
23. Potomac Auto Part(Sep;tractor fluid,LS coolant;Oct;part for headwrks screen)	47.17
24. Power Beck & Matzureff (Sept; legal review Sexual Harassment Policy)	280.00
25. Prime Solutions (Sept; replace radial seals in rotary press)	6,020.69
26. REIC Lab (Sept; GC, BS, IP water, BS sludge analyses)	703.38
27. Reliance Laboratories, Inc. (Sept; influent & effluent labs)	20.00
28. Roy's (9/19, 9/28 gas GMC; 9/13 diesel cans for tractor & back hoe)	244.50
29. Schreiber (Aug; axle & hubs for basin bridges)	2,371.00
30. Town of Bath (Oct; office rent)	750.00
31. UPS (Sept; water sampling BS & GC & IP & MC Landfill)	391.75
32. Unifirst (9/17, 9/24, 10/1 uniforms)	161.64
33. Winschel Environmental, LLC (Sept; polymer)	1,770.00
34. Paul S. Zorich (Sept 12 regular board meeting salary)	100.00
	\$26,617.34

The First United Methodist Church requested reimbursement of a \$558.29 plumber fee for opening up the sewer line on August 29, 2012. The problem turned out to be roots in the PSD's main line. The requested was unanimously approved upon a motion by Mr. Jenkins.

Mayor Webster discussed her concerns with the PSD's Uninhabitable Property Policy (UPP) that was approved at last month's meeting. She questioned the Morgan County Health Department's authority to declare structures uninhabitable.

The proposed WSPSD-Owned Vehicle Policy was discussed. Mr. Cross noted that the single page Policy drafted by Mr. Hovermale was not the Policy approved by the Safety Committee. Mrs. Altomare read a paragraph referencing safety and reducing liability.

A letter of partnership with the Warm Springs Watershed Association was considered. Upon a motion by Mrs. Altomare, this item was tabled until the next meeting.

Upon a motion by Mr. Jenkins, it was unanimously approved to spend up to \$2,000 to replace the HVAC unit at the Berkeley Springs WWTP.

Upon a motion by Mr. Jenkins, it was unanimously approved to spend up to \$4,000 to replace the windows and doors in the office building at the Berkeley Springs WWTP.

Upon a motion by Mr. Jenkins, it was unanimously approved to provide internet service at the Berkeley Springs WWTP, with the recommendation that Comcast be contacted first.

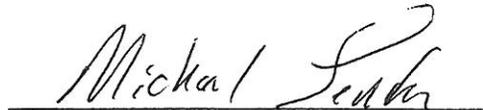
The Board discussed the employee uniform service currently provided by Unifirst. Mr. Jenkins will provide pricing for employee clothing at the next meeting.

Mrs. Altomare was concerned that Mr. Hovermale was not taking continuing education in areas of human resources. She requested that he attend human resources/ethics related classes.

The Board discussed certification rate increases for treatment plant operators.

The meeting was adjourned upon a motion by Mrs. Jenkins.

  
Paul S. Zorich, Chairman

  
Mike Jenkins, Secretary/Treasurer

  
Joyce Altomare, Member