

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
February 13, 2013

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, February 13, 2013, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3:50 p.m.

Members present were Paul Zorich and Joyce Altomare. Mr. Jenkins was unable to attend. Also in attendance was Rodney Hovermale.

The first matter of business was the approval of the Minutes of the January 9, 2013, regular meeting. The Minutes were unanimously approved upon a motion by Mrs. Altomare.

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

1. Advanced Analytical Solutions (Jan; lab QA/QC samples)	287.00
2. Joyce Altomare (Jan 2 regular board meeting salary)	100.00
3. Apple Valley Waste (Dec; dumpster rental)	122.12
4. Bank of America (Jan; earthlink, new windows deposit; supplies)	691.94
5. Berkeley Club Beverages (Jan; lab distilled water)	18.25
6. BSWW (Jan; water & fire hydrant WWTP; Feb; meter books)	202.28
7. Board of Risk (Liab/prop 4 th qtr prem ending 6/30/13)	2,911.00
8. Brickstreet Mutual Ins. (5/19/12-5/19/13 final installment)	586.00
9. Commercial Press (Jan; laser bills)	415.13
10. Scott Crunkleton (Feb; cell phone allow)	20.00
11. Dawson's Home Ctr(Jan & Feb; asphalt & flex blades; deicer; Ind Pk bleach)	42.42
12. EFTPS (Jan; SS & Medicare Contribution)	1,052.47
13. GHS (1/18; load of sand)	311.00
14. Glen's Septic Service (1/31; 2 loads out of GC to BS)	530.00
15. Guardian-Bethlehem (Jan; disability insurance admin. fee)	6.00
16. HD Supply Waterworks (Jan; sewer cleanout with plug; pvc pipe)	450.51
17. Rodney Hovermale (Feb; cell phone allow)	20.00
18. Hunters Hardware (Dec; O-ring set headwork BS)	3.39
19. Monty Kerns (Feb; cell phone allowance)	20.00
20. Lumos Networks (Jan; phone billing, GC, BS, office)	220.23
21. Miss Utility of WV (Dec; notifications)	11.70
22. Morgan Messenger (Jan; public notice-WV discharge permit renewal)	151.20
23. Pifer Office Supply (Jan; envelopes; binders; tape; staples)	111.15
24. Postmaster (Jan; billing postage & stamps)	487.64
25. Potomac Auto Parts (Jan; belts for blowers)	161.91
26. Potomac Edison (Dec - Jan; BS & GC WWTP's & PS's)	7,489.43

27. Power Beck & Matzuff (Jan; legal fees Youngblood complaint)	704.39
28. REIC Lab (Jan; BS & GC water analyses)	248.02
29. RESA V (Jan; M Kerns registration S certification class)	65.00
30. Roto-Rooter (Jan; flushed lines Comm Market; Rockwell & Pratt Sts.)	544.50
31. Roy's (1/11; 1/18; 1/25; 2/1; 2/8 fuel GMC)	420.60
32. Shives Electric (Jan; #1 bridge repair WWTP)	279.85
33. Town of Bath (Feb; office rent)	750.00
34. Trump & Trump (Jan; legal fees – Barker & Wise)	53.30
35. UPS (Jan; water sample shipping BS & GC)	92.38
36. Univar (Jan; bio-sanitizer; bio-neutralizer GC)	1,326.75
37. WVDHHS (Jan; water bacteriological test Ind Park)	20.00
38. WV PERS (Jan; Retirement Contribution)	1,923.48
39. WV PEIA (Jan; Health Insurance)	1,044.92
40. WV PEIA (Jan; Retiree Trust Fund)	356.00
41. Winschel Environmental (Jan; polymer)	4,425.00
42. Paul S. Zorich (Jan 9 regular meeting salary)	100.00
	\$28,776.96

The new CNB Resolution authorizing signers for bank accounts and Net24 banking, along with signature cards for each account, were considered. The new forms were required because of Mrs. Altomare's request to have her name removed from the documents currently on file at the bank. Mrs. Altomare was not comfortable signing checks when she has no control of them.

A draft Resolution supporting the North Berkeley Rail Trail project being undertaken by the County Commission was considered. Mrs. Altomare had concerns about security at the treatment plant once the Trail is established nearby. She felt the PSD should be compensated from the County's grant for the use of PSD property to construct a portion of the Trail, with the proceeds being used to shore up security. There should also be some assurances that the PSD will be held harmless for any problems that may result from the use of the Trail. The Resolution was tabled until the next meeting upon a motion by Mrs. Altomare.

Mr. Hovermale reported on credit card options. A written response from the State Auditor's Office was expected regarding the PSD's ability to use the State purchasing card program. A review of available cards from commercial institutions favored the Capital One Spark Cash Select for Business card. There is no annual fee and there is a 1.5% rebate on all purchases.

The Board discussed the January 9, 2013, letter to Mrs. Altomare from Bobby Myers, Unifirst District Service Manager. The letter was asking for someone other than Rodney Hovermale to review the final invoice for uniform service, which the PSD paid only a small portion. After reviewing the contract for service, Mrs. Altomare had called Unifirst prior to January 9 to get their side of the story. There was no second to a motion by Mrs. Altomare to pay Unifirst's requested amount of \$281.38 minus the \$36 payment. She reported that Unifirst was willing to negotiate the t-shirt prices from \$6 to \$3, and she will call and ask for a clean final invoice.

The financial statements were reviewed, and several questions regarding the December final and January preliminary budget comparison reports were answered. It was noted that the Municipal Bond Commission deficiencies were lower as of the February 6, 2013, monthly report.

A year-end employee appreciation gesture was discussed. Mrs. Altomare said the Ethics Commission rules allow for no more than a \$25 payment. Mr. Hovermale reported that he is expecting a written response from the State Auditor's Office regarding the legality of bonuses. Mrs. Altomare felt that the plant operators should be the only employees eligible for consideration.

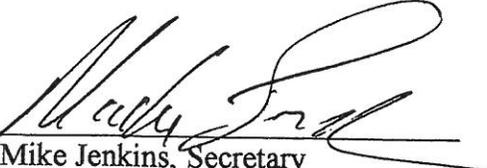
The Board considered the acquisition of legal services for two projects; the review and response regarding the draft DEP NPDES discharge permit, and the acquisition of easements for sewer line repairs/relocations for the Community Garden Market (148 N. Washington Street) and several residences in the vicinity of 107 Rockwell Street. Upon a motion by Mrs. Altomare, Steptoe & Johnson was authorized to handle the PSD's discharge permit review and response for a fee not to exceed \$3,500, and Bill Harmison was authorized to do the title work and prepare the necessary easements at the rate of \$200 per hour, with an estimate of four hours to complete the work.

There was no second to the motion by Mrs. Altomare that would mandate the General Manager to send copies of any correspondence related to legal and contractual matters, invoices, etc., to each Board member.

Mrs. Altomare noted that she had been held prior to today's meeting due to a conversation with Deputy Barney about the outside door being propped open. She reported that she sent two emails to the Morgan County Sheriff regarding access to the Commission meeting room in the Courthouse when the PSD holds its regular meetings on Wednesday afternoon. Since the Commission office closes at 1 pm on Wednesday, bailiffs are being instructed to open the Commission office door for the PSD meetings. Mrs. Altomare does not want the outside access door propped open. Mr. Hovermale reported that the Sheriff does not have a problem with the door being propped open when the Commission office is closed. He suggested that a letter be sent to the Commission asking permission to enter the meeting room through their office if the Board felt it was necessary for everyone to go through the security checkpoint.

Upon a motion by Mrs. Altomare, the meeting was adjourned at 5:45 p.m.


Paul S. Zorich, Chairman

Attest: 
Mike Jenkins, Secretary