

**Minutes**  
**Warm Springs Public Service District**  
**October 8, 2014**

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on October 8, 2014. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on October 2, 2014, and a copy was delivered to *The Morgan Messenger*.

Members present were Paul Zorich, Joyce Altomare, and Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator.

The first order of business was the approval of the agenda. Upon a motion by Mrs. Altomare, the agenda was unanimously approved as posted.

The next order of business was the approval of the minutes from the September 17, 2014 meeting. Upon a motion by Mrs. Altomare, the minutes from the September 17, 2014 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following thirty-one operational invoices received. Upon a motion by Mr. Jenkins, the following thirty-one invoices, totaling \$20,880.43, were unanimously approved for payment.

1	Advance Auto Parts (Sept; oil;batteries generator-BS)	\$454.46
2	Joyce Altomare (July-Sept; Regular Bd Mtg Salary)	\$325.00
3	Bureau for Public Health (Sept; Water tests - Ind Pk)	\$100.00
4	Berkeley Club Bev (Sept;Water cooler & water - BS & office)	\$224.00
5	BSWW (Sept;1 shut off; fire hydrant & water@WWTP;Oct; meterbooks)	\$237.28
6	Brickstreet Mutual Ins (Workmen's Comp Installment 3 of 8)	\$118.00
7	Capital One Bk(Aug;toner;shredder;fan press;supplies -BS,Office)	\$580.63
8	Troy Crone (Sept; cell phone allowance)	\$20.00
9	Scott Crunkleton(Sept; mileage reimbursement)	\$19.04
10	Decker & Co (Sept;FY6'14 Audit Final&PSC Annual Repor;Leachate analysis)	\$4,937.50
11	Dawson's Home Ctr (Sept; Mortar mix Harmison job)	\$3.99
12	Douglas Motors (Sept;key replacement;service GMC)	\$122.86
13	EFTPS (Sept; SS & Medicare Contribution)	\$1,067.51
14	Fairway Laboratories (Aug/Sept; wastewater analyses BS & GC)	\$870.00
15	Guardian-Bethlehem (Sept; disability)	\$13.30
16	Monty Kerns (Sept;cell phone allowance/Oct;Class II Wasewtr-meal per diem)	\$273.00
17	Kauffelt & Kauffelt (Aug; telephone conf; letter Ferrel)	\$87.80
18	Lumos Networks (Sept; phone billing, GC, BS, office)	\$252.23

19	Miss Utility (Aug; notifications fee)	\$18.20
20	Postmaster (Sept/Oct; billing postage & stamps)	\$579.38
21	Potomac Edison(Aug/Sept; BS(\$3237.90) & GC (\$579.03) WWTP's&PS's)	\$3,816.93
22	REIC Lab (Sept; wastewater analyses-BS)	\$248.39
23	RESA V (Oct; Class II Wastewater Oct 27-31)	\$75.00
24	Roy's (9/10, 19 & 29 gasoline GMC & cans)	\$314.00
25	Town of Bath (Oct; office rent)	\$750.00
26	UPS (Sept; water sampling shipping BS)	\$62.12
27	WV PERS (Sept; Retirement Contribution)	\$1,850.65
28	WV PEIA (Sept; Health Insurance & Admin Fee)	\$1,036.16
29	WV PEIA (Sept; Retiree Trust Fund)	\$328.00
30	Winschel Environ (Aug; polymer-BS)	\$1,770.00
31	Paul Zorich (July-Sept; Regular Bd Mtg Salary)	\$325.00
		\$20,880.43

Mr. Crunkleton reviewed the Monthly Operational Report with the Board members. Mr. Crunkleton informed the Board members that all work on the line extension for Mr. Wayne Omph has been completed. The Board members discussed the grant monies which will be made available to WSPSD by Senate Bill SB – 245.

The Board conducted the monthly review of the financial statements which include; the Monthly Budget Comparison Report, the Aged Trial Balance Report, the Cash Account Balance and Accounts Payable, and the Municipal Bond Commission Status of Accounts statement.

Mrs. Altomare moved to allow the general manager Mr. Crunkleton, to solicit Mark Kauffelt to complete the necessary application which will allow WSPSD to receive grant monies afforded by Senate Bill SB – 245. The motion received a 2<sup>nd</sup> by Mr. Zorich and the motion passed unanimously.

Mr. Jenkins moved that the WSPSD accept Senate Bill SB – 245 grant monies. The motion received a 2<sup>nd</sup> by Mrs. Altomare and the motion passed unanimously.

Under future business, the Board members discussed future meeting dates and employee benefits.

From the public: No public comments.

The next Board meeting will be held on November 12, 2014, at 10 AM in the Morgan County Commission meeting room, at the Morgan County Courthouse.

Mr. Zorich adjourned the meeting at 10:52 AM.

Paul S. Zorich

Paul S. Zorich, Chairman

Attest: \_\_\_\_\_

Mike Jenkins, Secretary