

Minutes  
Warm Springs Public Service District  
November 12, 2014

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on November 12, 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 November 6, 2014, and a copy was delivered to *The Morgan Messenger*.

Members present were Paul Zorich and Joyce Altomare; Mike Jenkins was not in attendance. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator, and Ron Martin, GC system customer.

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

The next order of business was the approval of the minutes from the October 8, 2014 meeting. Upon a motion by Mrs. Altomare, the minutes from the October 8, 2014 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following forty-three operational invoices received. Upon a motion by Mrs. Altomare, the following forty-three invoices, totaling \$39,456.76, were unanimously approved for payment.

|    |   |             |
|----|---|-------------|
| 1  | Advance Auto Parts (Sept&Oct; paint snow plow;oil&filter GMC-BS;GC)   | \$85.62     |
| 2  | Joyce Altomare (Oct; Regular Bd Mtg Salary)                           | \$125.00    |
| 3  | Apple Valley Waste (Sept; dumpster rental)                            | \$131.83    |
| 4  | Atlas Supply (Oct;microbes ind strength-fuel spill 10/16/14)          | \$391.90    |
| 5  | Apparatus Rep & Eng (Oct;alignment 3 blowers;replaced bearings)       | \$902.00    |
| 6  | Bureau for Public Health (Sept; Water bacteriol tests - Ind Pk)       | \$100.00    |
| 7  | Berkeley Club Bev (Oct; bottle water - BS & office)                   | \$20.00     |
| 8  | BSWW (Oct;fire hydrant & water@WWTP;Nov; meterbooks)                  | \$202.28    |
| 9  | Brickstreet Mutual Ins (Workmen's Comp Installment 4 of 8)            | \$617.00    |
| 10 | Capital One Bk(Sept;equip maint;cert mail;omps project -BS,GC,Office) | \$411.32    |
| 11 | Troy Crone (Oct; cell phone allowance)                                | \$20.00     |
| 12 | Chemrx Service (Oct;lab balances service & calibration)               | \$415.00    |
| 13 | Scott Crunkleton(Oct;cell phone allowance & mileage reimbursement)    | \$86.24     |
| 14 | EFTPS (Oct; SS & Medicare Contribution)                               | \$1,627.65  |
| 15 | Fairway Laboratories (Sept&Oct; wastewater analyses BS & GC)          | \$780.00    |
| 16 | GHS (Sept&Oct;Harmison & Omps job;10/8 hauling sludge)                | \$14,321.00 |
| 17 | Guardian-Bethlehem (Oct; disability)                                  | -\$11.46    |

|    |   |             |
|----|---|-------------|
| 18 | HD Supply Waterworks(Oct;PVC pipes;plugs;etc build up inventory)    | \$1,705.43  |
| 19 | John Hobday (Oct; open line corner Davis & Hagman)                  | \$145.00    |
| 20 | Hunters Hardware (Sept; supplies air lines;connect;Harmison job-BS) | \$55.63     |
| 21 | Monty Kerns (Oct;cell phone allowance)                              | \$20.00     |
| 22 | Lumos Networks (Oct; phone billing, GC, BS, office)                 | \$254.90    |
| 23 | Miss Utility (Sept; notifications fee)                              | \$18.20     |
| 24 | Morgan County Clerk(Oct; release of lien K Sites)                   | \$11.00     |
| 25 | Northern Safety (Oct; Protection gloves)                            | \$109.70    |
| 26 | Power Connection (Sept;generator repair @ BS PS #2)                 | \$1,458.52  |
| 27 | Postmaster (Oct&Nov; billing postage & stamps)                      | \$579.45    |
|    | Potomac Edison(Sept&Oct; BS(\$3459.88) & GC (\$534.22)              |             |
| 28 | WWTP's&PS's)  | \$3,994.10  |
| 29 | REIC Lab (Oct; wastewater analyses-BS & GC)                         | \$307.00    |
| 30 | Roy's (10/6, 9, 14, 23 & 11/3 gasoline GMC & pumper truck)          | \$441.83    |
| 31 | Share Corp (Oct; dynast-fuel spill 10/16/14)                        | \$467.06    |
| 32 | Shives Electric (Sept;labor & soft start - BS)                      | \$720.00    |
| 33 | Gerald Taylor (Oct;vac truck-fuel spill 10/16/14)                   | \$1,484.54  |
| 34 | Town of Bath (Nov; office rent)                                     | \$750.00    |
| 35 | UPS (Oct; water sampling shipping BS)                               | \$76.84     |
| 36 | USA Bluebook (Oct;hach;vac;belt;maint-BS, GC & IP)                  | \$320.52    |
| 37 | ULINE (Oct; oil roll & sock - fuel spill 10/16/14)                  | \$459.31    |
| 38 | Valley Credit (Sept;court cost J Ray)                               | \$50.00     |
| 39 | WV PERS (Oct; Retirement Contribution)                              | \$2,834.89  |
| 40 | WV PEIA (Oct; Health Insurance )                                    | \$744.46    |
| 41 | WV PEIA (Oct; Retiree Trust Fund)                                   | \$328.00    |
| 42 | Winschel Environ (Oct; polymer-BS)                                  | \$1,770.00  |
| 43 | Paul Zorich (Oct; Regular Bd Mtg Salary)                            | \$125.00    |
|    |   | \$39,456.76 |

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.

Mr. Crunkleton reviewed the Monthly Operational Report with the Board members. Mr. Crunkleton updated the Board members on the progress of the Industrial Park water plant upgrades, the status of the fuel oil spill that the Berkeley Springs wastewater plant, and the status of the SB – 245 grant money. Mr. Zorich recommended that some form of formal recognition be awarded to the WSPSD employees for their exceptional response and handling of the fuel oil spill.

The Board members discussed at length, the potential for new office space at Berkmore Place.

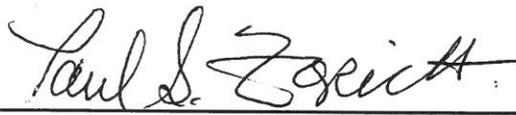
The Board members discussed year end salary supplements for the Warm Springs PSD employees. The board members, after a lengthy discussion on merit, agreed on a 1.5% year end salary supplement. Mrs. Altomare offered a motion to allow the General Manager to provide each WSPSD employee with a 1.5% year end lump sum salary supplement based on each employee's annual base salary. The motion received a 2<sup>nd</sup> from Mr. Zorich, and the motion passed unanimously.

Under future business, Mrs. Altomare requested that a meeting of Great Cacapon residents be organized, to gauge their interest in a public water system. The board members continued their discussion on the options for acquiring new office space.

There were no public comments.

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

Mr. Zorich adjourned the meeting at 11:39 AM.



Paul S. Zorich, Chairman

Attest: 

Mike Jenkins, Secretary