

Minutes
Warm Springs Public Service District
January 13, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on January 13, 2016. 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 January 7, 2016, and a copy was delivered to *The Morgan Messenger*.

The Board welcomes Mr. Charles Johnson, the newly appointed member of the Warm Springs PSD board.

Mrs. Altomare called the meeting to order at 10 AM with all members present: Mrs. Joyce Altomare, Mr. Mike Jenkins by telephone, and Mr. Charles Johnson. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

The first order of business was to appoint a temporary chairperson for the meeting. Mr. Johnson moved to appoint Mrs. Altomare as temporary chairperson. Following a 2nd by Mrs. Altomare, the motion carried with Mr. Johnson and Mrs. Altomare voting in favor, and Mr. Jenkins not voting.

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

The next order of business was the annual election of officers for the Warm Springs PSD Board. Mrs. Altomare moved to appoint Mr. Monty Kerns as PSD Board Secretary. The motion passed unanimously. Mrs. Altomare moved to appoint Mr. Charles Johnson as PSD Board Treasurer. The motion passed unanimously. Mr. Johnson moved to appoint Mrs. Altomare as PSD Board Chairperson. The motion passed unanimously.

The next order of business was to approve the minutes from the Board meeting on December 9, 2015. Mr. Jenkins moved to approve the minutes from the December 9, 2015 meeting as presented. Following a 2nd by Mrs. Altomare, the motion carried with Mr. Jenkins and Mrs. Altomare voting in favor, and Mr. Johnson abstaining.

The next order of business was the approval for payment of the following thirty-two operational invoices received. Upon a motion by Mrs. Altomare, the following thirty-two invoices, totaling \$29,682.05, were unanimously approved for payment.

1	Advance Auto Parts (Dec; fuel filter, charger generator-BS)	\$76.00
2	Joyce Altomare (Dec; Regular Board Meeting Salary)	\$125.00
3	Apple Valley Waste (Dec; dumpster rental)	\$128.12
4	Berkeley Club Bev (Dec; water - BS plant)	\$15.50
5	BSWW(Dec;fire hydrant&water@WWTP&Office;Jan;meterbks)	\$235.21
6	Brickst Mutual Ins (Dec; Premium 7 of 8 installments)	\$567.00
7	Capital One Bk (Nov;oil;ink;paper;supplies-off, GC)	\$1,223.32
8	CNB (Dec;mortgage payment)	\$700.00
9	Commercial Press (Dec; Term notices/laser bills- Office)	\$330.85
10	CSX Transportation (Annual permit fee 2/2316-2/22/17)	\$134.27
11	Cash (10/15-12/28/15 reimburse PC for postage)	\$30.91
12	Scott Crunkleton (Dec/Jan; phone allow)	\$40.00
13	EFTPS (Dec; SS & Medicare Contribution)	\$1,361.19
14	Fire-X Sales & Service (Jan;fire extinguisher for truck)	\$70.00
15	GHS (Nov; hauling sludge;excav JohnsonMill&Mtg Rd)	\$2,095.00
16	Glen's Sepic Service (Nov/Dec; loads sludge out of GC to BS)	\$1,590.00
17	Hunters Hdwr (Nov; tubing, supplies JohnsonMill/Mtg Rd)	\$43.87
18	Monty Kerns (Dec/Jan; cell phone allowance)	\$40.00
19	Lumos Networks (Dec; phone billing, GC, BS, office)	\$272.28
20	Maryland Pipe & Supply (Dec;coupling;adapter;gaskets;plugs-BS)	\$289.48
21	Morgan County Magistrate Ct (Dec; release judgement L Smith)	\$75.00
22	Miss Utility (Nov; notifications fee)	\$24.00
23	Postmaster(Dec/Jan; billing postage & stamps)	\$772.86
24	Potomac Edison(Dec; New Off (\$64.31)BS(\$5839.57) & GC (\$1081.71) WWTP's&PS's)	\$6,985.59
25	RAM Industrial (Dec;Field labor remove;repair;replace pump)	\$5,729.00
26	REIC Lab (Nov/Dec; wastewater analyses-BS, GC)	\$1,067.00
27	Town of Bath (Jan;office rent;Mar qtr safety & street fees)	\$798.00
28	USA Bluebook (Dec;feeder tube w/ screen & cap;fiber;supplies-BSGCIP)779.33	\$779.33
29	WEX Bank - (Nov; gasoline)	\$219.26
30	WV PERS (Dec; Retirement Contribution)	\$2,315.21
31	WV PEIA (Dec; Health Insurance)	\$1,222.80
32	WV PEIA (Dec; Retiree Trust Fund)	\$326.00
		\$29,682.05

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

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 91,100 gallons of leachate for the month of October totaling \$8,199.00 (2) The WSPSD has received the architectural drawings from J.F. Jochum Architects, LLC, for the renovations of the new office at 92 North Washington St. The fee for the completed drawings was \$1624.00. (3) The new handheld radios for the WSPSD employees have been ordered, delivery expected by the 2nd week of February (4) The serving Chairman of the Warm Springs PSD board, Mr. Paul Zorich, passed away on December 22, 2015. A memorial service for Mr. Zorich will be held on April 16, 2016 at the Helsley-Johnson Funeral Home, Berkeley Springs, WV.

The Board members discussed options for selecting a contractor to complete the renovations at the new office at 92 N. Washington St., Berkeley Springs West Virginia. Three contractors have submitted tentative bids for the work to be done pending their review of the final architectural drawings, which they have all now received. The current bids submitted from three contractors were as follows: Williams Custom Carpentry, \$32,700; Matt Dawson, \$24,800; and Sherrard's Home Improvement, \$20,550. Each of these bids were reviewed in detail by the Board members. Mr. Jenkins moved to allow the General Manager of the WSPSD, to enter into contract for the renovations of 92 N Washington St., for a sum not to exceed \$25,000, with preference given to the low bidder, Randy Sherrard. The motion received a 2nd from Mr. Johnson, and passed unanimously. The Board agreed to require a completion date for the work of no later than March 11th, 2016.

The Board discussed the merits of hiring an attorney, to represent the WSPSD in a hearing regarding the Draft Consent Order issued by the West Virginia DEP, against the WSPSD. Mr. Johnson moved to forgo securing legal representation at this time, pending the outcome of the hearing. Mr. Jenkins seconded the motion, and the motion passed unanimously.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on February 17, 2016, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Jenkins adjourned the meeting at 11:05 AM.

Joyce H. Altomare

Joyce Altomare, Chairperson

Attest:

Monty Kerns

Monty Kerns, Secretary