

BERKELEY SPRINGS WATER WORKS COMMITTEE

Regular Meeting Minutes

Aug 21st, 2024

1. **CALL TO ORDER:** By Chairman at 2:00pm.

2. **ROLL CALL:** Dave O'Connell (X), Rebecca MacLeod (X), Susan Webster (X) Quorum – Yes

Also present – BSWW Superintendent Mayhew (x), Town of Bath Clerk Corrick (x)
Council member Greg Schene

3. **Review Minutes of Aug 7th, 2024**

Minutes accepted with common consent.

4. **Superintendents Report**

a) **Operations & Maintenance**

a1) **Plant**

* Storm Drain Collapsing at Wilkes/Fairfax

Backwash can not be released into Warm Springs must release into WSPSD sewer system until Storm Drain is repaired.

* Crane will lower High Service Pumps through the plant roof on 8/28

High Service Pump: \$24k for AR&E to rebuild pumps was previously authorized.

a2. **Distribution & Other Facilities**

* Closure of Independence St to repair a waterline leak did not meet DOH street closure procedures.

Outcome: District 5 DOH Utility Coordinator Tom Caldwell requires that Water staff and/or Streets staff be trained as Flagging Crew duties to handle any future street closures. Training Scheduled on Wed 9/25

* Myers Storage Center:

- Roof damage from fallen tree: No update.

- Request to sell unused Dump Truck and Snow Plow

Town's dump truck is preferred, the Water Truck is becoming derelict.

Snow Plow is incompatible with the Town Dump Truck.

Rebecca made a motion with Susan 2nd (Motion carried)

Motion: To sell/auction the Dump Truck and Snow Plow with appropriate minimum bids

* Lead Service Line Inventory (LSL) is targeted to complete Oct 16th

* Hydrant Flushing is Planned for Oct to Nov.

b) **Repair & Replacement**

b1. **Water Treatment Plant Upgrades**

* No change in overall upgrades.

* Other than rebuilt High Service Pump to be installation planned for 8/28.

b2. **Meter Replacement**

* The Courthouse & 911 Center meters were repaired on Saturday 8/17.

* Food Lion, Dairy Queen and Laundromat still need to be done.

5. Special Projects - 522 Extension

a) Right-of-Way (Easement)

- * Rider and Fisher has signed the Easement papers.
Total Signed 6 of 16 signed.
(Kessell, Parks&Rec, Omar, Swecker/Jamison, Fisher, Rider)

b) Combined Water/Sewer Public meeting held on Aug 14th

- * One sided questions about Sewer hook-up, concern about being forced to hook-up.
- * Need clarification on waving Fee's (Tap-\$850, Capacity-\$1,500)
Tap fee would be included in the construction cost, therefore Federal Funding.
Waving the Fee would be a BSWW initiative and may become a PSC issue.
General agreement that the Capacity Fee was meant to address the additional capacity needs driven by the expansion projects. (e.g. need to plan for additional water source).
- * Received Insurance Bond paperwork. Discussed timing of signing & acceptance.

6. Administrative

a) General

- * Stuart from ASI will be here to train 8/28/2024.
- * Workers Comp Audit, requested Close Accounting to send in documentation.
Status: Work-in-Progress
- * Customer Issues & Concerns
 - A customer reported a High Consumption complaint with the PSC. This is most likely a Customer side of the meter Leak which will most likely be addressed with a One Time Leak adjustment.
Status: Working with the customer and the PSC
 - Facebook a disgruntled customer complaint/comment about cost-of-service of led to a response by the governor's representative making a questionable association to high meter readings. This comment was illogical considering Warm Springs PSD was questioning if the meters were reading low. The WS-PSD concern about lost revenue has shifted way from questioning meter reading levels.
 - Two cases occurred in which Required Customer Documentation (ownership, renter-occupancy) was being avoided or refused, with regards to Service Shutoff and Account Transfer.
Status: Policy adjustment/establishment may need to be considered.

b) Action: Water Termination agreement

- * **Status:** A new copy has been received. Needs reviewed.

c) Personnel

- * Natasha Stover started 8/19.

d) Town/Water Office Salary alignment consideration

- * **Status:** Town Finance committee would like to wait until the new year to evaluate new revenues

7. Finalizing Budget FY25

- * Budget Revisions Review
Motion: Rebecca made a motion to accepted the FY25 Budget as presented, Susan 2nd. Motion accepted.

8. MuniBill & ASI Automated Payments (Credit Card and/or Debit Payments)

- * **Technical Issue:** CNB was unable to accept the ASI ACH file as presented.
CNB solution at the time required manual efforts (e.g. not Automated Payments)

9. Old Business / New Business

10. Review Motions Passed

- * Sell/auction the Dump Truck and Snow Plow with appropriate minimum bids
- * Accepted the FY25 Budget

11. Next meeting Sept 4th, at 2pm.

12. Adjournment at 4pm with common consent.

Chairman  Date 9/4/2024