

# BERKELEY SPRINGS WATER WORKS COMMITTEE

## Regular Meeting Minutes

May 7<sup>th</sup>, 2025

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), Water Clerk Manager Breana Farris (x)  
Water customer who's service was terminated. Address:

3. **Review Minutes of Apr 16<sup>th</sup>, 2025**

Minutes accepted with common consent.

#### 4. Public Comment

- \* A customer discussed her families line termination for delinquent payment, which had ultimately led to confrontational engagement between water department staff and the customers husband. Once back payment was made, the customer's husband insisted on turning the water back on himself even though he was told not to do so, that he needed to wait for the Water Works personal to turn water back on. Once Water Works staff arrived they turn the water back off due to "Tampering with the Meter" \*(customers are not permitted to turn the water meter off/on themselves). Superintendent discussed the mater with the PSC, the PSC allow for a range of responses up to and including permanent termination. The committee took into consideration that the customer had children at home and could not be left without water to the home. While the Committee was sympathetic to the family needs, the "Tampering after being told to Wait" could not be ignored. The Committee opted to impose a minimal penalty by doubling the standard Tampering Penalty (2\*\$75).  
Note: During the conversion, the Superintendent ~~errantly~~ <sup>mistakenly</sup> stated that the Meter was initially locked and that the lock was cut off.

#### 5. Superintendents Report (Rick Mayhew)

##### a) Operations & Maintenance

##### a1. Distribution & Other Facilities

- \* Courthouse leak/meter work scheduled for Saturday May 17<sup>th</sup>.
- \* 5 Leaks repaired in April, one long term leak (e.g. upwards of 8 months).
- \* US Silica had multiple leaks in April resulting in a 2 million gallon usage.  
Current usage seems to be in line with historic levels (e.g. 30 gallons per minute)
- \* Will be documenting Hydrant location & category after after staff returns from training (wk of 19th)

##### a2. Instrulogic SCADA upgrade (Inframark)

- \* Scheduled for the week of May 21<sup>st</sup>.
- \* Discussed the continued delays and the potential of using another vendor for future support.  
*Rebecca motioned that a Cancellation Letter formulated by Dick Gay be sent, should the SCADA project not start on May 21<sup>st</sup>. Susan 2<sup>nd</sup>. Motion carried.*

##### a3. Plant Pumps & Booster Station Pump report

- \* Motor upgrade for Pumps from iM Motors
  - Received the 2 High Service Pumps, need to schedule installation servicing with AR&E
  - Awaiting delivery of the Filtration Pumps, expected in August.

##### a4. Other

- \* Average Plant run time is down to 16-18 hours.
- \* May 2<sup>nd</sup>, the Mayor expressed support for the purchase of a Mini Excavator to reduce outsourcing.

##### b) Repair & Replacement

##### b1. Decant Line cross Wilkes to Warm Springs run.

- \* Awaiting additional supplies for the encasement.  
GHS has been assigned to complete the project.

## 6. Project updates

- \* Water Treatment Plant Upgrades
  - Meeting with GD&F on 5/21 to review the requested information
- \* 522 Extension
  - Payment to Trump&Trump has been sent (\$10k, Resolution #2 for legal fees submitted 3/06)
- \* US Silica Line
  - Meeting with Chase Andrews schedule for May 14<sup>th</sup> at the STS building (12pm).

## 7. Cemetery: Water availability, history, cost

- \* Superintendent reported prior records stated that water leaks existed within the cemetery. Superintendent requested Frost Free Hydrant be installed. Rebecca noted that water would be shut off for the fall/winter.
- \* Committee asked to have the various water meters/lines be assessed based on the current condition.

## 8. Administrative

### a) General

- \* Reviewed the 25yr License Renewal Agreement with the State of WV Dept of Commerce, Div of Natural Resources for the Town of Bath Berkeley Springs Water Works to draw water from the Berkeley Springs State Park.  
*Rebecca motioned to present License Renewal to full town council for approval. Susan 2<sup>nd</sup>. Motion carried.*

### b) Capacity Improvement Fee

- \* Morgan County Emergency Services requested an exception on the Capacity Improvement Fee. Discussed exceptions being problematic if not illegal. One exception will led to a flood of exceptions. The Committee was interested in supporting Emergency Services but could not drop the Capacity Improvement Fee.

### c) Current Termination Notice

- \* Committee was not ready to discuss new wording. Deferred for next meeting.

### d) ASI Auto Payments (Standard Operationing Procedures)

- \* Considering Neptune integration concerns and long term ASI support concerns, the Committee asked Bre to research other Municipalities billing solutions.

### e) Staffing plans (Clerks & Field)

- \* Hired Katie Knuckles as Water Clerk
- \* Hired Willam Boen as Field Operator

### f) Personnel Issues

- \* Need to schedule annual reviews (Amanda, John, Jason, Rick)

## 9. Review Motions Passed

- Cancelation Letter formulated by Dick Gay be sent, should the SCADA project not start on May 21<sup>st</sup>.*
- Present License Renewal to full town council for approval.*

## 10. Next meeting May 28<sup>th</sup>, at 2pm.

## 11. Adjournment at 4:20pm with common consent.

Chairman

*David [Signature]*

Date

*5/28/2025*

*with Adjustment*