

# **Berkeley Springs Water Works Committee Minutes**

**Sept. 10, 2025 at 4:00pm**

**Town of Bath Municipal Center**

1. Call to Order – at 4:00 PM

2. Roll Call of Members- Mary Lynn Hickey ( X ), Susan Webster ( X), Ryan Kessel ( X )  
Superintendent Rick Mayhew ( X), Water Office Manager Breana Farris ( X)  
Also present: Mayor Greg Schene, citizens George McVey and Rich Curtis. Quorum – Yes

3. Review Minutes of August 27, 2025 meeting – approved by common consent.

4. Project updates and action items

- GD&F engineering firm team presentation scheduled on Sept. 27 regarding the PER final report for the water department.
- 522 Extension – no report
- Cemetery – no report
- Sewer Contract – Hickey following up with Mike Jenkins to obtain an updated and signed contract to replace the currently expired contract.
- Follow up: customers we do not charge for water (Fire Dept & the State Park) – Mayhew will request an opinion from the PSC about whether BSWW should be charging one or both entities.
- Follow up: Water Tarriff Amendment (\$35 fee during shutoffs) – a clarification is needed from the PSC including determining if their guidance on this matter constitutes a legal opinion.
- Follow up: Guidelines for Planned and Unplanned Water Outages – no report.
- ACH Debit for payment of water bills - the system is up and running effective this month with no issues.

5. Superintendents Report

a. Operations & Maintenance

a1. Distribution & Other Facilities – a night dig is being scheduled for major leak repair / line extension on Independence St. A Jack and Bore contractor will be needed for a water tap installation on Fairview Drive. 2 other taps and 2 other repairs also completed. The bypass construction crew is getting ready to move Silica's water line which is now located directly in the path of the northern bypass.

a2. InstruLogic SCADA upgrade (Inframark) – Valley Automation conducted an on-site investigation at the water plant on August 15. Mayhew is still attempting to get information from Instralogic to pass on to Valley Automation and received a reply that the information would be sent shortly.

a3. Plant and Booster Station report –

b. Repair & Replacement Projects

b1. Still waiting on a part for the generator control panel that should be received before the next water committee meeting.

Other updates: Mayhew attending a career fair on Sept. 19<sup>th</sup>.

6. FY26 Budget update – FY25 financials will be shared for review and comment before the next meeting. Megan Close will provide more detail about BSWW's debt service capacity moving forward.

8. Administrative

- a. Completing process to meet conditions for taxable benefit for Rick's truck – confirming that BSWW stickers have been added to the truck door and a generator is on the truck.
- b. Presentation on ASI Replacement options – Breana Farris provided detail on vendors under consideration and made a recommendation to place ASI with CUSI. Motion made by Hickey to approve this contract with a second by Kessel. The motion was passed.
- c. Personnel Matters – BSWW still looking to hire for one vacant position on the BSWW team.
- d. Strategic Plan for BSWW – no update.
- e. Salary review for BSWW staff – no update.

9. Next Regular Meeting – Wednesday, Sept. 24, 2025 at 4:00 pm

10. Adjourn – meeting adjourned at 5:35 PM.