

**Town of Bath**  
**Berkeley Springs Water Works**  
**Committee Meeting Minutes**  
**February 21, 2024**

CALL TO ORDER: By Chairman at 2:00

ROLL CALL : Tom Hall (X) Rebecca MacLeod (X) Susan Webster(X) Quorum – Yes Also present BSWW Superintendent Rick Mayhew, BSWW Clerk Kandy Morris, Councilman Greg Schene, Councilwoman Mary Lynn Hickey, and Municipal Clerk, Sharron Corrin. Also present: Pete Moss

Schedule changed to accommodate visitor Pete Moss

1. Pete Moss requesting three water taps. Question as to when taps would happen.
  - A. Tower Lot: W.S.P.S.D. has indicated that they will not offer a sewer tap because of their sewer line & its location.
  - B. East lot, lays at Flood Plain and because there is no structure on the lot in question, the B.S.W.W. has been directed by the P.S.C. not to install the water tap.
  - C. Storage shed lot , maybe on existing 6" road bore to that area. Without permanent structure, P.S.C. Tech recommends to NOT make tap as it allows for speculation and increases real value of property.
  - D. Superintendent will visit sites with owners to make final determinations regarding tap
2. In depth discussion of preposed new B.S.W.W. Tariff by Finance Chair. New Tariff is drafted
  - A. Old Tariff #13/#14 to be replaced by Tariff #15
  - B. New rates are 25% higher. Residents of Town of Bath pay an additional 2%
  - C. Tariff rates have been reduced from 5 catagories to 4 catagories
  - D. Individual fees to be increased to include: disconnect, reconnect, bad checks, meter certification, etc.
  - E. No funds shall be collected in the field
  - F. B.S.W.W. employee to be certified for purpose of certifying B.S.W.W. meters.
  - G. Once new Tariff is approved, copies will be posted at Business Office
  - H. "Capacity Cost Fee" to be charged on all new builds / new structures within service area of B.S.W.W.
    1. Purpose of these fees are to help recover the real cost of each new addition to B.S.W.W. cost of operating.
  - I. Next Step: Present proposed Tariff to Tariff Attorney
    1. Motion by Rebecca MacLeod seconded by Susan Webster. So Moved
3. Old Business:

A. Financial / Sharron Corrin

1. Billing up to \$90K
2. P & L Statement – phases III & IV closed
3. Expense Acct budget being worked on. Due June 2024
4. Current Budget Review done January 2024
5. Operation Acct Balance \$29K (not interest bearing account)
  - a. Transfer \$20K to general operating account. Motion by Rebecca MacLeod Second by Susan Webster. So moved
6. Bond fully funded
  - a. Received \$3K and moved to General Operating Account.

B. B.S.W.W. expense \$22K for Radio Read Meters

C. Customer Complaint with Merrywood upgrade

1. letter to Thrasher Engineering to Pro Contractor for an amount of \$1100. to reimburse customer.

D. Cornelius St: new paving causing excess drainage runoff.

E. Newspaper Add for 522 S. project. Motion to pay by Rebecca MacLeod, second by Chair. So moved

F. Attorney Fee Statement

1. Not received regarding cost per hour & cost not to exceed for right of way research

G. 522 S Project

1. Council woman Rebecca MacLeod said she found no record of Council approving project
2. W.S.P.S.D. will not be able to accept fluid from 522 S project without I & I project completed
3. Special Tank & second source Issues
4. Costs concerns & reimbursements periods
5. D.O.H. has the Bonding for this project
6. Special Meeting with W.S.P.S.D. to iron out internal concerns
7. B.S.W.W. assigned project supervisor no longer employed

H. Superintendent Report / New Business

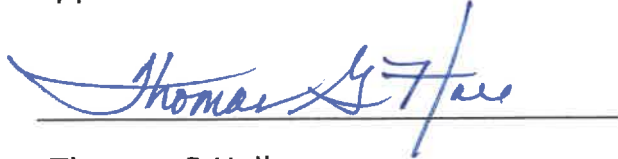
1. Price increase for Instalogic – Final Improvement Motion to pay by Chair – Second by Susan Webster
2. Locks are changed at B.S.W.W.
3. New Cell Phone program in place
4. Adds gone to newspaper for new employees
5. Equipment Rental Agreements – B.S.W.W. and T.O.B.
6. Supervision of Office Employees

7. Strive for Team Efforts between T.O.B. and B.S.W.W. employees

I. Next B.S.W.W. Committee Meeting will be March 6, 2024 @2:00 P M

J. Adjourned by common consent

Approved Committee Chair

A handwritten signature in blue ink, reading "Thomas G. Hall", is written over a horizontal line. The signature is cursive and includes a large, stylized flourish at the end.

Thomas G.Hall