**BERKELEY SPRINGS WATER WORKS COMMITTEE**

**Regular Meeting Minutes**

June 5, 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 ( )

3. Water Committee Meeting Minutes of June 5, 2024 were review and passed by common consent.

4. Water Chairman’s Report (Dave O’Connell)

\* Desired clarification on the timing of the ASI Billing system.

\* Adjusting the General Order of the Agenda’s and reporting  
 - Eliminating the Superintendent report as a single report but rather into three functional areas.

Operational Stuff (with no approval needed)

Projects In-Progress (R&R)

Projects Future & Planning (Involves Clerk Reporting)

\* Elevator Speech way of organizing areas of discussion.

Reliability, Capacity, Growth

\* Reviewed Time line for Rate-Increase to verify that Town Council’s (Ordnance) timeline match the PSC requirements.

\* Discussed the PSD Water Service Termination/Restoration Agreement.

Two sticking points. 3 Days needed for shutoff in extreme cases. $35 Shutoff Fee.

4. 522 Extension -

\* 5 new Right-of-Way agreements need to be authorized. Total RoW agreements now 16.

5. WTP upgrades  
\* Reviewed itemized list of recommended repairs   
\* Rebecca Proposed to raise the Contingency level from 10% to 15%.  
 Susan 2nd, motion passed unanimously.

\* Agreed with common consent that the Chair should pursue Reg-9, Morgan County Support for getting ARPA grants.

6. Budget FY24 & FY25

\* Chair requested FY24 budget. Expressed concern that budget was not part of regular review.

\* Discussed deadlines for FY25. Acknowledged, budget should have been developed by now.

7. Income & Expense and Balance Sheet

\* Prior Year FY23 reports were available for reference

\* FY24 reports were delayed waiting on ASI billing information

8. Plant and distribution operation -

\* Rt 9 Trumbell is completing the line movement at the New Bypass by the end of week (6/21/2024).

There will be two Fire Hydrants installed on either side of the bypass.

\* Projects

- Hydrant Flushing: Will be working on from Mid Summer through Fall.

- Back-flow prevention: This is currently on hold

- Dead Meter Inspection: Ongoing, a little each time meter reading cycle (monthly)

apx 80 meters debatable, 12 dead meters.

- Manual Reads Ongoing

- Lead Survey Ongoing, conducting 20-30 a day.   
 Goal to be completed October.

- Lord Fairfax clean-up Scheduled for June 25th

Sand supplied by Sand Mine for free.

Water employees will power wash the run.

9. Old Business **-**

\* Superintendent questioned the value of the Southern Corrosion contract. Discussion around the original plan of staying with the contract for 3 of the 5 years. Discussed the very heavy early termination cost of the contract. Early termination cost were higher the earlier the contract was terminated. Original evaluate worksheet was needed to properly re-evaluate.

10. New Business **-**

\* None

11. Personnel Issues

\* Executive Session at 4:04pm to 4:43P, No recommendations requiring Board decision.

12. Review Motions Passed

\* WTP Upgrade: Contingency change from 10% to 15%

\* WTP Upgrade: Pursue Grant fund and support from Reg-9 and Morgan County Commissioners.

13. Next Water meeting July 3rd at 2pm

14. Adjourn by common consent at 4:46pm.

Chairman\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_