

**WINFIELD SANITARY BOARD
SPECIAL MEETING
MINUTES**

**November 14, 2019
10:00 a.m.**

On Thursday, November 14, 2019 at 10:00 a.m. the special meeting of the Winfield Sanitary Board was called to order by Mayor Randy Barrett, at Winfield City Hall, 12248 Winfield Road, Winfield, West Virginia.

ATTENDANCE

Those attending: Rod Burns and Clarence Litton, members; Bill Harper, Plant Manager and Gloria Chapman, Secretary.

Others present: Mr. Corey Smith of The Thrasher Group; and City Attorney Tim LaFon.

MINUTES

Hearing no questions or objections, the minutes of the October 10, 2019 special meeting were approved as presented. Motion carried.

FINANCIAL

Bill Approval. The bills paid for the month of October in the amount of \$ 78,428.76 were approved without objection.

Income/Expense. The financial statement for October was approved without objection.

Adjustments. The adjustments for the month of October in the amount of \$ 1,039.02 (which consisted of pool and leak adjustments) were approved without objection.

REPORTS

Chairman – comments/reports. Mayor Barrett reported to the Board that the City Council to have Attorney Tim LaFon contact the PSC and try to have the 2nd rate increase go into effect at the closing of the USDA loan. Tim LaFon reported that he would need to file a Motion to reopen the Certificate of Need and request that they waive the necessity of formal proceedings, which usually takes 90 days to approve.

Staff report. Plant manager Bill Harper reported that there was an excursion of TSS during the month of September of 82.7%, but there were no other occurrences of exceeding the required limits. Bill stated that the ammonia reading for the month of September was 5.6 and the reading for October was 21.8 mg/L. He also reported that they cleaned out several small grinder stations along Route 817 and did some maintenance such as replacing the rails with stainless steel rails.

UNFINISHED BUSINESS

Thrasher Engineering's recommendation for new wastewater plant. Mr. Corey Smith of The Thrasher Group reported that they have received the draft Permit Mod permit back from the WV DEP and should receive the Stormwater Permit by the first week of December. Corey stated that we should be able to advertise for bid in mid December, and receive bids around the third week of January.

Mayor Barrett then brought up the topic of obtaining a building permit and paying B & O taxes on city projects, such as the new wastewater plant. Discussion ensued regarding the additional costs on large project to the contractors. After much discussion, Rod Burns made motion to recommend to the City Council to put on the agenda for their next meeting to exempt the fees for building permit and B & O taxes for construction projects being done for the city. Motion carried.

MS-4 Program.

Nothing to report.

NEW BUSINESS

Review PSC Rules regarding our late notices. Mayor Barrett reported that in the process of sending out the previous month's late notices, Gloria Chapman pointed out to him that, on average, about 250 late notices go out every month at 50 cents per notice. She then reviewed the PSC Rules and found out that we do not have to mail a late notice to customers who are only 30 days late. Therefore, motion was made by Clarence Litton to revise our policy to only mail a late notice to customers who are 60 days or more delinquent, but to add late charges to all customers who have not paid by the 20th of the month . Motion carried.

Review/adopt a Leak Adjustment Policy. Mayor Barrett stated that during her review of the PSC Rules, Gloria Chapman found that we are to have a written Leak Adjustment Policy. Therefore, after discussion, it was decided that Gloria should draft a Leak Adjustment Policy and have it available for review at the next meeting.

GOOD OF THE ORDER

Nothing.

ADJOURNMENT

Motion was made by Clarence Litton to adjourn at 11:02 a.m. until the next meeting scheduled for December 5, 2019 at 10:00 a.m.

Randy L. Barrett, Chairman

Gloria Chapman, Secretary