

Harpers Ferry Water Commission  
Town Hall  
August 19, 2020  
19:04 PM

**Participants** Christy Huddle, Chair; Laurel Drake; Barbara Humes, Council Liaison; Bill Robinson (recording)

**Also Present** Angela Cummings, Water Clerk, Deb Kelly, and Chris Styer, Acting Water Superintendent

**Call to Order** The meeting was called to order by Chair Christy Huddle at 19:04 PM.

**Approval of Prior Minutes** No prior minutes available

**Next Meeting Date** September 16, 2020

**Water Clerk Report** No cutoffs reported.

Flyers went out regarding resumption of normal billing, penalties resume in August, shut-offs begin in September.

New business: Discussion of CUSI touchless system, Angie will research and report on feasibility and scope of services provided.

**Water Superintendent's Report**

Acting Water Superintendent Chris Styer reported that the major leak was found and repaired, meters have been replaced and all required testing for the year has been completed or scheduled.

The new operator position has been advertised.

There is a problem with the Xylem turbidity sensor.

The disposal of our sludge remains an open issue, as Green Rock denied our request, leaving us finding a landfill in MD or PA to accept our sludge. This may require additional lab testing, depending on the ultimate location.

Chris detailed the cost savings over the last year if we'd had our own mini-excavator and trailer, as opposed to hiring Ron Smoot to provide excavation services, and the savings would have been significant.

Bill Robinson moved that the Water Commission recommend to the Town Council the purchase of a mini-excavator and trailer through financing at a cost not to exceed \$32,000, Christy Huddle seconded, and the motion passed.

## **Financial**

Review of budget vs. actual; most COVID expenses are coming out of the general fund. Penalties uncollected are potentially COVID losses and may be eligible for grant reimbursement or other COVID relief monies. Reduction on water usage (and therefore billing revenues) potentially falls in this category as well.

Discussion of the preparation and implementation of a budget and action plan, starting with capital assets and prioritizing from there.

## **Water System Improvement Project**

Easement documents currently with the appraiser.

While additional funding from the USDA for our improvement project will not be available to us, we are eligible for a lower interest rate.

Chris Eckenrode, the engineer for the water system improvement project, has requested a “point person” for communications regarding the project. There was discussion regarding the contract, and the needs for both the engineer and the town with respect to project communications and oversight.

Laurel Drake moved that the Water Commission recommend to the Town Council to approve the hiring of a contract Water Project Coordinator by the Water Commission, pending a meeting with Office Operations. Bill Robinson seconded and the motion passed unanimously.

Discussion of need to develop review process for hiring new water operator.

## **Executive Session**

Christy Huddle moved to open executive session, pursuant to WV Code Section 6-9a-4b-2a, Bill Robinson seconded, motion passed.

Motion to end executive session made by Bill Robinson, seconded by Christy Huddle, passed.

Bill Robinson moved that the Water Commission recommends that the Town Council appoint Christian Styer to the position of Water Superintendent, effective August 25, 2020, Christy Huddle seconded, and the motion passed unanimously.

## **Public Comment**

[None]

## **Adjournment**

Bill Robinson moved for adjournment, seconded by Laurel Drake, motion unanimously approved and meeting adjourned at 21:01 PM.