

**Harpers Ferry Water Commission Regular Meeting
Meeting Minutes – Wednesday, January 18, 2023, 7 p.m.
Harpers Ferry Town Hall, 1000 Washington Street,
Harpers Ferry, WV 25425**

Present: Laurel Drake (chair), Steve Paradis (public works admin), Gino Sisco (commissioner and Bolivar rep), Mack McCarty (commissioner), Donnie Hampshire (commissioner), Deb Kelly (financial officer)

The meeting was called to order at 7:05 pm.

The minutes from the meetings of Oct. 20, 2022, Nov. 21, 2022, and Dec. 14, 2022, were approved.

Water Clerk Report

There was a discussion of what kind of information could be given to the Water Commission each month from the Water Clerk. Steve will work with our Water Clerk to help her prepare this monthly report.

Financials

- Budget vs Actual for Nov. 2022
- Profit and Loss in Water Budget for Nov. 2022

Deb presented the financials.

Public Works Administrator Report

Steve gave a general report on the Water Plant. He plans to set up a regular oversight of the data entered in the CUSI database.

Old Business revisited -

- **Elk Run and our Spring** - The water from the spring (that is close to our water plant) is an alternate source of water to Elk Run, which supplies most of the water to the water plant. There was discussion on buying automatic air release valves to install on the pipeline from the spring which would maximize the flow from the spring.
- **Leak Adjustment Policy**

--Gino made a motion recommending the new leak adjustment policy to the Town Council, which was seconded by Donnie. The motion passed 4-0.

-- There was a discussion about what remains to be done to establish the leak adjustment rate used for claims by customers. It was decided to ask the PSC for guidance on our procedures for establishing the rate.

- **Quality assurance on the reading of National Park Service meters**

Donnie has volunteered his time to review procedures for reading NPS meters with Water Department staff.

New Business -

The Water Commission offered its support to Steve as he takes the reins of the Water Department and pledged to help him whenever possible. There was a discussion of producing a monthly report of meters for customers whose water usage was recorded as zero. Such a report would be shared with the PSD.

Next Regular Meeting: Wed., Feb. 15, 2023, at 7 pm.

The meeting was adjourned at 8:45 pm.