

**Harpers Ferry Water Commission Special Meeting
Meeting Minutes – Wednesday, March 15, 2023, 7 p.m.
Harpers Ferry Town Hall, 1000 Washington Street,
Harpers Ferry, WV 25425**

Present: Laurel Drake (chair), Gene Sisco (vice-chair), Mack McCarty (Commissioner), Donnie Hampshire (Commissioner), Michael Rock (Commissioner), Deb Kelly (financial officer), Steve Paradis (Public Works Administrator)

The meeting was called to order at 7:00 pm.

The agenda was approved as presented.

Financials

- Budget vs Actual for Jan. 2023
- Profit and Loss in Water Budget for Jan. 2023
- Revised FY 2023 Budget
- Proposed FY 2024 Budget

Deb presented the financials.

Public Works Administrator Report

- Report from the Water Clerk
- General report

Steve gave his report to the Water Commission. He reported on a large leak under Hwy 340 at the bottom of Union Street that was repaired in the last week of February by Greenridge Contractors. This leak was so large that the water operators had to run the plant some 18-20 hours a day to keep the tanks from going below 50% full.

Old Business revisited -

- **Elk Run and our Spring -**
Regarding to the question of purchasing automatic air release valves to put on the pipeline from the spring to the intake, Steve recommended that a proposal that estimated the costs of such an improvement be made.
- **Leak Adjustment Policy inside our Water Tariff**
There was a first reading of the new leak adjustment rate and billing method at the Town Council meeting of March 13, 2023. The public hearing and final reading will be on April 18, 2023.
- There was a discussion about the lack of regular reporting on the monthly usages and charges to our customers. It was suggested that a set of reports be developed to be run by the water clerk that looked for trends and anomalies in the data.
- **Earth Day - April 22, 2023**
Mike Rock said he would like to participate in outreach to the public at the Earth Day festival at Sam Michaels Park. He and Barbara Humes will represent the Harpers Ferry Water Works at this event showing displays of the Elk Run Watershed.
- Next Regular Meeting: Wed., April 19, 2023, at 7 pm.

The meeting was adjourned at 8:45 pm.