

**WINFIELD SANITARY BOARD
SPECIAL MEETING
MINUTES**

**December 5, 2019
10:00 a.m.**

On Thursday, December 5, 2019 at 10:00 a.m. the regular 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, member; Bill Harper, Plant Manager and Gloria Chapman, Secretary. Clarence Litton attended the meeting via telephone conference.

Others present: Mr. Corey Smith of The Thrasher Group; City Attorney Tim LaFon, Recorder Jackie Hunter and Angela Hodges, Billing Clerk.

MINUTES

Hearing no questions or objections, the minutes of the November 14, 2019 special meeting were approved as presented. Motion carried.

FINANCIAL

Bill Approval. The bills paid for the month of November in the amount of \$ 42,522.11 were approved without objection.

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

Adjustments. The adjustments for the month of November in the amount of \$ 1,121.28 were approved without objection.

REPORTS

Chairman – comments/reports. No report.

Staff report. Plant manager Bill Harper stated that he did not have November's readings back yet on ammonia.

UNFINISHED BUSINESS

Thrasher Engineering's recommendation for new wastewater plant. Mr. Corey Smith of The Thrasher Group reported that he received the comments back from WV DEP on the storm water permit and resubmitted it yesterday for final approval. Once final approval is received, we can advertise for bids and expect to have a loan closing not later than April.

MS-4 Program.

Corey Smith of The Thrasher Group reported that the new Stormwater permit application had been submitted and they are waiting on approval.

NEW BUSINESS

Change Ordinance regarding new rates. Mayor Barrett reported that the City Council voted to approve changing our sewer rate ordinance to state that repayment of the loan will begin after the loan closes and that Attorney Tim LaFon had filed the necessary paperwork with the Public Service Commission.

Review PSC Rules regarding our late notices. The Mayor opened the discussion regarding termination of water service for delinquent sewer bills and the timeline for disconnection and our current policy for returned checks. After much discussion, Rod Burns made a motion to require any customer who had a returned check to be put on a cash basis for one year after that. Motion carried. Clarence Litton made motion to strictly adhere to the Public Service Commission's timeline for disconnection of water service with regard to delinquent sewer bills. Motion carried.

Review/adopt a Leak Adjustment Policy. After discussion of the current leak adjustment policy, Mayor Barrett stated that Gloria Chapman would prepare a new draft policy for the Board to vote on at next month's meeting.

GOOD OF THE ORDER

Nothing.

ADJOURNMENT

Motion was made by Clarence Litton to adjourn at 10:48 a.m. until the next meeting scheduled for January 6, 2019 at 5:30 p.m.

Randy L. Barrett, Chairman

Gloria Chapman, Secretary