

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting April 2, 2012

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, April 2, 2012 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Jim Cummins; Secretary, Peter Appignani; Treasurer, Bill Strider; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; Operations Manager, Joe Freeze; and liaison for the County Commission, Commissioner Lyn Widmyer.

CALL TO ORDER

Chairman Cummins called the meeting to order at 7:00PM.

PUBLIC COMMENTS

None.

OLD BUSINESS

Review Minutes of March 5 Regular Board Meeting

The minutes of the March 5, 2012 regular Board meeting were approved as presented.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to accept the March 5, 2012 minutes as presented. Unanimously approved.

Update on Status of Acceptance of Land for "Test Well A" from Westridge Hills Homeowners Association
Ms. Lawton updated the Board. Last month the Board approved the acceptance of the test well A property. The District is still waiting for the revised deed of transfer for execution.

Action: No action.

Update on the Water Systems Improvement Project for Glen Haven and Cavaland

District staff as well as Mr. Chuck Young from Cox Hollida Price and Mr. Matt Harper from Gwin, Dobson & Foreman have submitted their portions of the application for the West Virginia Infrastructure and Jobs Development Council. The District is now waiting to hear back from them.

Action: No action.

The Board decided to move the update from Jennifer Brockman on the Route 340 plan up on the agenda since she is waiting in the audience.

Motion made by Mr. Appignani and seconded by Mr. Strider to move the Route 340 discussion. Unanimously approved.

NEW BUSINESS

Update from Jennifer Brockman, Director of Planning and Zoning, on the Route 340 Corridor East Gateway Plan

Ms. Jennifer Brockman from the Planning and Zoning department gave a presentation on the proposed Route 340 Corridor East Gateway plan. The plan includes an area within the boundary of a one mile wide stretch on both sides of the Route 340 highway. The Route 340 planning group has held five public meetings and plans on finishing up the public comments by April 10th. Ms. Brockman has proposed a public hearing in June to get the plan adopted as an amendment of the County's comprehensive plan. Ms. Widmyer suggested the District work with Ms. Brockman to ensure the Route 340 plan coincides with

the Districts plans for future growth. Ms. Brockman will keep the District updated on the progress of the plan.

Action: No action taken by the Board.

OLD BUSINESS

Discuss MVB Loan Request

Ms. Lawton has been working with MVB Bank for a couple of months trying to get approval for a loan to cover the District's "needs list". The District had initially requested a loan in the amount of \$650,000, but this has been reduced to \$413,000 since MVB is unable to fund \$650,000 without two companion banks. They have found one, The Bank of Charles Town, but they have been unable to find a third bank to join them in this loan. As a result, the District's Board reprioritized the needs list to include the following; the relining of the wet well at pump station 1-12a costing \$10,500, replace pump station 5-3 costing \$300,000, purchase a new truck to not exceed \$50,000, and the remainder of \$52,000 will be for the strategic plan for a total loan of \$413,000.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to adjust the needs list to include the relining of pump station 1-12a, replacement of pump station 5-3, purchasing a new truck, and the remaining money to fund a strategic plan. Unanimously approved.

NEW BUSINESS

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action taken by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for water expenses in the amount of \$21,991.08. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve disbursements for the Public Service District expenses in the amount of \$133,051.08. Unanimously approved.

Approve Transfer of \$2,815.02 from Sewer Security Deposit Account to Sewer Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$2,815.02 from Sewer Security Deposit Account into Sewer Operating Account for Security Deposit Refunds. Unanimously approved.

Approve Transfer of \$63.94 from Water Security Deposit Account to Water Operating Account for Security Deposit Refunds

Action: Motion made by Mr. Strider and seconded by Mr. Appignani to approve the transfer of \$63.94 from Water Security Deposit Account into Water Operating Account for Security Deposit Refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting.

Action: No action taken by the Board.

Public Comment

None.

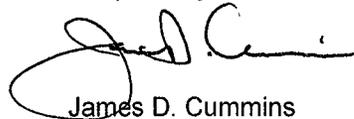
Correspondence
None.

**Action: Motion made by Mr. Appignani and seconded by Mr. Strider to adjourn.
Unanimously approved.**

There being no further business at this time, the meeting was adjourned at 8:17PM

The next regular meeting is scheduled for Monday, May 7, 2012 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,



James D. Cummins
Chairman



Peter L. Appignani
Secretary