

SEWER BOARD MEETING
May 11, 2017
Conference Room at Town Hall

Board members present

Mayor Walter F. Halstead
Clerk Carol McCauley
Jack McLane
Steve McLane
Robert Harper

Meeting called to order at 7:09

Approval of Minutes

Motion was made by Jack McLane to approve the minutes from the previous meeting; it was seconded by Robert Harper. Carried 3-0

Payment of Accounts

Motion was made by Robert Harper to pay all accounts listed on the Liability Forecast; it was seconded by Jack McLane. Carried 3-0

Also for consideration:

Postmaster, postage for the mailing of the sewer bills in May
Brickstreet, monthly premium for May
Frontier phone bill for the month of May
AEP bill for the month of May
WVAW (usage data & service to 1315 Roosevelt Blvd) for the month of May
Putnam PSD Operations & Maintenance of Sewer Plant May/June

Motion was made by Steve McLane to pay all considerations; it was seconded by Robert Harper. Carried 3-0

Report from Members of the Board

N/A

Action Upon Reimbursement Of Overpayment On Closed Account Or Overcharged On Active Account

Amanda Johnson of 103 Redrock Dr. moved and had a \$37.20 credit on her account that has been refunded. Motion to approve the reimbursement was made by Jack McLane; it was seconded by Steve McLane. Carried 3-0

Action Upon Adjustment Request

N/A

Adjustments Made Due To Misreads by WVAW

Jane Heitz of 225 Maple St. ask for an adjustment on her sewer bill due to a misread by WVAW. Her average bill is \$20.25 the amount billed was \$33.54. The amount of adjustment \$13.56. Motion to approve the adjustment was made by Robert Harper; it was seconded by Jack McLane. Carried 3-0

Action Upon Security Deposit Refunds Security deposit refunds due on closed accounts and or accounts that has been open for at least 1yr and had 12 consecutive on-time payments.

Motion to give the security deposit refunds was made by Robert Harper; it was seconded by Jack McLane. Carried 3-0

Enactment of Ordinances

A discussion was made on raising the sewer rate. Motion was made by Steve McLane to contact the Sanitary Boards accountant and having him put together the information needed for a 20% increase; it was seconded by Jack McLane. Carried 3-0

Miscellaneous and Unfinished Business

Discuss the progress of the sewer main upgrade from the sewer plant up to Maple St. Mayor Halstead informed the board that the contractor has completed installing new line from the railroad to and across Rt. 62 to the sidewalk. This project should be finished within a few weeks.

Discuss the repair of roofs on the buildings at sewer plant. All board members were in agreement to have at least three different roofing companies' give an estimate on the re-roofing of these buildings at the next board meeting.

Discuss the changing of Town Hall office hours. At the May 4, 2017 town council meeting it was decided that since hiring a new town clerk the office hours beginning June 1, 2017 would be from 8:00am. – 4:30pm. And that the clerks would punch out and lock up the office from 12:00 – 12:30pm. To abide by the WV Division of Labor and state law.

Since this involves the utility clerk Carol McCauley, who would rather not have to come in thirty minutes early researched, and found that the town was not doing anything wrong with the office hours being from 8:30am – 4:30pm., and ask that the office hours remain the same. If it had to change maybe make it from 8:00am. – 4:00pm which would put maintenance, and office personnel clocking out at the same time. Mayor Halstead said he would take the information from WV Wage and Hour back to the council for reconsideration. Until a final decision is made the office hours would remain as is 8:30am – 4:30pm.

Meeting adjourned at 8:17

Meeting re-convened at 8:49 to approve a lift station purchase for the rest rooms down by the Eleanor Park ballfields. Motion was made by Jack McLane to purchase a lift station and not to exceed \$8,000; it was seconded by Steve McLane. Carried 3-0

Meeting adjourned at 8:51

Minutes accepted as read by:

Minutes submitted by:

Walter F. Halstead
Mayor

Carol N. McCauley
Utility Clerk

Eleanor Storm Water Board
May 11, 2017
Conference Room at Town Hall

Board members present

Mayor Walter F. Halstead
Clerk Carol McCauley
Jack McLane
Steve McLane
Robert Harper

Meeting called to order at 8:19

Approval of Minutes

Motion to approve the minutes from the December board meeting was made by Jack McLane; seconded by Steve McLane. Carried 3-0

Payment of Accounts

Motion was made by Robert Harper to pay all bills on liability forecast; it was seconded by Steve McLane. Carried 3-0

Also for consideration:

City National Bank, \$2727.45 June loan payment, storm water projects

Motion was made by Steve McLane to make the June loan payment; it was seconded by Jack McLane. Carried 3-0

Report from Members of the Board

N/A

Miscellaneous and Unfinished Business

Mayor Halstead ask the board if they would approve to purchase 160' PVC pipe for the park board to install down behind the Barn in the Eleanor Park. Motion was made by Robert Harper to make the purchase of the 160' PVC pipe; it was seconded by Jack McLane. Carried 3-0

Discuss the changing of the Town Hall office hours. Motion was made by Jack McLane to concur with whatever the Sewer Boards final decision would be; it was seconded by Robert Harper. Carried 3-0

Meeting adjourned at 8:50

Minutes accepted as read by:

Minutes submitted by:

Walter F. Halstead
Mayor

Carol N. McCauley
Utility Clerk