

Elkins Road Public Service District
Board of Directors' Regular Meeting
April 1, 2025

The regular monthly meeting of the Elkins Road Public Service District (ERPSD) Board of Directors was held on Tuesday, April 1, 2025.

Chair, Carey Wagner, called the meeting to order at 5:00 p.m. and led the group in the Pledge of Allegiance.

Members Present were: Chair-Carey Wagner, Secretary-David Burr and Board Member-Wendell Grose-Absent (Family Emergency)

Staff Present were: Office Manager-Carolyn Douglas; Billing Clerk-Linzy Wilson; System Operator-David Wamsley

Phone in participants: All – Phone in Meeting

Unless otherwise stated all motions passed by vote 3-0.

Recognize that three (3) customers were present.

APPROVAL OF MINUTES

Minutes of March 4, 2025 Regular Monthly Meeting were presented for approval. **David Burr made a motion to approve the minutes. Carey Wagner seconded. Motion carried**

APPROVAL OF FINANCIAL REPORTS/BILLS TO DATE

Carey Wagner presented the Financial Report. **David Burr made a motion to approve the financial report and pay the bills to date. Seconded by Carey Wagner. Motion carried**

CORPORATE RESOLUTIONS

There are three Corporate Resolutions to address and one Incumbent Letter to approve and sign. **David Burr made a motion to approve the Corporate Resolution to add Nora L. Wilson to all accounts listed at Chase Bank. Carey Wagner seconded. Motion carried.**

David Burr made a motion to approve the Corporate Resolution to add Nora L. Wilson to all accounts listed at Citizens Bank. Carey Wagner seconded. Motion carried

David Burr made a motion to approve the Corporate Resolution to merge the two accounts listed into the three accounts listed at Chase Bank on said resolution. Carey Wagner seconded. Motion carried

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David Burr made a motion to approve and have Carey Wagner sign the Incumbent Letter presented by Chase Bank in order to add Nora L. Wilson as a check signer. Carey Wagner seconded. Motion carried

MAINTENANCE

Dave Wamsley gave the March Maintenance Report. City water bill has gone down substantially due to leak repairs on the system. The fence around the Main Booster will be repaired within the next two weeks.

PERSONNEL

Carey Wagner made a motion to enter into Executive Session at 5:05 p.m. under **WV Code 6-9A-4**, seconded by David Burr. Motion carried Carey Wagner made a motion to come out of Executive Session at 5:20 p.m., seconded by David Burr. Motion carried No decisions were during executive session. **David Burr made a motion to accept the Retirement Resignation from Carolyn Douglas and to approve her recommendation to promote Nora L. Wilson to Office Manager and then hire another Billing Clerk. Carey Wagner seconded. Motion carried**

There being no further business, **the meeting adjourned on motion made by David Burr and seconded by Carey Wagner.** Meeting adjourned at 5:30 p.m.

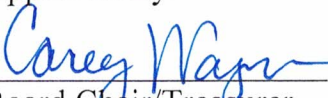
The next meeting will be held on Tuesday, May 6, 2025 at 5:00 p.m.

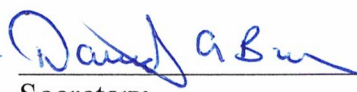
Respectfully submitted:

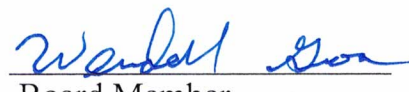
ERPSD Board of Directors Secretary, David Burr//CD

Attachments: Agenda
Sign In Sheet

Approved By:


Board Chair/Treasurer
Carey Wagner


Secretary
David A. Burr


Board Member
Wendell R. Grose

ELKINS ROAD PUBLIC SERVICE DISTRICT

Agenda

Meeting *Regular Monthly Meeting*

Start Time *5:00 PM*

Date *Tuesday, April 1, 2025*

Place *P.S.D. Office
133 Fallen Road, Buckhannon*

Meeting Called to Order by Chairperson

5:00 PM

Pledge of Allegiance

Roll Call Introduce Board of Directors

Chair/Treasurer-Carey Wagner, Secretary-David Burr, Board Member-Wendell Grose

Introduce Office Staff - Office Manager, Carolyn Douglas; Billing Clerk - Linzy Wilson;

System Operator-David Wamsley

Recognize Current Customers

Approval of Minutes -March 4, 2025 Regular Monthly Meeting

Vote

Treasurer Report/Payment of Bills for April/bal of March Invoices

Vote

ITEMS FOR DISCUSSION

Corporate Resolutions

Vote

Addition of another Check Signer - Chase and Citizens

Merge Accounts at Chase

Maintenance Report

Maintenance Issues

Main Booster Fence Status

Personnel

Date & Time of May 2025 Meeting - Tuesday, May 6, 2025 @ 5:00 pm

Adjournment

Vote

Anyone wishing to address the Board that is not on the agenda will be addressed at the end of the meeting or as time permits in between other items on agenda. Please ask to be added so we can be sure to address you. Thank you for your patience!!!! ☺)

