

**UTILITIES COMMISSION MEETING
NOVEMBER 13, 2006**

Mayor Margo G. Bailey called the meeting to order at 7:32 p.m. In attendance were Council Members Harrison C. Bristoll, Jr., Whaland Clark, Mabel Mumford-Pautz and James R. Johnson, Robert Sipes, Utilities Manager, W.S. Ingersoll, Town Manager and Zoning Administrator, and Jennifer Stead, Stenographer.

Mayor Bailey asked if there were any additions or corrections to the minutes of the meeting of October 16, 2006. **Mr. Clark moved to approve the minutes as submitted, was seconded by Mr. Bristoll and carried unanimously.**

Mayor Bailey stated that cash on hand and in the banks was \$604,500.62.

Mr. Sipes stated that there was a refund made to a local church of \$3,065.84 because they were over billed by that amount over the last year. Mr. Sipes stated that there was a problem with the billing software and the church was notified and refunded immediately after finding the problem.

Mr. Sipes stated that the chart recorder at the water plant was not working. Mr. Sipes stated that he would like to take this opportunity to upgrade the recording instruments as it was a budgeted item.

Mr. Sipes stated that recently there were requests from private homeowners for flow tests. Mr. Sipes stated that flow tests have been performed free of charge, but it took time and approximately 15,000 to 25,000 gallons of water. Mr. Sipes suggested a \$100.00 charge for the flow test to be instituted. He said that he would not want to charge the Fire Department, Hospital, and Washington College. Mr. Sipes stated this was more for commercial and residential homes that were installing individual sprinkling systems.

Mr. Sipes stated that a main artery ran through the College so they should be excluded for charges for flow tests and from time to time the Fire Department and the hospital required flow tests and they should also be excluded from flow test charges.

Mr. Bristoll moved for a \$100.00 charge per flow test for all residential and commercial users with the understanding that the fire department, Chester River Hospital, and Washington College would be excluded from charges for flow tests. The motion was seconded by Mrs. Mumford-Pautz and carried unanimously.

Mr. Sipes stated that there was an unusual situation with an idle account that had a sudden usage of 256,000 gallons, which generated a bill to a residential homeowner of approximately \$1,000.00. Mr. Sipes said that the house was unoccupied and there were no outside or inside indications of water usage or theft. Mr. Sipes stated that he thought there were problems with the meter which he would like to pull and flow test. Mr. Sipes stated that if a register was installed incorrectly it was entirely possible that this type of

bill could occur. Mr. Sipes asked for a waiver of this bill to the homeowner and he would recommend that the owner ask for the account to go into inactive status.

Mrs. Mumford-Pautz asked if it was possible that an outside entity was taking water from a hose line. Mr. Sipes stated that was possible, but he checked the outside faucet and it did not appear as though anyone was using it.

Mrs. Mumford-Pautz moved to waive the entire overage on this particular bill, with a minimum charge for water to be charged, and ask that the homeowner pay for a water shut-off allowing the account to be inactive while the residence was unoccupied. The motion was seconded by Mr. Johnson and carried unanimously.

There being no further business, **Mr. Clark moved for payment of the bills. The motion was seconded by Mr. Bristoll and carried unanimously.**

Mr. Clark moved to adjourn the meeting at 7:43 p.m., was seconded by Mr. Bristoll and carried unanimously.

Submitted by:


Jennifer Stead
Stenographer

Approved by:

Margo G. Bailey
Mayor