

SUMMIT PARK PUBLIC SERVICE DISTRICT
100 COAL ST.
CLARKSBURG, WV 26301
304-623-5304

ROBERT HINEBAUGH - CHAIRMAN ❖ LAETITIA CLUTTER - TREASURER ❖ PAULA MCINTYRE - SECRETARY

Board Minutes April 14 2025

Board members present: Robert P. Hinebaugh (by Phone), Paula McIntyre, and Laetitia Clutter

Others Present: Mary E Seymour - General Manager, Adam - Staff

Public Present: James Greynolds, John & Christy Stewart, and Ashley Tonko – Thrasher Group

The regular monthly meeting of the Summit Park PSD was held on Monday, April 14, 2025 at the District's office on Coal Street, Summit Park, WV.

Chairman, Robert Hinebaugh, attending by telephonically requested that Mrs. McIntyre act as Chair for this meeting. Mrs. McIntyre called the meeting to order at 4:08pm. Upon calling the roll a quorum of the members was present.

Acting as Chairman Mrs. McIntyre called for the reading of the minutes from the previous meeting. Ms. Clutter made a motion and Mr. Hinebaugh seconded the motion to dispense with the reading of the minutes and to approve the March meeting minutes and the March financials as presented. Mrs. McIntyre made the motion unanimous.

Old Business:

Ms. Tonko stated that she is currently working to submit a preliminary project scope to the IJDC for 50/50 funding and to also submit the project to Senator Capito's FY2026 Federal Appropriations requests.

Ms. Seymour stated that CEC engineering was unable to attend. However, she spoke with Mr. Hawes and he was preparing to send in funding requests as well for the sewer project.

Ms. Seymour stated that last month's water loss was at 34%. A leak on Still St. had been repaired and staff was currently monitoring if there is a leak on Factory St.

Ms. Seymour had no report for the hiring status.

New Business:

In the matter of item eleven of the PSD's agenda, Public Comment, Ms. Seymour provided the members with three examples of other local governmental entities' agendas where the public comment agenda item was addressed at the beginning of the public board meeting, instead of as item eleven of the PSD's agenda. During prior district meetings, when public had attended, this agenda item presented an issue for the members and the public present, who desired to be heard. After some discussion Ms. Clutter made a motion to move agenda item eleven, Public Comment, to agenda item five, allow speakers 5 minutes time limit and to modify the instructions to reflect the changes in state law and recognized procedures. Mr. Hinebaugh seconded the motion. Mrs. made the vote unanimous.

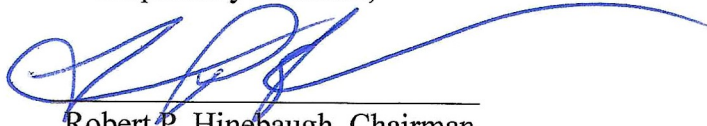
During prior meetings, attending public had requested that the board consider adding additional customer outreach methods when the district is required to publish a proposed rate increase. Ms. Clutter made a motion to utilize Facebook and the district's web page to increase customer awareness of PSC proposed rate increases. Mr. Hinebaugh seconded the motion. Motion passed.

Ms. Seymour concluded her board update by announcing that the district's web site would be moved and hosted by Solitary Solutions of Clarksburg. She stated that the existing website, hosted by GoDaddy, must be rebuilt onto a different design platform. She said that GoDaddy was phasing out the web design software currently in use. She mentioned that the new site was under construction and should go live before the May 15th GoDaddy deadline.

Having no further business to discuss, Mrs. McIntyre announced that the next meeting of the Summit Park board of directors would be held on Tuesday, May 13, at 4pm.

Ms. Clutter made a motion to adjourn the meeting at 4:35pm, Mr. Hinebaugh seconded the motion. The motion passed unanimously.

Respectfully submitted,


Robert P. Hinebaugh, Chairman