

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
April 26, 2012

Attendees:	Water Board	Sanitary Board	Town Staff
	S. Kemnitzer - absent	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
<input checked="" type="checkbox"/>	J. Auxer	<input checked="" type="checkbox"/> H. Heyser	C. Hutzler
<input checked="" type="checkbox"/>	J. Bock	<input checked="" type="checkbox"/> R. Keller	<input checked="" type="checkbox"/> K. Shipley
<input checked="" type="checkbox"/>	J. Ford		P. Dowell
<input checked="" type="checkbox"/>	J. Brady		
	G. Engebretson - absent		
<input checked="" type="checkbox"/>	B. Schill		

= present at meeting

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: Clark Dixon, Asbury United Methodist Church

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia.

- 2.a **MINUTES OF THE MARCH 29, 2012 SPECIAL PUBLIC MEETING.** The minutes of the March 29 Special Public Meeting on Water Tanks Replacement were approved by both Boards as submitted (those absent from the special public meeting abstained).

- 2.b **MINUTES OF THE MARCH 29, 2012 REGULAR MEETING.** The minutes of the March 29 regular meeting were approved by both Boards, with the following edits:
 - Section 6.b was edited to read as follows: **NEW WATER TANKS.** J. Ekstrom briefly presented a request to take bids for an alternative tank design. The Water Board members reviewed the advantages and disadvantages of the requested alternative and decided not to amend the already agreed-upon bid process.
 - The last sentence in Section 7.b of the draft minutes was deleted.

3. **VISITORS.** Clark Dixon attended to represent Asbury United Methodist Church. See Item 7.a.

4. **FINANCES.** There was no discussion of finances at this meeting. Budgets for the upcoming fiscal year (beginning July 1, 2012) were approved at the prior meeting.

5. **FLOW AND QUALITY REPORTS.** F. Welch reported that a draft consent order had been received from the State Department of Environmental Protection, which includes a \$37,600 penalty for the Shepherdstown Sewer Dept. for repeat violations of nitrogen and biological oxygen demand limits during the period Jan. 1 through Dec. 31, 2011. The current upgrade of the wastewater treatment plant, scheduled to go on-line this summer, will address all issues. The town is consulting with legal counsel regarding the proposed penalty.

6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported the new screens and grit removal system went on-line today. The UV system is being tested; all the new membranes are installed, and may be fully operational by the next meeting of the Boards.

- 6.b NEW WATER TANKS.** J. Ekstrom reported on the results of the bid process, and asked for approval by the Water Board.

ACTION ITEM: J. BOCK MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO ACCEPT A BID OF \$3,506,848 FROM MID-ATLANTIC STORAGE SYSTEMS INC. FOR DEMOLITION OF THE EXISTING WATER TANKS AND CONSTRUCTION OF TWO NEW WATER TANKS. THE MOTION PASSED UNANIMOUSLY.

J. Ekstrom estimated the low-interest loan for the water tanks replacement will close in late June or early July.

- 6.c WATER VALVE REPLACEMENT.** K. Shipley reported that, in Phase II of the valve replacement effort, 8 new valves are now in place, 5 in Mecklenburg and 3 in downtown Shepherdstown. Two additional new valves are scheduled for installation in the immediate future. J. Ekstrom said \$175,000 was budgeted for Phase II, but it appears the actual cost will be well under this figure. The Boards asked that the staff review and report on the balance of funds expended to date and the remaining balance that has been set aside for this effort.
- 6.d MADDEX FARMS PUMP STATION REPLACEMENT.** J. Ekstrom reported that we are waiting for the power company to remove the old service.
- 6.e LITTLE RUN ACRES - SEWER.** No discussion on this item.

7. NEW BUSINESS.

- 7.a ASBURY UNITED METHODIST CHURCH - MAINLINE EXTENSION APP. #12-001.** The Boards reviewed and discussed a proposal from Asbury UMC to connect to the Shepherdstown water and sewer systems. There was lengthy discussion on the specifics of the proposed connections, and whether they would be considered mainline extensions or standard requests for connection. F. Welch stated that for sewer, the connection could be a gravity sewer line directly to a sump pump, and all on private property, and should not be viewed as a mainline extension. For water, various options were considered, including the potential to consider about 50 feet of the new line as shared with other potential users. C. Dixon, speaking for the Church, asked about the capacity fee, which F. Welch estimated at \$73,000, based on the bathrooms and facilities in the Church. Mr. Dixon said Church officials will work with the Town on further definition of specifics on the requests to connect, including the granting of easement rights on adjacent private property.

ACTION ITEM: J. BRADY MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD, SUBJECT TO FURTHER REVIEW, TO TREAT THE PROPOSED WATER LINES AS SERVICE LINES (VERSUS MAINLINE EXTENSIONS) AND ACCEPT A STANDARD APPLICATION FOR SERVICE FROM ASBURY UNITED METHODIST CHURCH. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD, SUBJECT TO FURTHER REVIEW, TO TREAT THE PROPOSED SEWER LINES AS SERVICE LINES (VERSUS MAINLINE EXTENSIONS) AND ACCEPT A STANDARD APPLICATION FOR SERVICE FROM ASBURY UNITED METHODIST CHURCH. THE MOTION PASSED UNANIMOUSLY.

- 7.b **TOW MOTOR PURCHASE.** F. Welch presented a request to purchase a tow motor for use at the wastewater treatment plant, to dump screenings and grit. The tow motor is required due to the configuration of the new facilities.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE \$19,000-\$20,000 FOR PURCHASE OF A TOW MOTOR FOR USE AT THE SHEPHERDSTOWN WASTEWATER TREATMENT PLANT. THE MOTION PASSED UNANIMOUSLY.

8. **MAYOR'S REPORT.** J. Auxer led a discussion on the exercising of valves. F. Welch reported that six valves had been exercised recently, around the Shepherd University cross walk on Duke Street. Board members requested the development of a master punch list and establishment of a regular rotation and schedule for exercising of valves throughout the water system.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:02pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, May 31, 2012.

Respectfully submitted, Jerry Bock