

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
May 31, 2012

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

= present at meeting

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: none

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. **MINUTES OF THE APRIL 26, 2012 REGULAR MEETING.** The minutes of the April 26 regular meeting were approved by both Boards, with the following edits:
 - The following sentence in Section 7.a was edited as follows: F. Welch stated that for sewer, the connection could be a gravity sewer line directly to a ~~sump pump~~ *manhole*, and all on private property, and should not be viewed as a mainline extension.
 - In Section 8, the term "master punch list" is changed to "master list."
3. **VISITORS.** No visitors were present at the meeting.
4. **FINANCES.** Financial statements as of April 30 were briefly reviewed, with no substantive comments.
5. **FLOW AND QUALITY REPORTS.** Board members raised questions on variations in flows; one possible explanation is that some variation may be due to cleaning of tanks and other maintenance activities. It was noted that in sampling with the new membrane system in operation, BOD, nitrogen, and fecal levels were all extremely low.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported the new membrane system is on-line, and all construction is proceeding well with completion slated for later this summer. He provided three water bottles for the Board members to see, one of dirty water prior to treatment, another showing clean water after treatment, and a third of bottled drinking water, which compared to the treated water.
 - 6.b **NEW WATER TANKS.** J. Ekstrom reported the contract for the water tanks came in lower than budgeted, and \$298,152 less is needed for the local share. The Board has options as far as adjustments on the financing. After some discussion, it was requested that the options be fully defined and brought back to the Board at a future meeting.

- 6.c **WATER VALVE REPLACEMENT.** Phase II of the water valve replacement effort has been completed. Phase III, utilizing the same contractor, is scheduled for September and October.
- 6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** F. Welch reported that an alarm went off during a recent storm, due to a power outage. There were no problems reported, and staff was able to restart the pumps.

7. **NEW BUSINESS.**

- 7.a **APPLICATION EXTENSION REQUESTS FOR TOLLHOUSE WOODS AND FOR COLONIAL HILLS.** The Boards reviewed and discussed requests to extend applications for water and sewer service to both the proposed Tollhouse Woods subdivision and the proposed Colonial Hills Phase III Subdivision. The discussion led to questions about the Boards' policies on handling extensions of applications, and whether clarity was needed on how many renewals, paperwork required, etc. Board members recommended staff do some research on how these issues are handled by other municipalities, and also to get some legal advice from town attorneys.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A ONE YEAR EXTENSION ON THE APPLICATION FOR WATER SERVICE FOR THE PROPOSED TOLLHOUSE WOODS SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE A ONE YEAR EXTENSION ON THE APPLICATION FOR SEWER SERVICE FOR THE PROPOSED TOLLHOUSE WOODS SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A ONE YEAR EXTENSION ON THE APPLICATION FOR WATER SERVICE FOR THE PROPOSED COLONIAL HILLS PHASE III SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE A ONE YEAR EXTENSION ON THE APPLICATION FOR SEWER SERVICE FOR THE PROPOSED COLONIAL HILLS PHASE III SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.

8. **MAYOR'S REPORT.** The Board members discussed the current construction for an underpass on Duke Street for Shepherd University, and its impact on water and sewer operations. Customers are to be reconnected to a new 12 inch water main as part of the construction. Also, H. Heyser asked that the option for customers to pay water and sewer bills by credit card be looked at again by town staff.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:01pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, June 28, 2012.

Respectfully submitted, Jerry Bock