

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 27, 2012

Attendees:	<u>Water Board</u>	<u>Sanitary Board</u>	<u>Town Staff</u>
	<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		
	G. Engebretson - absent		
	<input checked="" type="checkbox"/> B. Schill		
		<input checked="" type="checkbox"/> = 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 7:03pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETINGS.** The minutes of the August 30 regular meeting were reviewed and approved with two corrections:
 - Item **6.c WATER TANKS UPGRADE** was changed to read "Construction has begun on the first new tank."
 - Under **9. ADJOURNMENT** the date of the next regular meeting was corrected to September 27.
3. **VISITORS.** No visitors were in attendance.
4. **FINANCES.** Financial statements as of August 31 were reviewed. H. Heyser noted the excellent projects that have been completed using the Sewer Capital Capacity funds. The Boards also expressed appreciation for the great job by Amy Boyd of administering the finances of the WWTP upgrade and expansion, as well as other projects.
5. **FLOW AND QUALITY REPORTS.** The last month's flow and quality reports were briefly reviewed. Board members expressed a desire for reports that are easier to read and interpret (such as having columns line up properly, reporting that shows year-to-year comparison, better graphs, etc.)
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** The deadline to complete the contractor's punch list is October 18. An open house dedication ceremony has been scheduled for 11:30am on Friday, October 26.
 - 6.b **WATER TANKS UPGRADE.** Temporary connections have been made to allow Tank 1 to be taken off-line to be demolished. Tank 2 is now in use. The first new tank should be on-line by the end of the calendar year. The construction of the new pedestal takes the most time, with the actual tank construction following quickly.

- 6.d** **MADDEX FARMS PUMP STATION REPLACEMENT.** The project is essentially complete. A new fence was placed incorrectly, too close to electrical panels, which will be corrected immediately.
- 6.e** **HIGH SERVICE PUMP REPLACEMENT.** The new pump is on order and we expect to receive it in November with installation to take about one week. The new pump will greatly increase efficiency and should be operational well in advance of the completion of the new water tanks.
- 7.** **NEW BUSINESS.** R. Keller mentioned that a neighbor has been highly complimentary of recent work by the Town water crew. Board members echoed their sentiments of excellent work by the Town staff.
- 8.** **MAYOR'S REPORT.** The Mayor suggested and receive solid support for having "Corporation of Shepherdstown," plus the Town seal, stenciled on the new water tanks.
- In response to a question from a Board member, the Mayor announced the utilities had paid \$33,000 to settle a State Department of Environmental Protection fine for water quality standards violations. The upgrades to the Shepherdstown WWTP will address the cause of the violations.
- 9.** **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:32pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, October 25, 2012.

Respectfully submitted, Jerry Bock