

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 25, 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 7:01pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The minutes of the September 27 regular meeting were reviewed and approved as presented.
3. **VISITORS.** No visitors were in attendance.
4. **FINANCES.** The financial statements from September 30 were briefly reviewed.
5. **FLOW AND QUALITY REPORTS.** It was noted that volumes were still low, despite that fact that Shepherd University has been back in session. Town staff agreed to study the issue and provide the Boards with a more comprehensive report at the November meeting. J. Ekstrom reported that, based on early sampling, the new WWTP is functioning extremely well at reducing nitrogen and phosphorus in the effluent, exceeding state requirements and design specifications.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** The dedication ceremony is scheduled for Friday, October 26 at 11:30am.
 - 6.b **WATER TANKS UPGRADE.** The old tank #1 is gone. Workers are currently digging down to put in the pedestal for the first new tank. The pedestal will include 40 tons of steel in the foundation, plus 20 tons of steel in the pedestal itself. It is anticipated the first new tank will be on-line by calendar year-end. The bottom of the tank will be 72 feet above ground. Overall, the tanks project is going very well.

Some concern has been expressed in the community about the potential increase in water pressure in homes due to the new tanks. J. Ekstrom estimated the maximum increase at 18 psi. It was recommended a notice be distributed with water bills.
 - 6.c **MADDEX FARMS PUMP STATION REPLACEMENT.** This project has been completed. The last issue - fence placement - has been corrected.

- 6.d **HIGH SERVICE PUMP REPLACEMENT.** Staff are currently waiting for the new high service pump to be delivered. C. Hutzler said he spent \$500 to repair existing pumps.
- 6.e **LITTLE RUN ACRES.** Issues surrounding the potential sewerage of part or all of Little Run Acres were discussed.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE INITIAL STEPS FOR EXTENDING A SEWER LINE (ESTIMATED AS A 500-700 FOOT EXTENSION) TO SERVICE FOUR HOUSES IN LITTLE RUN ACRES, IN ORDER TO ADDRESS THE ISSUE OF FAILING SEPTIC TANKS. THE MOTION PASSED UNANIMOUSLY.

- 7. **NEW BUSINESS.** No items were reported.
- 8. **MAYOR'S REPORT.** No items were reported.
- 9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:38pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, November 29, 2012.

Respectfully submitted, Jerry Bock