

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 31, 2013

| 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 | 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: David Springer, Shepherdstown Town Council
 Fred Blackmer
 Peter Corum

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:02pm at Town Hall in Shepherdstown, West Virginia.

2. **MINUTES FROM PRIOR MEETINGS.** The minutes of the October 25 regular meeting were reviewed and approved with one change - the next to last sentence in 6.b., Water Tanks Upgrade, was changed to read "The bottom of the tank will be 72 feet above ground." Also, the minutes from the November 29, 2012 regular meeting were reviewed and approved as presented.

3. **VISITORS.** David Springer appeared before the Boards to inquire about and encourage Shepherdstown to study and hopefully enact a program for the beneficial use of sludge. He said this would be in line with Shepherdstown's overall efforts as an environmentally progressive community. Since sludge volume has increased noticeably with the advent of the new waste water treatment process, and hauling/fuel costs have risen, new options for disposal should be studied. Board members thanked Mr. Springer for his interest and comments, and mentioned that options for the beneficial uses of sludge are already under consideration, including working with farmers in Maryland and West Virginia.

 Fred Blackmer and Peter Corum both attended to discuss the application from Twin Oaks - see Item 7.a below.

4. **FINANCES.** As routine mid-fiscal year adjustments to the budgets, the Boards reviewed and approved revisions as presented.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE BUDGETARY CHANGES AS PRESENTED TO THE BOARD IN SEWER FUND 2012-2013 BUDGET REVISION #1. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE THE BUDGETARY CHANGES AS PRESENTED TO THE BOARD IN WATER FUND 2012-2013 BUDGET REVISION #1. THE MOTION PASSED UNANIMOUSLY.

5. **FLOW AND QUALITY REPORTS.** No comments this month.

6. **OLD BUSINESS.**

6.a **WATER TANKS UPGRADE.** This project has been slowed by weather delays. The first new tank is expected to be operational by April 1.

6.c **HIGH SERVICE PUMP REPLACEMENT.** Two new pumps are now on site at the Water Treatment Plant, and they are expected to be operational within a few weeks.

6.d **LITTLE RUN ACRES.** Two of the impacted property owners have agreed to easements (out of six total). Once additional easements are obtained, plans for this project will be provided to the Boards, with the goal of allowing the project to go to bid.

6.e **WATER PLANT UPGRADE.** It is anticipated the plans for the Water Treatment Plant upgrade will be available in two months.

7. **NEW BUSINESS.**

7.a **#001-13 APPLICATION TO EXTEND WATER AND SEWER MAINS - TWIN OAKS.** F. Blackmer and P. Corum appeared before the Boards to describe and answer questions regarding the Step 1 Application for water and sewer service for the Twin Oaks project. The project consists of 5 retail units.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE ACCEPTANCE OF THE STEP 1 APPLICATION FROM TWIN OAKS FOR SEWER SERVICE, FOR REFERRAL TO TOWN ENGINEERS. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. FORD MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE ACCEPTANCE OF THE STEP 1 APPLICATION FROM TWIN OAKS FOR WATER SERVICE, FOR REFERRAL TO TOWN ENGINEERS. THE MOTION PASSED UNANIMOUSLY.

It was noted that prior research has been conducted relative to this project, and should be revisited and updated. After some discussion, the Boards passed additional resolutions.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO AUTHORIZE ISSUANCE OF A LETTER OF SEWER CAPACITY FOR THE TWIN OAKS PROJECT ONCE TWO CONDITIONS ARE MET: (1) A SATISFACTORY REVIEW OF THE STEP 1 APPLICATION BY TOWN ENGINEERS, AND (2) PROVISION AND REVIEW OF A LEGIBLE SKETCH OF THE PROJECT. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO AUTHORIZE ISSUANCE OF A LETTER OF WATER CAPACITY FOR THE TWIN OAKS PROJECT ONCE TWO CONDITIONS ARE MET: (1) A SATISFACTORY REVIEW OF THE STEP 1 APPLICATION BY TOWN ENGINEERS, AND (2) PROVISION AND REVIEW OF A LEGIBLE SKETCH OF THE PROJECT. THE MOTION PASSED UNANIMOUSLY.

It was recommended all Board members review the legible sketch of the project at the next regular meeting, and prior to moving to Step 2 of this application.

7.b PURCHASE OF TRUCK FOR WASTEWATER TREATMENT PLANT. Due to increased volume of sludge at the wastewater treatment plant (112 tons of sludge have been hauled thus far in January), the Town Staff submitted a request to purchase a dump truck.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO AUTHORIZE PURCHASE (BY BID PROCESS) A DUMP TRUCK FOR USE AT THE SHEPHERDSTOWN WASTE WATER TREATMENT FACILITY, WITH THE PRICE NOT TO EXCEED \$45,000. THE FUNDS ARE TO BE PAID 50% FROM THE SEWER CAPACITY FUND AND 50% FROM THE I&R ACCOUNT. THE MOTION PASSED UNANIMOUSLY.

7.c SEACREST PUMP STATION. This pump station, a duplex grinder station, has been identified as in need of replacement. This work is in the Facility Plan and in the budget.

8. MAYOR'S REPORT. No report this month.

9. ADJOURNMENT. J. Auxer adjourned the meeting at 8:02pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, March 7, 2013.

Respectfully submitted, Jerry Bock