

**MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**May 29, 2014**

**Attendees:**     **Water Board** - J. Auxer, J. Bock, G. Engebretson, J. Brady, B. Schill, J. Ford  
                  **Sanitary Board** - J. Auxer, H. Heyser, R. Keller  
                  **Town Staff** - F. Welch, K. Shipley

**Consultants:** n/a

**Visitors:** Amy Townsend, resident of Shepherdstown  
              Steve DeGenaro, EnerNOC

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
  
2.     **MINUTES FROM LAST MEETINGS.** The draft minutes of the April 24, 2014 regular meeting were reviewed and approved as presented.
  
3.     **VISITORS.** Amy Townsend requested to present her concerns to the Boards - see Item 7.a. S. DeGenaro represented EnerNOC at the meeting – see Item 6.b.
  
4.     **FINANCES.** H. Heyser had a question about the cost of chemicals in the Sewer Dept. budget, related to the new WWTP operations. More will be budgeted in the coming fiscal year.
  
5.     **FLOW AND QUALITY REPORTS.** There was discussion about the recent letter of non-compliance mailed to all Shepherdstown water customers. The newly proposed water plant system changes, with an improved filtration system, will help to meet the tough total organic carbon standards. Suggestions were made for outreach to customers to inform them of the planned improvements.  
  
          F. Welch highlighted the excellent readings from the WWTP effluent for nitrogen and phosphorus.
  
6.     **OLD BUSINESS.**
  
- 6.a    **WATER PLANT UPGRADE.** F. Welch indicated design is 90% complete, and there is a current focus on the paperwork required for financing of the upgrades.  
  
          Town staff has decided against the necessity of extending the water intake from the Potomac River above the Rumsey Bridge. It was noted there are 303 river crossings upriver from the water plant.
  
- 6.b    **EnerNOC.** Steve DeGenaro provided new financial projections for the potential agreement with EnerNOC to join their regional Demand Response energy sharing network. He also highlighted revisions to a proposed contract and answered additional questions. The Waste Water Treatment Plant would be the facility involved in the agreement.

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO RECOMMEND APPROVAL BY THE TOWN COUNCIL OF THE PROPOSED**

**AGREEMENT BETWEEN EnerNOC AND SHEPHERDSTOWN SEWER DEPARTMENT. THE MOTION PASSED UNANIMOUSLY.**

- 6.c **SLUDGE STORAGE BUILDING.** Plans for the new sludge storage building have been reviewed, and the project is ready to go to bid.

Regarding land application of sludge, K. Shipley reported that staff have collected 4-5 soil samples from potential sites.

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE A MOTION FOR THE TOWN TO CONTACT STEVE MILLER TO TEST THE COLLECTED SOIL SAMPLES, IN REFERENCE TO POTENTIAL LAND APPLICATION OF SLUDGE. THE MOTION PASSED UNANIMOUSLY.**

**7. NEW BUSINESS.**

- 7.a **AMY TOWNSEND - MADDEX FARM SUBDIVISION.** Maddex Farm resident Amy Townsend appealed to the Boards regarding high water/sewer bills. F. Welch reported that the meter was tested and passed, indicating correct readings. Ms. Townsend was informed of the appeals process to the WV Public Service Commission.

- 7.b **GEORGE KALATHAS - PROPOSED PUMP STATION.** Shepherdstown customer George Kalathas has contacted the Town regarding the installation of a new pump station on his property. Board members recognized that review of the collection system in this area, which includes the Shepherdstown Day Care Center and the proposed Shepherd Green project, requires a comprehensive approach to determine the best location of new pump station(s). Town staff was encouraged to continue cooperative discussions with Mr. Kalathas, and to work on proposed designs, cost estimates, and funding options.

- 7.c **CHARLES COE - PERSONNEL CHANGE.** [Note: H. Heyser recused himself from this discussion, left the meeting room, and return after completion of the discussion and vote] The Water Board was presented with a recommendation from the Town Personnel Committee for a salary increase for Charles Coe.

**ACTION ITEM: J. FORD MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A SALARY INCREASE OF \$1.50 PER HOUR FOR WATER PLANT EMPLOYEE CHARLES COE. THE MOTION PASSED UNANIMOUSLY.**

- 7.d **TOLLHOUSE WOODS AND COLONIAL HILLS - EXTENSION OF WATER/SEWER APPLICATIONS.** These two application extension requests were presented to the Board. H. Heyser stated he still felt there was a lack of complete information provided at the meeting.

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

**ACTION ITEM: B. SHILL MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE THE REQUESTED TIME EXTENSION ON THE APPLICATION FOR WATER SERVICE FOR THE PROPOSED TOLLHOUSE WOODS SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE REQUESTED TIME EXTENSION ON THE APPLICATION FOR SEWER SERVICE FOR THE PROPOSED COLONIAL HILLS SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: B. SHILL MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE THE REQUESTED TIME EXTENSION ON THE APPLICATION FOR WATER SERVICE FOR THE PROPOSED COLONIAL HILLS SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.**

7.e **NEW STREET PROJECT.** F. Welch outlined the proposed New Street project for new lines in that area. It is estimated to be a 2-3 month project, with a cost of \$300,000. Displaced parking (about 35 spaces) during the project will be a concern.

8. **MAYOR'S REPORT.** n/a

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:14pm. No meeting is planned for June. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, July 31, 2014.

Respectfully submitted, Jerry Bock