

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
July 31, 2014

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

Consultants: Greg Kinnear, Chapman Technical

Visitors: Austin Guy, Sandy Guy, Carol Castro, Randy Guy, Matthew Wilson, Tyler Thomas, Daniel Castro,
Paul Boyce, Chuck Lynch, Steve Miller

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 MEETING.** The draft minutes of the May 29, 2014 regular meeting were reviewed and approved as presented. No meeting was held in June.
3. **VISITORS.** A large group of visitors, led by Carol Castro, addressed the Boards concerning a very large water/sewer bill - see Item 7.d. Also, consultant Steve Miller made a presentation for working with the Town - see Item 7.c.
4. **FINANCES.** H. Heyser commended the Town Staff, in particular P. Dowell, for diligent efforts this past fiscal year in close tracking of expenses by the Water and Sewer Departments.
5. **FLOW AND QUALITY REPORTS.** There was a brief discussion of the reports, with some concerns that flows and rainfall charts did not appear to correlate as expected. The figures will be double-checked.
6. **OLD BUSINESS.**
- 6.a **WATER PLANT UPGRADE.** G. Kinnear of Chapman Technical reiterated that the design is 90-95% complete, and the current focus is on the requirements for financing. There is an expectation the State will issue revenue bonds to assist with funding for Chesapeake Bay water quality standards. G. Kinnear believes Shepherdstown should plan for a public bond offering to fund the water plant upgrades.

S. Kemnitzer requested a summary presentation of the overall Water Plant Design for the next regular meeting, to include both construction and operating cost estimates.
- 6.b **SLUDGE STORAGE BUILDING.** F. Welch mentioned that the project has been put out to bid, with the bids due August 7. It is estimated the new building will hold up to two months of sludge from the WWTP.
7. **NEW BUSINESS.**
- 7.a **GEORGE KALATHAS - PUMP STATION.** K. Shipley looked at all of the properties that could be serviced by a pump station in that area. Town staff have concluded that putting in a single pump that services everyone would be ideal. There is a location on G. Kalathas' property that would be suitable.

7.b **NEW STREET PROJECT.** The Public Works Commission made a decision to hold construction until next spring, when Shepherd University is not in session.

7.c **CONTRACTOR FOR LAND APPLICATION PROCEDURES.** Steve Miller, an independent consultant, presented a handout and discussed his proposal for working with the Town on potential land application of sludge from the Shepherdstown waste water treatment plant.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH STEVE MILLER REGARDING SHEPHERDSTOWN'S EFFORTS AT BIO SOLIDS LAND APPLICATION, AT THE RATE OF \$85/HOUR. THE MOTION PASSED UNANIMOUSLY.

7.d **WATER/SEWER BILL DISPUTE.** Several from a group of visitors, including Carol Castro, expressed their concerns about a very high water and sewer bill for 39 Ryan Court, in the Maddox Farms subdivision. There was an extended discussion about their concerns, the meter testing that was performed, their attempts to obtain information from the Town, and the procedures for seeking remedy from the State Public Service Commission.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:13pm. No meeting is planned for June. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, September 4, 2014.

Respectfully submitted, Jerry Bock and Jim Ford