

MEETING MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 4, 2014

Attendees: **Water Board** - J. Auxer, J. Bock, S. Kemnitzer; Arriving at 7:00pm: B. Schill, J. Ford
 Sanitary Board - J. Auxer, H. Heyser, R. Keller
 Town Staff - F. Welch, K. Shipley

Consultants: Greg Belcher, Chapman Technical

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:37pm at Town Hall in Shepherdstown, West Virginia.

2. **MINUTES FROM LAST MEETING.** The draft minutes of the July 31, 2014 regular meeting were reviewed and approved with the following corrections: Under Consultants, Greg Belcher's name was corrected; and under Item 7.c, the Action Item was corrected to read: "...for the Sanitary Board to recommend to the Town Council to enter into a Professional Services Agreement..."

3. **VISITORS.** None at this meeting.

4. **FINANCES.** Concern was again expressed that some expenses are shown up-front, at the beginning of the fiscal year, versus being spread across the entire year, thus giving an inaccurate picture of expenses versus revenues.

5. **FLOW AND QUALITY REPORTS.** There was discussion regarding relatively low sewer flows, and how flows are calculated. F. Welch indicated he will research this issue.

6. **OLD BUSINESS.**

- 6.a **WATER PLANT UPGRADE.** G. Belcher provided a summary paper entitled "*Shepherdstown Water System Improvements Update*" dated 9/4/2014. He stressed that improvements are needed in the near term, as well as the long term. One advantage of increasing the capacity of the facility will be reducing the number of hours of daily pumping that will be required, which will also reduce the staff time. Increased operating costs with the proposed improvements would be partially offset by reduced manpower hours and reduced backwash water. The current proposed improvements will be similar to the current water purification process (a "conventional" system) with an improved filtration system.

- 6.b **SLUDGE STORAGE BUILDING.** The Sanitary Board was presented with three bids for the proposed sludge storage shed at the WWTP. The low bidder was Callas Contractors, Inc.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO RECOMMEND TO THE TOWN COUNCIL TO ACCEPT THE BID FROM CALLAS CONTRACTORS, INC. TO BUILD A SLUDGE STORAGE SHED AT THE SHEPHERDSTOWN WASTEWATER TREATMENT PLANT FOR \$159,600. THE MOTION PASSED UNANIMOUSLY.

7. **NEW BUSINESS.**

7.a **CONTRACTOR FOR LAND APPLICATION PROCEDURES.** Steve Miller of Miller Consulting will present proposals to the Board at the next regular meeting.

7.b **WATER OPERATOR CERTIFICATION.** [Note: H. Heyser recused himself from the discussion of this item, and left the meeting room from 7:35pm until 7:39pm, returning after the vote] Mr. Duane Swisher, an employee of the Shepherdstown Water Department, has passed the Class II water plant operators exam and has met all requirements needed to obtain the license as of August 1, 2014.

ACTION ITEM: J. BOCK MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE A SALARY INCREASE FOR DUANE SWISHER TO \$15.00/HOUR, BASED ON HIS CLASS II WATER PLANT OPERATORS CERTIFICATION. THE MOTION PASSED UNANIMOUSLY.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:48pm.

Respectfully submitted, Jerry Bock