

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**October 30, 2014**

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

**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 6:33pm at Town Hall in Shepherdstown, West Virginia.
  
2.     **MINUTES FROM LAST MEETING.** The draft minutes of the September 4, 2014 regular meeting were reviewed and approved with the following corrections: A note added to clarify that B, Schill and J. Ford arrived at the meeting at 7:00pm; and under Item 6.a, in the last sentence the phrase "improved aeration system." was changed to "improved filtration system."
  
3.     **VISITORS.** None at this meeting.
  
4.     **FINANCES.** P. Dowell made presentations to both Boards on proposed budget revisions. A brief discussion was held on why certain expenses are not able to be shown in the statements on a monthly basis, due to the fact that the expense amount is not known or the timing of the expense is not known. P. Dowell agreed to "pencil in" adjustments to help clarify the balances shown.

P. Dowell presented proposed revisions to both the Water Dept. and Sewer Dept. budgets.

**ACTION ITEM: B. SCHILL MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE REVISION #1 TO THE JULY 1, 2014-JUNE 30, 2015 WATER OPERATING FUND BUDGET, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

H. Heyser asked whether the WWTP maintenance budget should be adjusted upward, and P. Dowell said not at this time, but the costs will be researched and monitored.

**ACTION ITEM: H. HEYSER MOTIONED (NO SECOND REQUIRED), FOR THE SANITARY BOARD TO APPROVE REVISION #1 TO THE JULY 1, 2014-JUNE 30, 2015 SEWER OPERATING FUND BUDGET, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

5.     **FLOW AND QUALITY REPORTS.** Sewer flows were noted as higher than in preceding months.
  
6.     **OLD BUSINESS.**
  
- 6.a    **WATER PLANT UPGRADE.** G. Belcher will provide an update at the next meeting.
  
- 6.b    **SLUDGE STORAGE BUILDING.** Working with the vendor, Callas.

- 6.c **BIOSOLID APPLICATION - UPDATE.** K. Shipley reported that the land contracts have been delivered, and Shepherdstown has established agreements with five different farmers in the area. The amount of treated sludge that can be applied varies by location, determined by factors such as soil composition. The agreements are expected to be sufficient to utilize all of the WWTP production.
- 6.d **TOLL HOUSE WOODS.** The Boards were informed that construction on this project is anticipated to begin within a year.
7. **NEW BUSINESS.** None this meeting.
8. **MAYOR'S REPORT.** Shepherdstown is expecting to receive \$2,711,000 from the State's Chesapeake Bay bond reimbursement fund. This will lower the current bond payment for the recent WWTP upgrades.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:28pm.

Respectfully submitted, Jerry Bock