

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
December 4, 2014

Attendees: **Water Board** - J. Auxer, J. Bock, B. Schill, J. Ford, J. Brady
 Sanitary Board - J. Auxer, H. Heyser, R. Keller (arrived 6:51pm)
 Town Staff - F. Welch, K. Shipley, C. Coe

Consultants: H. Shingleton

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:31pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the October 30, 2014 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** None at this meeting.
4. **FINANCES.** H. Heyser had a question about Line 401.4, Sewer Plant Maintenance, on the Sewer Dept. statement. F. Welch explained that we had reallocated expenses to emergency repairs. H. Heyser said the numbers do not add properly, and he will discuss with P. Dowell.
5. **FLOW AND QUALITY REPORTS.** C. Coe spoke about the November Drinking Water Standards letter of violation, for high levels of TTHM in the Shepherdstown water supply (no immediate risk). The new design for the water plant will be modified to address this issue.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** Preliminary design is basically complete.
 - 6.b **SLUDGE STORAGE BUILDING.** F. Welch explained that problems had developed with the original plans for this building, in particular, the recommended location no longer appears viable. Planning work will continue.
 - 6.c **BIOSOLID APPLICATION - UPDATE.** See Item 7.a.
7. **NEW BUSINESS.**
 - 7.a **SLUDGE SPREADER TRUCK.** Board members were notified that a sludge spreader truck will be needed at the WWTP. No currently owned vehicles are available or capable of handling this function. A request will be submitted to purchase a spreader truck (estimated cost \$18,000-19,000).
 - 7.b **DISCUSSION ON VIOLATION LETTER.** See Item 5 above.
 - 7.c **REQUEST FOR WELL - OLD GOLDSBOROUGH (LEELAND) PROPERTY.** The applicants have requested approval to dig a well to be used solely for watering landscape (non-potable usage only).

ACTION ITEM: J. BRADY MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE A REQUEST TO DIG A WELL ON THE OLD GOLDSBOROUGH (LEELAND) PROPERTY, FOR THE SPECIFIC PURPOSE OF WATERING LANDSCAPE, WITH SPECIFIC CONDITIONS OF THIS APPROVAL TO BE PROSCRIBED IN THE LETTER OF NOTIFICATION TO THE APPLICANTS. THE MOTION PASSED UNANIMOUSLY.

H. Shingleton, an attorney employed by the Corporation of Shepherdstown, agreed to provide the language for the letter of approval/notification to the applicant.

7.d REVIEW OF ENGINEERING SERVICES. The Boards moved into Executive Session for this discussion, per Article 9A. Open Governmental Proceedings, Section 6-9A-4(b)(9).

ACTION ITEM: H. HEYSER MOTIONED, AND J. BRADY SECONDED, FOR THE WATER AND SANITARY BOARDS TO MOVE INTO EXECUTIVE SESSION. THE MOTION PASSED UNANIMOUSLY AT 6:48PM.

ACTION ITEM: B. SCHILL MOTIONED, AND J. BOCK SECONDED, FOR THE WATER AND SANITARY BOARDS TO COME OUT OF EXECUTIVE SESSION. THE MOTION PASSED UNANIMOUSLY AT 7:22PM.

8. ADJOURNMENT. J. Auxer adjourned the meeting at 7:25pm.

Respectfully submitted, J. Bock