

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
May 7, 2015

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

**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 February 26, 2015 regular meeting were reviewed and approved with one correction: Under Item 6.f **REPLACEMENT OF WATER LINE – ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE)** the phrase at the end of the sentence is changed from “existing development” to “future development.”
  
3.     **VISITORS.** None at this meeting.
  
4.     **FINANCES.** It was noted the current year actuals for both Water and Sewer (July 2014 through March 2015) match up very well with the budgeted numbers.

P. Dowell presented the proposed budgets for both Water and Sewer for the upcoming fiscal year. The items listed under “Consent of the Working Session” for each proposed budget were discussed.

**ACTION ITEM: J. BOCK MOVED FOR THE WATER BOARD TO ADOPT THE PROPOSED BUDGET FOR THE SHEPHERDSTOWN WATER OPERATING FUND FOR JULY 1, 2015 THROUGH JUNE 30, 2016, AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ADOPTS THE PROPOSED BUDGET FOR THE SHEPHERDSTOWN SEWER OPERATING FUND FOR JULY 1, 2015 THROUGH JUNE 30, 2016, AS PRESENTED. NO OBJECTIONS WERE MADE.**

5.     **FLOW AND QUALITY REPORTS.** It was noted that the February 2015 and March 2015 reports showed high volumes of water being pumped from the Water Plant. F. Welch stated that subsequently four sizeable leaks had been detected and repaired.

F. Welch also mentioned that the Shepherdstown Wastewater Treatment Plant will receive this year’s award from the WV Department of Environmental Protection for the most improved wastewater treatment plant in the State.

6.     **OLD BUSINESS.**
  
- 6.a    **WATER PLANT UPGRADE.** The preliminary design is now 95-97% complete, and the current focus is on financing options.
  
- 6.b    **SLUDGE STORAGE BUILDING.** The facility is nearly complete.

6.c **BIOSOLIDS APPLICATION – UPDATE** – The application for biosolids applications to local farmlands was submitted to WVDEP today (May 7).

6.d **SLUDGE SPREADER TRUCK.**

**ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ACCEPTS THE BID FOR \$98,495 FOR A SLUDGE SPREADER TRUCK WITH AUTOMATED SPREADER. NO OBJECTIONS WERE MADE.**

6.e **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** This project will be one of the first for the new engineering firm.

7. **NEW BUSINESS.**

7.a **SELECTION OF ENGINEER AND REVIEW OF CONTRACT.**

**ACTION ITEM: J. BOCK MOVED FOR THE WATER BOARD TO AUTHORIZE THE MAYOR TO SIGN THE PROPOSED ENGINEERING SERVICES CONTRACT WITH THE THRASHER GROUP, INC, AFTER THE MAYOR SATISFACTORILY REVIEWS THE IMPLICATIONS OF SECTION 8.1 OF THE PROPOSED CONTRACT WITH LEGAL COUNSEL. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO AUTHORIZE THE MAYOR TO SIGN THE PROPOSED ENGINEERING SERVICES CONTRACT WITH THE THRASHER GROUP, INC, AFTER THE MAYOR SATISFACTORILY REVIEWS THE IMPLICATIONS OF SECTION 8.1 OF THE PROPOSED CONTRACT WITH LEGAL COUNSEL. THE MOTION PASSED UNANIMOUSLY.**

7.b **REQUESTS FOR EXTENSION OF SERVICE AVAILABILITY.**

**ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE FOLLOWING REQUESTS FOR ONE-YEAR EXTENSION OF WATER AND SEWER APPLICATIONS AND ALTERNATE MAINLINE EXTENSION AGREEMENTS, ALL SUBMITTED BY ALPHA ARCHITECTS/ENGINEERS, WILL BE APPROVED: TOLLHOUSE WOODS SUBDIVISION; KENSINGTON SUBDIVISION; AND COLONIAL HILLS PHASE III SUBDIVISION. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE REQUEST FOR ONE-YEAR EXTENSION OF THE WATER AND SEWER APPLICATION WITH MAINLINE EXTENSION AGREEMENT FOR MORGAN'S GROVE MARKET BE APPROVED. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: J. AUXER WILL DISCUSS WITH TOWN LEGAL COUNSEL WHETHER A LIMIT COULD BE PLACED ON THE NUMBER OF APPROVED EXTENSIONS THAT CAN BE GRANTED TO A WATER AND/OR SEWER APPLICATION, BEFORE A NEW APPLICATION IS REQUIRED.**

7.c **EXTENSION OF SEWER LINE ON ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO TOLLHOUSE WOODS).** The possibility of this sewer line extension is being reviewed.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:08pm.

Respectfully submitted, J. Bock