

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
September 3, 2015

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

**Visitors:**   None

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:32pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM LAST MEETING.** The draft minutes of the August 6, 2015 regular meeting were reviewed and approved as presented. It was noted that copies of those minutes had been delivered to G. Kalathas, as requested at the August meeting.
3.     **VISITORS.** None
4.     **FINANCES.** No substantive comments with regard to finances.
5.     **FLOW AND QUALITY REPORTS.** F. Welch clarified the units of the Nitrogen readings at request of H. Heyser.
6.     **OLD BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** J. Auxer stated the David Decker is in the process of collecting information with regard to the funding options.
  - 6.b    **BIOSOLIDS APPLICATION – UPDATE.** DEP is reviewing submission – on-line system reports that they are 3% done.
  - 6.c    **SLUDGE SPREADER TRUCK.** The new truck has been delivered but still needs rear tires, per K. Shipley.
  - 6.d    **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** J. Ekstrom has submitted plans and the project should be ready for bid soon, as per F. Welch.
  - 6.e    **Water Plant – HVAC system replacement.** Two bids were received and C. Coe recommended that the bid from Shenandoah Air Conditioning and Heating be accepted.

**ACTION ITEM: J. FORD MOVED THAT, IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVES THE RECOMMENDATION OF C. COE TO ACCEPT THE BID FOR THE HVAC SYSTEM REPLACEMENT FROM SHENANDOAH AIR CONDITIONING AND HEATING. NO OBJECTIONS WERE MADE.**

- 6.f    **Sewer Pump Station / George Kalathas.** Frank Hill contacted on behalf of Mr. Kalathas. Per F. Welch, there is confusion about the pump station requirements because Mr. Kalathas's plans have not been finalized. It was decided that J. Auxer and F. Welch should contact F. Hill to discuss Mr. Kalathas's plans.

7. **NEW BUSINESS.**

7.a **Water Wage Comparisons.** C. Coe presented a comparison of Shepherdstown wages vs those of nearby communities. After some discussion, J. Auxer suggested that everyone review the data and come to the next meeting with recommendations.

7.b **Source Water Protection Explanation** F. Welch and R. Keller summarized what was presented.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:13pm.

Respectively submitted, J. Ford