

MINUTES

SHEPHERDSTOWN, WEST VIRGINIA WATER & SANITARY BOARDS

October 29, 2015

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, B. Schill, J. Ford, G. Engebretsen
 Sanitary Board - J. Auxer, H. Heyser, B. Keller
 Town Staff - F. Welch, C. Coe, K. Shipley
 Engineer - none

Visitors: Fred Blackmer, Genesis Center

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 September 3, 2015 regular meeting will be reviewed at the next regular meeting.
3. **VISITORS.** See Item 7.b below.
4. **FINANCES.** The Annual Report was made available for review. There were no major findings or issues.
5. **FLOW AND QUALITY REPORTS.** The Boards noted that phosphorus readings were high for September. Staff explained this was due to operator error, with a blower having been left off-line for 15 hours, and microorganisms starved in the process. R. Keller recommended researching if an alarm can be programmed to prevent this type of problem.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** Town staff are working on financing options with attorneys and other consultants.
 - 6.b **BIOSOLIDS APPLICATION – UPDATE.** The WV Department of Environmental Protection is currently reviewing Shepherdstown's submission.
 - 6.c **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** Bids were just received; the lowest is \$144,758, which is close to the previously estimated cost. This project involves approximately 1200 feet of water line.

ACTION ITEM: B. SCHILL MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO ACCEPT THE RECEIVED BID FOR \$144,758 FOR REPLACEMENT OF THE WATER LINE ON ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE). THE MOTION PASSED UNANIMOUSLY.
 - 6.d **NEW SEWER PUMP STATION.** Town staff have met with George Kalathas, who has a new attorney, and we expect to receive proposals in the near future.
 - 6.e **WATER WAGE COMPARISONS.** [Note: H. Heyser recused himself from this discussion and vote, and was absent from the meeting 7:16pm until 7:18pm] The Water Board was

presented with a proposal to increase the current wage standards for Water Dept. employees.

ACTION ITEM: G. ENGBRETSSEN MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE THE FOLLOWING WAGE SCALE FOR SHEPHERDSTOWN WATER DEPARTMENT EMPLOYEES:

STARTING SALARIES:

OPERATOR IN TRAINING - \$13.00/HOUR

CLASS I OPERATOR - \$15.00/HOUR

CLASS II OPERATOR - \$17.00/HOUR

CLASS III OPERATOR - \$19.00/HOUR

ASSISTANT CHIEF - \$23.50/HOUR SALARIED

CHIEF - \$25.00/HOUR SALARIED

THE MOTION PASSED UNANIMOUSLY.

6.f **MR. RUDOLPH BROPLEH.** The Boards were notified that Mr. Bropleh will attend the next meeting. H. Heyser requested additional information be made available to the Boards at that time.

7. **NEW BUSINESS.**

7.a **SOURCE WATER PROTECTION/SPILL.** The Potomac River toxic spill incident (plume coming downstream to Shepherdstown) was handled very well by staff, although communication (including to the Boards) needs to be improved. There were only two postings on the Town website, nine days apart. Thrasher Engineering is working to qualify Town Run as an approved secondary water source, as nitrate levels are now down in the stream. There is also a possibility of using water from Town Run on an ongoing basis (blending).

7.b **GENESIS CENTER.** F. Blackmer made a presentation to the Boards for Genesis Center (property at 4038 Kearneysville Pike, formerly Morgan's Grove Market), which is under new ownership. Mr. Blackmer plans to apply at the next meeting for a new capacity letter for water and sewer. He also presented several options for how the service could be provided, which led to a discussion on how to best service the entire area.

7.c **CLEARWATER AERATION.** A new pump is required in the Water Plant operation to improve removal of THM disinfectant from the drinking water supply.

ACTION ITEM: B. SCHILL MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO APPROVE \$4,023 TO PURCHASE A GOULDS 3556LH PUMP FROM SPS TO IMPROVE CLEARWELL AERATION AT THE SHEPHERDSTOWN WATER PLANT. THE MOTION PASSED UNANIMOUSLY.

7.d **TRUCK PURCHASE.** Town staff presented options for purchase of a new truck for use by both the Water and Sanitary Departments.

ACTION ITEM: H. HEYSER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVES THE REQUEST TO PURCHASE A 2015 CHEVROLET 1500 SILVERADO FROM APPLE VALLEY CHEVROLET FOR \$33,665 PLUS STATE FEES. NO OBJECTIONS WERE MADE.

ACTION ITEM: J. BOCK MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO APPROVE THE REQUEST TO PURCHASE A 2015 CHEVROLET 1500 SILVERADO FROM APPLE VALLEY CHEVROLET FOR \$33,665 PLUS STATE FEES. THE MOTION PASSED UNANIMOUSLY.

7.e CRESS CREEK PUMP STATION. F. Welch advised the Sanitary Board that the Town needs to start looking at replacing this aging structure.

ACTION ITEM: R. KELLER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD AUTHORIZES THRASHER ENGINEERING TO REVIEW THE CURRENT STATUS OF THE CRESS CREEK PUMP STATION, AND PROVIDE A PROPOSED DESIGN AND COST ESTIMATES FOR REPLACING THE PUMP STATION. NO OBJECTIONS WERE MADE.

8. ADJOURNMENT. J. Auxer adjourned the meeting at 7:44pm.

Respectively submitted, J. Bock