

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
May 26, 2016

**Attendees:**     **Water Board** - J. Auxer, J. Brady, J. Ford, B. Schill  
                  **Sanitary Board** - J. Auxer, R. Keller  
                  **Town Staff** - F. Welch, C. Coe  
                  **Town Engineer** - none  
                  **Town Attorney** – H. Shingleton

**Visitors:**     Mark Everhart

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:30pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM LAST MEETINGS.** The draft minutes of the April 28, 2016 regular meeting were not included in the packet so their review was deferred until the June meeting.
3.     **VISITORS.** None
4.     **FINANCES.** No comments.

**ACTION ITEM: J. FORD MOTIONED FOR THE WATER BOARD TO ACCEPT THE PROPOSED TOWN HALL USAGE FEES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: B. KELLER MOTIONED FOR THE SANITARY BOARD TO ACCEPT THE PROPOSED TOWN HALL USAGE FEES AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.**

5.     **FLOW AND QUALITY REPORTS.** F. Welch commented on the fact that the most recent nitrogen and phosphorous sewage numbers were much less than the allowable limits.  
  
B. Keller asked why the water production amount is 3 times the sewer processing amount – i.e. do we have a significant water leak?. F. Welch and C. Coe responded to the effect that they think there is something wrong. Possible a leak but more likely under-reporting meters, or both. Investigation is ongoing.
6.     **OLD BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** Action is on hold at present. C. Coe stated that the aeration system is completely installed and running.
  - 6.b    **BIOSOLIDS APPLICATION.** The WV Department of Environmental Protection has accepted Shepherdstown's submission. The required 30-day public comment period is underway and almost done.
  - 6.c    **NEW SEWER PUMP STATION.** No new information.
  - 6.d    **GENESIS CENTER.** No new information.
  - 6.e    **CRESS CREEK PUMP STATION.** The pumps have been ordered. F. Welch stated that the Town engineer recommended that the installation bids not be requested until the pumps are

received. J. Brady suggested that it would be more efficient to get the installation bid process started before the pumps are receive

6.f **ROUTE 480 WATER LINE REPLACEMENT.** C. Coe stated that this project has been completed.

6.g **ESTIMATE ON GRAVITY SEWER LINE.** Since discussion of this item requires going into executive session, it was decided to postpone it until the last agenda item so that visitors could witness all other issues before they had to leave the room. See below.

7. **NEW BUSINESS.**

7.a **SOURCE WATER.** J. Brady attended regional meeting. Reported that EPA presentation was positive but that they have little or no financial resources to support the project.

7.b **EXTENSIONS.** Colonial Hills Phase III, Kensington, Tollhouse Woods. Letters were received from these 3 projects requesting a one-year extension of their water and sewer applications and their mainline extension agreements.

**ACTION ITEM: J. BRADY MOTIONED FOR THE WATER BOARD TO APPROVE THE REQUESTED ONE-YEAR EXTENSION OF THE WATER AND SEWER APPLICATION AND MAINLINE EXTENSION AGREEMENT FOR COLONIAL HILLS PHASE III, KENSINGTON AND TOLLHOUSE WOODS. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: B. KELLER MOTIONED FOR THE SANITARY BOARD TO APPROVE THE REQUESTED ONE-YEAR EXTENSION OF THE WATER AND SEWER APPLICATION AND MAINLINE EXTENSION AGREEMENT FOR COLONIAL HILLS PHASE III, KENSINGTON AND TOLLHOUSE WOODS. THE MOTION PASSED UNANIMOUSLY.**

7.c **HEALTH DEPARTMENT RECOMMENDATIONS.** C. Coe stated that Water Dept had received six recommendations from WVDHHR. Four have already been addressed and two remain to be addressed:

- Cross-Connection Program – H. Shingleton will provide a candidate ordinance that will reference the Legislative Rule for Cross-Connection Control and Backflow Prevention. Water board will have to recommend such ordinance to Town Council.
- Turbidimeters – WVDHHR recommended that turbidimeters be installed on each filter effluent line. A quotation for the necessary equipment has been received in the amount of approximately \$15,000.

**ACTION ITEM: B. SCHILL MOTIONED FOR THE WATER BOARD TO APPROVE THE EXPENDITURE OF \$15,000 FOR THE PURCHASE OF TRHE QUOTED TURBIDIMETER EQUIPMENT. THE MOTION PASSED UNANIMOUSLY.**

8. **MAYOR'S REPORT.** Nothing to report.

9. **DISCUSSION OF GRAVITY SEWER LINE.**

At 7:19 Mayor Auxer declared that the boards would continue the discussion of the funding options for the sewer line extension in executive session (reference 6-9A-4.b.9 of WV Code). M. Everhart left the meeting.

At 7:47 J. Auxer declared that we would exit executive session and resume the public meeting.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:47pm.

Respectfully submitted, J. Ford