

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
October 27, 2016

**Attendees:**      **Water Board** – J. Auxer, M. Everhart, J. Bock, J. Ford, S. Kemnitzer  
                      **Sanitary Board** – J. Auxer, H. Heyser, R. Keller  
                      **Town Staff** - F. Welch, C. Coe  
                      **Town Engineer** - none

**Visitors:**            none

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 MEETING.** The draft minutes of the September 1 regular meeting were approved as presented (affirming prior approval). The draft minutes of the September 29 regular meeting were approved with the following correction: Item 6.c was relabeled “Cross Connection Program”.
3.    **VISITORS.** No visitors at this meeting.
4.    **FINANCES.** Pat Dowell is retiring from the Town staff on November 17. The Water and Sanitary Boards commend Pat for excellent service to the Water Department and the Sewer Department.

*The Independent Accountants compilation report on the Corporation of Shepherdstown Water and Sewer Departments Financial Statements for the year ending June 30, 2016 is available for review. No issues of concern were noted in the report.*

**ACTION ITEM: R. KELLER MOVED, WITH A SECOND FROM H. HEYSER, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE SEWER BUDGET REVISION #1, WHICH ADJUSTS THE OPERATING ADMINISTRATIVE CROSSCHARGE AND THE CALIBRATION CERTIFICATION AMOUNTS. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: J. BOCK MOVED, WITH A SECOND FROM M. EVERHART, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE WATER BUDGET REVISION #1, WHICH ADJUSTS THE OPERATING ADMINISTRATIVE CROSSCHARGE. NO OBJECTIONS WERE MADE.**

In addition, it was noted to change “Chapman” to “Thrasher” in the financial statement footnotes.

5.    **FLOW AND QUALITY REPORTS.** There was a brief discussion on how “lost water” is calculated.
6.    **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** No new developments.
  - 6.b    **GRAVITY SEWER LINE.** No new developments. Participants are still reviewing all options.
  - 6.c    **CROSS-CONNECTION PROGRAM.** Town attorney has indicated he does not need to review the draft ordinance, as the language matches that proscribed by the State.

- 6.d **SHEPHERDSTOWN EAST DEVELOPMENT.** This project has now secured a permit from the State Health Department. F. Welch reported that the Town engineers, Thrasher, have reviewed the proposal and have no issues with moving forward.

**ACTION ITEM: R. KELLER MOVED, WITH A SECOND FROM H. HEYSER, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ACCEPTS THE TOWN STAFF AND ENGINEERING CONSULTANTS' RECOMMENDATION TO MOVE FORWARD WITH STAGE 2 OF THE APPLICATION FROM SHEPHERDSTOWN EAST FOR SEWER SERVICE. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: J. BOCK MOVED, WITH A SECOND FROM M. EVERHART, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD ACCEPTS THE TOWN STAFF AND ENGINEERING CONSULTANTS' RECOMMENDATION TO MOVE FORWARD WITH STAGE 2 OF THE APPLICATION FROM SHEPHERDSTOWN EAST FOR WATER SERVICE. NO OBJECTIONS WERE MADE.**

- 6.e **CRESS CREEK PUMP STATION.** The new pump has been installed and is working properly.
- 6.f **DEDICATED LINE PROJECT.** An information packet has been sent to the WV Public Service Commission; if approved, bond funding will be sought for this project.
7. **NEW BUSINESS.**
- 7.a **WATER METER REPLACEMENT.** This project was recommended for approval by the Water Board at the last regular meeting. The Town Council has now approved the project. Work is anticipated to start in early January.
- 7.b **WASTE WATER TREATMENT PLANT – FLOW METER.** The new flow meter has been ordered.
- 7.c **SOLAR PANELS.** Board members reviewed a proposal from Mountain View Solar and Wind. M. Everhart recommended the Boards seek additional proposals from other solar companies.
- 7.d **NEW STREET TASK ORDER.** A survey has been started.
- 7.e **COMPREHENSIVE PLAN GOALS.** Copies of the relevant Shepherdstown Comprehensive Goals were provided for Board members information. A couple of the goals directly impact the Boards.
8. **MAYOR'S REPORT.** The Mayor suggested David Rosen be invited to the next meeting to discuss the Comprehensive Goals.
8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:16pm. The next regular meeting is scheduled for Thursday, December 1 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock