

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
December 1, 2016

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

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 October 27 regular meeting were not available and will be reviewed at the next regular meeting.
3. **VISITORS.** No visitors at this meeting.
4. **FINANCES.** No comments, other than finances appear to be on track with the budget.
5. **FLOW AND QUALITY REPORTS.** H. Heyser commented that the sewer flows still show as low on the reports. Installing the new flow meter should help to correct this issue. On a positive note, F. Welch noted that nitrogen readings are very low.
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.** The Town Attorney believes Shepherdstown is within requirements for this program, but Shepherdstown needs to adopt an ordinance. After some discussion, it was decided the Water Board should be the body to adopt the ordinance.

ACTION ITEM: J. BOCK MOVED THAT, IF THERE ARE NO OBJECTIONS, THE WATER BOARD ADOPT 64CSR15: TITLE 64, LEGISLATIVE RULE, BUREAU FOR PUBLIC HEALTH, SERIES 15, CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION. NO OBJECTIONS WERE MADE AND TITLE 64 WAS ADOPTED FOR SHEPHERDSTOWN.

- 6.d **SHEPHERDSTOWN EAST DEVELOPMENT.** Thrasher's November 22, 2016 letter of approval (plans considered acceptable) was provided.
- 6.e **CRESS CREEK PUMP STATION.** Completed.
- 6.f **DEDICATED LINE PROJECT.** Additional information was provided to the WV Public Service Commission, as requested.

7. **NEW BUSINESS.**

7.a **WATER METER REPLACEMENT.** J. Auxer expressed some concern with the schedule, starting January 7 in potentially very cold weather. F. Welch indicated insulation will be packed in with all the new meters.

7.b **WASTE WATER TREATMENT PLANT – FLOW METER.** The flow meter has been ordered.

7.c **SOLAR PANELS.** Town staff are reaching out to various vendors.

7.d **NEW STREET TASK ORDER.** Survey has been completed, now working on plans and specs.

7.e **COMPREHENSIVE PLAN GOALS.** After a brief discussion, it was decided to table this issue until the next regular meeting. J. Ford will provide relevant paragraphs from the Comprehensive Plan to inform the discussion.

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

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:02pm. The next regular meeting is scheduled for Thursday, January 26 [note: this was later changed to February 2] at 6:30pm at Town Hall.

Respectfully submitted, J. Bock