

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 2, 2017

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

Visitors:

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:36pm at Town Hall in Shepherdstown, West Virginia. Note: Gary Engebretsen has resigned from the Water Board. Current members expressed thanks for his service.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the October 27, 2016 and the December 1, 2016 regular meetings were not reviewed, as the Sewer Board does not have a quorum. All pending draft minutes will be reviewed at the next regular meeting.
3. **VISITORS.** None at this meeting.
4. **FINANCES.** No issues noted.
5. **FLOW AND QUALITY REPORTS.** Per F. Welch, reports are looking good. Nitrogen readings have been very low (.74 mg/l) – our limit is 5 mg/l. Phosphorus levels are also very low. Staff has been performing annual cleaning of membranes, which seem to be holding up well.
6. **UNFINISHED BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** No report.
 - 6.b **GRAVITY SEWER LINE.** Met with Kinsley and provided options regarding this effort. New issues with gravity flow have been discovered. Various potential participants are still reviewing the possibilities.
 - 6.c **SHEPHERDSTOWN EAST DEVELOPMENT.** The Alternate Main Extension is to be signed and sent to the WV Public Service Commission (PSC).The applicants are at Step 3 of their water/sewer application.
 - 6.d **DEDICATED WATER LINE PROJECT.** This project has been approved by the WV PSC; next step is to work on the public bond financing. This project should be moving forward soon.
 - 6.e **WATER METER REPLACEMENT.** Now to start in March, wrap up in June.
 - 6.f **WASTE WATER TREATMENT PLANT – FLOW METER.** Flow meter has been received, yet to be installed.
 - 6.g **SOLAR PANELS.** The proposal from Geostellar was discussed. The proposal offers no real financial return, even over a 30-year period.
 - 6.h **NEW STREET TASK ORDER.** Working with the contractor on some issues that have surfaced.

- 6.i **COMPREHENSIVE PLAN GOALS.** J. Ford proposed reviewing one goal at each future meeting.
7. **NEW BUSINESS.**
- 7.a **“THEFT OF SERVICE” POLICY.** Some theft issues have surfaced. Water Board members expressed support for the policy. A motion was made to refer to the Town Attorney, with the thought of voting on the policy at a future meeting.
- ACTION ITEM: J. FORD MOVED, WITH A SECOND FROM M. EVERHART, TO REFER TO THE TOWN ATTORNEY THE PROPOSED “THEFT OF SERVICE AND TAMPERING” POLICY. NO OBJECTIONS WERE MADE.**
- 7.b **SLUDGE/LAND APPLICATION.** F. Welch reports we are saving approximately \$2,400 per month. Have not had to make any trips to the landfill. The Board members commended Town staff for their ongoing efforts. Staff will be tracking farm productivity on selected applied fields.
8. **MAYOR’S REPORT.**
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:14pm. The next regular meeting is scheduled for Thursday, March 23 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock