

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
March 23, 2017

**Attendees:**     **Water Board** – M. Everhart, J. Ford, J. Auxer, J. Bock, J. Brady, J. Bresland (pending confirmation)  
                  **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 6:28pm at Town Hall in Shepherdstown, West Virginia.
  
2.     **MINUTES FROM PRIOR MEETINGS.** The draft minutes of the October 27, 2016, December 1, 2016, and February 2, 2017 regular meetings were reviewed, and all approved as submitted.
  
- 2.a    **NEW WATER BOARD MEMBER.**  
  
          **ACTION ITEM: J. AUXER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD RECOMMEND TO TOWN COUNCIL THE APPOINTMENT OF JOHN BRESLAND TO THE SHEPHERDSTOWN WATER BOARD. NO OBJECTIONS WERE MADE.**
  
3.     **VISITORS.** None at this meeting.
  
4.     **FINANCES.** J. Auxer announced the hiring of the new staff Finance Officer, Debbie Nickerson. To date, the Water and Sewer Departments are operating on budget for the fiscal year.
  
5.     **FLOW AND QUALITY REPORTS.** F. Welch said that staff will be consolidating sludge reports for the Boards at future meetings (currently separate reports are provided for each of seven farms).
  
6.     **UNFINISHED BUSINESS.**
  
- 6.a    **WATER PLANT UPGRADE.** C. Coe reported that with the new equipment that has been installed, the water plant is operating more efficiently, with better turnover in tanks.
  
- 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** The proposal for an Alternate Main Extension, as requested by Shepherdstown East, has been submitted to the WV Public Service Commission for approval.
  
- 6.c    **DEDICATED WATER LINE PROJECT.** The project has been put out for bid. Line will run up Princess Street, and all the way down High Street, under Route 45 to the south side on the way to the water tanks. Easement issues have been cleared. Estimated project time is 6 months to one year.
  
- 6.d    **WATER METER REPLACEMENT.** Project running March through June, 2017.
  
- 6.e    **WASTE WATER TREATMENT PLANT – FLOW METER.** Meter will be installed in the near future.
  
- 6.f    **NEW STREET TASK ORDER.** Nothing new to report.

- 6.g **COMPREHENSIVE PLAN GOALS.** No discussion on this item.
- 6.h **RENEWAL OF CAPACITY LETTER FOR GENESIS.** No new information on this issue. A letter has been sent to Mr. Blackmer.
- 6.i **“THEFT OF SERVICE” POLICY.** The Boards were provided with a letter from the Town attorney who recommends that Shepherdstown does not need a formal policy. He advises Shepherdstown to follow PSC guidelines regarding theft of service, and that these guidelines should be adequate for dealing with any problem situations.
7. **NEW BUSINESS.**
- 7.a **FAR-AWAY FARMS.** The Boards discussed the Far-Away Farms application for service. The project needs to be modeled, need to determine connection points given current information. J. Bock withdrew from the discussion and any vote to avoid any conflict of interest. The Town will not be involved at this stage in any right-of-way issues.
- ACTION ITEM: R. KELLER MOVED, WITH A SECOND FROM H. HEYSER, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE SENDING THE FAR-AWAY FARMS APPLICATION FOR SEWER SERVICE TO THE TOWN ENGINEERS FOR STEP 1 ENGINEERING REVIEW. NO OBJECTIONS WERE MADE.**
- ACTION ITEM: M. EVERHART MOVED, WITH A SECOND FROM J. BRADY, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE SENDING THE FAR-AWAY FARMS APPLICATION FOR WATER SERVICE TO THE TOWN ENGINEERS FOR STEP 1 ENGINEERING REVIEW. NO OBJECTIONS WERE MADE (J. BOCK ABSTAINED).**
- 7.b **CONSUMER CONFIDENCE REPORT.** See report included in packet.
8. **MAYOR’S REPORT.** The Boards agreed on the need to clarify our process for requesting extensions on applications for service, especially since an increase in activity could be expected. Also, Board members were alerted to an article in *Scientific American* on trihalomethanes.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:32pm. The next regular meeting is scheduled for Thursday, April 27th at 6:30pm at Town Hall.

Respectfully submitted, J. Bock