

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**April 27, 2017**

**Attendees:**     **Water Board** – M. Everhart, J. Auxer, J. Bock, J. Brady, J. Bresland (arrived at 6:52pm)  
                  **Sanitary Board** – J. Auxer, H. Heyser, R. Keller  
                  **Town Staff** – F. Welch, C. Coe, K. Shipley  
                  **Town Engineer** - none

**Visitors:**       Rick Fink, for Colonial Hills  
                  Ryan Perks, for Colonial Hills

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 PRIOR MEETINGS.** The draft minutes of the March 23, 2017 regular meeting were reviewed, and approved as submitted.
3.     **VISITORS.** See Item 6.h below.
4.     **FINANCES.** The Water Department and Sewer Department budgets for the period July 2016 through January 2017 were reviewed.
5.     **FLOW AND QUALITY REPORTS.** The reports for March were reviewed. Staff has provided monthly reports in a new format – summarized flow statistics, and summarized biosolids applications on seven separate fields. Discussion was held on potential adjustments to the reports, including some year-to-date totals.
6.     **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** Town staff indicated the focus now is to complete the dedicated line project, as well as the permanent intake from Town Run, then focus on other plant upgrades. Staff plan for more testing of Town Run water before constructing the permanent intake.
  - 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** Alternate main extension has been approved.
  - 6.c    **DEDICATED WATER LINE PROJECT.** Six bids were submitted. F. Welch summarized the bids that were received. A \$1.869 million bid appears to be the winning bid, but all will be reviewed by Thrasher Engineering. Board members had questions about using the capacity fund for this project. The expectation is to begin the project this summer; a good public notification process is required. Work on the area around the Shepherd U. baseball field will be the most disruptive.
  - 6.d    **WATER METER REPLACEMENT.** Has not started yet, will do so by June. The project should take 60-90 days to complete, once started.
  - 6.e    **WASTE WATER TREATMENT PLANT – FLOW METER.** Ready to be installed, waiting for outside party to be available for the installation process.
  - 6.f    **NEW STREET TASK ORDER.** This project is currently on hold.
  - 6.g    **COMPREHENSIVE PLAN GOALS.** Goal 7.4 was briefly reviewed.

- 6.h **APPLICATION – COLONIAL HILLS – PHASE III-A.** This is a new submittal, an addition to the previously approved Phase III. Phase III-A includes 61 town homes, adjacent to new library site.

**ACTION ITEM: H. HEYSER MOVED, WITH A SECOND FROM R. KELLER, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE SENDING THE COLONIAL HILLS PHASE III-A APPLICATION FOR SEWER SERVICE TO THE TOWN ENGINEERS FOR STEP 1 ENGINEERING REVIEW. 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 SENDING THE COLONIAL HILLS PHASE III-A APPLICATION FOR WATER SERVICE TO THE TOWN ENGINEERS FOR STEP 1 ENGINEERING REVIEW. NO OBJECTIONS WERE MADE.**

7. **NEW BUSINESS.**

- 7.a **FAR-AWAY FARMS.** This project was approved for Step 1 Engineering Review for water and sewer at the March 23, 2017 regular meeting.

- 7.b **ALPHA ARCHITECTS ENGINEERS LETTER.** Alpha Architects submitted a request to extend the water and sewer application for the Tollhouse Woods Subdivision project.

**ACTION ITEM: H. HEYSER MOVED, WITH A SECOND FROM R. KELLER, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE THE REQUESTED EXTENSION OF THE SEWER SERVICE APPLICATION AND ALTERNATE MAIN LINE EXTENSION FOR THE PROPOSED TOLLHOUSE WOODS SUBDIVISION. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: J. BOCK MOVED, WITH A SECOND FROM J. BRADY, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE REQUESTED EXTENSION OF THE WATER SERVICE APPLICATION AND ALTERNATE MAIN LINE EXTENSION FOR THE PROPOSED TOLLHOUSE WOODS SUBDIVISION. NO OBJECTIONS WERE MADE.**

8. **MAYOR'S REPORT.** The current effort of flushing all town hydrants is going well.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:30pm. The next regular meeting is scheduled for Thursday, May 25 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock