

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
May 25th, 2017

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

**Visitors:**

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:33pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM PRIOR MEETINGS.** The draft minutes of the April 27, 2017 regular meeting were reviewed, and approved as submitted.
4.     **FINANCES.** The Water Department and Sewer Department budgets for the period July 2016 through February 2017 were reviewed.
5.     **FLOW AND QUALITY REPORTS.** The reports for April were reviewed. Staff talked about the process for testing for lead and copper, which happens every two years because we have not found lead in our water. The next test will happen in 2018.
6.     **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** Town staff indicated that they have received a \$35,000 grant from the WV state Health Department for preliminary engineering for the secondary intake.
  - 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** Groundbreaking ceremony June 7<sup>th</sup> at 10:30 AM.
  - 6.c    **DEDICATED WATER LINE PROJECT.** WVDOH has indicated that the water line can not go above their culverts. We are seeking 4 temporary easements. Mayor Auxer hopes to have negotiated easements within two weeks.
  - 6.d    **WATER METER REPLACEMENT.** Project has started and the meter replacement company is currently GPSing all water meter locations.
  - 6.e    **WASTE WATER TREATMENT PLANT – FLOW METER.** Installed on May 27, 2017.
  - 6.f    **NEW STREET TASK ORDER.** This project is currently on hold.
7.     **NEW BUSINESS.**
  - 7.a    **FAR-AWAY FARMS.** Letter of Capacity issued.
  - 7.b    **ALPHA ARCHITECTS ENGINEERS LETTER.** Letter requesting extension of their water and sewer application.

**ACTION ITEM: H. HEYSER MOVED, WITH A SECOND FROM J. AUXER, 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 COLONIAL HILLS PHASE III SUBDIVISION. NO OBJECTIONS WERE MADE.**

**ACTION ITEM: S. KEMNITZER MOVED, WITH A SECOND FROM M. EVERHART, 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 COLONIAL HILLS PHASE III SUBDIVISION. NO OBJECTIONS WERE MADE.**

- 7.c **TOWN RUN MONTHLY SAMPLES.** Samples are being made at a cost of \$150 - \$200 per sample. A suggestion was made that we move to testing every quarter but town staff suggests that we continue with monthly tests
8. **MAYOR'S REPORT.** Nothing new to report.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:24pm. The next regular meeting is scheduled for Thursday, June 29 at 6:30pm at Town Hall.

Respectfully submitted, M. Everhart