

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 22, 2018

Attendees: **Water Board** – M. Everhart, J. Brady, J. Bresland, S. Kemnitzer, J. Bock, J. Ford
 Sanitary Board – H. Heyser (no quorum in attendance)
 Town Staff – F. Welch
 Town Engineer – none

Visitors: John Michael, MMA President
 Pete Kelley, MMA
 Vanessa McGuigan, The Chronicle

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by S. Kemnitzer at 6:28pm at Town Hall in Shepherdstown, West Virginia.
- 1.a **DISCUSSION ON RECENT LEAKS AND THE NEED FOR COMPREHENSIVE PLANNING.** The Boards had a discussion of recent water leaks (including a leak at S. Princess and E. Washington Streets, one on Route 45, and numerous smaller leaks) and overall planning for future needs.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the January 30, 2018 regular meeting will be reviewed at the next regular meeting.
3. **VISITORS.** See Item 7.a below. This discussion took place at the beginning of the meeting.
4. **FINANCES.** No comments this meeting.
5. **FLOW AND QUALITY REPORTS.** Reported items look within standards, with no permit violations. Summary sheet received good feedback.
6. **UNFINISHED BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** No change since last month, still on hold.
 - 6.b **DEDICATED WATER LINE PROJECT.** The project is 65% completed, and the work is progressing smoothly. 5,350 feet of line have been installed. All bores have now been completed. Completion anticipated around the end of March. There have been some issues with proper pressure in one part of the line. This may mean opening and examining certain sections of the new line.
 - 6.c **COMPREHENSIVE PLAN GOALS.** No discussion this month.
 - 6.d **COLONIAL HILLS – PHASE 3A.** Meetings with the developers are being scheduled.
 - 6.e **TOWN RUN SAMPLING.** Sampling is in progress, occurs once a month. Good results to date.
 - 6.f **CRYPTOSPORIDIUM SAMPLING.** Three samples have been run, clear results so far.
7. **NEW BUSINESS.**

- 7.a **MECKLENBURG HEIGHTS SUBDIVISION – WATER SYSTEM UPGRADE.** The Mecklenburg Maintenance Association, Inc. (MMA) presented the Water Board with a report entitled “Replacement and Upgrade of Water Lines: Mecklenburg Heights Subdivision.” The subdivision has 166 housing units. Maps of the existing water supply were provided to all Board members. Mr. Michael explained the problem of roads (there are 2.5 to 3 miles of roads in the subdivision) being repaved and then dug up because of water line issues (breaks), which is quite expensive. Current water lines are estimated to be 40-45 years old. The MMA is also very concerned about proper fire protection; there are no current fire hydrants in the entire rear section of the subdivision. Critically, the presenters feel current water lines are too small to properly serve the development, which seems to be supported by the Town Water Dept. staff. No one is clear on what records Jefferson County might have, dating from when the subdivision was first developed. MMA is requesting that the Shepherdstown Water Dept. replace all current water lines with new 8 inch lines, and a loop system if feasible, as well as install additional fire hydrants. There was some discussion on the need for sewerage Mecklenburg Heights, although the MMA is not requesting sewer lines at this time, and the presenters are concerned about the financial impacts on residents. Board members thanked the presenters and agreed to review the information and continue to work on the issues. It was agreed that any work on new water lines in the subdivision is a future project, probably five years in the future.
8. **MAYOR’S REPORT.** No report this month.
9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 7:45pm. The next regular meeting will be scheduled at a later time.

Respectfully submitted, J. Bock