

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
June 28, 2018

**Attendees:**     **Water Board** – J. Auxer, M. Everhart, J. Brady, S. Kemnitzer, J. Bock, J. Ford, J. Bresland  
                  **Sanitary Board** – J. Auxer, R. Keller, H. Heyser  
                  **Town Staff** – F. Welch, K. Shipley, D. Nickerson  
                  **Town Engineer** – none

**Visitors:**       David Springer  
                  Steve Gee, C.I. Thornburg Co., Inc.

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:30pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the May 31, 2018 regular meeting were reviewed and approved as submitted.
3.     **VISITORS.** See Item 7.b below.
4.     **FINANCES.**
- 4.a    **FINANCIAL STATEMENTS FOR JULY 1, 2017 – MAY 31, 2018.** Not discussed at this meeting.
- 4.b    **BUDGET PROPOSALS FOR FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019.** D. Nickerson was present to discuss the proposed budgets for the upcoming fiscal year. R. Keller raised questions about Item 404.49 on Sewer Department budget (Sewer Plant maintenance - \$13,500) which he felt may be under-budgeted; concerns were voiced about budgeting for membrane replacement (should there be a separate line item) and other potential maintenance items. F. Welch said the Town should be replacing the worst membranes each year. Board members once again expressed a desire for “one-time expenses” to be budgeted in a different manner, spread out across the months. Also, Board members requested additional historical budget data to be presented with the proposals.  
  
D. Nickerson agreed to work with the Boards on proposed changes. Mayor Auxer will consult with David Decker regarding the Boards’ concerns, and contact the Boards regarding approval of the budgets at the next meeting (date to be determined). An extension on submission of the budget will be requested if needed.
5.     **FLOW AND QUALITY REPORTS.** Noted increased flow at sewer plant, with heavy rains. Still pricing new rain gauges.
6.     **UNFINISHED BUSINESS.**
- 6.a    **NEW STREET PROJECT.** Planning to hold up this project until next spring, because there is a need to first put in a box culvert. Must meet with engineers, and with residents to begin this project.

7. **NEW BUSINESS.**

7.a **GENESIS CENTER – SERVICE CAPACITY RENEWAL.** Representative invited to the meeting, may be attending at the next meeting.

7.b **C.I. THORNBURG CO. INC. CONTRACT.** S. Gee from C. I. Thornburg was present to discuss the proposed “Citco Clean Inventory Agreement” with Shepherdstown. Board members asked about the requirements of the agreement, in particular what obligations the Town would have, any required purchases, etc. Mr. Gee assured Shepherdstown would not be required to purchase unnecessary equipment. The Town must provide 30 days’ notice to Thornburg if we locate a more competitive program.

**ACTION ITEM: M. EVERHART MOVED, AND J. BRADY SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE CITCO CLEAN INVENTORY AGREEMENT WITH C. I. THORNBURG, TO INCLUDE BOTH CHEMICALS AND PARTS. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**ACTION ITEM: R. KELLER MOVED, AND H. HEYSER SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE THE CITCO CLEAN INVENTORY AGREEMENT WITH C. I. THORNBURG, TO INCLUDE BOTH CHEMICALS AND PARTS. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

7.c **KENSINGTON SUBDIVISION – EXTENSION OF WATER/SEWER APPLICATION.** No changes from the prior years approved application.

**ACTION ITEM: J. BRADY MOVED, AND M. EVERHART SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE A ONE YEAR EXTENSION OF THE KENSINGTON SUBDIVISION WATER AND SEWER APPLICATION AND ALTERNATE MAINLINE EXTENSION AGREEMENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**ACTION ITEM: R. KELLER MOVED, AND H. HEYSER SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE A ONE YEAR EXTENSION OF THE KENSINGTON SUBDIVISION WATER AND SEWER APPLICATION AND ALTERNATE MAINLINE EXTENSION AGREEMENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

8. **MAYOR’S REPORT.** The Boards should plan to have a special meeting on the budget, and at that time decide on the next regular meeting. J. Bresland toured the Water Treatment Plant again, and said it looked old and rusty in places, and felt the Board needs to focus on upgrades/replacement. J. Bresland recommended all Board members visit the plant and take a tour. Despite concerns, the facility seems to be operating well at this time. F. Welch will be updating unaccounted-for water calculations.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:33pm.

Respectfully submitted, J. Bock