

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 31, 2019

Attendees: **Water Board** – S. Kemnitzer, J. Auxer, J. Bresland, J. Ford
 Sanitary Board – J. Auxer, H. Heyser
 Town Staff – F. Welch, C. Coe, K. Shipley
 Town Engineer – none
 Visitors – George Moody, Alan Marchum (State Health Dept.)

Visitors:

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:32 pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the October 4, 2018 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** George Moody explained that his basement and that of his neighbor were flooded with sewage recently when a blockage was cleared from the main sewer line on German St. and that a similar thing has happened on several past occasions. F. Welch discussed the situation, commented that a grease blockage was the likely cause and stated that ensuring that all users of the sewer system that should have a grease trap actually have one and then ensuring that the traps are maintained properly (by doing regular inspections) is the best way to address this problem. J. Auxer stated that the sewer board would review the Sewer Use ordinance (agenda item 7.i) and ask the County Health Dept. to have a representative at next month's meeting to discuss the issue. J. Bresland offered to make a request to the County Health Department that they check the grease traps in establishments that discharge to the sewer system and should have grease traps.
4. **FINANCES.** H. Heyser noted that the statements no longer contain 1-time expenses, as they once did. J. Auxer suggested that Harvey discuss the issue with the Town Accounting Clerk.
5. **FLOW AND QUALITY REPORTS.** J. Bresland and H. Heyser enquired about quality violations. F. Welch stated that the level of copper poses a potential issue. If it becomes an over-limit issue it will be difficult to address with the plant's current configuration. The staff continues to monitor that situation.
6. **UNFINISHED BUSINESS.** None
7. **NEW BUSINESS.**
 - 7.a **RT. 45 WEST SEWER EXTENSION.** Per F. Welch, 3 projects are in the planning stages – ROCS, Urgent Care and a town house development. The pump station near the fire house would not be sufficient to handle these, however, the Town Engineer believes they can be accommodated via a gravity system. Preliminary design and development are proceeding as part of the ROCS project.
 - 7.b **CROSS-CONNECTION PROGRAM.** C. Coe has been working with the 66 customers affected by the cross-connection/backflow ordinance. He was able to contact all 66 customers and is confident that they will all be able to have the required changes made and tested by the deadline.
 - 7.c **SANITARY SURVEY.** A. Marchum performed the survey. There were ten recommendations and the only significant deficiency was the aforementioned Cross-Connection Program. There was one minor

deficiency – “Unaccounted for water was greater than desired level of 15%.” J. Auxer asked C. Coe to have the recommendations ready to discuss at next month's meeting.

7.d **CRYPTO TESTING.** This testing was completed and, per A. Marchum, the results were one level removed from an acceptable measurement. The deadline to have this situation rectified is July 2021. C. Coe is working with Town Engineer on possible solutions. They are currently considering adding a UV treatment.

7.e **WORK BEGINNING ON 'TOWN RUN' INTAKE.** Town Engineer is finalizing plans to make the secondary intake permanent.

7.f **PINCH VALVES - \$12,760.** Per F. Welch sewer plant valves are wearing out prematurely due to cavitation. The only solution offered by the vendor was unacceptable because it would cause other problems with the valves. Town Engineer recommended that the most workable solution was to replace 4 gate valves with pinch valves. A quote for such valves from Mid-Atlantic Valve and Equipment was in the meeting packet.

ACTION ITEM: H. HEYSER MOVED TO PURCHASE AND INSTALL THE PINCH VALVES. MOTION PASSED WITHOUT OBJECTION.

7.g **MEMBRANES.** Per K. Shipley the batch of 80 new membranes arrived early and are already installed and performing well. _

7.h **RT. 480 SEWER LINE.** Per K. Shipley, a sewer line extension has been installed to the Toll House Woods property.

7.i **SEWER USE ORDINANCE.** As this was previously discussed (see item 3 above) J. Auxer suggested that all members review the ordinance and come to next month's meeting with recommendations.

7.j **APPLICATION #011-18-SAB REAL ESTATE 2 LLC (ROCS).** Application to extend water and/or sewer mains. Per F. Welch this application should be approved. Customer is working with us to develop the gravity flow sewer connection and has agreed to relocate a water line that bisects their property.

S. Kemnitzer questioned the address listed on the application. When she searched online for it the property across Rt. 45 from the ROCS property was identified. F. Welch said that he would check that.

J. Bresland questioned the proposed water usage (2200 gpm) – 2200 gallons per minute? F. Welch identified that as a mistake and stated that their requested water usage was actually surprisingly low.

ACTION ITEM: H. HEYSER (SEWER) AND S. KEMNITZER (WATER) MOVED TO APPROVE THE APPLICATION WITH VERIFICATION OF THE ADDRESS AND CORRECTION OF THE PROPOSED WATER CONSUMPTION. MOTION PASSED WITHOUT OBJECTION.

8. **MAYOR'S REPORT.** J. Auxer proposed that the Water/Sewer meetings be held during daylight hours in the future since all current board members are retired and it would be easier for staff to attend.

ACTION ITEM: H. HEYSER (SEWER) AND S. KEMNITZER (WATER) MOVED TO HOLD FUTURE MEETINGS ON THE LAST THURSDAY OF EACH MONTH (NO DATE CHANGE) AT 1:00 PM. MOTION PASSED WITHOUT OBJECTION.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:50 pm. The next regular meeting is scheduled for Thursday, March 28 at 1:00 pm at Town Hall.