

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
March 28, 2019

Attendees: **Water Board** – J. Auxer, J. Bresland, J. Ford, S. Kemnitzer
 Sanitary Board – J. Auxer, H. Heyser
 Town Staff – F. Welch, C. Coe, K. Shipley
 Town Engineer – none
 Other – S. Cvijanovich, M. Everhart, E. Lewis, D. Lillard

Visitors:

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:59pm at Town Hall in Shepherdstown, West Virginia.

2. **MINUTES FROM LAST MEETING.** The draft minutes of the January 31, 2019 regular meeting were reviewed and approved with the following changes (proposed by H. Heyser):

Item 7.e – The 2 action items should have been to send the application to our consulting engineer for review, not to approve Step 1.

Item 8 – The wording 'A recent Sanitary Survey' should be changed to 'A recent Sanitary Survey (Water)'.

3. **VISITORS.** David Lillard, the Special Projects Manager of West Virginia Rivers Coalition (WVRC) made a presentation on their Private Lands, Public Waters initiative. Mr. Lillard presented an overview of the initiative and asked the Boards for three specific things:

a. A liaison from one of our boards who could act as the WVRC point-of-contact for the transmission of information they feel our boards should know about. Mr. Lillard also invited the liaison to attend their meetings.

b. WVRC would like to get a letter of endorsement from the boards.

c. Lastly, Mr. Lillard wanted to make us aware that they might come to us asking for a letter of support for future funding efforts.

J. Auxer asked to have these requests transmitted to his office via email. J. Ford suggested that a sample letter of endorsement be included as that would expedite our efforts to get an appropriate letter approved.

J. Bresland volunteered to act as the liaison.

4. **FINANCES.**

H. Heyser asked F. Welch about several expense items that are currently over-budget; specifically, whether they would be factored into next year's budget. F. Welch stated that they would and that, in fact, that effort was already in progress.

J. Bresland asked if the over-budget status of the insurance expense was due to the fact that the insurance payment was not spread out evenly over the year. F. Welch stated that it was partly due to that and partly due to the fact that the insurance costs have increased.

5. FLOW AND QUALITY REPORTS.

F. Welch noted that there were some very high water flow rates during the previous month.

J. Auxer stated that, as part of trying to reconcile those flow rates, the Fire Co. had been asked for an estimate of how much water they have used in recent fire-fighting efforts. They responded with an algorithm that is quite complicated and is being studied by the water department.

H. Heyser noted that there was not much evidence that recent heavy rains added much to the sewer intake. F. Welch stated that we do not have a serious sewer infiltration problem.

6. UNFINISHED BUSINESS. - None

7. NEW BUSINESS.

7.a SEWER USE ORDINANCE. F. Welch stated that we have not yet received any input from the Health Department and have been informed that it might take 6 months to receive that input. He recommended that this item remain on the agenda in the meantime.

7.b APPLICATION #011-18-(ROCS) – Application to Extend Water and/or Sewer Mains- Step II. F. Welch stated that there has been no recent action on this application.

7.c APPLICATION #002-19-(Dan Ryan Builders) – Application to Extend Water and/or Sewer Mains – Step I. The meeting package contained a letter from J. Ekstrom, our consulting engineer, outlining his review of the application and stating that both the existing water and sewer systems have the capacity to provide service to this development.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE STEP I FOR THE DAN RYAN BUILDERS APPLICATION #002-19 FOR EXTENSION OF SEWER SERVICES, BASED ON THE LETTER FROM OUR CONSULTING ENGINEER. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: S. KEMNITZER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE STEP I FOR THE DAN RYAN BUILDERS APPLICATION #002-19 FOR EXTENSION OF WATER SERVICES, BASED ON THE LETTER FROM OUR CONSULTING ENGINEER. THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.d APPLICATION #003-19-(WVU Medical Building) – Step I. Steve Cvijanovich presented the development plan proposed by Seneca Crossing, LLC. The plan had 2 complications:

1. The development plan is for 3 lots. Lot #1 has a planned occupant (WVU Medical Building) but there are, as yet, no planned occupants for Lots #2 or #3. Therefore, the water/sewer usage can be reliably estimated for only Lot #1. Mr. Cvijanovich explained that the estimates for the remaining 2 lots were done by assuming their usage would be for standard office buildings.

2. This development is being done at the same time as the ROCS development on an adjacent parcel (see item 7.b above). These 2 developments will both make use of an existing sewer pump station so the changes to the pump station will have to be coordinated across both projects. F. Welch and E. Lewis explained that the exact changes required for the pump station and who will be responsible for those changes (ROCS development or WVU Medical Building development) are currently being negotiated. F. Welch stated that the details of those negotiations will be included in the Step II applications.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD RECOMMEND THAT THE WVU MEDICAL BUILDING APPLICATION #003-19 BE SENT TO OUR CONSULTING ENGINEER FOR REVIEW. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: S. KEMNITZER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD RECOMMEND THAT THE WVU MEDICAL BUILDING APPLICATION #003-19 BE SENT TO OUR CONSULTING ENGINEER FOR REVIEW. THE MOTION WAS APPROVED WITHOUT OBJECTION.

S. Kemnitzer raised the issue that some confusion arose from the fact that the agenda item referenced 'WVU Medical Building' while the proposal was presented as 'Seneca Crossing, LLC'. It was discussed and agreed that, in the future, this development should be referenced as 'Seneca Crossing' with 'WVU Medical Building' included parenthetically.

- 7.e **EXTENSION OF W/S APPLICATION – Colonial Hills Phase III and Tollhouse Woods.** The meeting package contained letters from Alpha Associates, Incorporated requesting that both projects, which have previously had their Step I applications approved, have their applications extended for one year.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE EXTENSION OF THE COLONIAL HILLS PHASE III APPLICATION, AS REQUESTED BY THE LETTER FROM ALPHA ASSOCIATES, INCORPORATED. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: S. KEMNITZER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE EXTENSION OF THE COLONIAL HILLS PHASE III APPLICATION, AS REQUESTED BY THE LETTER FROM ALPHA ASSOCIATES, INCORPORATED. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE EXTENSION OF THE TOLLHOUSE WOODS APPLICATION, AS REQUESTED BY THE LETTER FROM ALPHA ASSOCIATES, INCORPORATED. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: S. KEMNITZER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE EXTENSION OF THE TOLLHOUSE WOODS APPLICATION, AS REQUESTED BY THE LETTER FROM ALPHA ASSOCIATES, INCORPORATED. THE MOTION WAS APPROVED WITHOUT OBJECTION.

8. **MAYOR'S REPORT.**

S. Kemnitzer asked that an estimate of the cost to digitize the Water/Sewer system maps be added to the upcoming annual budgets.

J. Auxer made reference to the recent electrical outages in the community, which did affect the water and sewer plants. He stated that we need to consider acquiring more capable backup electricity generators.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:20pm. The next regular meeting is scheduled for Thursday, April 25 at 1:00pm at Town Hall.

Respectfully submitted, J. Ford