

## DRAFT MINUTES

# SHEPHERDSTOWN, WEST VIRGINIA - SANITARY BOARD SPECIAL MEETING TO DISCUSS REVISIONS TO THE SERWER USE ORDINANCE

July 25, 2019

**Attendees:** Sanitary Board – J. Auxer, H. Heyser, R. Keller  
Water Board – J. Auxer, J. Bresland, M. Godfrey  
Town Staff – F. Welch

**Visitors:** none

1. **CALL TO ORDER:** The Special Meeting of the Sanitary Boards was called to order by J. Auxer at 2:40 pm at Town Hall in Shepherdstown, West Virginia.

2. **STAFF PRESENTATION:** Staff distributed a up-to-date copy of the current ordinance (without the bracketed language in the packet copy). The up-to-date Ordinance answered some of the Board's questions.

Staff explained the DEP's concerns about grease in pipes and pump stations as set out in their draft Consent Order #8977 dated May 28, 2019.

3. **BOARD QUESTIONS AND CONCERNS REGARDING THE CURRENT ORDINANCE (as follows):**

- Numerations in Section 1,
- The need to clarify that "Council" refers to the Shepherdstown Town Council,
- References to customer classes (Shepherdstown does not have customer classes.) – paragraphs #2-b1 and 5-b,
- Clarification of paragraph #3a regarding State law requiring buildings within 300 ft. of a sewer main to hook up if their sewage will flow by gravity to the line,
- Grades of pipe mentioned in paragraph #5-e (Do they conform with the Sewer Department's current standards?),
- Deposit policies mentioned in paragraph #7-a (Do they conform with the Department's current policies?),
- The lack of mention of requirements for remediating grease discharged into the system, and
- The need to number pages.

4. **WV Health Dept. Inspections:** Staff reported that WV HD has forwarded an initial list of sewer users with grease traps (compiled during regular restaurant inspections). The HD will forward additions to the list as inspections proceed. Staff stated their opinion that the Sewer Department will likely have to undertake any compliance enforcement measures required by the revised ordinance because the HD is understaffed at the present time.

5. **ACTION ITEMS:**

- Staff will forward a modified electronic copy of the current ordinance with pages numbered for Board members to review.
- The Mayor's Office will contact the Municipal League and WV DEP for suggested language to add to the Ordinance.

6. **NEXT MEETING DATE:** August 7, 2019, 1:00 pm at Town Hall.

7. **ADJOURNMENT:** J. Auxer adjourned the meeting at 3:30 pm.

Respectfully submitted: H. Heyser