

**MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

February 27, 2020

**Attendees:**     **Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair)  
                  **Sanitary Board** – J. Auxer (Chair)  
                  **Town Staff** – F. Welch, K. Shipley, C. Coe, D. Nickerson  
                  **Engineer** – J. Ekstrom, Ghosh Engineering

**Visitors:**       Steve Pearson

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:05pm at Town Hall in Shepherdstown, West Virginia. Note that the Sanitary Board did not have a quorum, so no motions requiring Sanitary Board approval were considered.
  
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the January 30, 2020 regular meeting were reviewed and approved as submitted.
  
3.     **VISITORS.** Steve Pearson, owner of the Opera House, explained that the ongoing renovation of the building would require the installation of a sprinkler system and that he wanted to discuss what that would entail.  
  
      C. Coe stated that he would get the flow and pressure information that would be required as part of the sprinkler system design.  
      F. Welch stated that there would have to be a new water system tap for the sprinkler system, separate from the tap that provides the building's non-sprinkler water.  
      M. Godfrey asked if his assumption that this would place no financial obligation on the Water Department was correct. S. Pearson agreed that the connection would be paid for as part of the building renovation.  
      F. Welch stated that he would be checking on the applicability of a capacity fee and it was his understanding that if this was new construction there would be no additional capacity fee for the sprinkler connection.

**ACTION ITEM: S. KEMNITZER MOVED, AND J. BRESLAND SECONDED, THAT THE WATER BOARD SHOULD USE THE SAME POLICIES AS WOULD BE USED FOR NEW CONSTRUCTION – I.E., THAT THERE BE NO CAPACITY FEE IMPOSED FOR THE SPRINKLER CONNECTION. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

4.     **FINANCIAL STATEMENTS.**

- J. Bresland asked if there had been any noticeable benefit from the recently repaired leaks. C. Coe said that there had not yet been a lot of data collected but what they did have indicated that substantially less water was being pumped – on the order of 130K gallons per day.
- S. Kemnitzer stated that she did not receive any alerts, as a customer, concerning the recent leak. There was some discussion of the alert system (telephone messages, emails, web site, ...) and it was decided that information should be included with monthly bills as to how customers can have their contact information included in the alert database.

5.     **FLOW AND QUALITY REPORTS.**

- M. Godfrey asked why fluoride values measured at the plant are sometimes lower than those measured at points remote from the plant. C. Coe explained that there are several factors: fluoride does

not dissipate; water further from the plant is older and can contain residual fluoride; testing with reagents is not always an exact science.

**ACTION ITEM: S. KEMNITZER MOVED, AND J. BRESLAND SECONDED, THAT, THE WATER DEPARTMENT SHOULD ENTER A FUTURE BERKELEY SPRINGS WATER CONTEST. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**6. UNFINISHED BUSINESS.**

**6.a WATER PLANT IMPROVEMENT PROJECT.** J. Ekstrom stated that he had a meeting with a filter manufacturer concerning a more efficient method of cleaning the filters that uses air in addition to water resulting in less time and less water being used. Also stated that his projection for completion of the plans was about 2 months.

**6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.** Revisions progressing.

**6.c CONSENT ORDER (WV DEPARTMENT OF ENVIRONMENTAL PROTECTION).** J. Auxer stated that we have heard nothing from the DEP. F. Welch stated that the Water Department is moving forward with their test of the updated Del-Pak system that has been reported to reduce the copper level.

**6.d MECKLENBURG MAINTENANCE ASSOCIATION.** J. Ekstrom and K. Shipley have completed a site inspection as part of the engineering planning effort.

**7. NEW BUSINESS.**

**7.a TASK ORDER FOR COPPER REMOVAL SYSTEM.** Ongoing – see 6.c above.

**8. MAYOR’S REPORT.**

J. Auxer stated that Austin Slater has been approved as a member of the Water Board and is expected to attend next month's meeting.

J. Auxer referenced an email from T. Haid, of the WV Rivers Coalition, requesting a letter of support for the Catalyst Fund.

**ACTION ITEM: J. FORD MOVED, AND M. GODFREY SECONDED, THAT THE WATER BOARD PROVIDE A LETTER OF SUPPORT FOR THE CATALYST FUND. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

J Bresland reported on the workings of the Safe Water Collaboration.

C. Coe reported that 12 of our 187 fire hydrants appear to be damaged beyond repair and that a contract is being worked up for their replacement. A study is planned for April to test all of our hydrants.

**9. ADJOURNMENT.** J. Auxer adjourned the meeting at 2:17pm. The next regular meeting is scheduled for Thursday, March 26 at 2:00pm at Town Hall. Note that this is one hour later than usual.

Respectfully submitted, J. Ford