

DRAFT MINUTES

**CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS**

December 02, 2021

ATTENDEES: Water Board- J. Auxer, J. Bresland, J. Ford, S. Kemnitzer (Chair), A. Slater, C. Stroeck
Sanitary Board- J. Auxer (Chair), H. Heyser, R. Keller
Town Staff- C. Painter, K. Shipley, F. Welch
Visitors- J. Ekstrom, Ghosh Engineering

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:33 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the October 21, 2021, regular meeting were reviewed. H. Heyser requested the word "plant" be deleted on line five of item 6.c. which was adopted. The minutes were then approved as corrected.

3. VISITORS.

J. Ekstrom attended the meeting to provide an update on two agenda items that follow.

4. FINANCES.

J. Auxer advised that there were no financial reports this month due to the resignation of the town bookkeeper D. Nickerson. He reported that a parttime CPA has been retained to fill this role until a replacement hire may be made.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

F. Welch reported that water produced adhered to all applicable regulations and requirements and that there were no violations during the month.

5.b. SANITARY REPORTS – NO VIOLATIONS.

K. Shipley reported that treated sewage water discharged adhered to all applicable regulations and requirements and that there were no violations during the month.

H. Heyser commented that he was pleased to see that land application of bio-solids has been resumed. A. Slater reported that he recently accompanied K. Shipley on a land application trip at the Willard farm to observe the process; he further reported that he was highly impressed with the professionalism of K. Shipley and his use of an onboard Geo Positioning System (GPS) to record and monitor the appropriate location and distribution of bio-solids.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS- STATUS REPORT.

K. Shipley reported that all repairs have been completed except for two hydrants (Duke Street and Stutzman-Slonaker Hall), the former of which was a later addition to the project; both are slated for work during the Shepherd University winter break.

J. Ekstrom reported on a meeting with Shepherdstown Volunteer Fire Department Chief Ross Morgan earlier this day regarding the planned water distribution projects at Mecklenburg Heights and in town as regards the location of new fire hydrants. In addition to J. Ekstrom, also attending were J. Auxer, K. Shipley, A. Slater, and F. Welch. J. Ekstrom reported the meeting went very well; some proposed new

fire hydrants were relocated, and three additional hydrants were added to the plans as a result of the collaborative session.

J. Bresland reported that C. Coe advised a new report on the status of all fire hydrants will be added to the monthly water board package.

C. Stroeucht asked if we were at the point in this project where we could report to the residents that the fire hydrant repairs have been substantively completed? J. Auxer advised in the affirmative and requested that C. Stroeucht prepare such an announcement for the weekly email blast to all residents.

A. Slater agreed to send C. Stroeucht the updated project spreadsheet to facilitate this message.

J. Auxer took this opportunity to ask for feedback on the recent transition to the new billing platform. Several members reported they had received complaints mainly regarding the new fees associated with bill payment. C. Painter provided statistics showing a decline in debit/credit card payments because of the new fees, and a corresponding uptick in check payments. J. Auxer reminded the boards that the fees had previously been paid by the Town. C. Painter advised that an elderly customer reported they preferred the post card bills. She also reported a problem with registering for electronic billing, but that has been resolved. A. Slater commented that change inevitably invites some unhappiness, but the new system transition was completed extremely well by town staff and offers many new benefits to our customers.

6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer reported that no additional progress has been made on this effort. A meeting will be scheduled in the spring of 2022.

6.c WATER PLANT IMPROVEMENT PROJECT-UPDATE.

J. Ekstrom reported that he was reviewing and commenting on 45 submittals from manufacturers regarding components and equipment to be installed in the plant as part of the project. When this process is completed, the equipment may then be ordered. He advised that he expects work to begin at the plant in March 2022, with the new water filters in service by August, and with full completion in October. J. Bresland commented on a conversation he had with C. Coe advising that many currently automated processes in the plant would need to be executed manually during construction resulting in additional work and scheduling.

6.d POSSIBLE WATER/SEWER SERVICE TO NEW SCHOOL COMPLEX ON RT. 230.

J. Auxer reported that he and F. Welch had met recently with the Superintendent of the Jefferson County Schools to discuss the possibility of the town providing water and sewer service to the new school complex. They reported that the Superintendent would like the town to provide this service and is working to that end. J. Auxer and R. Keller discussed the many problems associated with package sewage plants which would be the school's only other option. F. Welch advised that he anticipated the schools would be making application soon.

6.e PURCHASE OF TRUCK AT WATER PLANT.

F. Welch reported that three bids were received for the replacement truck with the low bidder, Kent Parsons, being awarded the bid at \$35,680. This report was for information only as the water board had previously authorized the purchase from the lowest of at least three bidders.

7. NEW BUSINESS.

There was no new business to come before the boards.

8. MAYOR'S REPORT.

J. Auxer asked if the boards are happy with meeting at the Community Club or would they like to move back to Town Hall? After discussion, the boards decided to continue to meet at the Community Club in January and decide month-to-month thereafter.

9. NEXT MEETING DATE.

Tuesday, January 25 at 12:30PM, 2nd floor of the Community Club's War Memorial Building.

10. **CONSENT.**
No action.
11. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
See above.
12. **DRAFT AGENDA FOR NEXT MEETING.**
No action.
13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:45PM.

Respectfully Submitted: A. Slater