

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

April 28, 2022

**ATTENDEES: Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, C. Stroeck  
**Sanitary Board** – J. Auxer (Chair), H. Heyser (via phone), R. Keller  
**Town Staff** –C. Coe, K. Shipley, F. Welch, J. Ekstrom (Ghosh Engineers)  
**Visitors:** Sylke Knuppel, Steve Pearson

**1. CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:30 p.m.

**2. MINUTES FROM PRIOR MEETING.**

The proposed minutes of the March 24, 2022, regular meeting were reviewed and approved as submitted.

**3. VISITORS.**

S. Knuppel was considered for recommendation to Town Council as a member of the Water Board.

**ACTION ITEM: J. BRESLAND MOVED AND M. GODFREY SECONDED THAT A RECOMMENDATION BE SENT TO TOWN COUNCIL TO APPROVE S. KNUPPEL AS A MEMBER OF THE WATER BOARD. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**4. FINANCES. Financial Statements Discussion**

No financial statements were available for review. J. Auxer stated that D. Decker hoped to have statements ready for review by the end of May.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER REPORTS - NO VIOLATIONS.**

C. Coe reported that everything is in good order.

**5.b. SANITARY REPORTS – NO VIOLATIONS.**

K. Shipley reported that everything is in good order.

**6. UNFINISHED BUSINESS.**

**6.a SEWER USE ORDINANCE – REVISION AND COMMENTS - SPRING 2022.**

R. Keller explained that he is heavily involved in the construction of the new Library and would be able to make progress on this issue when the Library project has been completed.

**6.b WATER PLANT IMPROVEMENT PROJECT - JEFF EKSTROM TO REPORT.**

J. Ekstrom reported that contractor progress is good. The filter equipment is expected to be received during the 1st week of May and the UV unit is also expected soon.

J. Auxer asked about the fence. J. Ekstrom stated that a request for bids has been published and that Long Fence has submitted a bid for \$40K. He added that there is already \$13K in the budget for the fence.

J. Auxer asked if we should expect completion of the project this year. C. Coe stated the the contractor said it will probably not be complete this year. J. Ekstrom stated that the completion date will depend on whether or not materials are delivered on time.

**6.c UPDATE ON WATER DISTRIBUTION PROJECT - JEFF EKSTROM TO REPORT.**

J. Ekstrom reported that Congressional grant for this project is to be administered by the Army Corps of Engineers and that we are waiting for information as to the details of how the grant will be administered.

**7. NEW BUSINESS.**

**7.a SHEETZ STORE - APPROVAL OF STEP II - ALTERNATE MAINLINE EXTENSION AGREEMENT - TO BE SENT TO PSC.**

F. Welch stated that he is working on the Mainline Extension Agreement and that it is almost done. When it is it will be sent to Sheetz for signature and then forwarded to the PSC.

J. Bresland inquired about the estimated completion of the project. K. Shipley stated that the target date is now 6/2 and that the progress was slowed due to the difficulty of sewer boring and a delay in the implementation of the electricity connection.

**7.b LEAD AND COPPER/CCR/VIOLATIONS - WOODY COE TO REPORT.**

CCR

C. Coe stated that the CCR will be mailed out 6/1.

M. Godfrey said that he thought the terminology of the report is dense and possibly overwhelming for the average customer. C. Coe explained that there was a section in which all terms and abbreviations are defined. R. Keller asked if we could include an executive summary. M. Godfrey offered to author such a summary. C. Coe said that when it was done he would submit it to the State to get approval to include it in the CCR and that, if approved, it would be included in next year's report.

LEAD AND COPPER

C. Coe stated that the required samples will be complete and submitted by the middle of June and that we have never had an issue with these samples in the past but that new testing has resulted in problems in some other jurisdictions which had no previous problems.

We have no known lead service lines but we do have 60 to 70 lead goosenecks.

The overall plan is to have the complete survey done by 2024 and any required replacements completed by 2026. Replacements will require the Town to replace the entire line from the main line to 18 inches inside the customer's premises.

**7.c RENEWAL OF COLONIAL HILLS PHASE III - WATER AND SEWER APPLICATION.**

F. Welch addressed the application renewal request for Colonial Hills Phase III. He noted that the overall Colonial Hills project was begun in 2005 so the Water/Sewer application for Phase III has been renewed quite a few times. He suggested that we should review our procedures with regard to application renewals and consider limiting the number of renewals allowed without resubmitting the application. R. Keller agreed and also noted that a change in ownership should require a resubmission of the application. A general discussion ensued and it was decided to include a review of the application renewal procedure on next month's agenda.

K. Shipley stated that for Colonial Hills Phase III the water and sewer lines have already been installed and the only issue with the application is that it continues to show the owner as Mark-Colonial Hills LLC, which we believe is no longer the case.

C. Stroech suggested that we should invite a representative of the project to our next meeting to explain what the current ownership situation is.

**ACTION ITEM: C. STROECH MOVED AND J. BRESLAND SECONDED FOR THE WATER BOARD THAT THIS APPLICATION BE TABLED UNTIL IT IS UPDATED WITH THE CORRECT OWNERSHIP INFORMATION. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**ACTION ITEM: R. KELLER MOVED AND H. HEYSER SECONDED FOR THE SANITARY BOARD THAT THIS APPLICATION BE TABLED UNTIL IT IS UPDATED WITH THE CORRECT OWNERSHIP INFORMATION. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**7.d PURCHASE OF GATE - WWTP.**

K. Shipley explained that a new gate was required at the waste water treatment plant.

J. Auxer stated that it should be a Public Works issue since the gate is used by Town employees other than those of the WWTP in addition to those of the WWTP. It was agreed to assign the purchase issue to Public Works.

**8. MAYOR'S REPORT. Nothing to report.**

**9. NEXT MEETING DATE.**

Thursday, June 2, 2022, at 12:30PM at the Community Club.

**10. SUMMARIZE ACTION ITEMS FROM THIS MEETING.**

**11. DRAFT AGENDA FOR NEXT MEETING.**

**12. ADJOURNMENT. J. Auxer adjourned the meeting at 1:25 p.m.**

**Respectfully Submitted: J. Ford**