

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

June 30, 2022

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland (phone), J. Ford, S. Kemnitzer (Chair)
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff –C. Coe, F. Welch, J. Ekstrom (Ghosh Engineers)
Visitors: L. Rampy, Steve Pearson

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.

H. Heyser suggested that in the future when an item arises during the discussion of an agenda item which is not directly related to the agenda item, that should be clearly delineated in the minutes. There was no objection.

The proposed minutes of the June 2, 2022, regular meeting were reviewed and approved as submitted.

3. VISITORS. - No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

S. Kemnitzer expressed concern about not receiving monthly reports.

J. Auxer stated that the accounting department is working on improving the reports to the point that we receive more recent data.

R. Keller stated that the current financials have shown much improvement and that he is very pleased with that.

S. Kemnitzer agreed with that. S. Kemnitzer also stated that she would like to see a budget for next fiscal year.

J. Auxer stated that we would have to schedule a budgetary meeting and that we would need input from D. Decker, who is currently unavailable. He said that he would address that when D. Decker is available.

J. Bresland stated that he would like to have a knowledgeable financial person address the boards in order to more fully explain the financial data. There was general agreement and J. Auxer offered to arrange for D. Decker to do so when he is available.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported that everything is in good order.

5.b. SANITARY REPORTS.

F. Welch reported that everything is in good order.

H. Heyser asked for an explanation of why no sludge has been spread on fields lately. F. Welch explained that we are not able to spread sludge when hay is on the fields, which is currently the case.

J. Auxer noted that the sewage flow level is quite low. F. Welch stated that we need more customers. There was a general discussion of some pending building projects which might bring us new customers in the next few years.

6. UNFINISHED BUSINESS.

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

H. Heyser stated that there was a quick discussion after our last meeting, although no substantive progress was reported.

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

J. Ekstrom reported that construction was progressing smoothly. The contractors are waiting for electrical equipment to be delivered, which is not expected to happen for 3 to 4 weeks. The generator is due to be installed in September and the alternate-source pump station in October. We are still on schedule for a November 15 completion.

S. Kemnitzer asked when the parking at the river access would be cleared of construction equipment. J. Ekstrom and C. Coe stated that it would improve somewhat over the next couple of months but would probably not be entirely clear until November 15.

6.c UPDATE ON WATER DISTRIBUTION PROJECT - (REGION 9 - CORPS OF ENGINEERS).

F. Welch reported that we are still waiting for the Army Corps of Engineers to release the funding and that the responsibility for administering the funds dispersal has been moved from the Huntingdon ACE office to the Baltimore ACE office.

6.d UPDATE ON 120 WATER.

C. Coe explained that his organization is in the process of submitting our inventory of service lines to 120 Water, who is building the database that will be used on the project. He further stated that things are progressing as expected.

7. NEW BUSINESS.

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

F. Welch reported that the Alternate Mainline Extension Agreement has been approved by the PSC and is waiting for signature by a Sheetz representative. J. Auxer said that he would attempt to contact the Sheetz regional manager in Winchester to get the signature.

7.b HYDRANT REPORT.

C. Coe stated that the status had not changed in the last month - we are still waiting on contractors to do repair/replacement of a number of hydrants.

R. Keller inquired as to whether any attempts have been made to track down and prosecute drivers who damage hydrants. J. Auxer replied that it is handled like any other destruction of property situation.

7.c TOLLHOUSE WOODS - HORTON BUILDERS HAS PURCHASED LAND.

F. Welch reported that the application renewal request has been updated to reflect the new ownership. He also stated that they expect to build 67 houses and that they will have to hook up a temporary pumping system while building is in progress.

H. Heyser remarked that working with the builder in this way to facilitate the building progress is an important thing for us to do since it should result in new customers.

7.d COMMERCIAL CENTER - LOWE BYPASS - APPROVAL STEP II - ALTERNATE MAINLINE EXTENSION AGREEMENT - SENT TO PSC.

F. Welch reported that the agreement has been submitted to the PSC and we are waiting on approval.

8. **MAYOR'S REPORT.**
J. Auxer stated when D. Decker is available he will ask him to begin work on the information package required for the Sanitary Board to consider a sewer rate increase.
9. **NEXT MEETING DATE.**
Thursday, July 28, 2022, at 12:30PM at Town Hall.
10. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
11. **DRAFT AGENDA FOR NEXT MEETING.**
12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:11 p.m.

Respectfully Submitted: J. Ford