

DRAFT MINUTES

CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA

October 26, 2023

ATTENDEES:

Water Board: J. Auxer (Mayor), J. Bresland, S. Kemnitzer, S. Knuppel, C. Stroech

Sanitary Board: J. Auxer, H. Heyser, R. Keller

Town Staff: S. Grove, C. Painter, B. Bennett, C. Coe, K Shipley, F. Welch

Visitors: Hoy Shingleton, L.C., G. Welter

1. CALL TO ORDER

The Water and Sewer Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. MINUTES FROM PRIOR MEETING

The proposed minutes of the September 28, 2023 were reviewed and approved.

3. VISITORS

The Board introduced H. Shingleton and entered into a discussion of the pending PFAS class action lawsuit. H. Shingleton asked if the Board had tested for PFAS. C. Coe noted the state had tested the Potomac River intake and it was below actionable levels. C. Coe also confirmed that the Town had not done our own testing. The only contamination we are aware of in the local area is in Inward from the Air National Guard.

If the Board was considering participating in the lawsuit, H. Shingleton recommended speaking with Camden Siegrist or Charles Printz with the Bowles Rice firm, the Town's Bond Counsel firm.

G. Welter listened to presentation made to CTUB. From that he understood, unless you did anything you were included in the class action.

If we run tests, C. Coe recommended tests in three spots. Potomac River intake, Town Run, and one other. H. Shingleton confirmed there is a deadline to opt out of the class action lawsuit by December 11, 2023. There was discussion of a few options for tests that vary from \$70 by Cyclopure and \$1,500 performed by certified labs. S. Kemnitzer noted a separate group, Potomac Riverkeepers, has done some testing and is willing to share results.

C.Stroech made motion to move forward with the \$70 test for PFAS on Town Run and Potomac River. No second was made on the motion. Motion was not passed. C.Coe recommended that if the Board chose to perform tests, have them done through a certified lab, which are \$1,500 each. S. Knuppel made a motion to perform tests on Town Run and Potomac River intakes utilizing certified lab as recommended by Staff. The motion was seconded by C. Stroech. C.Stroech, J. Bresland, S.Knuppel voted for and S.Kemnitzer and J. Auxer voted against. C. Coe stated he will order samples and get delivered as soon as possible.

There is another Public Hearing in Charles Town on October 26th that others plan to listen to online.

4. FINANCES

Financial Statements – Enclosed in packet

S. Kemnitzer noted that one of the bonds listed needed to have its label corrected.

R. Keller asked what line 536 Other Wastewater Revenue listing for \$34,*** was for. Town Staff noted the revenue is from Toll House Woods income.

J. Bresland noted that line 461 has calculation error

J. Auxer directed Staff that when reports have negative values to reflect them in RED.

a. AUDIT REPORT

H. Heyser asked if auditing firm had noted any concerns. J. Auxer responded that none were noted.

5. FLOW AND QUALITY REPORTS

C. Coe asked if anyone had questions.

J. Auxer asked if one item would be corrected when plant is finished. C. Coe confirmed it would be.

6. UNFINISHED BUSINESS

S. Kemnitzer noted a stormwater study underway in the town currently and asked who is responsible for getting stormwater to the river. K. Shipley noted that stormwater is handled through a combination of the culvert system and street drainage and is carried to the Potomac and Town Run.

a. WATER PLANT IMPROVEMENT PROJECT

Both new filters are online. UV start-up is still pending.

b. WATER DISTRIBUTION PROJECT

The Bid Date is 11/1/23 and has been advertised in paper by J. Eckstrom.

Headers for Water Distribution Plant and need to be corrected to October

c. SLUDGE PRESS

F. Welch noted that we had \$427,000 that was to be used mainly to purchase the new sludge press, and that the Town had collected interest on that money. He noted that the majority of the money has been used for the new press. The remainder of the money has been used for necessary repairs (ie. New pump for non-potable water system, replaced steps in pump station, replaced piping). Also, Staff had ordered a few new replacement PLC cards for the computer system. K. Shipley said it will be approximately one year until they are received and can be installed and they are replacing a few with used cards but the system has a total of approximately 30 cards.

7. NEW BUSINESS

K. Shipley recommended that generators be installed at new lift/ pump stations for emergency power. They are reviewing the best options for long-term operation and maintenance. At the meeting, we discussed Toll House Woods as well as Maddox Farm because it is a large lift/pump station.

J.Auxer asked for Staff to have J. Eckstrom prepare backup for this request. K. Shipley noted the Town has 11 pump stations currently. H. Heyser made a motion, R. Keller seconded motion and J. Auver, H. Heyser, and R. Keller voted to approve.

Mainline extension agreement. Currently they have to renew their permit every year. But plans have not been updated. K. Shipley recommended we put a limit of three years for plan updates.

K. Shipley recommends after 3 years, plans need to be resubmitted and reviewed by the Engineering team and Staff. C. Stroeck asked is it could be added to standard renewal letter, which Staff agreed to.

H. Heyser noted there should be a paragraph added to the renewal letter and add language about an additional fee charged for a new review. R. Keller said it would be a change in the renewal policy

8. HYDRANT REPORT

K.Shipley spoke with Kable Excavating recently. They confirmed that they still do hydrant repair/maintenance work and will reach out in a few weeks to discuss the Town's needs.

9. NEXT MEETING

The next regular meeting will be December 7, 2023 at 1:00 pm.

10. ADJOURNMENT

Motion to adjourn by H. Heyser, seconded by C. Stroeck, and approved by all. Meeting Adjourned at 2:29pm.

Respectfully submitted: S. Knuppel