

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

July 25, 2024

Town Hall 104 N. King Street

6:00 pm

Attendees

Water Board: J Gatz (mayor), S. Kemnitzer (chair), J Bresland. **No Quorum**

Sanitary Board: J Gatz (mayor and chair), H. Heyser, R. Keller **Quorum**

Town Staff – S. Grove, C. Coe, K. Shipley

Visitors: J. Auxer, G. Welter

1. Call to Order

The water and Sanitary Boards meeting was called to order at 6 pm.

2. Minutes of the June 21 Meeting - Review and Vote

The minutes of the June 21, 2024 Sanitary Board were approved without change.

The minutes of the June 21, 2024 Water Board will be voted on at the next meeting due to a lack of quorum.

3. Visitors

No visitor comments.

4. Financial Reports from Town Administrator

Questions from the boards focused on balances in reserve accounts, how they relate to operating budget and balance sheet and how they may be used.

5. Flow and Quality Reports from Staff

In addition to the report in the packet, staff reported that they are completing the new state requirement to assess cybersecurity of the plants.

6. Unfinished Business

- Update on Water Distribution System Construction – 30% complete.

- Hydrant Report – our maintenance practices meet the new state requirements.
- Lead Service Line Inventory – about 30% complete. Must be completed by October.

7. New Business

- Hiring Progress for Water and Sewer Staff
We discussed actions to raise compensation for water and sanitary department staff so we remain competitive in hiring and retaining staff.
- Water Newsletter – Review and Vote
Comments by Mr. Bresland and Mr. Godfry will be incorporated.
Vote postponed due to lack of a quorum

6. Old Business

- Comprehensive Plan – we will invite a member of the planning commission to come to our next meeting to discuss our input to the development of the plan.

7. Next Meeting August 22 at 6 pm

8. Adjournment – 7:10 pm.