

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

August 22, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

Sanitary Board members present – Mr. Gatz, Mr. Heyser and Mr. Keller

Water Board member present -Ms. Barlett, Mr. Bresland (by phone), Mr. Eggleston, Mr. Gatz, Mr. Godfrey, Ms. Kemnitzer

Town Staff- Mr. Coe

2. Minutes of the July 25 Water and Sanitary Board Meeting

Vote: Sanitary Board approved minutes of July 25 meeting

Vote: Water Board approved minutes of July 25 meeting

3. Visitors -John Eisenhower, Joe Young, Dan Shelton, Jim Auxer

4. Financial Reports

– Questions were asked about relating operating budget to reserve accounts and why some budget line items are different from the year end totals. No staff were available to answer these.

-Members asked for the accountant who is preparing the financial portion of the 2023-2024 PSC report to attend the next meeting and brief us on the report.

5. Flow and Quality Reports from Staff - All numbers are within range.

6. Unfinished Business

- Update on Water Distribution System Construction – progress is on schedule
- Hydrant Report – all are operational
- Lead Service Line Inventory-inspections continue
- W&S staff- Hiring, Comp Time and Salary Comparisons- Mr. Coe presented a plan for raising salaries to achieve parity with other utilities in the area and to aid recruitment and retention.

Vote: Sanitary Board recommended salary increases as, proposed by Mr. Coe, to Town Council

Vote: Water Board recommended salary increases as proposed by Mr. Coe to Town Council

- Water Department Newsletter – This will be coordinated with the Town Council’s newsletter project.

7. New Business

- Briefing on Application for Service
- Application from Forestar Real Estate Group for thirty-two single family homes near the new Shepherdstown Library

Vote: Sanitary Board voted to approve Step 1 in the application process

Vote: Water Board voted to approve Step 1 in the application process

8. Next Meeting on September 26 at 6 pm

9. Adjournment at 8 pm