

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
May 28, 2009

Attendees:	Water Board	Sanitary Board	Town Staff
	<input checked="" type="checkbox"/> S. Kemnitzer	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> H. Heyser	C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	R. Keller - absent	<input checked="" type="checkbox"/> K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	J. Ford - absent		
	<input checked="" type="checkbox"/> G. Engebretson	<input checked="" type="checkbox"/> = present at meeting	

Visitors: Dick Klein, Alpha Associates, Inc.
Bane Schill
Ken Lowe

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:05pm at Town Hall in Shepherdstown, West Virginia.
 2. **MINUTES OF THE APRIL 23, 2009 REGULAR MEETING.** The minutes were reviewed and approved as presented to the Boards.
 3. **VISITORS.** Visitors' statements were related to action items on the agenda as referenced below. To accommodate visitors, the order of items was adjusted. The item numbers below reflect the numbers shown on the original agenda.
 - 6.c **APPLICATION #09-002: KENSINGTON RE-SUBMITTAL OF STEP 1 WATER/SEWER MAINLINE EXTENSION.** Dick Klein and Ken Lowe explained that they are reapplying to keep the application current. The Kensington application remains the same as previously presented, requesting water and sewer service for a 36-unit townhouse project.
- ACTION ITEM: J. BRADY MOTIONED, AND G. ENGEBRETSON SECONDED, A MOTION FOR THE WATER BOARD TO ACCEPT THE STEP 1 APPLICATION AND REFER THE PROJECT TO TOWN ENGINEERS. THE MOTION WAS UNANIMOUSLY APPROVED. H. HEYSER MADE A SIMILAR MOTION FOR THE SANITARY BOARD, WHICH ALSO PASSED UNANIMOUSLY.**
4. **FINANCES.** Financial statements were briefly reviewed, without comment.
 5. **FLOW AND QUALITY REPORTS.** Spikes were noted in biological oxygen demand, total suspended solids, and nitrogen on the April reports, all indicating the plant experienced out-of-compliance operations. F. Welch explained that a spill or dump into the system resulted in a kill-off of the beneficial bacteria at the wastewater treatment plant, with the resulting operational issues. The plant was quickly returned to proper operating status. A letter was sent to the WV DEP (copies will be provided to Board members).
 6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT.** Design has begun on the wastewater plant upgrades, and the entire project is moving forward on schedule. Chapman Technical has applied for a "green" grant for \$375,000 to remove the problematic Lowe's pump station and build the replacement gravity system.

- 6.b. **WATER STUDY.** Town staff have located potential land along Shepherd Grade on which to build a new water tank. J. Ekstrom will be looking at the property regarding its suitability for this purpose.
7. **NEW BUSINESS.** - none
8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:38pm. The next meeting is scheduled for Thursday, June 25 at 7:00pm.

Respectfully submitted, Jerry Bock