

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 24, 2011

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	K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	<input checked="" type="checkbox"/> J. Ford		
	<input checked="" type="checkbox"/> G. Engebretson		
	B. Schill-absent		
		<input checked="" type="checkbox"/> = present at meeting	

Visitors: Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:06pm at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia.

- 2.a **MINUTES OF THE JANUARY 27, 2011 REGULAR MEETING.** The minutes of the January 27 meeting were approved with the following amended language:

"CALL TO ORDER. The Sanitary Board meeting was called to order by Jim Auxer..."

- 2.b **MINUTES OF THE FEBRUARY 3, 2011 WATER BOARD SPECIAL MEETING.** The minutes of the February 3 special meeting were approved with the following amended language:

"CALL TO ORDER. A Water Board special meeting was called to order by Jim Auxer..."

Also, the entire second sentence under CALL TO ORDER ('The Water Board did not have a quorum...') was deleted.

3. **VISITORS.** No items to report.

4. **FINANCES.** Board members were informed that the budget for the upcoming fiscal year (July 1, 2011 to June 30, 2012) must be reviewed and approved at the March meeting.

5. **FLOW AND QUALITY REPORTS.** The Boards briefly reviewed the flow and quality reports. High biological oxygen demand (bod) was noted in one sample, and was attributed to construction efforts at the WWTP; the facility upgrades will address this issue.

6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom updated the Boards on the major upgrade effort, and indicated that overall the work is going well and he is pleased with the contractor (Alvarez). The digester is under construction; construction is starting on the tanks; and the metal buildings have been approved and will be shipped soon. H. Heyser requested the continuation sheet from the contractor, which he requires as a part of the calculation of the building permit fee.

- 6.b** **WATER TANKS.** J. Ekstrom explained that the current plan is to build two new water tanks at the location of the current tanks; usable water capacity will increase from .4 to 1.4 million gallons. Estimated current need is 1.1 million gallons. One existing tank will be torn down, and a new tank constructed, and then that process will be repeated. A larger overall capacity of 1.7 million gallons was originally sought, but the constraints encountered (unable to re-locate to another site; unable to fit that capacity on the existing site) is resulting in the decision to go with 1.4 million gallons capacity.

ACTION ITEM: J. BRADY MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE THE FACTORY-COATED BOLTED STEEL WATER TANK DESIGN AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

- 6.c** **WATER VALVE REPLACEMENT.** F. Welch confirmed that the Town is moving forward on addressing the priority list of valve replacements; we are currently waiting for 10" valves to be made and delivered.

- 6.d** **FILLING OF SWIMMING POOLS.** This completed item should be removed from the agenda.

- 6.e** **MADDEX FARMS PUMP STATION REPLACEMENT.** We are moving forward with construction of a standard pump station at Maddex Farm, but with a fiberglass building that is an upgrade from the typical "hut" - this will provide a better appearance for a structure that will be in a highly visible location. Drawings should be available soon.

- 6.f** **LITTLE RUN ACRES WATER LINE REPLACEMENT.** The Town has worked out an agreement with the School Board on funding the costs of different aspects of the water line and sidewalk repairs at Shepherdstown Middle School. The School Board is agreeing to handle disposal of old asbestos pipe, if the Town will provide some financial assistance. The result will be an 8" water line replacing the current 4" line which will provide water needed for fire protection for that area.

ACTION ITEM: J. AUXER MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO PROVIDE \$17,500 FOR MATERIALS FOR THE REMOVAL, REPLACEMENT, AND DISPOSAL OF ASBESTOS PIPE FOR THE LITTLE RUN WATER LINE REPLACEMENT. THE MOTION PASSED UNANIMOUSLY.

7. NEW BUSINESS.

- 7.a** **BRIAN MASEMER - 60 OLD PROSPECT STREET - WATER BILL.** Mr. Masemer was not present, and the Board took no action.

- 7.b** **TOLL HOUSE WOODS.** After a brief discussion, the following motions were made:

ACTION ITEM: S. KEMNITZER MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO REQUIRE TOLL HOUSE WOODS TO REAPPLY FOR WATER/SEWER SERVICE (APPLICATION OVER ONE YEAR OLD). THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO REQUIRE TOLL HOUSE WOODS TO REAPPLY FOR WATER/SEWER SERVICE (APPLICATION OVER ONE YEAR OLD). THE MOTION PASSED UNANIMOUSLY.

- 7.c** **UPGRADE TO WATER LINE AT WWTP.** The Boards considered a recommendation for upgrading the water line to the Shepherdstown WWTP. The upgrade will provide water for fire protection at the upgraded facility.

ACTION ITEM: J. BRADY MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE THE USE OF WATER I&R FUNDS TO UPGRADE THE WATER LINE TO THE SHEPHERDSTOWN WASTEWATER TREATMENT FACILITY. THE MOTION PASSED UNANIMOUSLY.

- 7.d** **ATTENDANCE AT AWWA-WEA MEETING.** The Boards were asked to consider the provision of funds for Town staff to attend the upcoming AWWA-WEA meeting in Wheeling.

ACTION ITEM: J. FORD MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO PROVIDE \$674 FOR TOWN STAFF TO ATTEND THE AWWA-WEA MEETING. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO PROVIDE \$674 FOR TOWN STAFF TO ATTEND THE AWWA-WEA MEETING. THE MOTION PASSED UNANIMOUSLY.

- 8.** **MAYOR'S REPORT.** J. Auxer requested the following votes by the Boards:

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO ADOPT THE SHEPHERDSTOWN WATER-SEWER SERVICE AREA MAP (DATED JANUARY 18, 2011) AS PROPOSED. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO ADOPT THE SHEPHERDSTOWN WATER-SEWER SERVICE AREA MAP (DATED JANUARY 18, 2011) AS PROPOSED. THE MOTION PASSED UNANIMOUSLY.

H. Heyser also requested that the Town's criteria or policy on estimating water/sewer costs be provided for review by the Boards.

There was no discussion on Agenda Items 9-11.

- 12.** **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:28pm. The next meeting of the Boards is scheduled at the temporary Town Hall at 7:00pm on Thursday, March 31.

Respectfully submitted, Jerry Bock