

APPROVED MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
June 24, 2010

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

Visitors: Bane Schill
Mike and Bonnie Austin
William Howard, Howard Farm Subdivision
Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:07pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE MAY 27, 2010 REGULAR MEETING.** The minutes were reviewed and approved with the following correction: Under 6.b., 7th line, change "looking a water system upgrades..." to "looking at water system upgrades..."
3. **VISITORS.** There were no official comments from the visitors present.
4. **FINANCES.** The Boards noted increases in water usage and water revenue.
5. **FLOW AND QUALITY REPORTS.** Fairly steady readings were noted for wastewater. J. Ekstrom indicated that the water quality readings will improve substantially after the plant upgrades are completed. Board members requested graphs (current and previous month) of the water quality indicators.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** We are waiting to obtain approval from WV DEP to go to bid on the plant upgrades. The Town needs to send copies of additional service agreements to DEP - J. Auxer indicated he would work on this.
 - 6.b **WATER TANK.** A letter dated June 19, 2010 from the Jefferson County Historic Landmarks Commission indicated their preference for Shepherdstown to build new water tanks at the site of the present tanks, rather than along Shepherd Grade. J. Ekstrom told the Boards he believes pursuing new tanks at the current site is the best option at this time. He indicated there is sufficient property at the current site to build two new, elevated tanks. One of the existing tanks would be torn down to allow construction of the new tanks, and the other existing tank would be used until the new tanks are brought on line. The current timeline would be for construction to begin next May.
 - 6.c **WATER VALVE REPLACEMENT.** J. Ekstrom provided a handout labeled "Phase I - Valve Replacement" that listed thirteen recommended valve replacement projects totaling \$110,000.

ACTION ITEM: J. BRADY MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO REQUEST CHAPMAN TECHNICAL TO DEVELOP CONTRACTUAL DOCUMENTS, INCLUDING DESIGN DOCUMENTS, TO IMPLEMENT THE THIRTEEN PROJECTS ON THE "PHASE I - VALVE REPLACEMENT" LISTING PRESENTED AT THIS MEETING, AND FURTHER TO AUTHORIZE THE USE OF FUNDS FROM THE WATER I/R ACCOUNT FOR THIS PURPOSE. THE MOTION PASSED UNANIMOUSLY.

J. Bock requested the Boards be provided with copies of the Town's Comprehensive Plan and also copies of the water and sewer system maps and drawings.

- 6.d **LOWES PUMP STATION BYPASS.** Permission has been granted to cross Town Run. One manhole has already been put in. Overall, solid progress is being made on this project.
- 6.e. **FLAT WATER RATES.** This item will appear on each monthly agenda, to encourage the Boards to proceed with research and potential plans for implementing a flat rate structure.
- 6.f **CERTIFICATION FOR TOWN STAFF.** The Mayor informed the Water Board that the salary increases for Charles Coe and Arnold Wright approved by the Water Board at last month's meeting were not accepted by the Town Council. As a result of the Town Council's actions, the Water Board reconsidered and passed the following motion:

ACTION ITEM: J. FORD MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL SALARY INCREASES OF \$1.00 PER HOUR FOR CHARLES COE AND FOR ARNOLD WRIGHT, BASED ON THEIR CERTIFICATION AS CLASS III WATER PLANT OPERATORS, RETROACTIVE TO MARCH 3, 2010. THE MOTION PASSED UNANIMOUSLY.

7. **NEW BUSINESS.**

- 7.a **TOWN CLERK SALARY.** The Boards considered the following motions relating to the salary of the Shepherdstown Town Clerk. The Town Clerk's salary is paid from the following budgets: 30% Water budget, 30% Sanitary budget, and 40% Town budget. NOTE: H. Heyser recused himself from this discussion and left the room.

ACTION ITEM: J. FORD MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL TO MAKE THE TOWN CLERK A SALARIED POSITION AND INCREASE THE HOURLY PAY RATE FROM \$16.97 PER HOUR TO \$19.25 PER HOUR. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: R. KELLER MOTIONED (NO SECOND REQUIRED) FOR THE SANITARY BOARD TO RECOMMEND TO THE TOWN COUNCIL TO MAKE THE TOWN CLERK A SALARIED POSITION AND INCREASE THE HOURLY PAY RATE FROM \$16.97 PER HOUR TO \$19.25 PER HOUR. THE MOTION PASSED UNANIMOUSLY.

8. **MAYOR'S REPORT.** J. Auxer said he feels we are making good progress on water and sewer issues, and that the valve replacement program is a good step forward, a proactive step using funds already available for this purpose.

There was no discussion on Agenda Items 9-11.

12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:17pm. The next meeting of the Boards is scheduled for Town Hall at 7:00pm on Thursday, July 29.

Respectfully submitted, Jerry Bock