

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
July 23, 2009

Attendees:	<u>Water Board</u>	<u>Sanitary Board</u>	<u>Town Staff</u>
	<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	<input checked="" type="checkbox"/> R. Keller	K. Shipley
	J. Brady - absent		P. Dowell
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> J. Ford		

= present at meeting

Visitors: Bane Schill

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by S. Kemnitzer at 7:05pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE JUNE 25, 2009 REGULAR MEETING.** The minutes were not available and will be reviewed at the next regular meeting.
3. **VISITORS.** There were no visitor comments at the meeting.
4. **FINANCES.** An email from P. Dowell provided to J. Auxer indicated that funding for water and wastewater infrastructure improvements would be available through the USDA Rural Development Service on a 38-year loan basis, at an interest rate of 4.375%. Unfortunately, the annual debt service would not be affordable on these terms. We will continue to explore funding options, including through local banks.
5. **FLOW AND QUALITY REPORTS.** The flow and quality reports were discussed briefly.
6. **OLD BUSINESS.**
  - 6.a. **WASTEWATER TREATMENT PLANT.** F. Welch stated we are now through the preliminary design stage, into the design stage and moving forward. Two treatment systems (Zenon and Aqua Aerobics) are still under consideration.
  - 6.b. **WATER SYSTEM STUDY.** F. Welch indicated serious discussions are planned with Chapman Technical regarding options on new water tanks, which will help substantially in controlling disinfectant byproducts.
  - 6.c. **SEWER SERVICE AT MECKLENBURG HEIGHTS, CHAPLINE'S CHOICE, AND HEATHERFIELD.** The Boards reviewed a preliminary design proposal from Chapman Technical. Additionally, the principles of a newly proposed project, the Chriswood Subdivision, are potentially interested in participating in and sharing costs for any expansion of services in this area. The Chriswood developers would like to avoid building their own package sewer plant if possible. Board members showed a strong desire to extend service to these areas, and requested for the next board meeting a financial analysis on the overall impact of adding 397 existing residential households to the sanitary system. Also, a discussion is needed on the options for charging different connection fees.
  - 6.d. **NORTH CHURCH STREET ISSUE.** The Boards discussed the ongoing issue of low water pressure for homes on North Church Street. One idea would be to install a new 8" water line

from German Street to High Street (along Church Street). The Boards recommended to F. Welch to move forward with additional analysis and possible bids on such a project.

7. **NEW BUSINESS.**

7.a. **EXPIRATION OF BOARD MEMBER'S TERM.** Sue Kemnitzer's term is expiring.

**ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, A MOTION TO EXTEND THE APPOINTMENT OF SUE KEMNITZER TO THE WATER BOARD FOR AN ADDITIONAL THREE YEARS. THE MOTION PASSED UNANIMOUSLY.**

8. **ADDITIONAL DISCUSSION ITEMS.** Two additional items were raised for further discussion at upcoming meetings:

- \* A strategy for systematic analysis and scheduled replacement of water valves.
- \* Additional discussion of the sewer system study.

9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 7:58pm. The next meeting of the Boards will be held in Town Hall on Thursday, August 27.

Respectfully submitted, Jerry Bock