

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
August 27, 2009

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

Visitors: Neal Martineau
Bane Schill

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by S. Kemnitzer at 7:00pm at Town Hall in Shepherdstown, West Virginia.

- 2.a **MINUTES OF THE JUNE 25, 2009 REGULAR MEETING.** The minutes were reviewed and approved with the following updates:
 5. - Change 'the spill in April' to 'the April problem'.
 - 6.c – Add the sentence 'They had previously submitted an application for water.'

- 2.b **MINUTES OF THE JULY 23, 2009 REGULAR MEETING.** The minutes were reviewed and approved with the following updates:
 4. - Add the sentence – 'Funding is being sought separately for the waste water treatment plant.'
 - 7.a – Change the wording of the motion from 'a motion to extend the appointment of' to 'a motion to recommend to Town Council to extend the appointment of'.

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.

- 7.a **NEAL MARTINEAU – 208 W. NEW ST. - REQUEST FOR ADJUSTMENT.** F. Welch described the problem: After being on a 2-3 week vacation, the Martineau's received a water/sewer bill which was several times higher than usual due to an unusually high water usage. The situation was investigated by the Water department and by a private plumber but no obvious leaks were found. Mr. Martineau stated that he believes that the person attending to his yard in his absence must have left the soaker hose on inadvertently. Since the resultant water usage had no sewer component he requested that the increased sewer portion of his bill be forgiven.

ACTION ITEM: R. KELLER MOTIONED AND H. HEISER SECONDED FOR THE SANITARY BOARD TO RECOMMEND THAT STAFF REVIEW THE SITUATION, DETERMINE PER THE TARIFF WHAT RATE REDUCTION, IF ANY, IS APPROPRIATE AND ALSO PROVIDE MR. MARTINEAU WITH A COPY OF THE TARIFF REGULATIONS. THE MOTION WAS UNANIMOUSLY APPROVED.

H. Heiser requested that a discussion item be added to next month's agenda to cover the tariff regulations regarding leak adjustments, to which there was general agreement.

4. **FINANCES.** Financial statements were briefly reviewed, without significant comment.
 5. **FLOW AND QUALITY REPORTS.**
H. Heiser asked F. Welch to explain the coliform numbers. F. Welch explained that the numbers tend to vary widely between samples and that he was not entirely sure why but that he suspected it depends on how much time the effluent spends in the chamber. If it moves through the chamber quickly then the chlorination is not as effective. He also stated that we should not have such an issue with the new treatment plant.
 6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT.** F. Welch stated that design mode is progressing on schedule.
 - 6.b. **WATER STUDY.** J. Auxer stated that we are investigating the possibility of getting \$4M at 1% from the Infrastructure Council and that, if successful, we should be able to build 2 new water tanks without any further increases in water rates.
 - 6.c **SEWER SERVICE AT MECKLENBURG HEIGHTS, CHAPLIN'S CHOICE AND HEATHERFIELD DEVELOPMENTS.** R. Keller stated that the income estimates represented the worst (lowest) case scenario.
- ACTION ITEM: R. KELLER MOTIONED AND H. HEISER SECONDED FOR THE SANITARY BOARD TO RECOMMEND THAT STAFF GENERATE A MORE REFINED ESTIMATE AND THAT CHAPMAN TECHNICAL BE TASKED WITH INVESTIGATING POSSIBLE SOURCES OF FUNDING. THE MOTION WAS UNANIMOUSLY APPROVED.**
- 6.d **WATER VALVE REPLACEMENT.** F. Welch stated that details of which valves needed to be replaced are included in the Chapman Water Distribution study. R. Keller asked if it would not be a good idea to prioritize the valves and to make plans to replace one or two a year. J. Auxer cautioned that we should ensure that we have sufficient funding before we embark on such a plan.
 7. **NEW BUSINESS.** - Only item was covered previously.
 8. **MAYOR'S REPORT.** - F. Welch reported on the causes and treatment of the recent water line break.
 9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 8:22pm. The next meeting is scheduled for Thursday, September 24 at 7:00pm.

Respectfully submitted, Jim Ford