

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 28, 2010

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

= present at meeting

Visitors: Ryan P. Perks, Alpha Associates, Inc.

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:12 PM at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia.

2. **MINUTES OF THE SEPTEMBER 30, 2010 REGULAR MEETING.** The Boards reviewed the draft minutes from the September 30th regular meeting and approved the minutes with an addition/correction from P. Dowell to item 4d (Sewer Budget Revision #1). Two items were not mentioned in the minutes—(1) the payoff of the Berkadia Sewer Bond with bond sinking funds, and (2) the funding of 50% of the Membrane Replacement Fund with I&R Funds replaced from bond draws. Mayor Auxer reported that after due consideration, the management of the wastewater treatment plant upgrade will be managed by town staff and not contracted to WVRCAP thus saving \$50,000. A motion to accept the minutes with corrections was made by H. Heyser, seconded by R. Keller, and approved unanimously.

3. **VISITORS.** A visitor (Mr. Ryan Perks from Alpha Associates, Inc.) made a presentation that covered Agenda Item 7.e:

 Mr. Perks appeared on behalf of Mark-Colonial Hills, L.L.C. requesting an updated letter of water and sewer availability for the proposed Colonial Hills Phase III Subdivision. The last letter issued by the Corporation of Shepherdstown expired November 4, 2007. After discussion regarding capacity in the system as opposed to the capacity of the treatment plant itself, a motion was made by R. Keller for the Sanitary Board to amend the existing letter of November 4, 2006 to express the intention of the Corporation of Shepherdstown to serve Phase III of Colonial Hills when capacity becomes available upon completion of the wastewater treatment plant upgrades. The motion was seconded for the Sanitary Board by H. Heyser. The same motion was made by G. Engebretson for the Water Board and seconded by J. Brady and passed by both bodies unanimously. The body advised Mr. Perks to keep the application current by contacting the Board at least annually.

4. **FINANCES.**
 - 4a. **Finance Report as of October 12, 2010.**
 Questions from R. Keller were resolved.
 - 4b. **Financial Statements as of September 30, 2010.**

5. **FLOW AND QUALITY REPORTS.** The Boards briefly reviewed the flow and quality reports. Some infiltration was noted during a period of heavy rain.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Bond Closing scheduled for November 22nd.
7. **NEW BUSINESS.**
 - 7.a **WATER BOARD MEMBER VACANCY.** Advertised, but no interested persons to date
 - 7.b **ALTERNATE ENERGY RESOURCES.** Nothing returned to date.
 - 7.c **GREY WATER COLLECTION SYSTEM- SHEPHERD UNIVERSITY.** Informational letter from Chapman indicating insertion of flow meter included in packets.
 - 7.d **RESCHEDULING OF NOVEMBER/DECEMBER MEETINGS.** Meeting rescheduled to December 2nd to coincide with the pre-construction meeting.
 - 7.e **COLONIAL HILLS-PHASE III-REQUEST TO ISSUE UPDATED LETTER OF WATER/SEWER AVAILABILITY.** Moved to Visitors.
 - 7.f **EMPLOYEE CHRISTMAS BONUS.** H. Heyser recused himself and left the room. A motion was made by R. Keller for the Sanitary Board to approve a \$150 dollar Christmas bonus for employees. The same motion was made by G. Egebretson for the Water Board and seconded by J. Ford. The motions were passed unanimously.
8. **MAYOR'S REPORT.** Water valve replacement contract in preparation and is with the attorney at this time. J. Brady suggested that the contract be made “boiler-plate” so that it could be easily modified for future phases.
12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:56 PM. The next meeting of the Boards is scheduled at the temporary Town Hall at 7:00 PM on Thursday, December 2nd.

Respectfully submitted, Bane Schill