

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 27, 2011

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 type="checkbox"/> J. Brady	<input checked="" type="checkbox"/> R. Keller	K. Shipley
	<input checked="" type="checkbox"/> J. Ford		
	<input type="checkbox"/> G. Engebretson		<input type="checkbox"/> P. Dowell
	<input checked="" type="checkbox"/> B. Schill		

= present at meeting

Visitors: Tricia Fulks, Shepherdstown Chronicle
Richard Anderson

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:08 PM at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia. The Water Board did not have a quorum; therefore agenda items concerning the Water Board will be tabled until the next meeting.

2. **MINUTES OF THE DECEMBER 2, 2010 REGULAR MEETING AND DECEMBER 22, 2010 SPECIAL MEETING.** The Sanitary Board reviewed the draft minutes from the December 2nd regular meeting and the December 22nd special meeting. A motion to accept the minutes of the December 2nd meeting with a minor wording change to item 7b, and to accept the minutes of the December 22nd meeting as submitted was made by H. Heyser, seconded by R. Keller, and approved unanimously. The Water Board will review these minutes at the next regular meeting.

3. **VISITORS.** Tricia Fulks from The Shepherdstown Chronicle and Richard Anderson observed the meeting.

4. **FINANCES.** Items 4a and 4b were reviewed by the Sewer Board. H. Heyser raised a question regarding what is included in the item "Sewer Administration" (page S7). Mr. Heyser will clarify the issue with P. Dowell and will report back at the next meeting.
 - 4a. **Finance Report as of January 11th, 2011.**
 - 4b. **Financial Statements as of December 31, 2010.**

5. **FLOW AND QUALITY REPORTS.** The Boards reviewed the flow and quality reports. H. Heyser raised a question about an apparent discrepancy on Dec. 3rd. R. Keller asked about a fluctuation on the 16th-17th. F. Welch suggested that work on the sewer plant may have caused these anomalies. R. Keller asked about the differences in reported coliform numbers. F. Welch explained that a test result of 400 cfu/100ml resulted in a geometric mean of 40 cfu/100ml when a second test was performed (0 cfu/100ml). J. Auxer asked if the sewer plant upgrades would result in less sludge. F. Welch said that he thought there would actually be more, and he informed the Board that water content must be 20% or less to go to the landfill.

6. OLD BUSINESS.

- 6.a WASTEWATER TREATMENT PLANT UPGRADE.** Construction is moving along with work to begin on the digester in about two weeks. A favorable result was obtained from the Board of Zoning Appeals. The building permit fee is being studied.
- 6.b WATER TANK UPGRADE.** Two tanks of the previously selected design will not fit on the site, or on the site plus some adjacent land that may be available. R. Keller asked if there would be an economy of scale to use one larger tank instead of two smaller ones.
- 6.c WATER VALVE REPLACEMENT.** Four valves have been replaced, but operations have been suspended until warmer weather.
- 6.d WATER BOARD MEMBER VACANCY.** Tabled until the next meeting.
- 6.e FILLING OF SWIMMING POOLS.** Tabled until the next meeting.

7. NEW BUSINESS.

- 7.a MADDEX FARM PUMP STATION REPLACEMENT.** Sizing is being studied, but will probably be approximately the same as what is there currently (200 gpm). New pumps will be above ground
- 7.b LITTLE RUN ACRES WATER LINE REPLACEMENT.** The Shepherdstown Elementary School and the Shepherdstown Middle School received a grant to install new storm drains and sidewalks. It was found that the new work as designed would be installed over a Shepherdstown water main. Discussions with F. Welch resulted in a plan to move the water line. If the town supplies the materials (approx.. \$16K), the contractor will install a new eight inch water line to replace the old four inch line thus providing increased capacity and fire protection to the schools. A special meeting of the Water Board will be scheduled to take up the issue.
- 7.c SERVICE AREA MAP.** H. Heyser suggested that the map needs to be adopted and forwarded to the Planning Commission, communicated to the Public Service District, and perhaps to other parties including the County Planning Commission. R. Keller suggested caution in how this information is presented. J. Auxer will draft an appropriate letter.
- 7.d BRIAN MASEMER-60 OLD PROSPECT AVENUE WATER BILL.** Moved to the next meeting.
- 7.e. APPOINTMENT OF JERRY BOCK TO THE WATER BOARD.** Tabled until the next meeting.

8. MAYOR'S REPORT. The Board discussed the current status of legislation to support the sewage plant upgrades needed to meet Chesapeake Bay Watershed requirements. R. Keller suggested that extension of lines to areas where they are badly needed should be an option for any grant monies available.

12. ADJOURNMENT. A motion to adjourn was made by R. Keller, seconded by H. Heyser and passed unanimously. J. Auxer adjourned the meeting at 8:05 PM.

Respectfully submitted, Bane Schill