

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**April 28, 2011**

Attendees:	Water Board	Sanitary Board	Town Staff
	<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. 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:** Jeff Ekstrom, Chapman Technical Group

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:02 PM at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia.
2. **MINUTES OF THE March 31, 2011 REGULAR MEETING.** A motion to accept the minutes of the March 31<sup>st</sup> meeting as submitted was made by H. Heyser, seconded by R. Keller, and approved unanimously.
3. **VISITORS. Jeff Ekstrom of Chapman Technical Group attended the meeting to report on items under 6a-d.**
4. **FINANCES.** The Boards reviewed the Finance Report of April 7<sup>th</sup>, 2011 and the Financial Statements as of March 31<sup>st</sup>. There were no questions.
5. **FLOW AND QUALITY REPORTS.** The Boards reviewed the flow and quality reports. There was a brief discussion of sewage flow spikes due, perhaps, to rain events.
6. **OLD BUSINESS.**
  - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** A progress report was delivered this day and construction is moving on as scheduled. Jefferson Asphalt provided a construction schedule for Contract Three (pump station). They will start in June and finish the second week of August. Line work will not start until after July 4<sup>th</sup> to avoid the festivities at Rumsey Park. They have already installed 70 feet of casing under the railroad. Residents affected by operations will be contacted.
  - 6.b **WATER TANK UPGRADE.** The new property has been appraised and the owner has given permission for some additional geotechnical studies. Drawings are about 90% complete with the exception of site work and will be submitted to the Health Department in the next month. Letters will be sent to all nearby residents notifying them of what will be transpiring and inviting them to a Water/Sanitary Board meeting to have any questions answered. H. Heyser inquired if there was a need to increase the Capacity Fee to reflect the new water tank construction. The matter will be studied.

- 6.c** **WATER VALVE REPLACEMENT.** Four valves need to be replaced of which 3 are 10" and are on order. They are expected to be in about May 1<sup>st</sup>. A water line upgrade including fire hydrant has been completed to the waste-water plant and is in service.
- 6.d** **MADDEX FARM PUMP STATION REPLACEMENT.** Attorney has talked with the owner of the property (also the owners of Jefferson Asphalt) and they have agreed to an easement. The property is designated for storm water management on the tax map.

**7. NEW BUSINESS.**

**7.a** **AGREEMENT BETWEEN MAYLAND AND WV REGARDING WATER RIGHTS.** B. Schill delivered a summary of the history of Potomac River water rights issues between Maryland, Virginia, and West Virginia and how the entities in WV that withdraw water may be affected by Maryland's permitting process. The State is asking for input as to if WV should voice a protest. S. Kemnitzer asked to have some time to think about the possible repercussions of raising a protest. The Boards will study the issue and discuss possible actions at the next meeting.

**7.b** **DUMP TRUCK PURCHASE.** A new dump-truck (4wd diesel with 10 foot dump) will be purchased (est. \$38-40K to be split between Water and Sanitary). R. Keller asked if a used truck was considered. F. Welch said that, due to bad past experiences) used trucks were not considered. A motion was made by G. Engebretson and seconded by J. Bock (for the Water Board) to approve the purchase leaving the decision of new vs. used to F. Welch. The same motion was made by R. Keller and seconded by H. Heyser (for the Sanitary Board). The motion was passed unanimously by both Boards.

**8. MAYOR'S REPORT.** Herb Snyder could not come this month but will attend next month's meeting. F. Welch said that any possible reimbursements would only be based on the portion of the waste water plant upgrades that directly address Chesapeake Bay standards. H. Heyser asked for building permit documentation for the Waste-Water Plant upgrade be completed and submitted.

**12. ADJOURNMENT.** A motion to adjourn was made by R. Keller, seconded by J. Ford and passed unanimously. J. Auxer adjourned the meeting at 7:48 PM.

Respectfully submitted, Bane Schill