

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
March 29, 2012

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

= present at meeting

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: See attached Visitor sign-in sheet

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE FEBRUARY 23, 2012 REGULAR MEETING.** The minutes of the February 23 meeting were approved by both Boards as submitted.
3. **VISITORS.** Because of the large number of visitors attending the meeting to speak on Item 7a. Twin Oaks Development, that topic was moved to the front of the agenda.

A lengthy discussion was held regarding Twin Oaks, a proposed mixed-used development near Morgans Grove Park, even though the Boards have not received a request for service at this time. Primary speakers included Peter Corum, a developer, and a lawyer representing Mr. Corum, Fred Blackmer, who explained the benefits of what they consider an environmentally friendly project which could include a no-discharge on-site waste treatment facility. Among those speaking against the proposed project were Mike Austin and Ruth McQuade, representing the Community Club, which operates Morgans Grove Park. A major concern of Austin, McQuade and other citizens is the potential impact on Town Run, although the developers stated there will be zero discharge to the stream. These same parties had participated in a March 2 meeting of the Jefferson County Board of Zoning Appeals; unresolved issues from that meeting will be taken up at an April 19 public meeting of the Board of Zoning Appeals.

Water and Sanitary Board members explained that no request has yet been presented to the Boards, and they currently have no authority to act at this time. Mr. Blackmer said that the developers will request a letter of capacity for sewer service. An extension to the current sewer system, to be built at the new applicants' expense, would be required for any hook-up. J. Auxer, as Mayor, offered for the Town to facilitate discussions among several parties that could collaborate on an extension - the Community Club, Asbury Church, Colonial Hills, and Twin Oaks - to try to help all to reach an acceptable resolution.

The Boards had been provided with a draft letter to be signed by the Mayor addressed to the Jefferson County Department of Planning and Zoning expressing opposition to private water and sewer systems when there are public utilities available nearby. The Boards discussed the draft letter, proposed revisions (change "express our opposition" to "again express our

opposition" and delete "c." regarding effluent discharged into Town Run), and then voted on the revised letter.

ACTION ITEM: J. FORD MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO APPROVE A LETTER, WITH PROPOSED REVISIONS, TO THE JEFFERSON COUNTY DEPARTMENT OF PLANNING AND ZONING EXPRESSING OPPOSITION TO PRIVATE WATER AND SEWER SYSTEMS WHEN THERE ARE PUBLIC UTILITIES AVAILABLE NEARBY. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE A LETTER, WITH PROPOSED REVISIONS, TO THE JEFFERSON COUNTY DEPARTMENT OF PLANNING AND ZONING EXPRESSING OPPOSITION TO PRIVATE WATER AND SEWER SYSTEMS WHEN THERE ARE PUBLIC UTILITIES AVAILABLE NEARBY. THE MOTION PASSED UNANIMOUSLY.

4. **FINANCES.** P. Dowell made presentations to the Boards on both the proposed Sewer Department budget and the proposed Water Department budget for the upcoming fiscal year (July 1, 2012 through June 30, 2013). The sewer budget includes changes resulting from operating expenses for the expanded, upgraded wastewater treatment facility.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO ADOPT AS PRESENTED THE PROPOSED SEWER DEPARTMENT BUDGET FOR THE FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: S. KEMNITZER MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO ADOPT AS PRESENTED THE PROPOSED WATER DEPARTMENT BUDGET FOR THE FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013. THE MOTION PASSED UNANIMOUSLY.

The Boards then discussed a handout provided by P. Dowell on the share of payments from the Sewer Department and from the Water Department to cover annual City Hall operating expenses.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE AS PRESENTED THE PROPOSED SEWER DEPARTMENT SHARE OF CITY HALL OPERATING EXPENSES FOR THE FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. FORD MOTIONED, AND S. KEMNITZER SECONDED, FOR THE WATER BOARD TO APPROVE AS PRESENTED THE PROPOSED WATER DEPARTMENT SHARE OF CITY HALL OPERATING EXPENSES FOR THE FISCAL YEAR JULY 1, 2012 THROUGH JUNE 30, 2013. THE MOTION PASSED UNANIMOUSLY.

5. **FLOW AND QUALITY REPORTS.** The reports for the prior month were reviewed with minimal comment.

6. **OLD BUSINESS.**

- 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported that power was connected on March 12, and the new blowers are up and running, and all portions of the upgraded facility will gradually be brought on-line. A June dedication ceremony is still on schedule.

- 6.b **NEW WATER TANKS.** J. Ekstrom briefly presented a request to take bids for an alternative tank design. The Water Board members reviewed the advantages and disadvantages of the requested alternative and decided not to amend the already agreed-upon bid process.
 - 6.c **WATER VALVE REPLACEMENT.** For the upcoming phase involving the installation of ten valves, the same contractor hired for the previous phase will be utilized, with similar pricing.
 - 6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** The new installation is essentially complete, and we are just waiting for the power company to complete connections.
 - 6.e **LITTLE RUN ACRES - SEWER.** Minimal action on this item since the last meeting. F. Welch spoke with one resident who is opposed to sewer hook-up.
7. **NEW BUSINESS.**
- 7.a **TWIN OAKS DEVELOPMENT.** See Item 3.
 - 7.b **WATER SERVICE TO CAVALAND/GLEN HAVEN.** The Boards were provided with a March 8 letter from the Jefferson County Public Service District keeping us in the loop regarding JCPD's application to West Virginia Infrastructure and Jobs Development Council for money to upgrade this system.
 - 7.c **INQUIRY FOR SEWER SERVICE.** A letter was received from two residents of the Chaplain's Choice subdivision expressing interest in connecting to the Shepherdstown sewer system. A standard letter will be sent in response explaining the current limitations to being able to connect from that location.
8. **MAYOR'S REPORT.** J. Auxer reported that 17 applications have been received for the Town's opening for an Operator in Training.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:53pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, April 26, 2012.

Respectfully submitted, Jerry Bock