

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER and SANITARY BOARDS
January 22, 2015

Attendees: **Water Board** - J. Auxer, J. Ford, J. Brady
 Sanitary Board - J. Auxer, H. Heyser,
 Town Staff - F. Welch, K. Shipley

Consultants: None

Visitors: None

1. **CALL TO ORDER.** The Sanitary Board meeting was called to order by J. Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia. The Water Board did not meet since it lacked a quorum.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the December 2014 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** None at this meeting.
4. **FINANCES.** J. Auxer explained the details of Sewer Budget Revision #2, which primarily involved allocation of revenue received in the form of a grant to pay down the 2010-A Sewer bond debt.

Action Item: H. Heyser moved that Sewer Budget Revision #2 be approved as submitted. Motion passed unanimously.

5. **FLOW AND QUALITY REPORTS.** No significant comments or questions.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** F. Welch reported that, according to Greg Belcher, the final design was almost done but they need to get a feel for the financing before it will be finalized.
 - 6.b **SLUDGE STORAGE BUILDING.** K. Shipley reported that the walls have been poured and work should start on the floor very soon.
 - 6.c **BIOSOLID APPLICATION - UPDATE.** K. Shipley reported that Steve Miller is approximately 90% done with the process of making the necessary DEP submittals.
7. **NEW BUSINESS.**
 - 7.a **SLUDGE SPREADER TRUCK.** K. Shipley reported that 3 quotes have been received but that they are considering alternative options before proceeding.
 - 7.b **REQUEST FOR WELL - OLD GOLDSBOROUGH (LEELAND) PROPERTY.** F. Welch reported that legal counsel (H. Shingleton) has completed a letter of approval which has been delivered to the applicant, the terms of which specify that they will be allowed to drill a well strictly for agricultural purposes with the stipulation that the agreement will not be transferable to subsequent owners.

- 7.d **REPLACEMENT OF WATER LINE – RT. 480 SOUTH (SHEPHERDSTOWN JUNIOR HIGH TO JANUS RESIDENCE).** F. Welch reported that there is a need to replace this 50-year old water line before it is disturbed by the roadwork expected to take place as part of building the bike path along 480. K. Shipley explained that the bike path is planned for the east side of the road, which is where the existing water line is. The plan is to abandon the existing line and extend the water line that services the Clarion hotel on the west side of the road. H. Heyser question whether that would be an effective way to service customers on the east side of the road. K. Shipley explained that it is not very expensive to bore small lines under the road in order to service those customers.
8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:30pm.

Respectfully submitted, J. Ford