

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
January 7, 2016

**Attendees:**     **Water Board** - J. Auxer, J. Bock, J. Brady, B. Schill, J. Ford, G. Engebretsen, S. Kemnitzer  
                  **Sanitary Board** - J. Auxer, H. Heyser, B. Keller  
                  **Town Staff** - F. Welch, C. Coe, K. Shipley  
                  **Town Engineer** - none  
                  **Town Attorney** – H. Shingleton

**Visitors:**     Fred Blackmer, Genesis Center  
                  Lori Robertson, Shepherdstown Town Recorder

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:34pm at Town Hall in Shepherdstown, West Virginia.
  
2.     **MINUTES FROM LAST MEETINGS.** The draft minutes of the December 3, 2015 regular meeting and the draft minutes of the December 9, 2015 special meeting were each approved as presented.
  
3.     **VISITORS.** F. Blackmer appeared before the Boards on behalf of Genesis Center, requesting a letter of capacity for both water and sewer at the site of the proposed development. F. Welch was instructed to verify that capacity for both water and sewer is available, by consulting with Thrasher Engineering, and then issue letters of capacity if capacity is verified.

Town staff was requested to begin preliminary discussions with all parties who may be impacted by potential options for connecting with the town systems.

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE A TASK ORDER FOR THRASHER ENGINEERING TO PROVIDE A CONCEPTUAL DESIGN AND PRELIMINARY COST ESTIMATES FOR A SEWER LINE FROM THE PROPOSED GENESIS CENTER TO CONNECT TO THE SHEPHERDSTOWN SEWER SYSTEM. THE MOTION PASSED UNANIMOUSLY.**

**J. AUXER MOVED, THAT IF THERE ARE NO OBJECTIONS, TO TAKE THE MEETING INTO EXECUTIVE SESSION. NO OBJECTIONS WERE MADE, AND THE MEETING WENT INTO EXECUTIVE SESSION AT 7:57PM. J. AUXER DECLARED THE EXECUTIVE SESSION OVER AT 8:27PM.**

4.     **FINANCES.**

**ACTION ITEM: G. ENGBRETSSEN MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO APPROVE WATER DEPARTMENT BUDGET REVISION #2 AS PRESENTED AT THIS MEETING. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE SANITARY DEPARTMENT BUDGET REVISION #2 AS PRESENTED AT THIS MEETING. THE MOTION PASSED UNANIMOUSLY.**

5.     **FLOW AND QUALITY REPORTS.** Fecal coliform readings were higher, but the cause (new bulbs needed) has been found and will be corrected.

6. **OLD BUSINESS.**

6.a **WATER PLANT UPGRADE – FINANCING.** See Item 7.a below.

6.b **BIOSOLIDS APPLICATION.** The WV Department of Environmental Protection is currently reviewing Shepherdstown's submission.

6.c **NEW SEWER PUMP STATION.** No new information.

7. **NEW BUSINESS.**

7.a **WATER RATES.** Lori Robertson attended representing the Town Council, which had questions regarding a proposed 10% increase in water rates. Attorney Hoy Shingleton participated in a discussion with the Boards regarding the need for upgrades to the plant and the distribution system, and the related financing needs and funds availability. A proposal was made to consider adjusting the tiered rate structure to reduce the impact on some minimal users (higher water use is charged at a lower rate). David Decker, CPA, will be requested to study the revenue impact of potential changes. There was also discussion about a public meeting on the proposed rate increase/tier changes and how best to explain the need for a new high water line from the plant to the water storage towers and the finances involved.

7.b **GENESIS CENTER.** See Item 3 above.

7.c **CRESS CREEK PUMP STATION.** Survey work has been completed. An engineering meeting is scheduled for January 8.

7.d **S. KEMNITZER – REAPPOINTMENT TO WATER BOARD.**

**ACTION ITEM: J. BOCK MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO RECOMMEND REAPPOINTMENT OF SUE KEMNITZER TO THE SHEPHERDSTOWN WATER BOARD FOR A NEW THREE YEAR TERM. THE MOTION PASSED UNANIMOUSLY.**

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:35pm.

Respectively submitted, J. Bock