

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 25, 2016

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, J. Ford, S. Kemnitzer
 Sanitary Board - J. Auxer, H. Heyser
 Town Staff - F. Welch, C. Coe, K. Shipley
 Town Engineer - none

Visitors: Gene Berger
 Lisa McCauley
 Charlotte Baker-Shenk
 Karen Donaldson
 Franz Classen

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 January 28, 2016 regular meeting were approved as presented.
3. **VISITORS.** R. Brophleh was on the agenda but did not attend the meeting. F. Classen appeared before the Boards to contest high water/sewer billings.

ACTION ITEM: TOWN STAFF WILL TEST MR. CLASSEN'S METER FOR ACCURACY, AND ALSO CHECK WITH OTHER CUSTOMERS IN THE WILLOWDALE SUBDIVISION FOR ANY CONCERNS OR IRREGULARITIES WITH THEIR BILLINGS.

4. **FINANCES.** H. Heyser commended the accuracy of the year-to-date budget.
5. **FLOW AND QUALITY REPORTS.** Water volume is up – researching any potential leaks in the system.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** New aeration system is anticipated to be operational by May.
 - 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.
 - 6.d **GENESIS CENTER.** A work order has been approved for Thrasher Engineering to provide a detailed opinion of construction costs and a preliminary map for extending the Town's sanitary sewer system to the Morgan's Grove area.
 - 6.e **CRESS CREEK PUMP STATION.** Town has advertised for bids for this project.
 - 6.f **ROUTE 480 WATER LINE REPLACEMENT.** Project to lay 8" water line is ready to begin construction.

7. **NEW BUSINESS.**

- 7.a **WATER PLANT TEST RESULTS.** Recent test results on efforts to reduce high levels of disinfectant byproducts (TTHM/HAA5) have been very good.

ACTION ITEM: THE BOARDS REQUESTED TOWN STAFF, IN CONJUNCTION WITH THRASHER ENGINEERING, TO DRAFT AND ISSUE TO WATER SYSTEM CUSTOMERS A LETTER WITH BACKGROUND INFORMATION AND A MORE COMPLETE EXPLANATION OF THE RECENT VIOLATIONS OF THE TTHM/HAA5 MCL LEVELS.

- 7.b **APPLICATION 2-16-001 SHEPHERDSTOWN EAST DEVELOPMENT, LLC.** Visitors G. Berger, L. McCauley, and C. Baker-Shenk made a brief presentation on behalf of this project, and provided a more detailed map of their plans. The application is for both water and sewer service.

ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, FOR THE WATER BOARD TO APPROVE THE SHEPHERDSTOWN EAST DEVELOPMENT APPLICATION FOR A STEP 1 REVIEW, AND TO REFER THE PROPOSAL FOR ENGINEERING REVIEW. NO OBJECTIONS WERE MADE, AND THE ACTION WAS APPROVED.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, FOR THE SANITARY BOARD TO APPROVE THE SHEPHERDSTOWN EAST DEVELOPMENT APPLICATION FOR A STEP 1 REVIEW, AND TO REFER THE PROPOSAL FOR ENGINEERING REVIEW. NO OBJECTIONS WERE MADE, AND THE ACTION WAS APPROVED.

- 7.c **SOURCE WATER PROTECTION.** The Town has been awarded \$31,500 to assist in the completion of a Source Water Protection Plan. Thrasher Engineering has already received a contract to work with utilities in Region 9 to develop plans.

8. **MAYOR'S REPORT.** The annual Water Quality Report, written by Town staff, is nearly complete.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:37pm. The next regular meeting is scheduled for Thursday, March 24 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock