

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
April 28, 2016

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

Visitors: Mark Everhart
 Fred Blackmer

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:31pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETINGS.** The draft minutes of the March 24, 2016 regular meeting were approved as presented.
3. **VISITORS.** F. Blackmer, representing the owner of Genesis Center, presented a proposal for partnership funding of a gravity flow sewer line extension.

At 6:40 J. Auxer was called out of the meeting.

H. Shingleton suggested that the boards go into executive session

At 6:45 Chairperson S. Kemnitzer declared that the boards would continue the discussion of the funding options for the sewer line extension in executive session (reference 6-9A-4.b.9 of WV Code). F. Blackmer and M. Everhart left the meeting.

At 6:50 J. Auxer returned to the meeting.

At 7:32 J. Auxer declared that we would exit executive session and resume the public meeting. F. Blackmer and M. Everhart returned to the meeting.

J. Auxer informed F. Blackmer that the Sanitary Board needed some time to consider their options with respect to the potential sewer line extension.

4. **FINANCES.** P. Dowell presented the 2016-2017 budgets for both water and sewer.

ACTION ITEM: B. SCHILL MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO ACCEPT THE BUDGET AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: B. KELLER MOTIONED, AND J. AUXER SECONDED, FOR THE SANITARY BOARD TO ACCEPT THE BUDGET AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

5. **FLOW AND QUALITY REPORTS.** C. Coe explained that the leak detection process was approximately half completed and that 3 minor leaks had been identified.
6. **OLD BUSINESS.**

- 6.a **WATER PLANT UPGRADE.** Action is on hold at present.
- 6.b **BIOSOLIDS APPLICATION.** The WV Department of Environmental Protection has accepted Shepherdstown's submission. The required 30-day public comment period is underway.
- 6.c **NEW SEWER PUMP STATION.** No new information.
- 6.d **GENESIS CENTER.** See Visitors above.
- 6.e **CRESS CREEK PUMP STATION.** The winning bid for a new pump has been accepted and the pump has been ordered. F. Welch stated that the next step will be to get bids for installation.
- 6.f **ROUTE 480 WATER LINE REPLACEMENT.** K. Shipley stated that the water line has been completed and customers have been hooked up.
- 6.g **ESTIMATE ON GRAVITY SEWER LINE.** Packages included a detailed probable opinion of construction cost and preliminary map to extend the Town's sanitary sewer system to the Morgan's Grove area.

- 7. **NEW BUSINESS.**
- 7.a **RATE INCREASE FOR DEDICATED WATER LINE.** J. Auxer informed the boards that the proposed water rate increase has been approved by the Town Council.
- 8. **MAYOR'S REPORT.** Package included annual request letters from Colonial Hills, Toll House and Kensington to extend water and sewer applications. Voting on the requests was tabled until the May meeting since they were not included in the agenda. B. Keller stated that he thought there was a fourth development that should also request an extension.
- 9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:13pm. The next regular meeting is scheduled for Thursday, May 26 at 6:30pm at Town Hall.

Respectfully submitted, J. Ford