

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
July 26, 2018

**Attendees:**     **Water Board** – J. Auxer, J. Brady, J. Bock, J. Bresland  
                  **Sanitary Board** – J. Auxer, R. Keller, H. Heyser  
                  **Town Staff** – F. Welch, D. Nickerson  
                  **Town Engineer** – none

**Visitors:**       Fred Blackmer, Managing Consultant, Genesis Center

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:44pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the June 28, 2018 regular meeting were reviewed and approved as submitted.
3.     **VISITORS.** See Item 7.a.
4.     **FINANCES.**
- 4.a    **FINANCIAL STATEMENTS FOR JULY 1, 2017 – JUNE 30, 2018.** The statements were briefly reviewed.
- 4.b    **BUDGET PROPOSALS FOR FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019.** The proposals were reviewed and discussed. Mayor Auxer said prior issues of concern had been reviewed with Dave Decker, and resolved.

**ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE PROPOSED BUDGET FOR THE WATER DEPARTMENT FOR FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019 AS SUBMITTED. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE THE PROPOSED BUDGET FOR THE SEWER DEPARTMENT FOR FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019 AS SUBMITTED. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

5.     **FLOW AND QUALITY REPORTS.** The reports for June 2018 were reviewed. F. Welch indicated there were no issues of concern (no violations). He also indicated the reports will be provided in a summary fashion in future months (including sludge reports), which should provide more clarity. Total nitrogen is anticipated to be a potential issue in the last months of summer.
6.     **UNFINISHED BUSINESS.**
- 6.a    **NEW STREET PROJECT.** The project is now scheduled to begin in the spring of 2019.

7. **NEW BUSINESS.**

- 7.a **GENESIS CENTER – SERVICE CAPACITY RENEWAL.** F. Blackmer attended the meeting representing the Genesis Center. Despite some confusion in the wording of the letter submitted by Mr. Blackmer on April 16, 2018, he indicated there are no proposed changes to the project from the prior year's application.

**ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE GENESIS CENTER APPLICATION FOR A ONE YEAR RENEWAL ON THE PROJECT'S SERVICE CAPACITY LETTER FOR WATER SERVICE. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE THE GENESIS CENTER APPLICATION FOR A ONE YEAR RENEWAL ON THE PROJECT'S SERVICE CAPACITY LETTER FOR SEWER SERVICE. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

8. **MAYOR'S REPORT.** Mayor Auxer informed the Board members about an invasive plant, the purple loose strife, which has caused major issues in other locales by clogging water sources. The plant was identified in Town Run, and potentially could be a big problem. City staff removed all of the purple loose strife they could find in the Run. The Mayor stressed that we need to be vigilant and all Board members should ensure they are informed concerning this invasive species.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:20pm. The Boards are not scheduled to meet in August. The next meeting regular meeting is scheduled for Thursday, September 27 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock