

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 28, 2019

Attendees: **Water Board** – J. Auxer, J. Bock, S. Kemnitzer, J. Bresland
 Sanitary Board – J. Auxer, H. Heyser
 Town Staff – F. Welch, C. Coe, A. Beall, K. Shipley
 Town Engineer – none

Visitors: Matthew Pennington, Eastern Panhandle Planning and Development Council (Region 9)
 Phil Salladay
 Bob Custard & Gillian Beach, Jefferson County Health Department
 Ryan Perks
 Mark Everhart

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:02pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the January 31, 2019 regular meeting were reviewed and approved with the following addition:
 Item 7.2 crypto – note it is about water.

3. **VISITORS.**

Phil Salladay – sewer backflow on January 30 – town looking at taking care of damage from backflow. Wants a third party video review of sewer line along German St. Also that all commercial operations along German St. have operational grease traps, and that they are regularly inspected by the Health Dept.

Bob Custard – Explained that for new commercial operations, they are required to have grease traps. Must be constructed according to building code, and are reviewed by plumbing inspector. Some may be required to have two sewer lines exiting the building. Existing buildings – some may have required grease traps, some may not. May be able to install inside the building. Health Dept. insures drain pipes are operating properly, but do not open the grease traps. Most towns have ordinances that these are serviced regularly. Health Dept. will inventory all Shepherdstown operations, put in 4 categories – have external grease trap, have internal grease trap, have no grease trap and not required, have no grease trap and required. Health Dept. recommends we work with larger towns around us to revise our ordinance as needed. Regarding Mr. Salladay, Town is still talking with our insurance to cover his losses. He will be installing backflow prevention valve.

Matthew Pennington - Region 9 - Chesapeake Bay plan – watershed implementation plan – 2011 Phase II plan submitted by State of WV – Phase III coming up – draft due in April, final in August 2019. Need to engage local governments. Looking for feasible strategies to implement to continue to reduce nitrogen and phosphorus.

Findings (see handout)

1. Now have requirement for source water protection plans, which have elements that could be included in the Chesapeake Bay plans.
2. Shepherdstown might meet urbanized area designation, which means MS4 requirements kick in – NPDS permit would be required for stormwater. Currently not required.

3. Green infrastructure – color green (grass, tree canopy, rain gardens, biological resources) to reduce flash flood issues.
4. Sanitary sewer inflow and infiltration assistance – stormwater inflow. Reviewing the condition of the entire sanitary sewer system.
5. Utility asset management - building in stormwater management to all infrastructure projects.

Jefferson County Priorities:

1. Green infrastructure
2. Greenway, trail, and park plan development
3. Increased public engagement and agricultural engagement
4. “Complete Street” comprehensive approach to roads relative to stormwater management– and better coordination with WV Dept. of Highways
5. Sanitary sewer inflow

F. Welch, S. Kemnitzer – most important for us – get more customers off of failing septics and onto the sewer systems. Asked about future coordination and communication, and also about obtaining money for projects, how to move forward with needed projects.

4. **FINANCIAL STATEMENTS FOR JULY 1, 2018 – JANUARY 31, 2019.** John B. has a lot of comments and questions. Discussed having a separate meeting with Board members, Frank, and Debbie.
5. **FLOW AND QUALITY REPORTS.** Staff handled recent power outage very well. No violations on NPDES permits. Aqua Aerobics, who designed the plant, have been in to evaluate and were very helpful. Should have them come and visit the plant every six months or so.
6. **UNFINISHED BUSINESS.** None shown on the agenda.
7. **NEW BUSINESS.**
 - 7.a **CROSS-CONNECTION PROGRAM - UPDATE.** Halfway through time allotted, believe we are on track.
 - 7.b **TOWN RUN INTAKE.** Thrasher is working on analysis.
 - 7.c **SEWER USE ORDINANCE – REVIEW/COMMENTS.** No comments at this meeting.
 - 7.d **APPLICATION #011-18 – ROCS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP II.**

No street address as of yet – map plats are correct.

1000 gpd – corrected flow. With the planned urgent care facility next door (application for service expected next month) the combined total flow is estimated at 1300 gpd – and ROCS will rebuild the pump station at the Fire Station. No capacity issues. We are trying to get approval for a gravity line through the property in the event of an additional phase for Colonial Hills, new library, etc.

Vote – Step II, detailed engineering design

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE STEP II FOR THE ROCS APPLICATION #011-18 FOR EXTENSION OF SEWER SERVICES, WITH CONDITIONS AS OUTLINED IN THE THRASHER ENGINEERING LETTER DATED FEBRUARY 21, 2019 AND WITH CONTINUED NEGOTIATIONS ON THE EASEMENT FOR A GRAVITY SEWER LINE. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE STEP II FOR THE ROCS APPLICATION #011-18 FOR EXTENSION OF WATER SERVICES, WITH CONDITIONS AS OUTLINED IN THE THRASHER ENGINEERING LETTER DATED FEBRUARY 21, 2019 AND WITH CONTINUED NEGOTIATIONS ON THE EASEMENT FOR A GRAVITY SEWER LINE. THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.e APPLICATION #002-19 – DAN RYAN BUILDERS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP I.

During discussions, it was noted this will/could go through the Maddex pump station, which could be an issue.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE STEP I FOR THE DAN RYAN BUILDERS APPLICATION #002-19 FOR EXTENSION OF SEWER SERVICES. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE STEP I FOR THE DAN RYAN BUILDERS APPLICATION #002-19 FOR EXTENSION OF WATER SERVICES. THE MOTION WAS APPROVED WITHOUT OBJECTION.

8. A recent Sanitary Survey recommended that we update our lab equipment. Town staff confirmed the need and value of the requested equipment.

ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE PURCHASE OF THE FOLLOWING: KTO: TU5200 LAB TURB WITH RFID AND DR 6000 UV VIS SPECTROPHOTOMETER WITH RFID, FOR \$13,370, AND ONE CHEMTRAC MODEL LCA-02 FOR \$9,900, AND ONE ADDER FOR INTEGRAL pH/TEMPERATURE PROBE FOR \$1,700. THE MOTION WAS APPROVED WITHOUT OBJECTION.

9. MAYOR'S REPORT. John Brady has resigned from the Water Board.

10. ADJOURNMENT. J. Auxer adjourned the meeting at 2:30pm. The next regular meeting is scheduled for Thursday, March 28 at 1:00pm at Town Hall.

Respectfully submitted, J. Bock