

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
April 25, 2019

Attendees: **Water Board** – J. Auxer, J. Bock, S. Kemnitzer, J. Bresland, J. Ford
 Sanitary Board – J. Auxer, H. Heyser, R. Keller
 Town Staff – F. Welch, C. Coe, K. Shipley, D. Nickerson
 Town Engineer – none

Visitors: Mark Everhart
 Steve Cvijanovich, Seneca Crossing
 Eric Ostrow

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00pm at Town Hall in Shepherdstown, West Virginia.

2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the March 28, 2019 regular meeting were reviewed and approved with the following corrections:
Under 2, change January 31, 2019 to February 28, 2019.
Under 7.d, #003-19-(WVU Medical Building) will be revised to #003-19 Seneca Crossing (WVU Medical Building). Also under this item, add "Reference maps were provided and are available at Town Hall."

3. **VISITORS.** Eric Ostrow is a Shepherd student here to observe. M. Everhart was in attendance also to observe. See also Item 7.d below (Steve Cvijanovich, Seneca Crossing).

4. **FINANCIAL STATEMENTS FOR JULY 1, 2018 – MARCH 31, 2019.** An explanation was provided for Item 401.3 (water used at the Water Plant that flows directly to the Sewer Plant), Item 401.4 (big discrepancy, budget was based on previous years) and 427 (estimate was wrong). D. Nickerson and F. Welch were thanked for their good efforts with the reports, which overall are very accurate.

5. **FLOW AND QUALITY REPORTS.** The Flow and Quality reports were reviewed. Increased sewer flow after rain the previous day was noted. It was also noted nitrogen was high for this period, but still in good shape for the year.

C. Coe informed the Boards that the backflow prevention systems have been installed by all required customers, all have been tested and deficiencies removed.

6. **UNFINISHED BUSINESS.** None shown on the agenda.

7. **NEW BUSINESS.**

- 7.a **SEWER USE ORDINANCE – REVIEW/COMMENTS.** Awaiting additional information from the State Health Department.

- 7.b **APPLICATION #011-18 – ROCS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP II.** No new action on this item.

- 7.c **APPLICATION #002-19 – DAN RYAN BUILDERS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP I.** No new action on this item.

- 7d **APPLICATION #003-19 – SENECA CROSSING (WVU MEDICAL BUILDING) – STEP I.** Thrasher has reviewed the engineering plans with minor comments; required adjustments have been made.

Steve Cvijanovich explained the project. New maps were provided to members of the Boards. Lots 2 & 3 – don't know what will go in – assuming office usage, and flow projections are based on this assumption. For Lots 1+2+3, the estimated total sewer flow is 1,000 gpd. Because of the overlap in the two projects we must review the impact of the flow from Seneca Crossing plus ROCS (also estimated at 1,000 gpd), a total 2,000 gpd. The existing pump station appears to have capacity, but is too low and must be elevated. Best option appears to be to put in a new pump station. Our engineers are reviewing the overall situation. Negotiations ongoing over who will pay for a new pump station.

ACTION ITEM: H. HEYSER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE STEP I FOR THE SENECA CROSSING (WVU MEDICAL BUILDING) APPLICATION #003-19 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 SENECA CROSSING (WVU MEDICAL BUILDING) APPLICATION #003-19 FOR EXTENSION OF WATER SERVICES. THE MOTION WAS APPROVED WITHOUT OBJECTION.

Connection with ROCS application – pay sharing to build a new pump station. Seneca Crossing will have to provide a letter guaranteeing they will assume responsibility for the necessary upgrades, prior to the Boards being able to consider approval of Step II application. More specifics about the design of the pump station are needed.

- 7e **METHOD OF DISTRIBUTION OF CONSUMER CONFIDENCE REPORT.** This report is also known as the Annual Drinking Water Report or the Consumer Confidence Report. The Boards opted to have notice of the availability of the report posted in the local newspapers.

8. **MAYOR'S REPORT.** Insurance costs will be reduced, because of recent work on Town fire hydrants. This work, especially flushing, has improved our insurance ratings. Any issues noted during the flushing will be corrected.

The New Street project is anticipated to start next month. This involves corrections/improvements to both water and sewer lines, the rebuild of a culvert, and additional improvements.

J. Bresland provided a handout to Board members that provides the definitions of Total Nitrogen, and Total Kjeldahl Nitrogen (TKN).

10. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:25pm. The next regular meeting is scheduled for Thursday, May 23 at 1:00pm at Town Hall.

Respectfully submitted, J. Bock