

DRAFT MINUTES

CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA WATER & SANITARY BOARDS

July 30, 2020

Attendees: **Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), A. Slater
 Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
 Town Staff – A. Beall, C. Coe, D. Nickerson, K. Shipley, F. Welch
 Engineer – J. Ekstrom, Ghosh Engineering

Visitors: R. Kelly

Note that the meeting was held with some attendees participating in-person and some participating remotely due to the ongoing health crisis.

1. **CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00pm.

2. **MINUTES FROM PRIOR MEETING.**

The draft minutes of the June 25, 2020 regular meeting were reviewed. The Water Board approved the minutes as submitted. The Sewer Board postponed their review since they had not all received a copy of the minutes.

3. **VISITORS.**

R. Kelly, representing the Mecklenburg Maintenance Association, inquired as to the status of the upgrade of the Mecklenburg Heights water system. J. Michael, President of the Mecklenburg Maintenance Association joined the meeting at approximately 1:30PM. See 6.b below for details.

4. **FINANCIAL STATEMENTS.**

D. Nickerson asked for questions.

S. Kemnitzer inquired as to when we were due to send our financial reports to the Public Service Commission.

D. Nickerson replied that the accountants were in the process of producing those reports.

R. Keller noted that the title of section S13, "Fixed Asset Purchases", was incorrect since it includes more than just purchases.

It was agreed to change it to "Fixed Assets".

H. Heyser began a discussion of the fact that the Sewer Budget vs Actuals showed an overall deficit of approximately \$100K.

R. Keller explained that the negative \$100K number did not properly reflect the current situation and that

D. Nickerson and F. Welch were in the process of fixing that situation.

5. **FLOW AND QUALITY REPORTS.**

F. Welch stated that everything was relatively normal and asked for questions.

J. Bresland noted that the amount of reported copper in the wastewater (0.0090 mg/l) seemed to indicate a violation since the maximum allowed is 0.0085.

F. Welch explained that the maximum has recently been increased to 0.0094 and said that he would get the report updated to reflect that.

H. Heyser noted that the amount of sludge deposited on the Willard field #1 was much larger than any other deposits and asked if that was just because the field was larger.

K. Shipley confirmed that was the case.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom (Engineer) reported that the estimated cost of the project is \$1.4M.

6.b MECKLENBURG MAINTENANCE ASSOCIATION.

R. Kelly inquired as to the status of the project, noting that the Association plans to resurface the roads in the development and desired to see the water improvements completed ahead of the road project.

J. Auxer asked if the majority of the Mecklenburg residents were in favor of the project.

R. Kelly answered in the affirmative and stated that they were especially interested in getting more fire hydrants.

J. Ekstrom stated that the plans and designs have been completed and reviewed and that a Health Department permit has been obtained. The next issue to handle is the financing.

S. Kemnitzer asked to have some of the project details outlined.

J. Ekstrom said that the plan was to upgrade the existing water lines to 6" lines and to upgrade the fire protection with the installation of up to 12 fire hydrants.

A. Slater asked about the size of the existing pipes.

K. Shipley said that they were 2, 4 and 6 inches.

J. Ekstrom explained that there would also be a permanent fix to the main under Rt. 45 that supplies Mecklenburg Heights.

J. Bresland asked about the cost of the project.

J. Ekstrom stated that the current estimate is \$900K.

S. Kemnitzer requested that the engineer's project summary reports (water plant and Mecklenburg Heights) be distributed to all board members.

A. Slater asked if there would be any cost to the customers.

K. Shipley replied that there would be no cost to any customer unless it was discovered that repairs were necessary between the meter and the house.

S. Kemnitzer stated that there should be communication with the customers to insure that they knew what the project entailed.

J. Auxer suggested that a letter be authored and asked R. Kelly if the Maintenance Association could take responsibility for distributing it to the customers.

R. Kelly agreed that they could and stated that homeowners already know what their responsibility is with regard to water pipe maintenance.

A. Slater asked what the expected timing of the project is.

J. Ekstrom said that it should take 6 to 9 months.

A. Slater stated that he owned an undeveloped lot in Mecklenburg Heights and would be recusing himself from any vote on this matter.

6.c SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer stated that the Sewer Use Ordinance committee is scheduled to meet in September.

6.d CONSENT ORDER (WV DEPARTMENT OF ENVIRONMENTAL PROTECTION).

J. Auxer stated that we still have not heard from the DEP and are proceeding with our proposed solution.

7. NEW BUSINESS.

7.a WATER LEAK – POTOMAC PLACE – SHEPHERD UNIVERSITY.

The meeting packet included a letter from the University stating that they had a leak on their property involving both a faulty toilet and a burst water pipe. They enquired as to whether the Boards could provide any relief in the form of credit with respect to their unusually high bill.

C. Coe led a review of the policy which states that relief can only be considered if the leakage occurs outside of the premises, which was not the case here. He also stated the plumber who addressed the issue said that the majority of the leakage was due to the toilet issue, which had been ongoing for 20+ days.

H. Heyser asked if the University had been advised of the policy.

C. Coe stated that he explained it verbally and offered to get them a written copy of the policy. The University representatives declined and stated that they just wanted the issue brought before the Mayor and the Boards.

Note, J. Auxer recused himself from both of the following motions due to the fact that he is President of the Shepherd University Alumni Association.

ACTION ITEM: S. KEMNITZER MOVED AND M. GODFREY SECONDED THAT THE WATER BOARD FOLLOW THE POLICY AND NOT OFFER ANY RELIEF TO THE UNIVERSITY. THE MOTION WAS APPROVED BY J. BRESLAND, J. FORD, M. GODFREY, S. KEMNITZER AND A. SLATER.

ACTION ITEM: H. HEYSER MOVED AND R. KELLER SECONDED THAT THE SANITARY BOARD FOLLOW THE POLICY AND NOT OFFER ANY RELIEF TO THE UNIVERSITY. THE MOTION WAS APPROVED BY H. HEYSER AND R. KELLER.

8. MAYOR'S REPORT.

J. Auxer and F. Welch described a recent investigation of sewer blockages along German Street utilizing a camera system provided by Jefferson Utilities. No obvious problems were uncovered except for the fact that the sewer is only a 6" line and is very flat where German St. meets Princess St.

There was some general discussion about whether poorly maintained grease traps in the premises of customers might be causing the problem. It was generally agreed that the first thing that needs to happen is an updated ordinance that defines the responsibilities of the customers regarding grease trap use and maintenance (see 6.c above) and assigns responsibility for the continued monitoring of said traps.

F. Welch stated that, as a temporary measure, they planned to clean the pipes with a low-pressure jet once a month.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:58pm. The next regular meeting is scheduled for Thursday, August 27, 2020 at 1:00pm at Town Hall. Remote participation will also be available.

Respectfully submitted, J. Ford