

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 27, 2011

Attendees:	Water Board	Sanitary Board	Town Staff
	<input checked="" type="checkbox"/> S. Kemnitzer	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> H. Heyser	<input checked="" type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Brady	<input checked="" type="checkbox"/> R. Keller	<input type="checkbox"/> K. Shipley
	<input checked="" type="checkbox"/> J. Ford		
	<input type="checkbox"/> J. Bock		
	<input checked="" type="checkbox"/> G. Engebretson		<input checked="" type="checkbox"/> P. Dowell
	<input checked="" type="checkbox"/> B. Schill		

= present at meeting

Visitors: Jeff Ekstrom, Chapman Technical Group
Sue Lawton, Gen. Manger, JCPSD
Joe Freeze, Operations Manager, JSPSD
Matt Harper, Gwin, Dobson & Foreman, Inc.

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Sue Kimnitzer at 6:59 PM at the Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE SEPTEMBER 29, 2011 REGULAR MEETING.** A motion to accept the minutes of the Sept. 29th meeting as submitted was made by J. Auxer, seconded by J. Ford, and approved unanimously.
3. **VISITORS.** Jeff Ekstrom of Chapman Technical Group attended the meeting to report on items under 6a-e. Sue Lawton and Joe Freeze of the Jefferson County PSD and Matt Harper of Gwin, Dobson, and Foreman, Inc. attended to discuss the Cavaland Water System and possible service connection to the Shepherdstown water system.
4. **FINANCES.** The Boards reviewed the Financial Statements as of Sept. 30th, 2011 and the Year End Budget Revision #1 for Water and Sewer dated July 30th, 2011. S. Kimnitzer inquired as to why the fees for Water and Sanitary paid to the Corporation were increased as it was her recollection that there were to be no increases as a result of the new Town Hall construction project. J. Ford (for Water) and H. Heyser (for Sanitary) moved to accept the revisions with G. Engebretson and R. Keller seconding. The motions were approved unanimously.
5. **FLOW AND QUALITY REPORTS.** The Boards reviewed the flow and quality reports. No particular anomalies were noted.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Jeff Ekstrom reported that the upgrade project was basically on schedule, and completion is expected within two months so as to begin operation in January, 2012.
 - 6.b **WATER TANK UPGRADE.** Permitting has been submitted to PSC.

- 6.c **WATER VALVE REPLACEMENT.** Phase One is complete with about 18 valves replaced. F. Welch and J. Ekstrom are strategizing to determine additional valves to be replaced in Phase Two to begin in April.
- 6.d **MADDEX FARM PUMP STATION REPLACEMENT.** Equipment is scheduled to arrive in December.
- 6.e **LITTLE RUN ACRES.** A short discussion was held with JCPSD personnel regarding the possibility of providing sewer to Little Run Acres.
- 6.f **JEFFERSON COUNTY PSD-CAVALAND WATER SYSTEM.** The Boards discussed with JCPSD personnel the possibility of Shepherdstown supplying water to the Cavaland subdivision. Technical information was provided by Matt Harper of Gwin, Dobson, & Foreman, Inc. Discussions will continue.

7. **NEW BUSINESS.**

- 7.a **EMPLOYEE COMPENSATION.** C. Hutzler and H. Heyser left the meeting for this discussion. It was proposed to change the status of an employee from hourly to salaried. A motion was made by G. Engebretson and seconded by J. Bradey to recommend the implementation of this change. The motion was approved unanimously.

8. **MAYOR'S REPORT.** The Mayor provided some general thoughts on progress being made.

12. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 8:42 PM.

Respectfully submitted, Bane Schill