

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

May 30, 2024

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, K. Shipley
Visitors: G. Welter

1. CALL TO ORDER.

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

2. REVIEW AND APPROVAL OF DRAFT WATER AND SANITARY BOARD MINUTES OF APRIL 25, 2024.

The proposed minutes of the April 25, 2024, regular meeting were reviewed and were approved without comment..

The proposed minutes of the May 23, 2024, regular meeting were reviewed and were approved without comment..

3. VISITORS.

There were no visitor comments.

4. FINANCES.

There were no comments or questions regarding the Finances.

5. FLOW AND QUALITY REPORTS.

There were no comments or questions regarding the Flow and Quality reports.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT - COMPLETE - CHARLES COE UPDATE.

This item was addressed at the May 23 meeting and C. Coe stated that the status had not changed.

6.b UPDATE ON WATER DISTRIBUTION PROJECT - KENNY SHIPLEY.

K. Shipley reported that the project was proceeding on schedule - 520 ft. Of 6" line has been installed along with 2 valves. He also reported that some residents have complained that they were surprised by the project - did not know it was planned. He explained that C. Coe had sent a letter to every customer, a door hanger was delivered to each address and the head of the home owners association was made aware of all the project details.

6.c 120 WATER - CUSTOMER SURVEYS - EXPLANATION - STEPHANIE GROVE - UPDATE.

This item was addressed at the May 23 meeting and C. Coe stated that the status had not changed.

7. NEW BUSINESS.

7.a APPROVAL OF WATER AND SEWER BUDGETS 2024-2025.

MOTION: S. KEMNITZER MOTIONED, J. BRESLAND SECONDED, THAT THE WATER BUDGET BE APPROVED WITHOUT CHANGE. MOTION WAS APPROVED WITHOUT DISCUSSION.

MOTION: R. KELLER MOTIONED, H. HEYSER SECONDED, THAT THE SEWER BUDGET BE APPROVED WITHOUT CHANGE. MOTION WAS APPROVED WITHOUT DISCUSSION.

7.b CCR - CHARLES COE.

MOTION: M. GODFREY MOTIONED, J. FORD SECONDED, THAT THE CONSUMER CONFIDENCE REPORT BE APPROVED FOR DISTRIBUTION. MOTION WAS APPROVED WITHOUT DISCUSSION.

J. Bresland asked if the report was more comprehensive than last year's report. C. Coe stated that it was. He explained that the State had added some required paragraphs and that we added some additional information to make the report more understandable.

7.c DISCUSSION OF PREFERRED GROWTH AREA - MAPS INCLUDED.

S. Kemnitzer inquired about 2 areas close to town that might be support development in the near future.

K. Shipley explained that the Colonial Hills development had already been piped for water and sewer. He also stated that it was his understanding that the owner of the Toll House Woods development might purchase the Colonial Hills site.

J. Auxer addressed the Kalathas estate. He said that they were doing a traffic study, possibly considering building townhouses and also considering having some parcels that are not currently part of Town annexed into Town.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - FLUSHING COMPLETE - REPORT UPDATE.

This item was addressed at the May 23 meeting and C. Coe stated that the only change to the status was that the contractor was not responding as expected and he planned to investigate the availability of other contractors.

9. MAYOR'S REPORT.

No mayor's report.

10. NEXT MEETING DATE.

Our next regular meeting will be Thursday, 27 June at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

None.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 1:58 p.m.

Respectfully Submitted: J. Ford