

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Boards

September 26, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

2. Minutes of the August 22 Water and Sanitary Board Meeting

3. Visitors

4. Financial Reports and Preparation of the Annual PSC report

5. Flow and Quality Reports from Staff

6. Unfinished Business

- PLC Installation at Sanitary Plant
- Update on Water Distribution System Construction
- Hydrant Report
- Lead Service Line Inventory
- W&S staff- Hiring, Comp Time and Salary

7. New Business

- Service Applications for Considerations and Vote :
Colonial Hills Phase 3 Step 2
Colonial Hills Phase 3A Step 1A
Colonial Hills Phase 3B Step 1
- Purpose and Goals of the Water and Sanitary Boards for FY 2025
The mayor requests all boards and committees to express their purpose and plans for 2025, including:
 - A brief description of the Board's purpose, and
 - A brief statement of its key goals for FY25. This could be a broad statement about maintaining the current high-quality services, plus key initiatives planned or areas of emphasis for the year.

8. Next Meeting is October 24 at 6 pm

9. Adjourn

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

August 22, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

Sanitary Board members present – Mr. Gatz, Mr. Heyser and Mr. Keller

Water Board member present -Ms. Barlett, Mr. Bresland (by phone), Mr. Eggleston, Mr. Gatz, Mr. Godfrey, Ms. Kemnitzer

Town Staff- Mr. Coe

2. Minutes of the July 25 Water and Sanitary Board Meeting

Vote: Sanitary Board approved minutes of July 25 meeting

Vote: Water Board approved minutes of July 25 meeting

3. Visitors -John Eisenhower, Joe Young, Dan Shelton, Jim Auxer

4. Financial Reports

– Questions were asked about relating operating budget to reserve accounts and why some budget line items are different from the year end totals. No staff were available to answer these.

-Members asked for the accountant who is preparing the financial portion of the 2023-2024 PSC report to attend the next meeting and brief us on the report.

5. Flow and Quality Reports from Staff - All numbers are within range.

6. Unfinished Business

- Update on Water Distribution System Construction – progress is on schedule
- Hydrant Report – all are operational
- Lead Service Line Inventory-inspections continue
- W&S staff- Hiring, Comp Time and Salary Comparisons- Mr. Coe presented a plan for raising salaries to achieve parity with other utilities in the area and to aid recruitment and retention.

Vote: Sanitary Board recommended salary increases as, proposed by Mr. Coe, to Town Council

Vote: Water Board recommended salary increases as proposed by Mr. Coe to Town Council

- Water Department Newsletter – This will be coordinated with the Town Council's newsletter project.

7. New Business

- Briefing on Application for Service
- Application from Forestar Real Estate Group for thirty-two single family homes near the new Shepherdstown Library

Vote: Sanitary Board voted to approve Step 1 in the application process

Vote: Water Board voted to approve Step 1 in the application process

8. Next Meeting on September 26 at 6 pm

9. Adjournment at 8 pm

Shepherdstown Sewer
Budget to Actual July 2024

	Month of July			Year to Date			FY 2025	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	11,521.00	7,500.00	153.61%	11,521.00	7,500.00	153.61%	90,000.00	13%
522 Metered Sewer Revenue	143,268.00	126,831.92	112.96%	143,268.00	126,831.92	112.96%	1,521,983.00	9%
536 Tap Fees	0.00	166.67	0.00%	0.00	166.67	0.00%	2,000.00	0%
Total Operating Income	\$ 154,789.00	\$ 134,498.58	115.09%	\$ 154,789.00	\$ 134,498.58	115.09%	\$ 1,613,983.00	10%
Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	970.00	1,000.00	97.00%	970.00	1,000.00	97.00%	12,000.00	8%
401.2 Sewer Administration	2,608.00	5,166.67	50.48%	2,608.00	5,166.67	50.48%	62,000.00	4%
401.3 Water Bill	19,910.00	2,500.00	796.40%	19,910.00	2,500.00	796.40%	30,000.00	66%
401.4 Sewer Plant Maintenance	21,265.00	13,150.67	161.70%	21,265.00	13,150.67	161.70%	157,808.00	13%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	29,576.05	31,666.67	93.40%	380,000.00	8%
408 Taxes Other than Income	1,863.00	2,231.25	83.50%	1,863.00	2,231.25	83.50%	26,775.00	7%
701 Salaries & Wages	28,108.00	33,021.67	85.12%	28,108.00	33,021.67	85.12%	396,260.00	7%
704 Employee Benefits	7,355.00	10,186.67	72.20%	7,355.00	10,186.67	72.20%	122,240.00	6%
711 Sludge Removal	1,718.00	2,083.33	82.46%	1,718.00	2,083.33	82.46%	25,000.00	7%
715 Purchased Power	12,339.00	12,666.67	97.41%	12,339.00	12,666.67	97.41%	152,000.00	8%
718 Chemicals	5,785.00	10,083.33	57.37%	5,785.00	10,083.33	57.37%	121,000.00	5%
731 Contractual Svc-Engineering	5,329.00	416.67	1278.96%	5,329.00	416.67	1278.96%	5,000.00	107%
732 Contractual Svc-Accounting	1,292.00	2,083.33	62.02%	1,292.00	2,083.33	62.02%	25,000.00	5%
733 Contractual Svc-Legal	0.00	416.67	0.00%	0.00	416.67	0.00%	5,000.00	0%
735 Contractual Svc-Testing	909.00	833.33	109.08%	909.00	833.33	109.08%	10,000.00	9%
736 Contracted Services-Other	972.00	1,083.33	89.72%	972.00	1,083.33	89.72%	13,000.00	7%
750 Transportation Expenses	133.00	333.33	39.90%	133.00	333.33	39.90%	4,000.00	3%
757 Insurance-General Liability	4,074.00	4,166.67	97.78%	4,074.00	4,166.67	97.78%	50,000.00	8%
760 Advertising	0.00	208.33	0.00%	0.00	208.33	0.00%	2,500.00	0%
775 Sewer Admin Landing Fees	0.00	1,200.00	0.00%	0.00	1,200.00	0.00%	14,400.00	0%
Total Expenses (from QB)	\$ 144,206.05	\$ 134,498.58	107.22%	\$ 144,206.05	\$ 134,498.58	107.22%	\$ 1,613,983.00	9%
Net Operating Income (QB)	\$ 10,582.95			\$ 10,582.95				
Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$13,100.00	\$157,200.00		\$157,200.00	8%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$18,496.08	\$221,952.96		\$221,952.96	8%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$11,917.00	\$143,000.00		\$143,000.00	8%
Total Reserve Expenses	\$ 43,513.08			\$ 43,513.08				
Net after Reserve Expenses	\$ (32,930.13)			\$ (32,930.13)				
Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	72.20			72.20				
536. Capacity Fees	39,912.00			39,912.00				
Total Restricted Income	\$ 39,984.20			\$ 39,984.20				

Shepherdstown Sewer

Balance Sheet As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	41,973.46
RESTRICTED FUNDS BANKING	2,466,904.56
UNRESTRICTED FUNDS BANKING	743,602.92
Total Bank Accounts	\$3,252,480.94
Accounts Receivable	
Accounts Receivable	139,406.53
Total Accounts Receivable	\$139,406.53
Other Current Assets	
Due To/From Govt	-458,094.97
Due To/From Water	5,145.37
Other Current Assets	327.92
Total Other Current Assets	\$ -452,621.68
Total Current Assets	\$2,939,265.79
Fixed Assets	
Fixed Asset Adjustment	-4,709,447.98
Fixed Assets	14,013,163.57
Total Fixed Assets	\$9,303,715.59
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$12,363.00
TOTAL ASSETS	\$12,255,344.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,487.37
Total Accounts Payable	\$8,487.37
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,746.80
Current Liabilities	102,326.12
Total Other Current Liabilities	\$170,072.92
Total Current Liabilities	\$178,560.29
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,728,511.00
253.20 Deferred Inflows	28,637.00
Total Long-Term Liabilities	\$3,757,148.00
Total Liabilities	\$3,935,708.29

Shepherdstown Sewer

Balance Sheet

As of July 31, 2024

	TOTAL
Equity	
214 Retained Earnings	4,571,085.83
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	694,973.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	37,469.05
Total Equity	\$8,319,636.09
TOTAL LIABILITIES AND EQUITY	\$12,255,344.38

Shepherdstown Waterworks: Budget to Actual July 2024

	Month of July			Year to Date			FY 25 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	14,691.00	6,666.67	220.37%	14,691.00	6,666.67	220.37%	80,000.00	18%
461 Water Metered Revenue	165,825.00	150,000.00	110.55%	165,825.00	150,000.00	110.55%	1,800,000.00	9%
474 Tap Fees	0.00	833.33	0.00%	0.00	833.33	0.00%	10,000.00	0%
Total Income	\$ 180,516.00	\$ 157,500.00	114.61%	\$ 180,516.00	\$ 157,500.00	114.61%	\$ 1,890,000.00	10%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	995.00	1,666.67	59.70%	995.00	1,666.67	59.70%	20,000.00	5%
401.2 Water Administration	2,534.00	4,166.67	60.82%	2,534.00	4,166.67	60.82%	50,000.00	5%
401.3 Water/Sewer Bill	197.00	16,666.67	1.18%	197.00	16,666.67	1.18%	200,000.00	0%
401.4 Water Plant Expenses	11,361.00	14,583.33	77.90%	11,361.00	14,583.33	77.90%	175,000.00	6%
403 Water Depreciation Expense	29,626.83	14,583.33	203.16%	29,626.83	14,583.33	203.16%	175,000.00	17%
408 Taxes-Other than Income	3,657.00	3,866.33	94.59%	3,657.00	3,866.33	94.59%	46,396.00	8%
427 Interest Expense	2,076.00	12,500.00	16.61%	2,076.00	12,500.00	16.61%	150,000.00	1%
521 Employee Screening	0.00	25.00	0.00%	0.00	25.00	0.00%	300.00	0%
601 Water Salaries & Wages	34,443.00	41,455.25	83.08%	34,443.00	41,455.25	83.08%	497,463.00	7%
604 Employee Pensions & Benefits	10,414.00	14,100.83	73.85%	10,414.00	14,100.83	73.85%	169,210.00	6%
615 Purchased Power	5,146.00	6,250.00	82.34%	5,146.00	6,250.00	82.34%	75,000.00	7%
618 Chemicals	8,070.00	7,083.33	113.93%	8,070.00	7,083.33	113.93%	85,000.00	9%
631 Contractual Svc-Engineering	2,300.00	5,833.33	39.43%	2,300.00	5,833.33	39.43%	70,000.00	3%
632 Contractual Svc-Accounting	1,292.00	2,083.33	62.02%	1,292.00	2,083.33	62.02%	25,000.00	5%
633 Contractual Svc-Legal	1,674.00	416.67	401.76%	1,674.00	416.67	401.76%	5,000.00	33%
635 Contractual Svc-Testing	0.00	2,916.67	0.00%	0.00	2,916.67	0.00%	35,000.00	0%
636 Contractual Svc-Other	972.00	2,083.33	46.66%	972.00	2,083.33	46.66%	25,000.00	4%
650 Transportation Expenses	133.00	416.67	31.92%	133.00	416.67	31.92%	5,000.00	3%
657 Insurance-General Liability	5,395.00	5,416.67	99.60%	5,395.00	5,416.67	99.60%	65,000.00	8%
659 Insurance-Other	0.00	0.00		0.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	83.33	0.00%	0.00	83.33	0.00%	1,000.00	0%
675 Administrative Lending Fees	0.00	666.67	0.00%	0.00	666.67	0.00%	8,000.00	0%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 120,285.83	\$ 156,864.08	76.68%	\$ 120,285.83	\$ 156,864.08	76.68%	\$ 1,882,369.00	6%
Net Operating Income (QB)	\$ 60,230.17			\$ 60,230.17				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	2,241.34	2,241.34	100.00%	26,896.08	8.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	7,187.19	7,187.19	100.00%	86,246.28	8.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	10,462.92	10,462.92	100.00%	125,555.04	8.33%
17 Water Revenue	12,819.55	12,819.55	100.00%	12,819.55	12,819.55	100.00%	153,834.60	8.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	8,292.02	8,292.02	100.00%	99,504.24	8.33%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 492,036.24	8.33%

Total Net After Bond Expense	\$ 19,227.15			\$ 19,227.15				
-------------------------------------	---------------------	--	--	---------------------	--	--	--	--

Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	36.00			36.00				
474 Other Water Revenue	32,939.00			32,939.00				
Total Restricted Income	\$ 32,975.00			\$ 32,975.00				

Shepherdstown Waterworks

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,099,086.57
RESTRICTED FUNDS BANKING	2,858,735.65
UNRESTRICTED FUNDS BANKING	26,450.29
Total Bank Accounts	\$3,984,272.51
Accounts Receivable	
141 A/R, Water Customer Billing	178,241.75
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$173,241.75
Other Current Assets	
142.71 Due to/From Govt Funds	119,328.75
Due to/from Sewer	-5,660.57
Total Other Current Assets	\$113,668.18
Total Current Assets	\$4,271,182.44
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	269,680.75
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,550,573.08
Fixed Assets (All Funds)	12,982,720.82
Total Fixed Assets	\$11,571,215.13
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$18,949.00
TOTAL ASSETS	\$15,861,346.57

Shepherdstown Waterworks

Balance Sheet As of July 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,541.51
Total Accounts Payable	\$8,541.51
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,336.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	80,694.14
Total Other Current Liabilities	\$208,213.15
Total Current Liabilities	\$216,754.66
Long-Term Liabilities	
221. Bond Payable-Long term	6,582,335.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$6,625,271.00
Total Liabilities	\$6,842,025.66
Equity	
215 Retained Earnings	7,030,266.83
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	826,722.94
Net Income	93,205.23
Total Equity	\$9,019,320.91
TOTAL LIABILITIES AND EQUITY	\$15,861,346.57

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month August Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

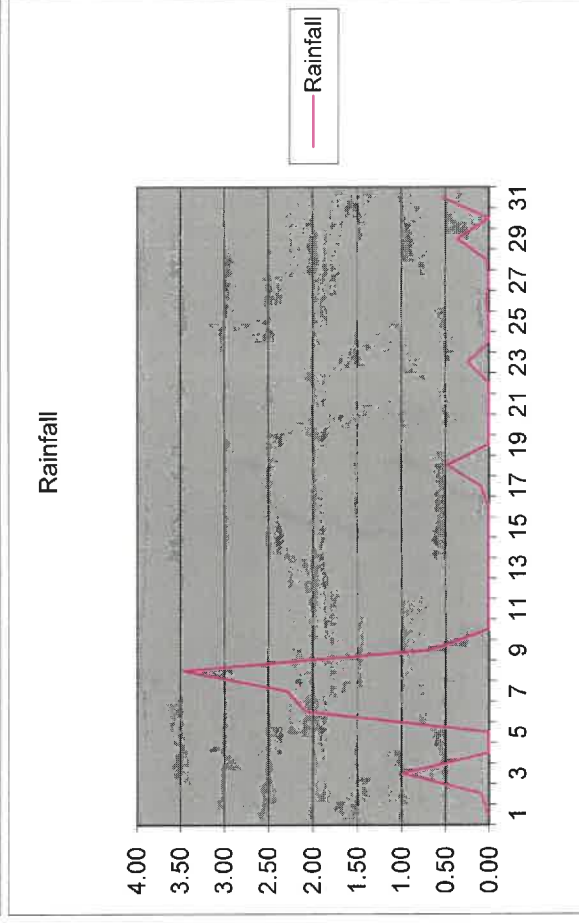
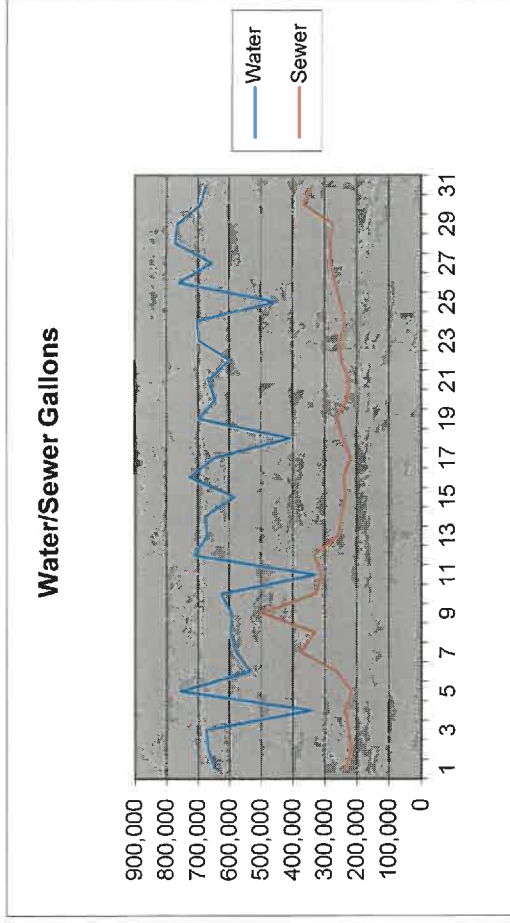
Date	Rainfall (inches)	INFLUENT WASTEWATER					DIGESTERS		ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT						
		TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grif and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)
1	0.01			0.2327				15000											
2	0.08			0.2157				15000											
3	0.98			0.2255				15000											
4				0.2329				15000											
5				0.2153				13500											
6	2.07			0.2598				13500					5250						
7	2.28			0.3747				13500											
8	3.46			0.3296				13500											
9	0.67			0.4968				13500											
10				0.3252				13500											
11				0.3095				13500											
12				0.3309			7	13500											
13				0.2560				13500	20259										
14				0.2468				13500	17190										
15				0.2335				13500	18054										
16				0.2404				13500											
17	0.09			0.2192				13500											
18	0.48			0.2445				13500											
19				0.2637				13500											
20				0.2301				13500	19493										
21				0.2251				13500	13843										
22				0.2506				13500	18876										
23	0.24			0.2523				13500											
24				0.2385				13500											
25				0.2520				13500											
26	0.03			0.2683				13500											
27				0.2827				13500	23548										
28	0.03			0.2628				13500	16931										
29	0.36			0.2752				13500	13894										
30				0.3665				13500											
31	0.53			0.3378				13500											
Total	11.31			8.5146			15	424500	162088										
Average	0.81			0.2747			7.5	13694	18010										
Minimum	0.01			0.2153				13500	13843										
Maximum	3.46			0.4968			8	15000	23548										

MAIL ONE COPY EACH TC: Office of Environmental Health Services
 Certification & Training Program
 350 Capitol Street, Room 313
 Charleston WV 25301-1798

Division of Environmental Protection
 ATTN: Municipal Branch
 601- 57th Street
 Charleston, WV 25304

Water/Sewer Flows August 2024

Date	Water	Sewer	RainFall
1	649,900	232,700	0.01
2	670,400	215,700	0.08
3	676,400	225,500	0.98
4	343,800	232,900	0.00
5	759,300	215,300	0.00
6	537,300	259,800	2.07
7	582,800	374,700	2.28
8	599,700	329,600	3.46
9	596,600	496,800	0.67
10	628,700	325,200	0.00
11	334,000	309,500	0.00
12	716,300	330,900	0.00
13	673,100	256,000	0.00
14	681,400	246,800	0.00
15	587,200	233,500	0.00
16	731,700	240,400	0.00
17	651,600	219,200	0.09
18	411,100	244,500	0.48
19	702,300	263,700	0.00
20	646,800	230,100	0.00
21	667,800	225,100	0.00
22	601,200	250,600	0.00
23	698,700	252,300	0.24
24	703,300	238,500	0.00
25	459,700	252,000	0.00
26	766,500	268,300	0.03
27	657,700	282,700	0.00
28	776,500	282,800	0.03
29	770,200	275,200	0.36
30	695,600	366,500	0.00
31	677,800	337,800	0.53
Avg.	634,045	274,665	0.36



August 2024 Monthly Reports

	Avg.	Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs. Allowed	Yearly Lbs. Allowed
Flow	0.2747	0.4968	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	<2	Mg/l	30	60		4.27	4.27	167	334		
TSS	2.0	2.0	Mg/l	30	60		4.27	4.27	167	334		
TKN	0.77	0.88	Mg/l	3	6		1.65	1.88	17	33		
Fecal	<10	<10	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A		
Total N	3.81	7.28	Mg/l	Rpt Only	Rpt Only		N/A	270.55	N/A	507	270.55	6091
Total P	0.05	0.10	Mg/l	Rpt Only	Rpt Only		N/A	3.55	N/A	50.7	3.55	609
Copper			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Zinc			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	80.6	80.6	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.2	7.2	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month	Year to Date Applied	Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill		36.6571	Tons			
Olcott Field 2			Tons			
Olcott Field 3		26.232	Tons			
Olcott Field 4		1.44	Tons			
Olcott Field 6		15.564	Tons			
Blair-Carter Field 1		3.684	Tons			
Blair-Carter Field 3			Tons			
Blair-Carter Field 4			Tons			
Willard Field 1		25.511	Tons			
Willard Field 3			Tons			
Willard Field 4			Tons			
Colbert Field 3			Tons			
Colbert Field 4			Tons			
Oakley Field 2			Tons			
Putz Field 2			Tons			

SHEPHERDSTOWN WATER DEPT.

August 2024

Pump time average 14 hours.

Gallons pumped average 635,013.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

TTHM/HAA5- elevated due to time of year but will average out for the year RAA

Concerns:

- Lead and Copper inventory- Door to Door

- No applicants for Class 2 Operator



Corporation of Shepherdstown
P.O. Box 248
Shepherdstown WV 25443

Mayor Gatz

Update on Distribution project:

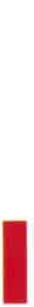
As of August 29th, 2024, the project is at 58% of completion. Projected completion date is December 19th, 2024. 4566 feet of 9300 feet of waterline is installed, inspected, pressure tested and soon to be sampled. Along with 12 gate valves and five fire hydrants. Five of the eight main connections are complete. The sitework is currently located in Mechlenburg Heights. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. Next progress meeting with Snyder Environmental (the contractor) will be September 26th, 2024.

Sincerely,

Charles "Woody" Coe
Public Works Director
Chief Operator

HYDRANTS OUT OF SERVICE/NEED REPAIRS

388 Starkeys Landing



Remove hydrant install blowoff

HYDRANTS TO BE REMOVED AND RETIRED

Corner King & New Streets
 Corner Church & New Street
 East High Street (Tommy's Pizza)



Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants

HYDRANTS IN SERVICE/NEED REPAIRS

Willowdale/Martha
 High Street at Stutzman-Slonaker Hall
 W. High st/ N. Duke st.
 426 Willowdale Dr
 Corner Brown alleiv and German
 Jala Yoga
 302 N Princess St
 Green Pineapple
 Food lion



Replace hydrant
 Repair in place
 Replace hydrant
 Needs Riser
 Replace hydrant
 Repair in place
 Replace hydrant
 Install bollards/repair
 Repair in place

NEW HYDRANTS

Tack & Jack's Apartments, Duke St.
 19 Tollhouse way
 88 Tollhouse way
 72 Lyon Ridge road
 Lyon Ridge Loop
 Riderwood way
 Opengate Lane



Install New Hydrant

HYDRANTS WITH PROPERTY ISSUES

344 Ashley dr
 161 Butcher ct



Send letter to customer
 Send letter to customer

DEDICATED HYDRANTS

SU Baseball field end of high Street
 SFD Fire Hall
 Mecklenburg Heights



Special tag, alert firefighters
 Special tag, alert firefighters
 Special tag, alert firefighters

NOTES

Minimum clearance for bollards: 36"

Total gallons flushed

36'
 728,000

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
Shepherdstown Town Hall
104 North King Street
P. O. Box 248
Shepherdstown, WV 25443

UTILITY USE ONLY	
Application #:	8-020
Step #:	1
Date Recv'd	9-4-24
Step #:	2
Date Recv'd:	

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

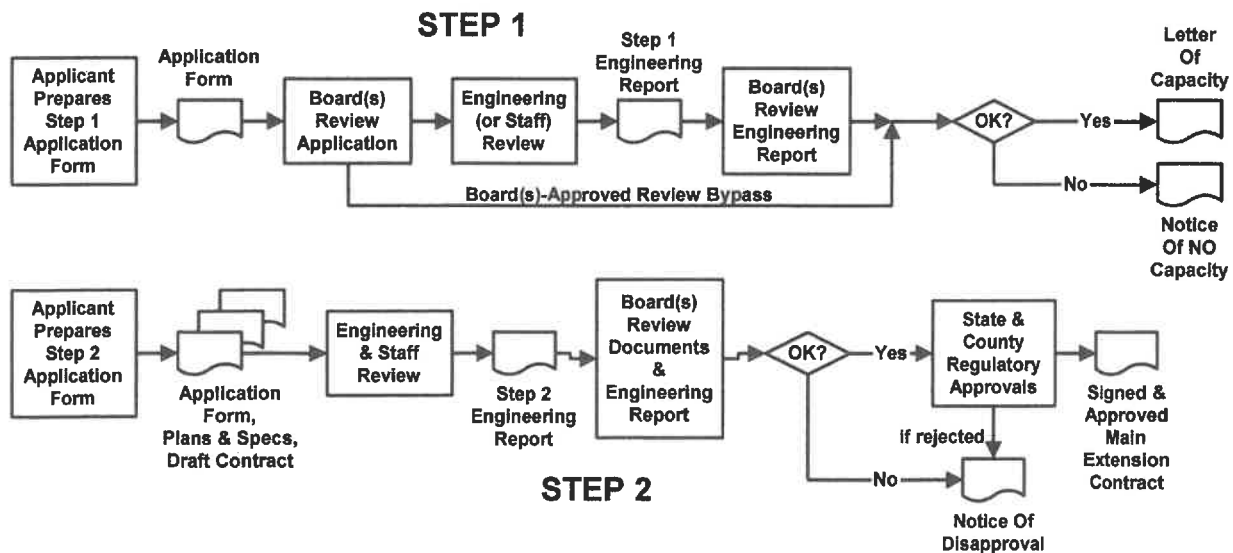
<input checked="" type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.

In addition to the two-step process, approvals may be needed from other local and state agencies. Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

A. Date Application Completed: August 7, 2024

B. Applicant Information:

Name: Forestar (USA) Real Estate Group, Inc.

Telephone Number: 410-596-3847

FAX Number: _____

Mailing Address: 7021 Columbia Gateway Dr, Suite 320

Columbia, MD 21046

C. Applicant's Authorized Representative (see instructions for item C):

Name: Ryan Perks

Firm Name: Integrity Federal Services, Inc

Telephone Number: 304-725-8456

FAX Number: _____

Mailing Address: 148 South Queen Street, Suite 201

Martinsburg, WV 25401

D. Property Location (include tax map and parcel numbers):

Shepherdstown Tax District

Higbee Lane

Tax Map 8, P/O Parcel 10

D₁. Is applicant full owner of property cited above? Yes No
(If no, submit notarized letter from each owner authorizing application.)

E. Application to Extend: Water Sewer Both

F. Distance From

(1) Property to nearest water main: 2,355
+/- 0 feet.

(2) Property to nearest sewer main: +/- 0 ^{3,080} feet. + 1460

(3) Property to Corporation limits: +/- 1876 feet.

(4) Property to nearest road or street: +/- 0 feet.

6,895

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

Single-family detached homes:

(1) Number of Proposed Units: 32

Multiple-family homes

(1) Number of Proposed Units: _____

(2) Size of Units (Number of bedrooms) _____

(3) Shared Laundry Planned? Yes No

(4) # of washing machines planned? _____

H Description of Units

Commercial/Industrial/Other?

(1) Indicate which Type? _____

(2) Type of business or facility? _____

(3) Type of discharge? _____

(4) Floor Area (in ft²): _____

(5) Number of Units? _____

(6) Number of bathroom fixtures? _____

I. Estimated daily consumption (see instructions):

Water: 8,960 gpd

Sewer: 8,960 gpd

J. Method of sewage disposal: Sewer Septic Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: 10/1/2024

(2) Projected Extension Completion Date: 5/1/2025

(3) Start of Required Utility Service: 5/1/2025

(4) Build Out Date: 5/1/2026

L. Required Attachments (see instructions):

Sketch Plan

Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect;. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);

- Note that the Water and Sanitary Boards meet in a joint meeting, normally on the last Thursday of each month.

5-6. Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

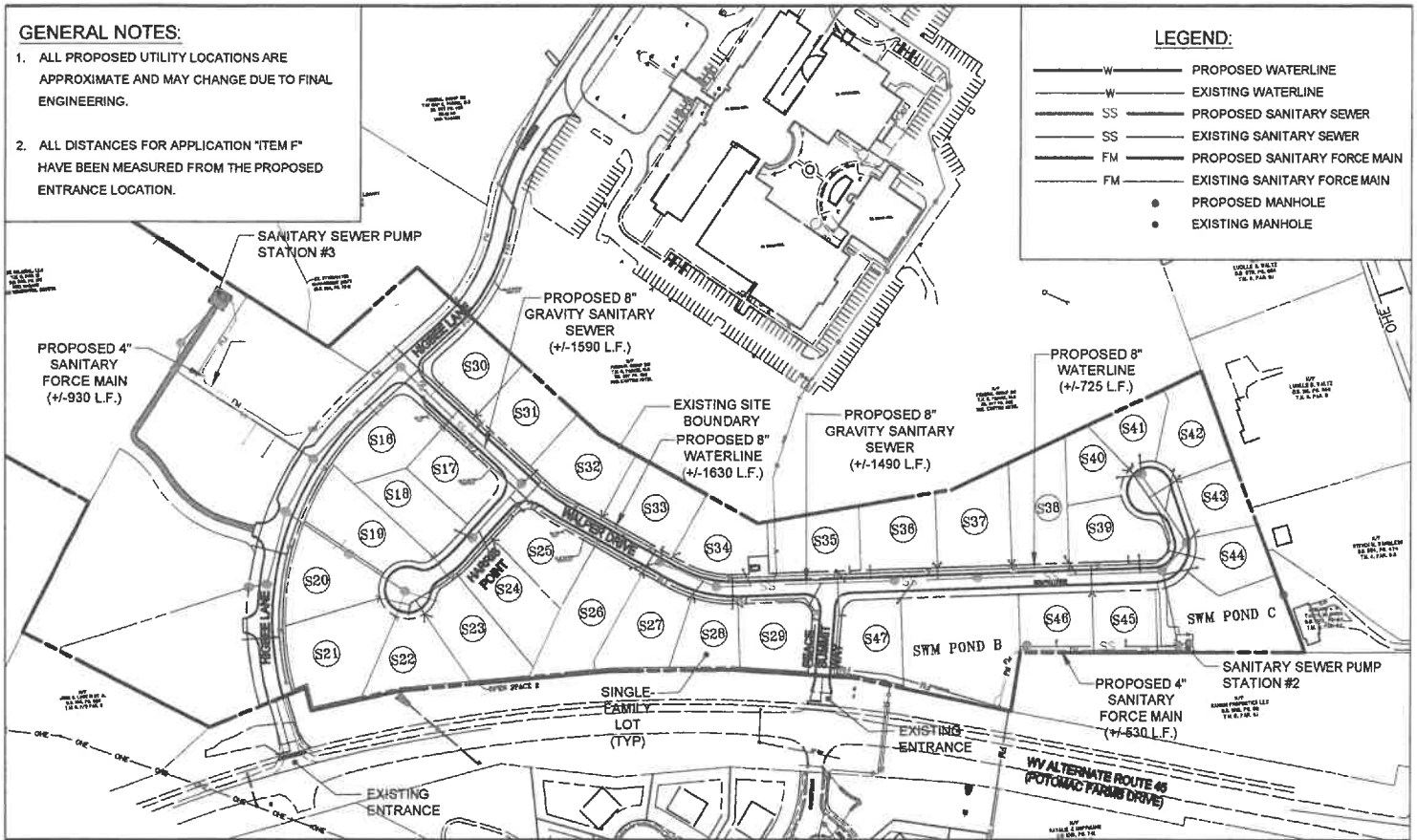
- A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:
1. A main line extension is required.
 2. More than three (3) residential units will be served.
 3. The property will be used for commercial, industrial, or institutional establishments.
 - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
 4. Structures of greater than two (2) stories or thirty (30) feet in height.
 5. Projects wherein a new pumping station is proposed.
 6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.
- B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.
- C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of July 6, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.
1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**.
 2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**.
 3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**.
 4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
 - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage of said employee times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
 - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
 - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.
- D. Payment information:
1. The fee for **Engineering Review in Step 1** is **due at the time of submission of the Step 1 application**, together with all items listed in this application including the Sketch Plan.
 2. The fee for **Engineering Review in Step 2** is **due at the time of submission of the Step 2 application**, together with all items listed in this application including the Engineering Plans.

GENERAL NOTES:

1. ALL PROPOSED UTILITY LOCATIONS ARE APPROXIMATE AND MAY CHANGE DUE TO FINAL ENGINEERING.
2. ALL DISTANCES FOR APPLICATION "ITEM F" HAVE BEEN MEASURED FROM THE PROPOSED ENTRANCE LOCATION.

LEGEND:

— W —	PROPOSED WATERLINE
— W —	EXISTING WATERLINE
— SS —	PROPOSED SANITARY SEWER
— SS —	EXISTING SANITARY SEWER
— FM —	PROPOSED SANITARY FORCE MAIN
— FM —	EXISTING SANITARY FORCE MAIN
●	PROPOSED MANHOLE
●	EXISTING MANHOLE



148 S. Queen Street, Suite 201
Martinsburg, WV 25401
Phone: 304-725-8456
www.ifc-ee.com

COLONIAL HILLS PHASE 3
JEFFERSON COUNTY, WEST VIRGINIA

PLAN IS FOR ILLUSTRATIVE
PURPOSES ONLY.

EXHIBIT 2 - PRELIMINARY UTILITY PLAN
PROJ. NO.: 2430-0304
SCALE: 1" = 150'

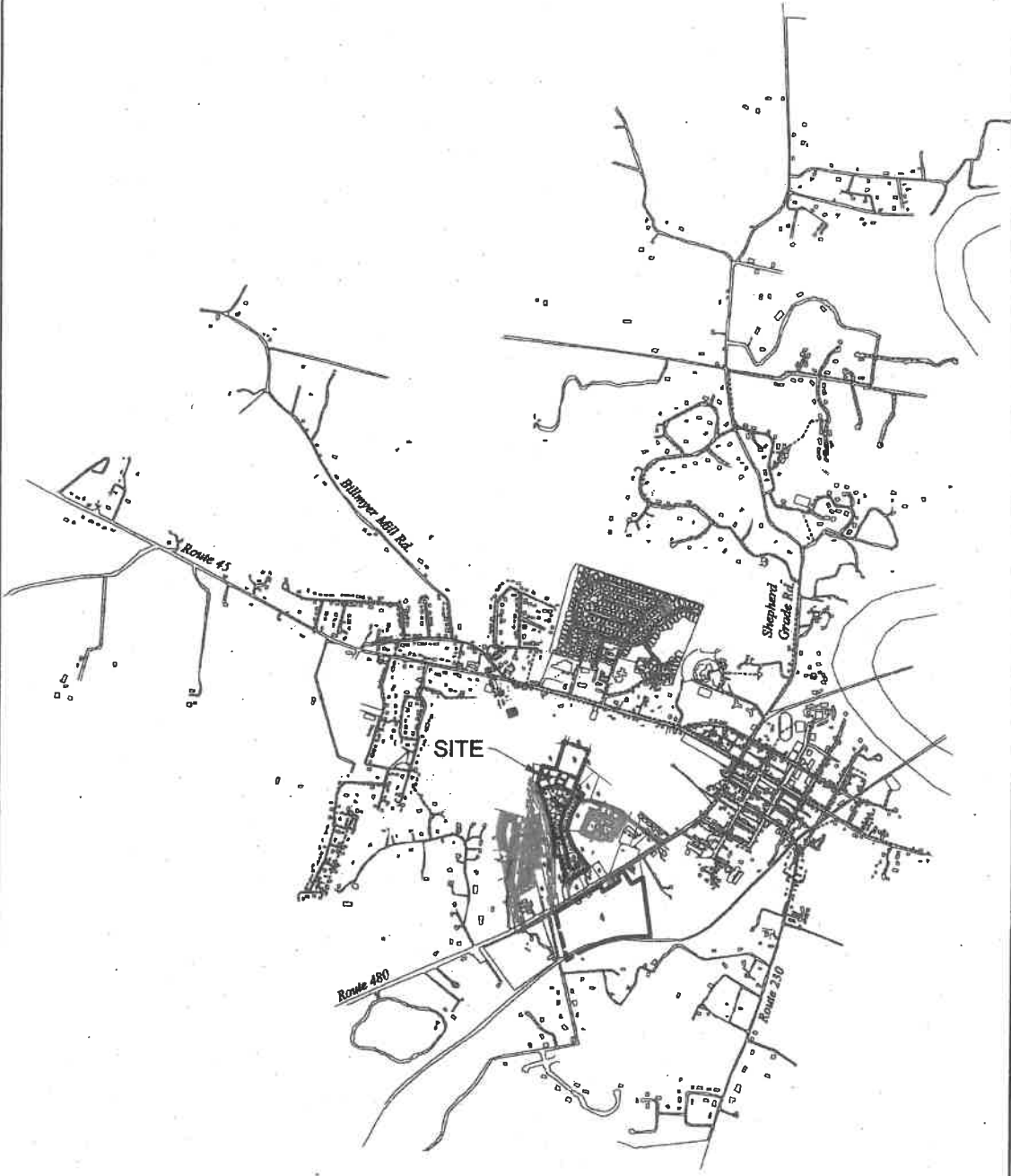


EXHIBIT 1

**Corporation of Shepherdstown
Existing Water Infrastructure**

----- Water Line

325 0 650 yards

31 July 2003

KE COLONIAL, LLC
6259 REYNOLDS MILL ROAD
SEVEN VALLEYS, PA 17360

August 7, 2024

To: Corporation of Shepherdstown
Shepherdstown Town Hall
104 North King Street
P. O. Box 248
Shepherdstown, WV 25443

The undersigned, KE Colonial, LLC, hereby authorizes Forestar (USA) Real Estate Group, Inc. to file an APPLICATION TO EXTEND WATER AND/OR SEWER MAINS for that certain project located in the Shepherdstown Tax District, Higbee Lane, being Tax Map 8, P/O Parcel 10..

KE Colonial, LLC
By: Kinsley Equities, LLC, Managing Member

By: 
Andrew J. Kipnis, Vice President

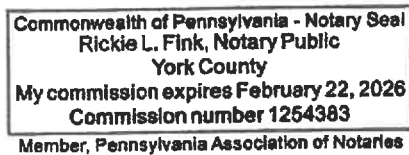
COMMONWEALTH OF PENNSYLVANIA

COUNTY OF YORK, to wit:

I HEREBY CERTIFY, that on this 7TH day of August, 2024, before me, the subscriber, a Notary Public, personally appeared Andrew J. Kipnis, who acknowledged himself to be the Vice President of Kinsley Equities, LLC, the Managing Member of KE Colonial, LLC, and that he executed the foregoing instrument for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.


Notary Public



August 8, 2024

Mr. Charles Coe
Public Works Director
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443-0248

RE: Colonial Hills Phase III Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on August 7, 2024, Ghosh Engineers, Inc. (Ghosh) has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase III Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information, the proposed development will have a daily consumption of 8,960 gallons for sewer and 8,960 gallons for water.

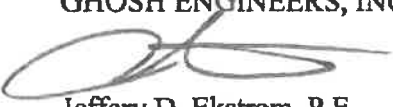
Ghosh has determined that the additional anticipated sewage flow would increase the operating time of the Main Pump Station by approximately 8 minutes, which is within industry standards. The existing pumps in the station operate approximately 4 hours/day each and the pumps are operating at 75% of design pumping capacity. The treatment plant has adequate capacity for the proposed 8,960 gpd with a current average daily flow of 247,053 gpd, which is approximately 37% of the design treatment capacity. Ghosh Engineers is of the opinion that the existing collection system has the hydraulic capacity to handle additional sewage flow from this development.

Water service to the development would be provided by connecting to an existing 8" waterline from the Clarion property. Flow testing from an existing fire hydrant located behind the Clarion was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,200 GPM with a static and residual pressure of 78 psi and 59 psi respectively. The water extension to the development would consist of approximately 2.355 LF of 8" waterline. Ghosh Engineers is of the opinion that the existing water system has the hydraulic capacity to provide water service to this development.

Should you have any questions concerning this matter or require additional information, please contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.



Jeffery D. Ekstrom, P.E.
Project Manager

Colonias Hielo Phase 3

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
(Please attach copy of step 1 of application)

DATE: 9.4.24

NAME OF APPLICANT: Forestar (USA) Real Estate Group

ADDRESS OF LOCATION: Higbee Lane
Step 1

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:
(\$500 plus \$.25 per linear foot of mainline extension)

WATER	Linear feet .25 x 2,355 =	588.75
SEWER	Linear Feet .25 x 4,540 =	1,135.00
		<u>CX# 4482024</u>
		<u>2,723.75</u>

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
(Please attach copy of step 1 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:
(\$500 plus \$.25 per linear foot of mainline extension)

WATER	Linear feet	_____
SEWER	Linear Feet	_____

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
(Please attach copy of step 2 of application)

DATE: 9.10.24

NAME OF APPLICANT: Forestar (USA) Real Estate

ADDRESS OF LOCATION: Higbee Lane

TYPE OF FEE: Sewer Pump Station Fee
AMOUNT REC'D

Engineering Review Fee TOTAL COST:
(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER	Linear feet .25 x 2,355 =	588.75
SEWER	Linear Feet .25 x 4,540 =	1,135.00
		<u>Total</u>
		<u>4,123.75</u>

CX# 15350728

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
(Please attach copy of step 2 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:
(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER	Linear feet	_____
SEWER	Linear Feet	_____

CORPORATION OF SHEPHERDSTOWN
PO BOX 248

Date

08/28/24

DRH Inc Controlled Disbr Acct.

Stub 1 of 1

4482024

PO Num	Invoice Number	Subdv Lot#	Lot Address	Cost Cde	Legal Desc	Gross	Deductions	Amount Paid
CH - P3	STEP1 R 42000		Maryland Division			2,223.75		2,223.75
						2,223.75		2,223.75

THIS CHECK IS PRINTED IN RED AND BLUE INK ON THE FACE ON CHEMICAL AND BLEACH REACTIVE PAPER WITH INVISIBLE FLUORESCENT FIBERS AND BASKETWEAVE ON BACK



Controlled Disbursement
Wells Fargo Bank, N.A.

Check Number 1874099

DRH Inc Controlled Disbr Acct.
1341 Horton Circle
Arlington, TX 76011

56-382
412
4482024

Date	Amount
08/28/24	\$*****2,223.75

Void after 6 months from date of issue

Pay TWO THOUSAND TWO HUNDRED TWENTY THREE AND 75/100 *****

To to the
Order Of: CORPORATION OF SHEPHERDSTOWN
PO BOX 248
SHEPHERDSTOWN WV 25443-0248

D. L. Horton

⑈01874099⑈ ⑆041203824⑆

9639481879⑈

Rec'd 8-28-24

Colonial Mills 3 Step 2
 Rec'd 9-10-24

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
 Shepherdstown Town Hall
 104 North King Street
 P. O. Box 248
 Shepherdstown, WV 25443

UTILITY USE ONLY	
Application #:	
Step #:	1
Date Recv'd	
Step #:	2
Date Recv'd:	9-10-24

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

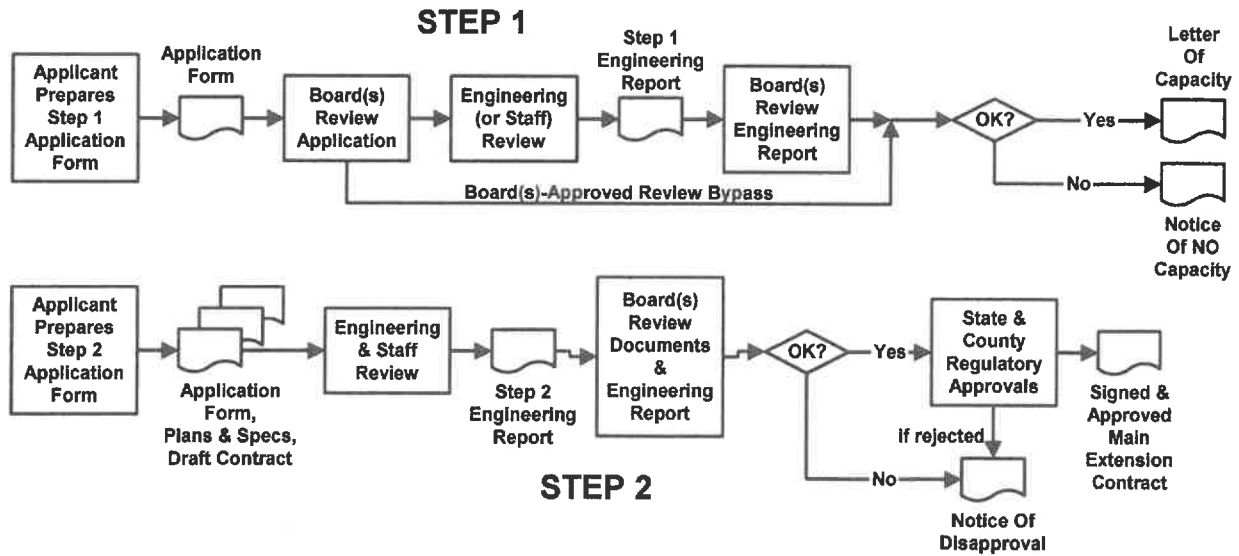
<input type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input checked="" type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.

In addition to the two-step process, approvals may be needed from other local and state agencies. Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans & Contract Instructions

The following shall be completed to execute Step 2 of the Application for the Extension of Water and/or Sewer Mains. The applicant shall ensure that all information in Step 1 of this application is valid. If changes are required, the applicant may insert these into the Step 1 section of this form, and attach the original Step 1 application to this form.

A. Date Application Completed: August 19, 2024

B. Applicant Information:

Name: Forestar (USA) Real Estate Group, Inc.

Telephone Number: 410-596-3847

FAX Number: _____

Mailing Address: 7021 Columbia Gateway Dr, Suite 320

Columbia, MD 21046

C. Required Attachments (see instructions):

Engineering Plans

N/A Proposed Deeds of Easement or Fee Simple

N/A Contract Draft

Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans & Contract Instructions

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

1. Become familiar with all requirements stated within the text of this application;
2. Provide all information necessary to give the Utility staff, the Board(s), and the Town a clear understanding of the application - the Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
3. Update all information in this application to keep it current so long as it remains in effect;. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
4. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
5. Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of the requirements for actions to be taken after the signing of the contract for main extensions, and agrees to carry out these requirements. These actions are listed in the instructions of this application.

The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.

 John Trammitt
(Signature by or for Applicant)

 8/19/2024
(Date)

 Director of Entitlements
(Position of Applicant signee)

Approved Rejected _____
(For Shepherdstown Water/Sewer Utili (Date))

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

3. The fee for **Construction Monitoring** is due within fifteen (15) days of the date of the West Virginia Health Department Permit to construct.
 4. When received from the Applicant, the Corporation of Shepherdstown shall establish an account to record fees charged the Applicant. Fees listed in Item C.4 above are deducted from this account.
 - a. The Corporation of Shepherdstown shall refund to the Applicant any fees remaining in the account within thirty (30) days of the acceptance/rejection of Step 1 of the application, within thirty (30) days of the acceptance/rejection of Step 2 of the application, and within thirty (30) days of the issuance of the Letter of Acceptance.
 5. **All Engineering Review fees and all Construction Monitoring fees must be paid to the Corporation of Shepherdstown before actual construction of the proposed contract shall begin.**
- E. The amount of fees due the Corporation may be higher than that in the initial Engineering Review Fees or Construction Monitoring Fees listed above if:
1. The complexity of the proposed project requires greater time than that covered by the initial fee listed in item "C" above.
 2. Additional reviews of part or all of the project design are required by the Corporation of Shepherdstown or its consultant due to changes or new information caused by the initial review.
 - a. Resubmission of drawings for additional review is assessed fees at the same rate as listed in item "C" above.

Colonias Hills Phase 3

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
 (Please attach copy of step 1 of application)

DATE: 9-4-24

NAME OF APPLICANT: Forestar (USA) Real Estate Group

ADDRESS OF LOCATION: Higbee Lane
Step 1

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: 500.00
 (\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet .25 x 2,355 = 588.75

SEWER Linear Feet .25 x 4,540 = 1,135.00

CX# 4482024 2,223.75

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
 (Please attach copy of step 1 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: _____
 (\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear Feet _____

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
 (Please attach copy of step 2 of application)

DATE: 9-10-24

NAME OF APPLICANT: Forestar (USA) Real Estate

ADDRESS OF LOCATION: Higbee Lane

TYPE OF FEE: Sewer Pump Station Fee AMOUNT REC'D

Engineering Review Fee TOTAL COST: 1,200.00
 (\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet .25 x 2,355 = 588.75

SEWER Linear Feet .25 x 4,540 = 1,135.00

CX# 1530728 TOTAL 4,123.75

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
 (Please attach copy of step 2 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: _____
 (\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear Feet _____

THIS CHECK IS PRINTED IN RED AND BLUE INK ON THE FACE ON CHEMICAL AND BLEACH REACTIVE PAPER WITH INVISIBLE FLUORESCENT FIBERS AND BASKETWEAVE ON BACK

DR HORTON
America's Builder

DRH Inc Controlled Disbr Acct.
1341 Horton Circle
Arlington, TX 76011

Controlled Disbursement
Wells Fargo Bank, N.A.

56-382
412
4482024

Check Number 1880728

Date	Amount
09/06/24	\$*****4,123.75

Void after 6 months from date of issue

Pay **FOUR THOUSAND ONE HUNDRED TWENTY THREE AND 75/100** *****

To the
Order Of: CORPORATION OF SHEPHERDSTOWN
PO BOX 248
SHEPHERDSTOWN WV 25443-0248

D.L. Horton

⑈01880728⑈ ⑆041203824⑆ 9639481879⑈

Step 2

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
Shepherdstown Town Hall
104 North King Street
P. O. Box 248
Shepherdstown, WV 25443

UTILITY USE ONLY	
Application #:	8-019
Step #:	1
Date Recv'd	9-10-24
Step #:	2
Date Recv'd:	

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

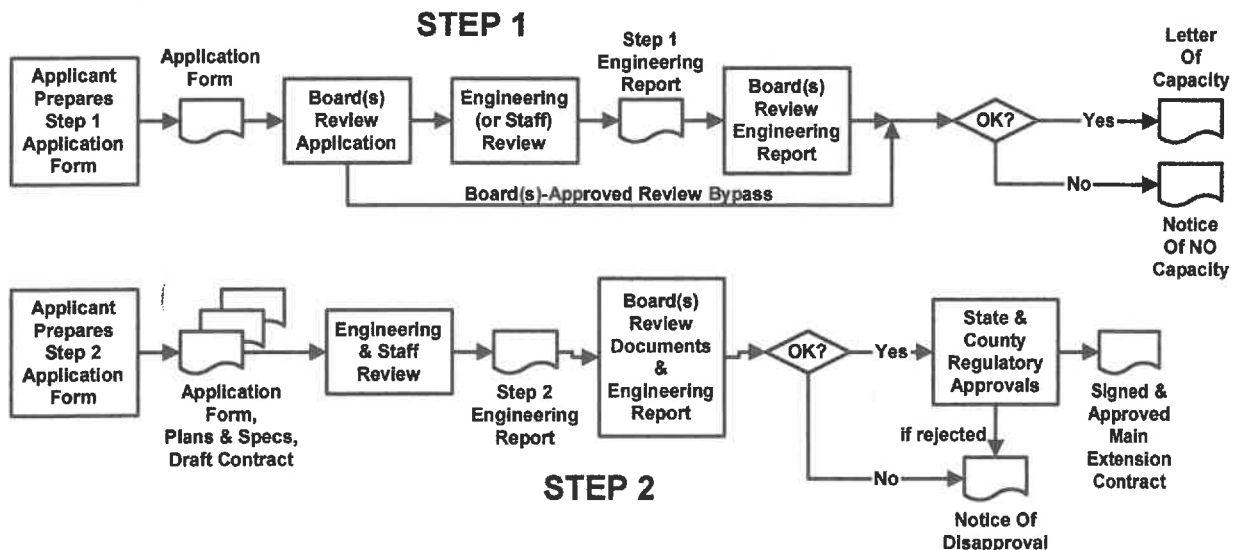
<input checked="" type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. **The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.**

In addition to the two-step process, approvals may be needed from other local and state agencies. **Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.**

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

A. Date Application Completed: August 19, 2024

B. Applicant Information:

Name: Forestar (USA) Real Estate Group, Inc.

Telephone Number: 410-596-3847

FAX Number: _____

Mailing Address: 7021 Columbia Gateway Dr, Suite 320
Columbia, MD 21046

C. Applicant's Authorized Representative (see instructions for item C):

Name: Ryan Perks

Firm Name: Integrity Federal Services, Inc

Telephone Number: 304-725-8456

FAX Number: _____

Mailing Address: 148 South Queen Street, Suite 201
Martinsburg, WV 25401

D. Property Location (include tax map and parcel numbers):

Shepherdstown Tax District

Higbee Lane

Tax Map 8, P/O Parcel 10

D1. Is applicant full owner of property cited above? Yes No
(If no, submit notarized letter from each owner authorizing application.)

E. Application to Extend: Water Sewer Both

F. Distance From

(1) Property to nearest water main: +/- 1786 feet.

(2) Property to nearest sewer main: +/- 1850 feet.

(3) Property to Corporation limits: +/- 1876 feet.

(4) Property to nearest road or street: +/- 0 feet.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

Single-family detached homes:

(1) Number of Proposed Units: _____

Multiple-family homes

(1) Number of Proposed Units: 45 Townhouses

(2) Size of Units (Number of bedrooms) 3

(3) Shared Laundry Planned? Yes No

(4) # of washing machines planned? _____

H Description of Units

Commercial/Industrial/Other?

(1) Indicate which Type? _____

(2) Type of business or facility? _____

(3) Type of discharge? _____

(4) Floor Area (in ft²): _____

(5) Number of Units? _____

(6) Number of bathroom fixtures? _____

I. Estimated daily consumption (see instructions):

Water: 12,600 gpd

Sewer: 12,600 gpd

J. Method of sewage disposal: Sewer Septic Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: 3/1/2025

(2) Projected Extension Completion Date: 11/1/2025

(3) Start of Required Utility Service: 11/1/2025

(4) Build Out Date: 11/1/2026

L. Required Attachments (see instructions):

Sketch Plan

Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect;. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
 - Note that the Water and Sanitary Boards meet in a joint meeting, normally on the last Thursday of each month.
- ~~5.6.~~ Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Item C: The Applicant shall submit engineering plans for construction of the proposed main extension(s) of the on-site water/sewer system based on standards and specifications required by the State of West Virginia and any of its agencies, by the County of Jefferson and any of its agencies, by the Corporation of Shepherdstown, and by the Shepherdstown Water Board and the Shepherdstown Sanitary Board as applicable to the project. A copy of the water and sewer standards and specifications is available for review at the Shepherdstown Town Hall, and may be purchased for a fee outlined in the schedule attached to this form. Note that the Utility Staff or Board Consultant(s) will review these plans for conformance to the standard specifications and details as then adopted by the town. A fee is required for this review as listed in the fee schedule attached to this form.

The Applicant shall also submit a draft copy of all deeds of easement or fee simple necessary to transfer property for utilities to the Corporation of Shepherdstown.

The Applicant shall also submit a draft contract between the Applicant and the Corporation of Shepherdstown specifying the responsibilities of all parties for construction, maintenance, and operation of the extension and on-site system, the limits of service to be provided by the Corporation of Shepherdstown; the specific number and type of connections hereby permitted; and the date these connection permits will expire if not used. No permit is to be transferred or sold to any person or entity other than the person or entity signing the contract. The Applicant shall provide four (4) copies of all plans and specifications.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Actions to be taken after signing the contract for main extensions, but prior to the start of construction.

- The Applicant shall acquire all necessary permits for the proposed water and/or sewer extension(s), and shall submit a copy of each such permit to the Corporation of Shepherdstown.
- The Applicant shall provide the Corporation of Shepherdstown with all deeds of easement or fee simple necessary to transfer all property for utilities.
- The Corporation of Shepherdstown shall return the balance of fees paid by the Applicant for Step 2 review, if such a balance exists. If additional fees are required as outlined in the fee schedule included in this application, the Applicant shall pay such fees.

Actions to be taken during construction.

- The Corporation of Shepherdstown or its authorized representative shall perform construction monitoring to ensure that the main(s) and/or on-site water/sewer system is built according to the approved engineering plans and the standards and specifications adopted by the Shepherdstown Water and Sanitary Boards.
- The Applicant shall provide the Corporation of Shepherdstown with any change to the approved engineering plans, and shall procure approval from the Corporation prior to implementing such a change.
- The cost of construction monitoring and change review shall be paid by the Applicant in accord with the Fee Schedule that is a part of this application document.

Actions to be taken after construction.

- The Applicant shall request a **Letter of Acceptance** from the Corporation of Shepherdstown.
- The Corporation of Shepherdstown shall issue a **Letter of Acceptance**. This letter shall not be issued until:
 - The Corporation of Shepherdstown receives notice from Utility staff and/or an authorized consultant engineer that the improvements to the water and/or sewer system meet the standards of the Corporation of Shepherdstown.
 - All deeds of easement or fee simple property transfers are acceptable, and in the possession of the Corporation of Shepherdstown.
 - All fees as outlined in this document have been paid.
 - An acceptable set of "as-built" plans has been submitted to the Town Council.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

- A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:
1. A main line extension is required.
 2. More than three (3) residential units will be served.
 3. The property will be used for commercial, industrial, or institutional establishments.
 - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
 4. Structures of greater than two (2) stories or thirty (30) feet in height.
 5. Projects wherein a new pumping station is proposed.
 6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.
- B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.
- C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of July 6, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.
1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**.
 2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**.
 3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**.
 4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
 - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage** of said employee **times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
 - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
 - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.
- D. Payment information:
1. The fee for **Engineering Review in Step 1** is **due at the time of submission of the Step 1 application**, together with all items listed in this application including the Sketch Plan.
 2. The fee for **Engineering Review in Step 2** is **due at the time of submission of the Step 2 application**, together with all items listed in this application including the Engineering Plans.

Calaveras Mills 3A STEP 1

Water Sewer Review Fee Schedule Funds Receipt
STEP #1

(Please attach copy of step 1 of application)

DATE:

9-10-24

NAME OF APPLICANT: Forestar (used) Park Center Group

ADDRESS OF LOCATION: Higbee Lane

TYPE OF FEE:

AMOUNT REC'D

Engineering Review Fee TOTAL COST: WPA 500.00

(\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet $.25 \times 1786$ 446.50

SEWER Linear Feet $.25 \times 1850$ 462.50

1,409.00

CK# 1880729

Water Sewer Review Fee Schedule Funds Receipt
STEP #1

(Please attach copy of step 1 of application)

DATE:

NAME OF APPLICANT:

ADDRESS OF LOCATION:

TYPE OF FEE:

AMOUNT REC'D

Engineering Review Fee TOTAL COST:

(\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet

SEWER Linear Feet

Signature of employee

Water Sewer Review Fee Schedule Funds Receipt
STEP #2

(Please attach copy of step 2 of application)

DATE:

NAME OF APPLICANT:

ADDRESS OF LOCATION:

TYPE OF FEE:

AMOUNT REC'D

Engineering Review Fee TOTAL COST:

(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet

SEWER Linear Feet

Water Sewer Review Fee Schedule Funds Receipt
STEP #2

(Please attach copy of step 2 of application)

DATE:

NAME OF APPLICANT:

ADDRESS OF LOCATION:

TYPE OF FEE:

AMOUNT REC'D

Engineering Review Fee TOTAL COST:

(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet

SEWER Linear Feet

CORPORATION OF SHEPHERDSTOWN
PO BOX 248

Date

09/06/24

DRH Inc Controlled Disbr Acct.

Stub 1 of 1

4482024

PO Numb	Invoice Number	Subdv Lot#	Lot Address	Cost Cde	Legal Desc	Gross	Deductions	Amount Paid
CH - P3A	STEP1	42000	Maryland Division			1,409.00		1,409.00
						1,409.00		1,409.00

THIS CHECK IS PRINTED IN RED AND BLUE INK ON THE FACE ON CHEMICAL AND BLEACH REACTIVE PAPER WITH INVISIBLE FLUORESCENT FIBERS AND BASKETWEAVE ON BACK



DRH Inc Controlled Disbr Acct.
1341 Horton Circle
Arlington, TX 76011

Controlled Disbursement
Wells Fargo Bank, N.A.

Check Number 1880729

56-382
412
4482024

Date	Amount
09/06/24	\$*****1,409.00

Void after 6 months from date of issue

Pay ONE THOUSAND FOUR HUNDRED NINE AND 00/100 *****

To to the
Order Of: CORPORATION OF SHEPHERDSTOWN
PO BOX 248
SHEPHERDSTOWN WV 25443-0248

D.L. Horton

⑈01880729⑈ ⑆041203824⑆ 9639481879⑈

Colonial Hills 3 B Step 1
Rec'd 9-10-24

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
Shepherdstown Town Hall
104 North King Street
P. O. Box 248
Shepherdstown, WV 25443

UTILITY USE ONLY	
Application #:	8-018
Step #:	1
Date Recv'd	9-10-24
Step #:	2
Date Recv'd:	

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

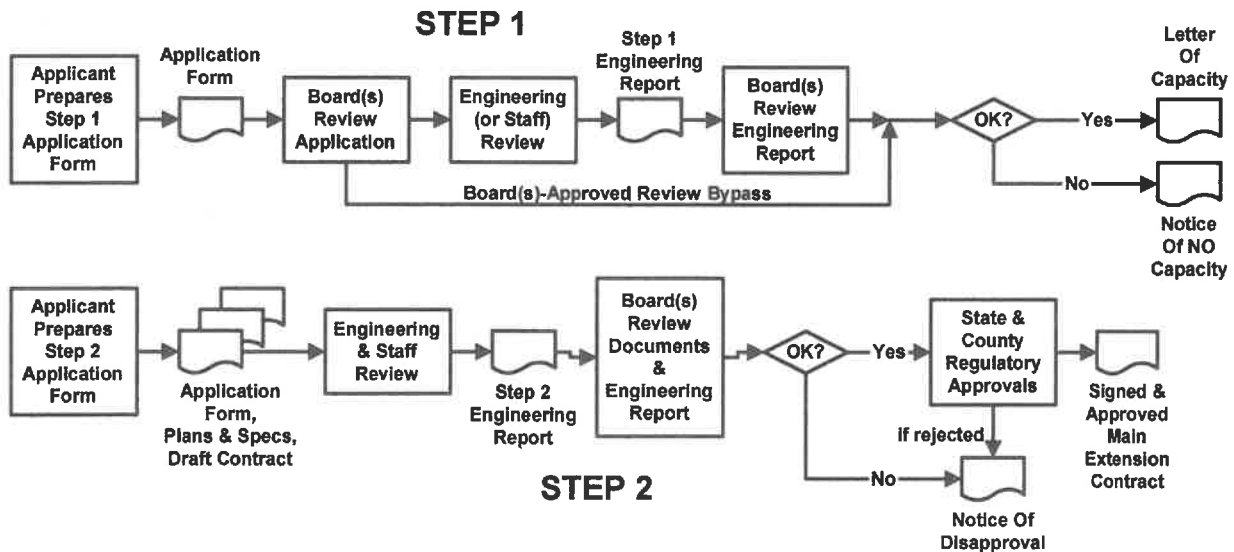
<input checked="" type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.

In addition to the two-step process, approvals may be needed from other local and state agencies. Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

A. Date Application Completed: August 19, 2024

B. Applicant Information:

Name: Forestar (USA) Real Estate Group, Inc.

Telephone Number: 410-596-3847

FAX Number: _____

Mailing Address: 7021 Columbia Gateway Dr., Suite 320
Columbia, MD 21046

C. Applicant's Authorized Representative (see instructions for item C):

Name: Ryan Perks

Firm Name: Integrity Federal Services, Inc

Telephone Number: 304-725-8456

FAX Number: _____

Mailing Address: 148 South Queen Street, Suite 201
Martinsburg, WV 25401

D. Property Location (include tax map and parcel numbers):

Shepherdstown Tax District

Higbee Lane

Tax Map 8, P/O Parcel 10

D₁. Is applicant full owner of property cited above? Yes No
(If no, submit notarized letter from each owner authorizing application.)

E. Application to Extend: Water Sewer Both

F. Distance From

(1) Property to nearest water main: +/- 577 feet.

(2) Property to nearest sewer main: +/- 302 feet.

(3) Property to Corporation limits: +/- 1876 feet.

(4) Property to nearest road or street: +/- 0 feet.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

Single-family detached homes:

(1) Number of Proposed Units: _____

Multiple-family homes

(1) Number of Proposed Units: 15 Townhouses

(2) Size of Units (Number of bedrooms) 3

(3) Shared Laundry Planned? Yes No

(4) # of washing machines planned? _____

H Description of Units

Commercial/Industrial/Other?

(1) Indicate which Type? _____

(2) Type of business or facility? _____

(3) Type of discharge? _____

(4) Floor Area (in ft²): _____

(5) Number of Units? _____

(6) Number of bathroom fixtures? _____

I. Estimated daily consumption (see instructions):

Water: 4,200 gpd

Sewer: 4,200 gpd

J. Method of sewage disposal: Sewer Septic Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: 4/1/2025

(2) Projected Extension Completion Date: 12/1/2025

(3) Start of Required Utility Service: 12/1/2025

(4) Build Out Date: 12/1/2026

L. Required Attachments (see instructions):

Sketch Plan

Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect;. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
 - Note that the Water and Sanitary Boards meet in a joint meeting, normally on the last Thursday of each month.

~~5.6.~~ Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Item C: The Applicant shall submit engineering plans for construction of the proposed main extension(s) of the on-site water/sewer system based on standards and specifications required by the State of West Virginia and any of its agencies, by the County of Jefferson and any of its agencies, by the Corporation of Shepherdstown, and by the Shepherdstown Water Board and the Shepherdstown Sanitary Board as applicable to the project. A copy of the water and sewer standards and specifications is available for review at the Shepherdstown Town Hall, and may be purchased for a fee outlined in the schedule attached to this form. Note that the Utility Staff or Board Consultant(s) will review these plans for conformance to the standard specifications and details as then adopted by the town. A fee is required for this review as listed in the fee schedule attached to this form.

The Applicant shall also submit a draft copy of all deeds of easement or fee simple necessary to transfer property for utilities to the Corporation of Shepherdstown.

The Applicant shall also submit a draft contract between the Applicant and the Corporation of Shepherdstown specifying the responsibilities of all parties for construction, maintenance, and operation of the extension and on-site system, the limits of service to be provided by the Corporation of Shepherdstown; the specific number and type of connections hereby permitted; and the date these connection permits will expire if not used. No permit is to be transferred or sold to any person or entity other than the person or entity signing the contract. The Applicant shall provide four (4) copies of all plans and specifications.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Actions to be taken after signing the contract for main extensions, but prior to the start of construction.

- The Applicant shall acquire all necessary permits for the proposed water and/or sewer extension(s), and shall submit a copy of each such permit to the Corporation of Shepherdstown.
- The Applicant shall provide the Corporation of Shepherdstown with all deeds of easement or fee simple necessary to transfer all property for utilities.
- The Corporation of Shepherdstown shall return the balance of fees paid by the Applicant for Step 2 review, if such a balance exists. If additional fees are required as outlined in the fee schedule included in this application, the Applicant shall pay such fees.

Actions to be taken during construction.

- The Corporation of Shepherdstown or its authorized representative shall perform construction monitoring to ensure that the main(s) and/or on-site water/sewer system is built according to the approved engineering plans and the standards and specifications adopted by the Shepherdstown Water and Sanitary Boards.
- The Applicant shall provide the Corporation of Shepherdstown with any change to the approved engineering plans, and shall procure approval from the Corporation prior to implementing such a change.
- The cost of construction monitoring and change review shall be paid by the Applicant in accord with the Fee Schedule that is a part of this application document.

Actions to be taken after construction.

- The Applicant shall request a **Letter of Acceptance** from the Corporation of Shepherdstown.
- The Corporation of Shepherdstown shall issue a **Letter of Acceptance**. This letter shall not be issued until:
 - The Corporation of Shepherdstown receives notice from Utility staff and/or an authorized consultant engineer that the improvements to the water and/or sewer system meet the standards of the Corporation of Shepherdstown.
 - All deeds of easement or fee simple property transfers are acceptable, and in the possession of the Corporation of Shepherdstown.
 - All fees as outlined in this document have been paid.
 - An acceptable set of "as-built" plans has been submitted to the Town Council.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

- A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:
1. A main line extension is required.
 2. More than three (3) residential units will be served.
 3. The property will be used for commercial, industrial, or institutional establishments.
 - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
 4. Structures of greater than two (2) stories or thirty (30) feet in height.
 5. Projects wherein a new pumping station is proposed.
 6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.
- B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.
- C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of July 6, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.
1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**.
 2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**.
 3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**.
 4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
 - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage** of said employee **times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
 - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
 - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.
- D. Payment information:
1. The fee for **Engineering Review in Step 1** is due at the time of submission of the **Step 1 application**, together with all items listed in this application including the Sketch Plan.
 2. The fee for **Engineering Review in Step 2** is due at the time of submission of the **Step 2 application**, together with all items listed in this application including the Engineering Plans.

Colonia Vieja 3B Step 1

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
(Please attach copy of step 1 of application)

DATE: 9-10-24

NAME OF APPLICANT: Forestar (used Real Estate Group)

ADDRESS OF LOCATION: Higbee Lane

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: 500.00
(\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet: 25 x 577 144.25

SEWER Linear feet: 25 x 302 75.50

CX# 1980730 719.75

Water Sewer Review Fee Schedule Funds Receipt
STEP #1
(Please attach copy of step 1 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: _____
(\$500 plus \$.25 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear feet _____

Signature of employee _____

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
(Please attach copy of step 2 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: _____
(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear feet _____

Water Sewer Review Fee Schedule Funds Receipt
STEP #2
(Please attach copy of step 2 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST: _____
(\$1,200 plus \$.25 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear feet _____

CORPORATION OF SHEPHERDSTOWN
 PO BOX 248

DRH Inc Controlled Disbr Acct.

Stub 1 of 1

Check Number

1880730

Date

09/06/24

4482024

PO Numb	Invoice Number	Subdv Lot#	Lot Address	Cost Cde	Legal Desc	Gross	Deductions	Amount Paid
CH - P3B	STEP1	42000	Maryland.Division			719.75		719.75
						719.75		719.75

THIS CHECK IS PRINTED IN RED AND BLUE INK ON THE FACE ON CHEMICAL AND BLEACH REACTIVE PAPER WITH INVISIBLE FLUORESCENT FIBERS AND BASKETWEAVE ON BACK MP



DRH Inc Controlled Disbr Acct.
 1341 Horton Circle
 Arlington, TX 76011

Controlled Disbursement
 Wells Fargo Bank, N.A.

Check Number 1880730

56-382
 412
 4482024

Date	Amount
09/06/24	\$*****719.75

Void after 6 months from date of issue

Pay SEVEN HUNDRED NINETEEN AND 75/100 *****

To to the
 Order Of: CORPORATION OF SHEPHERDSTOWN
 PO BOX 248
 SHEPHERDSTOWN WV 25443-0248

D. L. Horton

August 8, 2024

Mr. Charles Coe
Public Works Director
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443-0248

RE: Colonial Hills Phase III Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on August 7, 2024, Ghosh Engineers, Inc. (Ghosh) has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase III Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information, the proposed development will have a daily consumption of 8,960 gallons for sewer and 8,960 gallons for water.

Ghosh has determined that the additional anticipated sewage flow would increase the operating time of the Main Pump Station by approximately 8 minutes, which is within industry standards. The existing pumps in the station operate approximately 4 hours/day each and the pumps are operating at 75% of design pumping capacity. The treatment plant has adequate capacity for the proposed 8,960 gpd with a current average daily flow of 247,053 gpd, which is approximately 37% of the design treatment capacity. Ghosh Engineers is of the opinion that the existing collection system has the hydraulic capacity to handle additional sewage flow from this development.

Water service to the development would be provided by connecting to an existing 8" waterline from the Clarion property. Flow testing from an existing fire hydrant located behind the Clarion was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,200 GPM with a static and residual pressure of 78 psi and 59 psi respectively. The water extension to the development would consist of approximately 2,355 LF of 8" waterline. Ghosh Engineers is of the opinion that the existing water system has the hydraulic capacity to provide water service to this development.

Should you have any questions concerning this matter or require additional information, please contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.



Jeffery D. Ekstrom, P.E.
Project Manager

September 12, 2024

o: 304.343.5300 | f: 304.343.5912 | ghosheng.com

1 Dunbar Plaza, Suite 200
Dunbar, WV 25064

Mr. Charles Coe
Public Works Director
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443-0248

RE: Colonial Hills Phase IIIA Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on September 12, 2024, Ghosh Engineers has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase IIIa Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information shown on plans prepared by Gordon, the proposed development will have a daily consumption of 12,600 GPD for sewer and a peak water flow of 66 GPM based on a proposed 45 units.

The additional flow of 12,600 GPD would increase the operating time of the Main Pump Station by approximately 41 minutes, which is within industry standards. The existing pumps in the station operate approximately 4 hours/day each and the pumps are operating at 75% of design pumping capacity. Ghosh Engineers is of the opinion that the existing collection system has the hydraulic capacity to handle additional sewage flow from this development.

Water service to the development would be provided by connecting to an existing 8" waterline located on Potomac Farms Drive. Flow testing from an existing fire hydrant located at the Branson Circle cul-de-sac was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,170 GPM with a static and residual pressure of 76 psi and 56 psi respectively. The water system to the development consists of 2,350 LF of existing 8" PVC waterline and the development consists of approximately 1,695 LF of proposed 8" PVC waterline that includes fire hydrants to provide fire protection. The peak water demand of 66 GPM and a fire flow demand of 250 GPM were used in the analysis. The pressure range in the development was determined to be approximately 50 to 56 psi. Ghosh Engineers is of the opinion that the existing water system has the hydraulic capacity to provide water service to this development.

Should you have any questions concerning this matter or require additional information, please contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.



Jeffery D. Ekstrom, P.E.
Project Manager

September 12, 2024

Mr. Charles Coe
Public Works Director
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443-0248

RE: Colonial Hills Phase IIIB Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on September 12, 2024, Ghosh Engineers has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase IIIa Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information shown on plans prepared by Gordon, the proposed development will have a daily consumption of 4,200 GPD for sewer and a peak water flow of 37 GPM based on a proposed 15 units.

The additional flow of 4,200 GPD would increase the operating time of the Main Pump Station by approximately 14 minutes, which is within industry standards. The existing pumps in the station operate approximately 4 hours/day each and the pumps are operating at 75% of design pumping capacity. Ghosh Engineers is of the opinion that the existing collection system has the hydraulic capacity to handle additional sewage flow from this development.

Water service to the development would be provided by connecting to an existing 8" waterline located on Potomac Farms Drive. Flow testing from an existing fire hydrant located at the Branson Circle cul-de-sac was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,170 GPM with a static and residual pressure of 76 psi and 56 psi respectively. The water system to the development consists of 2,350 LF of existing 8" PVC waterline and the development consists of approximately 1,695 LF of proposed 8" PVC waterline that includes fire hydrants to provide fire protection. The peak water demand of 66 GPM and a fire flow demand of 250 GPM were used in the analysis. The pressure range in the development was determined to be approximately 50 to 56 psi. Ghosh Engineers is of the opinion that the existing water system has the hydraulic capacity to provide water service to this development.

Should you have any questions concerning this matter or require additional information, please contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.

Jeffery D. Ekstrom, P.E.
Project Manager