

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

September 26, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

Attendees:

Water – Mr. Gatz, Ms. Bartlett, Mr. Bresland and Ms. Kemnitzer,

Sanitary - Mr. Gatz, and Mr. Heyser

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

Approved with correction of spelling of Ms. Bartlett's name.

3. Visitors –

Jeffry Ekstrom of GHOS Engineering who is the town's consulting engineer.

John Eisenhower and Joe Young who are representing the Colonial Hills applications.

Jim Auxer, Greg Welter and Dan Shelton who are citizens

4. Financial Reports and Preparation of the Annual PSC report

Ms. Kemnitzer questioned the status of Water Bond 03-B because the Water financial report shows that we are still making payments even though it was paid in full on June 30, 2024.

She asked that the town accountants explain this when they provide a briefing on the Annual Public Service Commission report at the next meeting.

5. Flow and Quality Reports from Staff

All daily samples in acceptable ranges.

6. Unfinished Business

- PLC Installation at Sanitary Plant – Completed on September 10 at a cost of \$196,000.
- Update on Water Distribution System Construction – expected completion date is Dec 19, 2024. The cost is \$2.2 million.

- Hydrant Report – Snyder engineer will repair a few hydrants which will bring us to full operation.
- Lead Service Line Inventory – More effort will be deployed to get information from the 260 customers who have not yet responded.
- W&S staff- Hiring, Comp Time and Salary – Town Council approved salary increase at their last meeting. Hiring a new OIT for the water plant is difficult but a recruitment of a new operator for the sanitary plant is successful.

7. New Business

1. Service Applications for Considerations and Vote :

Colonial Hills Phase 3 Step 2 (for 32 houses)

Colonial Hills Phase 3A Step 1A (for 45 houses)

Colonial Hills Phase 3B Step 1 (for 15 houses)

For Sanitary Board – Mr. Heyser asked the applicants if they understood and agreed to the departments’ Main Line Extension Agreement. They answered yes. Mr. Heyser then made motions to approve each application and Mr. Gatz seconded. Motions were Approved.

For Water Board – Mr. Bresland made motions to approve each application and Ms. Bartlett seconded. Motions were Approved.

2. Purpose and Goals of the Water and Sanitary Boards for FY 2025

The mayor requested 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.

Water Board purpose as stated in the Water Ordinance –

The Water Board shall exercise the following powers, duties and responsibilities: a. Prepares and implements annual budget for water facility., b. Establishes and approves operating and maintenance procedures for the water facility. c. Recommends revisions in rate schedule, billing procedure, delinquency accounts. d. Prepares and recommends short, medium and long, range maintenance program. e. Recommends employment, discharge, advancement and addition of employees. f. Monitors operating and maintenance practice of water facility. g. Acts liaison between Council and citizens on all matters dealing with water facilities. h.

Recommends additions or expansions to the facilities. i. Approves scheduled work involving shut down of service.

Water Goals for 2025:

- maintain the current high-quality services,
- complete construction of new distribution lines to enhance pressure to customers and to install more hydrants and assure that they are operating properly,
- collaborate with local citizens plus state and county officials to protect the quality and quantity of Town Run water.
- communicate better with the public.

Sanitary Board Purpose as stated in the Sanitary Board Ordinance

The Sanitary Board shall have the control over and supervision of construction, acquisition, improvement, equipment, custody, operation and maintenance of any sewage collection system and sewage treatment plant or plants; intercepting sewers; outfall sewers; force mains; pump stations and ejector stations as hereafter may be constructed within and for the benefit of the residents of the Town of Shepherdstown as well as the collection, treatment, purification and disposal, in a sanitary manner of liquid and solid waste, night soil and industrial waste of the Town of Shepherdstown; and in addition thereto, said Board shall be vested with and shall exercise all of the rights and perform all of the duties conferred upon it by Article 13 of Chapter 16 of the Code of West Virginia, and all acts amendatory and supplementary thereto.

Sanitary Goals for 2025-

- Complete projects on its Capital Project List
- Extend service lines when possible, to bring more current water customers on to the sanitary system.

8. Next Meeting is October 24 at 6 pm

The Boards request that the staff prepare current maps of the W&S systems and provide a demo to our GIS tool at the next meeting. Ms. Kemnitzer added that Mr. Eggleston agreed in a prior email that he would like to work with the staff on this.

9. Adjourn