

# **SHEPHERDSTOWN WATER DEPT.**

**May 2025**

Pump time average 15 hours.

Gallons pumped average 706,890

Chemical usage elevated due to weather.

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Hydrant testing and flushing complete

Concerns:

- UV State Reporting
- Class 2 Operator Needed

## SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month		May		Year		2025		Plant		Shepherdstown W.W.T.P.		City		Shepherdstown		Operator		Kenny Shipley	
																</			

MAIL ONE COPY EACH TO:

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

## May 2025 Monthly Reports

	Avg.		Max		Avg.	Max		Avg.	Max		Avg.	Max		Avg.	Max		Avg.	Max		Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.0247	Mgd	0.3597		Mgd			0.6670	Rpt Only					N/A	N/A		N/A	N/A			
BOD	5.8	Mg/l	5.8		Mg/l			30	60					13.65	13.65		167	334			
TSS	6.0	Mg/l	6.0		Mg/l			30	60					14.12	14.12		167	334			
TKN	0.82	Mg/l	1.20		Mg/l			3	6					1.89	2.62		17	33			
Fecal	<10	Cnts/100			Cnts/100																
		MI	<10		MI			200	400					N/A	N/A		N/A	N/A			
Total N	1.36	Mg/l	2.44		Mg/l			Rpt Only	Rpt Only					N/A	86.54		N/A	507		2231.56	6091
Total P	0.1443	Mg/l	0.250		Mg/l			Rpt Only	Rpt Only					N/A	9.20		N/A	50.7		23.38	609
Copper		Mg/l			Mg/l			Rpt Only	Rpt Only					N/A	N/A		N/A	N/A			
Zinc		Mg/l			Mg/l			Rpt Only	Rpt Only					N/A	N/A		N/A	N/A			
Lead		Mg/l			Mg/l			Rpt Only	Rpt Only					N/A	N/A		N/A	N/A			
Aluminum		Mg/l			Mg/l			Rpt Only	Rpt Only					N/A	N/A		N/A	N/A			
Chloride	83.5	Mg/l	83.5		Mg/l			196	340					N/A	N/A		N/A	N/A			
Total Hardness		Mg/l			Mg/l			Rpt Only	Rpt Only					N/A	N/A		N/A	N/A			
PH	7.3	S.U.	7.4		S.U.			Min Allowed	Max Allowed					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	7.565	Tons	42.783	Tons	7	21.8		
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons		Tons				
Olcott Field 4		Tons		Tons				
Olcott Field 6		Tons		Tons				
Blair-Carter Field 1		Tons	2.695	Tons				
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1	2.679	Tons	8.421	Tons	1	22.5	11.93	11.68
Willard Field 3		Tons	2.63	Tons				
Willard Field 4		Tons		Tons				
Colbert Field 3		Tons		Tons				
Colbert Field 4		Tons		Tons				
Oakley Field 2		Tons		Tons				
Putz Field 2		Tons		Tons				

# Shepherdstown Waterworks

## FY25 Budget vs Actuals

### Through April 30, 2025

	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
419	Water Interest Income	\$ 85,000	\$ 80,000	\$ 66,667	\$138,313	\$71,646	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 1,800,000	\$ 1,500,000	\$1,496,477	(\$3,523)	
	<b>Total Revenues</b>	<b>\$ 1,885,000</b>	<b>\$ 1,880,000</b>	<b>\$ 1,566,667</b>	<b>\$ 1,634,789</b>	<b>\$ 68,123</b>	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
401.1	Water Billing Expenses	\$ 15,500	\$ 20,000	\$ 16,667	\$ 11,631	(\$5,035)	Office Supplies, Public Notices Etc
401.2	Water Administration	\$ 54,000	\$ 50,000	\$ 41,667	\$ 27,547	(\$14,119)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Utility Billing	\$ 230,000	\$ 200,000	\$ 166,667	\$ 194,590	\$27,924	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 370,000	\$ 175,000	\$ 145,833	\$ 158,975	\$13,142	Uniforms, Plant Maintenance (~\$17k in treatment distribution and service maintenance hit here in April)
403	Depreciation Expense	\$ 0	\$ 175,000	\$ 145,833	\$ 296,268	\$150,435	Utility Plant Depreciation (Estimates from prior years are being used here that may be causing the large overage)
408	Taxes (Other than Income)	\$ 68,000	\$ 46,397	\$ 38,664	\$ 42,422	\$3,759	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 120,000	\$ 150,000	\$ 125,000	\$ 129,814	\$4,814	Bond Interest (Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
521	Employee Screening	\$ 300	\$ 300	\$ 250	\$ 235	(\$15)	
601	Water Salaries & Wages	\$ 540,000	\$ 497,463	\$ 414,553	\$ 394,724	(\$19,828)	
604	Employee Pensions & Benefits	\$ 140,000	\$ 169,209	\$ 141,008	\$ 118,226	(\$22,782)	
615	Purchased Power	\$ 75,000	\$ 75,000	\$ 62,500	\$ 59,292	(\$3,208)	
618	Chemicals	\$ 75,000	\$ 85,000	\$ 70,833	\$ 91,993	\$21,160	
631	Contractual Svc-Engineering	\$ 70,000	\$ 70,000	\$ 58,333	\$ 56,452	(\$1,882)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 25,000	\$ 20,833	\$ 31,757	\$10,923	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 4,167	\$ 175	(\$3,992)	
635	Contractual Svc-Testing	\$ 45,000	\$ 35,000	\$ 29,167	\$ 19,558	(\$9,609)	
636	Contractual Svc-Other	\$ 35,000	\$ 25,000	\$ 20,833	\$ 19,174	(\$1,659)	Mainly IT services
650	Transportation Expense	\$ 45,000	\$ 5,000	\$ 4,167	\$ 1,819	(\$2,348)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 44,000	\$ 65,000	\$ 54,167	\$ 71,600	\$17,433	Monthly insurance is \$7,160 so this will go over budget by year end
659	Insurance-Other	\$ 9,000	\$ 0	\$ 0	\$ 0	\$0	
660	Advertising Expense	\$ 1,000	\$ 1,000	\$ 833	\$ 0	(\$833)	
675	Administrative Lending Fees	\$ 2,000	\$ 8,000	\$ 6,667	\$ 2,948	(\$3,719)	
676	Bond Issuance Expense	\$ 200	\$ 0	\$ 0	\$ 0	\$0	
	<b>Total Expenses</b>	<b>\$ 1,969,000</b>	<b>\$ 1,882,369</b>	<b>\$ 1,568,641</b>	<b>\$ 1,729,202</b>	<b>\$160,562</b>	
	<b>Surplus or (Deficit)</b>		<b>(2,369)</b>		<b>(94,413)</b>		
	Bond Expenses and Working Cap Reserve Transfer				FY 25 Actuals Thru 4/30/25		Notes and Explanations
	03-A Water Bond				\$ 22,413		Monthly Payment of \$2,241.34
	03-B Water Bond				\$ 0		This Bond Matured and there is roughly \$90k due to be refunded back to the Water Board
	12 Water Bond				\$ 104,629		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 126,567		Monthly Payment of \$12,656.72
	21 Water Bond				\$ 82,920		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 8,276		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 185,530		Monthly Transfer of \$18,553
	<b>Total Bond Expenses &amp; Transfers</b>				<b>\$ 530,336</b>		
	<b>Bond Overpayments Refund</b>				<b>92,004</b>		Refund of Bond Overpayments
	<b>Surplus or (Deficit)</b>				<b>(103,714)</b>		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation, interest expense, and admin lending fees from above.
	Restriced Income	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 888	\$888	This is low because this is just the interest income on the restricted portion of the bank balance
474	Other Water Revenues	\$ 84,000	\$ 10,000	\$ 8,333	\$1,588,675	\$1,580,342	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue (\$93k Capacity Fees & \$1.4m Grants YTD)
	<b>Total Restricted Income</b>	<b>\$ 84,000</b>	<b>\$ 10,000</b>	<b>\$ 8,333</b>	<b>\$ 1,589,563</b>	<b>\$ 1,581,230</b>	

# Shepherdstown Waterworks

## Balance Sheet As of April 30, 2025

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		1,291,157.24
RESTRICTED FUNDS BANKING		2,610,469.66
UNRESTRICTED FUNDS BANKING		398,901.10
<b>Total Bank Accounts</b>		<b>\$4,300,528.00</b>
Accounts Receivable		
141 A/R, Water Customer Billing		178,993.14
143 Allow. for Doubtful Accounts		-5,000.00
<b>Total Accounts Receivable</b>		<b>\$173,993.14</b>
Other Current Assets		
142.71 Due to/From Govt Funds		-742,843.08
Due to/from Sewer		-44,578.32
<b>Total Other Current Assets</b>		<b>\$ -787,421.40</b>
<b>Total Current Assets</b>		<b>\$3,687,099.74</b>
Fixed Assets		
105 Fixed Asset-Constr. In Progress		3,013,961.83
105.16 Water Distribution System Upgrade		2,205,284.53
105.17 GIS Mapping System - Water		65,975.53
105.18 120 Water Line Replacement Project		23,420.00
Fixed Asset Adjustments		-4,852,761.00
Fixed Assets (All Funds)		13,073,269.82
<b>Total Fixed Assets</b>		<b>\$13,529,150.71</b>
Other Assets		
186.20 Deferred Outflows		6,760.00
<b>Total Other Assets</b>		<b>\$6,760.00</b>
<b>TOTAL ASSETS</b>		<b>\$17,223,010.45</b>

# Shepherdstown Waterworks

## Balance Sheet As of April 30, 2025

		TOTAL
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		8,899.84
<b>Total Accounts Payable</b>		<b>\$8,899.84</b>
Other Current Liabilities		
235 Customer Dep/Int Pay.-Cash Acct		92,198.42
238 Accrued Interest Payable		35,182.59
241 Misc. Current/Accrued Liab.		77,812.54
<b>Total Other Current Liabilities</b>		<b>\$205,193.55</b>
<b>Total Current Liabilities</b>		<b>\$214,093.39</b>
Long-Term Liabilities		
221. Bond Payable-Long term		6,372,551.00
253.20 Deferred Inflows		19,767.00
<b>Total Long-Term Liabilities</b>		<b>\$6,392,318.00</b>
<b>Total Liabilities</b>		<b>\$6,606,411.39</b>
Equity		
215 Retained Earnings		7,232,045.92
271 Contrib. in aid of Construction		1,069,125.91
Reserved and Restricted Funds in Operating Account		810,150.25
Net Income		1,505,276.98
<b>Total Equity</b>		<b>\$10,616,599.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$17,223,010.45</b>

### Note

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

Shepherdstown Sewer							
FY25 Budget vs Actuals							
Through April 30, 2025							
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
419	Sewer Interest Income	\$ 43,000	\$ 90,000	\$ 75,000	\$102,856	\$27,856	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,490,477	\$ 1,521,983	\$ 1,268,319	\$1,359,603	\$91,284	
	Total Revenues	\$ 1,533,477	\$ 1,611,983	\$ 1,343,319	\$ 1,462,459	\$119,140	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 10,429	\$ 12,000	\$ 10,000	\$ 11,450	\$1,450	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 61,899	\$ 62,000	\$ 51,667	\$ 31,975	(\$19,691)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Bill	\$ 36,900	\$ 30,000	\$ 25,000	\$ 22,429	(\$2,571)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$288,728	\$ 157,808	\$ 131,507	\$ 159,812	\$28,305	Repairs/Maintenance is running high (~\$20k in emergency maintenance hit here in April)
403	Depreciation Expense	\$ 380,000	\$ 380,000	\$ 316,667	\$ 295,761	(\$20,906)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 36,650	\$ 26,775	\$ 22,313	\$ 28,923	\$6,611	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 377,633	\$ 396,260	\$ 330,217	\$ 386,666	\$56,449	
704	EE Pensions & Benefits	\$ 68,606	\$ 122,240	\$ 101,867	\$ 84,331	(\$17,536)	
711	Sludge Removal	\$ 40,000	\$ 25,000	\$ 20,833	\$ 8,851	(\$11,982)	
715	Purchased Power	\$ 152,000	\$ 152,000	\$ 126,667	\$ 147,155	\$20,489	
718	Chemicals	\$ 140,000	\$ 121,000	\$ 100,833	\$ 126,923	\$26,090	
731	Contractual Svc-Engineering	\$ 5,000	\$ 5,000	\$ 4,167	\$ 11,581	\$7,414	Lead Service Line Testing
732	Contractual Svc-Accounting	\$ 18,150	\$ 25,000	\$ 20,833	\$ 32,207	\$11,373	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 4,167	\$ 0	(\$4,167)	
735	Contractual Svc-Testing	\$ 5,000	\$ 10,000	\$ 8,333	\$ 16,180	\$7,847	
736	Contractual Svc-Other	\$ 5,000	\$ 13,000	\$ 10,833	\$ 16,935	\$6,101	IT Services
750	Transportation Expense	\$ 6,000	\$ 4,000	\$ 3,333	\$ 1,696	(\$1,638)	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 35,000	\$ 50,000	\$ 41,667	\$ 53,380	\$11,713	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,000	\$ 2,500	\$ 2,083	\$ 0	(\$2,083)	
775	Sewer Admin Lending Fees	\$ 0	\$ 14,400	\$ 12,000	\$ 10,778	(\$1,222)	(Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
	Total Expenses	\$ 1,673,995	\$ 1,613,983	\$ 1,344,986	\$ 1,447,033	\$102,047	
	Surplus or (Deficit)		(2,000)		15,426		
	Bond Expenses and Transfers				FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
	Membrane Transfer Reserve				\$ 131,000	\$131,000	Monthly Transfer of \$13,100
	10-A Sewer Bond				\$ 184,961	\$184,961	Monthly Payment of \$18,496.08
	Working Capital Reserve				\$ 119,170	\$119,170	Monthly Transfer of \$11,917
	Total Bond Expenses & Transfers				\$ 435,131	\$ 435,131	
	Surplus or (Deficit)				(\$113,167)		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.
	Restricted Income	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 4/30/25	FY 25 Actuals Thru 4/30/25	Over/(Under) Budget Thru 4/30/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$432	\$432	
536	Other Wastewater Revenues	\$ 3,718	\$ 2,000	\$ 1,667	\$104,496	\$102,829	Capacity Fees
	Total Restricted Income	\$3,718	\$2,000	\$1,667	\$104,928	\$103,262	

# Shepherdstown Sewer

## Balance Sheet As of April 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	766.49
RESTRICTED FUNDS BANKING	2,362,838.33
UNRESTRICTED FUNDS BANKING	643,902.25
<b>Total Bank Accounts</b>	<b>\$3,007,507.07</b>
Accounts Receivable	
Accounts Receivable	155,891.79
<b>Total Accounts Receivable</b>	<b>\$155,891.79</b>
Other Current Assets	
Due To/From Govt	-423,584.42
Due To/From Water	44,063.12
Other Current Assets	327.92
<b>Total Other Current Assets</b>	<b>\$ -379,193.38</b>
<b>Total Current Assets</b>	<b>\$2,784,205.48</b>
Fixed Assets	
Fixed Asset Adjustment	-5,018,761.14
Fixed Assets	14,409,151.50
<b>Total Fixed Assets</b>	<b>\$9,390,390.36</b>
Other Assets	
186.20 Deferred Outflows	4,428.00
<b>Total Other Assets</b>	<b>\$4,428.00</b>
<b>TOTAL ASSETS</b>	<b>\$12,179,023.84</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,977.10
<b>Total Accounts Payable</b>	<b>\$12,977.10</b>
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,792.80
Current Liabilities	80,660.67
<b>Total Other Current Liabilities</b>	<b>\$148,453.47</b>
<b>Total Current Liabilities</b>	<b>\$161,430.57</b>
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,573,156.00
253.20 Deferred Inflows	13,184.00
<b>Total Long-Term Liabilities</b>	<b>\$3,586,340.00</b>
<b>Total Liabilities</b>	<b>\$3,747,770.57</b>



# Shepherdstown Sewer

## Balance Sheet

As of April 30, 2025

	TOTAL
Equity	
214 Retained Earnings	4,612,917.44
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	812,873.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-10,645.38
<b>Total Equity</b>	<b>\$8,431,253.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,179,023.84</b>

**Shepherdstown Water and Sewer  
Bank and Sweep Accounts  
Balances as of May 30, 2025**

Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Water Operating	6217	Water	\$10,031.85	\$334,875.82	\$344,907.67	\$344,907.67		
Water Capital Capacity	6082	Water	\$10,031.85	\$1,652,524.13	\$1,662,555.98		\$1,662,555.98	
Water Working Capital Reserve	2736	Water	\$10,031.85	\$759,924.20	\$769,956.05		\$769,956.05	
Water Depreciation	5234	Water	\$10,031.85	\$533,674.04	\$543,705.89		\$543,705.89	
Water 2017 WV Municipal Bond	8085	Water	\$10,031.85	\$440,825.08	\$450,856.93		\$450,856.93	
<b>Total Water Bank Accounts.....</b>			<b>\$50,159.25</b>	<b>\$3,721,823.27</b>	<b>\$3,771,982.52</b>	<b>\$344,907.67</b>	<b>\$3,427,074.85</b>	
Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Sewer Operating	8626	Sewer	\$10,031.85	\$628,187.44	\$638,219.29	\$638,219.29		
Sewer Capital Capacity	5993	Sewer	\$10,031.85	\$654,754.89	\$664,786.74		\$664,786.74	
Sewer Membrane	7180	Sewer	\$10,031.85	\$833,017.04	\$843,048.89		\$843,048.89	
Sewer Depreciation	1179	Sewer	\$10,031.85	\$566,718.56	\$576,750.41		\$576,750.41	
Sewer Working Capital Reserve	8615	Sewer	\$51.84	\$0.00	\$51.84		\$51.84	
<b>Total Sewer Bank Accounts.....</b>			<b>\$40,179.24</b>	<b>\$2,682,677.93</b>	<b>\$2,722,857.17</b>	<b>\$638,219.29</b>	<b>\$2,084,637.88</b>	



[illegible]

Water Depreciation Funds										
Depreciation Number	Depreciation Account Balance as of 4/30/25	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 5/31/25	Notes					
SHE-W-3-03-M-JE-12	\$0	\$0	\$0	\$0	\$903.74 was refunded back to the Water Department and deposited into operating account ending in 6217 on 4/23/25.					
Totals	\$0	\$0	\$0	\$0						

**Billing Address**

Shepherdstown Public Works  
 Shepherdstown Public Works  
 PO Box 248  
 Shepherdstown, WV 25443-0248  
 UNITED STATES

**Delivery Address**

Shepherdstown Public Works  
 Shepherdstown Public Works  
 409 E. High St.  
 Shepherdstown, WV 25443-0248  
 UNITED STATES

**OFFER:****C1001156 / V1**

Your Reference: Shepherdstown, WV (13013818)

Your Reference:

Date printed: 6/10/25

Our Reference: Clayton Watson

Phone: +1 704-990-2409

Email: [Clayton.Watson@hhusa.net](mailto:Clayton.Watson@hhusa.net)

Customer No.: 125958

All parts in stock unless otherwise indicated below.

Customer is responsible for the following prior to Huber's technician arrival:

~~(1) Removal of Huber machine from channel.~~~~(2) Pressure washing of machine, and~~

(3) Providing lifting equipment.

Failure to do so will result in additional charges of \$1,000 per day Huber is onsite.

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
10/1	14.00	m	10181079 scraper lip 23,7x 8,0 H7,5	257.91	<b>3,610.74</b> 0%
20/1	85.00	pcs	50095367 set screw DIN 914 M 8x 12	1.05	<b>89.25</b> 0%
30/1	1.00	pcs	50740303 bearing D25 B25	102.14	<b>102.14</b> 0%
50/1	1.00	pcs	51104006 pinion z21 d25 D85.2 L36,3 L30	481.65	<b>481.65</b> 0%
60/1	6.00	m	703637 high pressure hose gold snake 1 " d 25,0x4,5 20,0bar -30°C..+100°C	75.94	<b>455.64</b> 0%
60/2	0.80	m	703637 high pressure hose gold snake 1 " d 25,0x4,5 20,0bar -30°C..+100°C	75.94	<b>60.75</b> 0%
60/3	3.80	m	703637 high pressure hose gold snake 1 " d 25,0x4,5 20,0bar -30°C..+100°C	75.94	<b>288.57</b> 0%

HUBER Technology, Inc.

1009 Airlie Parkway • Denver, NC 28037

Phone (704) 949-1010 • Fax (704) 949-1020 • [huber@hhusa.net](mailto:huber@hhusa.net) • [www.huber-technology.com](http://www.huber-technology.com)

A member of the HUBER Group

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Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
70/1	1.79	m	700787 chain DIN 8187 08B1 p12,7 L##	173.59	310.73 0%
80/1	68.00	pcs	702556 flat jet nozzle JAU1581 1/8" 90° 3 bar: 5,8l/min	32.64	2,219.52 0%
90/1	2.00	pcs	702384 grooved ring 120/140x12	398.59	797.18 0%
100/1	1.00	pcs	713955 spherical roller bearing 22313EXQW33 d 65 D140 W48	336.87	336.87 0%
110/1	2.00	pcs	702333 Nilos sealing ring 22313 JV CrNi d77,5 D140	59.14	118.28 0%
120/1	9.00	pcs	303380 roller D 50 d12 L26	115.17	1,036.53 0%
120/2	3.00	pcs	303380 roller D 50 d12 L26	115.17	345.51 0%
130/1	1.00	pcs	51001628 sealing 150/198x0,5 BC170 8xbo12 2xbo11	76.78	76.78 0%
140/1	1.00	pcs	10065666 LOCTITE 648 Kit	125.99	125.99 0%
150/1	1.00	pcs	10109720 Kluber Paste 70g Tube	41.85	41.85 0%
160/1	4.00	pcs	10065403 Rebuild Kit Valve Body 5282 DN 25	190.82	763.28 0%
170/1	1.00	pcs	10000001 M20 x 1m threaded rod	92.57	92.57 0%
172/1	1.00	pcs	51068635 oil drain hose G 1/2" L560	0.00	0.00 0%
173/1	10.00	m	10446035 strip sealing adhesive 19,05/ 9,53	14.19	141.90 0%
174/1	5.00	m	713831 strip sealing adhesive half-round 14/ 9	16.72	83.60 0%
180/1	1.00	pcs	10000002 Labor (2 Techs - 3 Days)	16,219.00	16,219.00 0%
180/2	1.00	pcs	10000002 Estimated Freight & Import Duties	1,625.00	1,625.00 0%
Total net				USD	29,423.33
Including Sales Tax				USD	0.00
Total gross				USD	29,423.33

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Additional tariffs, import duties, or other government-imposed charges introduced after a quote or order has been placed are not included in our pricing and will be invoiced separately to the customer. HUBER Technology Inc. will inform customers of relevant changes to the best of our knowledge and economic feasibility.

The quotation is subject to national or international export control regulations and embargoes or any other export restrictions.

Valid for: 90 days  
Delivery: prepaid and add  
Payment terms: Net 30 days

Best regards

Clayton Watson

**Huber Technology, Inc.**



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## Aftermarket Sales & Service Rates 2025

Field Service Base Rate ..... \$170.00 per hour

### Training

Product Training..... \$170.00 per hour

### Travel

Travel (time)..... \$170.00 per hour

Mileage..... \$0.65 per mile

### Manufacturing/Engineering Services in house

Services include failure analysis of returned hardware..... \$170.00 per hour

### Premium Rates

Overtime rate (in excess of 8 hours per day)..... \$240.00 per hour

Standby rate..... Applicable base rate

Double time rate (Sunday, Holiday, or in excess of 12 hours)..... \$340.00 per hour

### Expenses

Travel and accommodations..... Actual cost

Per Diem..... Business Rate Plan 1.. \$74.00 per day

High Cost Area Rate 2.. \$86.00 per day

Service Truck Rate ..... \$250.00 per day

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## Aftermarket Sales & Service Rates 2025

**Field service Base Rate.** Rates are calculated from the day the Service Specialist departs Huber Technology, Huntersville, North Carolina until the day the Service Specialist returns to Huber Technology, Inc., Huntersville, North Carolina. Rates include weekends and holidays. If a Service Specialist is required to travel from any other location, including, Germany the rates are calculated from when the Service Specialist departs the home office until the day the Service Specialist returns to the home office.

**Travel.** Time includes transportation to and from the airport, security clearance, time between flight changes, driving time and local travel to and from worksite. Travel time in excess of eight (8) hours may be billed at the premium rate.

**Double Time.** Any Sunday or **Recognized Huber Technology, Inc. Holiday.**

**Transportation.** The customer is responsible for reimbursing Huber Technology, Inc. for all transportation charges associated with service work. Flights will be booked as coach-tourist class unless it is unavailable. Rental car, gas, taxis, airport / hotel limousines, company or personal vehicles will be used when necessary.

**Standby rate.** Applies to the time a Service Specialist is available for work and is located at or near the job site but unable to work due to circumstances beyond his control. Time shall be considered time worked and will be charged at the applicable base or premium rate.

**Accommodations and Meals.** Meals are charged at \$60.00 per day or \$70.00 per day depending on the area (See Business Rate Plan 1 and 2). If an overnight stay is required, the customer is required to reimburse Huber Technology, Inc. for lodging charges. Hotel rooms will be booked on a business executive, single occupancy basis.

**Visa, Work Permits & Local Taxes.** The customer is responsible to pay any and all taxes, user fees or special assessments. If a visa or work permit is required before departing for an international assignment, the fee will be charged to the customer at actual cost (including any expediting charges).

**Warranties.** Per Huber Technology, Inc.'s Terms and Conditions of Sale, Huber Technology, Inc. warrants Field Service work performed at site. "Breach of Warranty" claims do not entitle the customer to refuse payment for field service work. HUBER TECHNOLOGY, INC. MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER TECHNOLOGY, INC.'S TERMS AND CONDITIONS. HUBER TECHNOLOGY, INC. IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER TECHNOLOGY, INC. IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

**SCHEDULING – 10 Working Days Notice.** Request for field service should be made in writing (letter, fax or e-mail) to Huber Technology, Inc. at least ten (10) working days prior to the date for which services are requested. Confirmation of the service will be conveyed verbally by Huber Technology, Inc.

**Insurance.** All Huber Technology, Inc. Service Specialists are insured. Liability insurance certificates may be provided upon request by the customer in order to allow for sufficient time for document processing, the request must be made at least seven (7) working days prior to the date of services.

Huber Technology, Inc. can not offer fixed lump sum contracts for Field Service activities. The duration of site visitation is neither under our direct control nor influence, and as such we can only provide estimates of time on-site to affect the required service actions. Field service published rates and terms are valid through December 2025

### Hazardous Locations.

Huber Technology, Inc. reserves the right to recall its personnel if the worksite does not meet governmental health and safety standards.

**Minimum Daily Charge.** For all Field Service Base Rates or combinations of Base Rates, the minimum fee will be for eight (8) hours. If services are performed on the same day as travel, travel time will be billed in addition to service time.

**Overtime.** The overtime rate applies to work or travel in excess of eight (8) hours per day (weekdays) and all Saturday work. Workdays in excess of (16) hours are prohibited. Service specialist are NOT required to perform, and may decline, work in excess of twelve (12) hours. The overtime charge shall be at the base rate plus a one hundred percent (100%) premium.

**Recognized Huber Technology, Inc. Holidays** New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve and Christmas Day.

**Expenses.** The customer is responsible for ALL expenses associated with service work. All travel expenses including airfare, taxi, mileage for personal or company owned vehicles or any other chauffeured vehicle, living accommodations and meals will be invoiced. Invoices will include a cost

break-down. Copies of receipts will not be furnished unless specifically requested. Original receipts cannot be provided. Receipts for under \$25.00 cannot be provided. Use of personal or company owned vehicles will be invoice at the rate set by IRS mileage regulations.

**Payment.** All field service invoices are in U.S. Currency and all payments must be in U.S. Dollars. Payment is due NET 30 DAYS from the date of invoice.

**Purchase Orders.** A purchase order is required BEFORE any field service arrangements will be made. The purchase order is to be made out to Huber Technology, Inc. and must contain the following information:

- 1) Customer's name, 2) company, 3) billing address, 4) dates of service, 5) type of service requested (i.e. installation, commissioning, troubleshooting, training, etc.), 6) serial number / model number, 7) equipment purchase order number, and 8) equipment tag numbers. A "confirming-copy" purchase order must follow any preliminary arrangements. Equipment location including city, state, plant site, directions to the site, a local contact and telephone number must also be included.
- 2) Amended Purchase Orders. An amended PO is required if services are extended beyond the cost of the original PO. If the Service Specialist is on site and an amendment is required, the PO must be completed and submitted to Huber Technology, Inc. before the Service Specialist can continue working.

**Applicable law.** Any purchase order accepted by Huber Technology, Inc. in conjunction with Field Service work, shall be deemed to have been executed, delivered and accepted in the State of North Carolina, USA and shall be governed, construed and enforced pursuant to the laws of the State of North Carolina, USA

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## Warranty and Returns Policy & Instructions

Huber Technology, Inc. ("Huber") warrants any **original** Huber part (mechanical or electrical) for a period of:

A. Twelve (12) months from the date of purchase and only when part(s) are installed by a Huber factory trained technician. Should the part(s) fail within the warranty period, a replacement shall be supplied at no cost to the owner ("Replacement Part")

1. Only valid if the product is operated in accordance with the manufacturer's instructions.
  2. The replacement part(s) must not be modified or changed in anyway.
  3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications
- Or

B. Three (3) months from the date of purchase and/or installed by a non-Huber factory trained technician.

1. Only valid if the product is operated in accordance with the manufacturer's instructions
2. The replacement part(s) must not be modified or changed in anyway.
3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications

**This warranty does not apply to any damage or defect arising out of any of the following circumstances:**

- Part(s) needing repair or replacement due to events or circumstances outside of normal use and operation of the equipment.
- Part(s) or components damaged due to power surges, short circuits, loss of power, lightning strikes, fire or water damage, vandalism, theft, or any other causes outside of normal use and operation of the equipment or that would normally be covered by casualty insurance on the equipment.
- Damage or defects caused by neglect, incorrect application, abuse, or by accidental damage of the parts or components.
- Repair or replacement of part(s) or components due to improper or negligent operation of the equipment.
- Damage or defects to the part(s), component(s), or equipment caused by the attempted repair by an unauthorized or unqualified person.

**All Huber parts warranties are non- transferable, and cannot be sold, assigned or transferred in any other way.**

This warranty of **original** Huber Service parts does not include the labor to remove the defective part nor the labor to install the new part. **All labor costs associated with the replacement of the part is the responsibility of the owner.** The request for assistance of a certified Huber technician is available upon the issuance of a purchase order by the owner. The fee for the assistance of a Huber technician includes labor (billed at prevailing Huber Field Service Base Rates) plus associated expenses for travel to and from the jobsite.

### Return of New Wear or Spare Parts:

- Any original Huber part(s) returned to Huber after a purchase order has been submitted is subject to a flat twenty percent (20%) restocking fee for each part returned.
- The customer has up to thirty (30) days to return a part from the purchase order submittal date to Huber.

**Returns will not be accepted past thirty (30) days.**

- Part(s) must be new and never installed. Any indication of wear or installation, at Huber's sole discretion, may result in the part(s) being shipped back to owner, at the owner's cost, and no credit shall be issued.

### • Exception:

The owner may exchange, without a restocking fee, if the incorrect part(s) is delivered and/or sold to the

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owner by a Huber team member. Huber will ship the correct part(s) to the owner expeditiously. A refund will be issued to the owner upon Huber's receipt of the incorrect part(s).

warehouse.

The customer may return, without a restocking fee, any original Huber part(s) if said part(s) was sold as part of a complete rebuild and the Huber technician concluded the part(s) were not needed. The customer has thirty (30) days from the date the service was completed. After thirty (30) days have expired, the normal Huber restocking fee shall apply.

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## Warranty and Returns Policy & Instructions

### Return of Damaged / Defective Items

- In the event of a damaged or defective part, the return process can often be expedited by providing a digital image of the damage or defect (along with a clear description of the problem) in an email to the Huber Aftermarket Team ("Aftermarket Team") at the following email address: [returns@hhusa.net](mailto:returns@hhusa.net). The phone and fax numbers for Aftermarket Team are: 704.990.2045; Fax: 704.896.2830. Huber reserves the right to inspect in person even if a digital image is provided as outlined above.
- If the damage or defect **cannot be verified over the phone or via email** contact, the item may be required to be returned to Huber Technology, Inc. for inspection before a determination can be made as to the state of the product.
- The Aftermarket Team will validate the warranty claim for the defective part.
- If the Aftermarket Team determines that the part is under warranty and should be replaced, the Aftermarket Team will provide a Return Merchandise Authorization ("RMA") number and a shipping address to the Customer for the return of the defective part.
- The Customer shall ship the part to the specified address with the RMA number listed on the outside of the package.
- When the warranty part has been repaired (or replaced) by Huber, the part will be shipped to the "ship-to" address included in the RMA information provided by the Customer.

### Return shipping cost







- ONLY in the event that an incorrect part is sold to the Customer by a Huber team member, will Huber pay for shipping. The Customer will be provided with a prepaid return shipping label.
- UNDER ALL OTHER CIRCUMSTANCES, the Customer returning the part(s) is responsible for any freight costs incurred for returning the part(s).
- UNDER NO CIRCUMSTANCE will Huber reimburse (or provide credit) for return shipping costs incurred by the Customer.

### How to Request an RMA (Return Merchandise Authorization)

Contact the Huber Technology Aftermarket Sales Team and request a Return Merchandise Authorization ("RMA") number.

- Completely fill out the RMA form.
- Include the completed RMA form in the package along with the item(s) to be returned.
- Write the RMA number conspicuously on the outside of the package to ensure proper routing upon receipt by the Aftermarket Team.
- Ship the package to:

**o o Huber Technology, Inc.**  
**Aftermarket Sales and Service**  
**1009 Airlie Parkway**  
**Denver, NC 28037**  
**Phone: 704.874.8237 Fax 704.896.2830 Email: [service@hhusa.net](mailto:service@hhusa.net)**

HYDRANT PROJECT WORK LIST							
LOCATION	VALVE		ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT	DATE
	Y/N?	In Service?					
HYDRANTS OUT OF SERVICE/NEED REPAIRS							
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff			
Bon Aire Cul-de-sac	Yes	No	Valve break	Repair in place			
HYDRANTS TO BE REMOVED AND RETIRED							
Corner King & New Streets	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
Corner Church & New Street	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
East High Street (Tommy's Pizza)	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
HYDRANTS IN SERVICE/NEED REPAIRS							
344 Ashley Dr	Yes	Yes	Age	Replace hydrant			
Butcher center	Yes	Yes	Leaking	Repair in place			
426 Willowdale Dr	?	Yes	too low	Needs Riser			
106 Ashley Dr	Yes	Yes	Age	Replace hydrant			
Green Pineapple	Yes	Yes	gets hit /in loading zone/leaking	Install bollards/repair			
NEW HYDRANTS							
Tack & Jack's Apartments, Duke St.	?	?	Taken out by drunk driver	Install New Hydrant			
Bav inn	Yes	Yes					
HYDRANTS WITH PROPERTY ISSUES							
344 Ashley dr	Yes	Yes	Remove flowers	Send letter to customer			
DEDICATED HYDRANTS							
SU Baseball field end of High Street			Open only w/permission of Water Dept.	Special tag, alert firefighters			
SFD Fire Hall			Open only w/permission of Water Dept.	Special tag, alert firefighters			
Mecklenburg Heights			Open only w/permission of Water Dept.	Special tag, alert firefighters			
NOTES							
Minimum clearance for bollards: 36"			36'				
Total gallons flushed			1,200,000 gallons				
All hydrnts are numbered and colored (ring)							
May 2025 total hydrants 199							

# Shepherd University

## 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 #:	9-001
Step #:	1
Date Recv'd	2-13-25
Step #:	2
Date Recv'd:	5-21-25

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.

- ☐ **Step 1**    **Application for Letter of Capacity and Extension of Main with Sketch Plan**

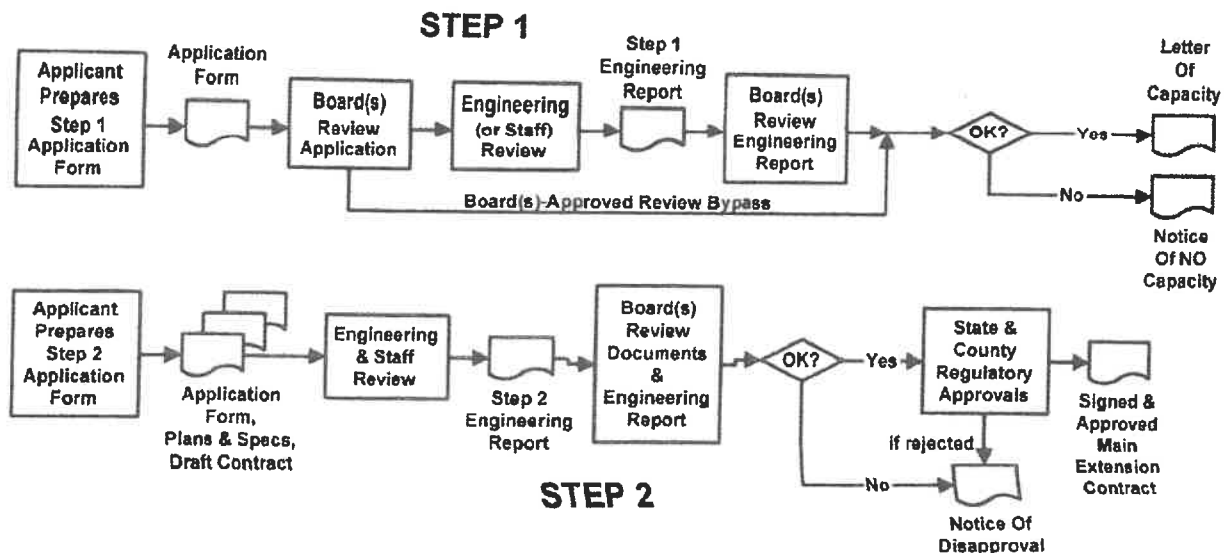
☐ **Step 2.**    **Detailed Engineering Design and Contract Agreement for Extension of Main**

<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: 02/12/2025

B. Applicant Information:

Name: Shepherd University

Telephone Number: (304) 876-5055

FAX Number: (304) 876-5001

Mailing Address: PO Box 5000

Shepherdstown WV 25443

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

Name: Debra Langford

Firm Name: Shepherd University

Telephone Number: (304) 876-5055

FAX Number: (304) 876-5001

Mailing Address: PO Box 5000

Shepherdstown WV 25443

dlangfor@shepherd.edu

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

Popodicon Drive

Parcel ID - 19-09-008-0016-000

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: 575 feet.

(2) Property to nearest sewer main: 1050 feet.

(3) Property to Corporation limits: 1000 feet.

(4) Property to nearest road or street: Appx. 100 feet.



C. Applicant's Authorized Representative for Shepherd University for the Dining Hall Building located on Popodicon Drive Application to Extend Water and/or Sewer Mains:

Name: Scott Barton  
Firm Name: Shepherd University  
Telephone Number: (304) 876-5490  
Fax Number: (304) 876-5002  
Mailing Address: PO Box 5000  
Shepherdstown, WV 25443  
[sbarton@shepherd.edu](mailto:sbarton@shepherd.edu)

Name: Rusty Kugler  
Firm Name: Shepherd University  
Telephone Number: (304) 876-5513  
Fax Number: (304) 876-5313  
Mailing Address: PO Box 5000  
Shepherdstown, WV 25443  
[jkugler@shepherd.edu](mailto:jkugler@shepherd.edu)

Name: Greg Brown  
Firm Name: Waynesboro Construction Co., Inc.  
Telephone Number: (301) 662-1150 x102  
Fax Number: (301) 694-3017  
Mailing Address: 7101 Guilford Dr, Ste 203  
Frederick, MD 21704  
[greg@waynesboroconstruction.com](mailto:greg@waynesboroconstruction.com)

Name: Ryan Sellers  
Firm: Waynesboro Construction Co., Inc.  
Telephone Number: (240) 315-9019  
Fax Number: (301) 694-3017  
Mailing Address: 7101 Guilford Dr, Ste 203  
Frederick, MD 21704  
[ryan@wanesboroconstruction.com](mailto:ryan@wanesboroconstruction.com)

Name: Trevor Frederick  
Firm: Frederick Seibert & Associates Inc.  
Telephone Number: (301) 800-0655  
Fax Number: N/A  
Mailing Address: 128 S Potomac St  
Hagerstown, MD 21740  
[tfrederick@fsa-inc.com](mailto:tfrederick@fsa-inc.com)

Name: Aaron House  
Firm Name: Bushey Feight Morin Architects  
Telephone Number: (301) 733-5600  
Fax Number: N/A  
Mailing Address: 473 N Potomac St  
Hagerstown, MD 21740  
[ahouse@fbmarchitects.com](mailto:ahouse@fbmarchitects.com)

Name: Derek Brenneman  
Firm Name: Bushey Feight Morin Architects  
Telephone Number: (301) 733-5600  
Fax Number: N/A  
Mailing Address: 473 N Potomac St  
Hagerstown, MD 21740  
[dbrenneman@bfmarchitects.com](mailto:dbrenneman@bfmarchitects.com)

Name: Matt Harvill  
Firm Name: Bowman  
Telephone Number: (410) 716-0996  
Fax Number: N/A  
Mailing Address: 300 East Joppa Ste 501  
Towson, MD 21286  
[mharvill@bowman.com](mailto:mharvill@bowman.com)

# **APPLICATION TO EXTEND WATER AND/OR SEWER MAINS**

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

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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 & 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: 5/21/2025

B. Applicant Information:

Name: Shepherd University

Telephone Number: (304) 876-5055

FAX Number: (304) 876-5001

Mailing Address: PO Box 5000  
Shepherdstown, WV 25743

C. Required Attachments (see instructions):

- ☐ Engineering Plans
- ☐ Proposed Deeds of Easement or Fee Simple
- ☐ 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 and Contract

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### **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

## 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.

  
(Signature by or for Applicant)

5/21/2025  
(Date)

Executive Director of Procurement  
(Position of Applicant signee)

☐ Approved ☐ Rejected

\_\_\_\_\_  
(For Shepherdstown Water/Sewer Utili

\_\_\_\_\_  
(Date)

# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## REVIEW FEE SCHEDULE

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- 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, of 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.

# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## REVIEW FEE SCHEDULE

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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.



**CORPORATION OF SHEPHERDSTOWN**  
**PO BOX 248**  
**Shepherdstown, WV 25443**  
**Phone 304-876-2312**

INVOICE # 326  
DATE: MAY 21, 2025

Shepherd University  
PO Box 3210  
Shepherdstown, WV 25443

Main Line Extension Fees		
DESCRIPTION		TOTAL
<b>Popidicon Drive</b>  <div style="text-align: right;"> <b>Step 2 Engineering Fee:</b>  <b>Water - Linear feet 575 x .25 = \$143.75</b>  <b>Sewer - Linear Feet 1050 x .25= \$262.50</b> </div>		  <div style="text-align: right;"> <b>\$2,400.00</b>  <b>\$ 143.75</b>  <b>\$ 262.50</b> </div>
TOTAL DUE		<b>\$ 2,806.25</b>

**Make all checks payable to Corporation of Shepherdstown**