

Corporation of Shepherdstown

Joint Meeting of The Shepherdstown Water Board and Sanitary Board

December 4, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors

3. Members Present

4. Staff Present

5. Meeting Minutes

Vote to Approve October 2025 Sanitary Board Minutes

Vote to Approve October 2025 Water Board Minutes

6. Flow and Quality Reports

7. Financial Reports

a. Budget v Actuals

b. Membrane Replacement Reserve – staff recommendation

c. Briefing on Public Service Commission Reports

8. Unfinished Business

a. Colonial Hills Phase 3A Step One Application

9. New Business

10. Next Meetings – January 22 and February 26, 2026

11. Adjournment

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

October 23, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors - Greg Welter

3. Members Present

Sanitary Board – James Gatz, Bob Keller, and Harvey Heyser

Water Board – Marcy Bartlett, John Bresland, James Gatz, Sue Kemnitzer, and Dan Shelton

4. Staff Present – Woody Coe, Kenny Shipley, Duane Swisher, Gino Sisco and Maged Kirolios

5. Meeting Minutes

Vote - August 28 Sanitary Board Minutes approved.

Vote - August 28 Water Board Minutes approved.

Vote - September 25 Sanitary Board Minutes approved with corrected spelling of Ghosh.

Vote - September 25 Water Board Minutes approved with corrected spelling of Ghosh.

6. Flow and Quality Reports - 6. Flow and Quality Reports - Ongoing adjustments needed for sodium hypochlorite system because of variations in concentration of sodium hypochlorite solution delivered by the supplier. Advertised concentration is 12.5% but delivered concentration can be as much as 8% higher. This causes problems with non-steady residual chlorine in drinking water. Staff are working with suppliers to remedy the problem.

Staff are working with suppliers to remedy the problem.

7. Financial Reports

- a. Budget v Actuals – Water Board asks staff for more information on overpayment of bonds and a recommendation on seeking reimbursements.
- b. Balances in Reserve Accounts – Discussion of Membrane Replacement Reserve and plan for using it. Sanitary Board asks staff for a written report including recommendations for size and frequency of future payments.
- c. Status of Public Service Commission Reports – Staff states that the report will not be ready by the PSC submission deadline of October 30 but that a one-month waiver has been granted. Boards reiterated their request for a full briefing on the reports at the Dec 4 meeting.

8. Unfinished Business

- a. Town Run Watershed Initial Baseline Study - Schedule has been adjusted so first sampling will be in January 2026.
- b. Hydrant Report and Cooperation with Fire Department – Repairs underway and communication between the fire department and the water department is improving.
- c. Vote – Rebuilding Sewer Feed Pumps. Sanitary Board voted to authorize spending up to \$18,000 on replacement parts.
- d. Vote – Sanitary Board voted to authorize purchase of a new Toyota Fork Lift. Cost is estimated to be \$38,000 and funds should be taken from the Sanitary Depreciation account. .
- e. Elmwood Sewer Service – discussion is deferred until more information is gathered.

9. New Business

a. Water Basin Building Estimate – initial estimates are very high so redesign is underway.

10. Next Meeting – December 4 (to accommodate holiday schedule)

11. Adjournment

SHEPHERDSTOWN WATER DEPT.

October 2025

Pump time average 14 hours.

Gallons pumped average 636,255.

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Issues with Pace Labs not doing the sampling on time, having to resample because it wasn't at temp needed for Disinfection by products. (TTHM, HAA5)

Concerns:

- UV State Reporting
- Still fine tuning hypo bleach system

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month October Year 2025 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

INFLUENT WASTEWATER						DIGESTERS			ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT							
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/l)	
1				0.2171				12900	16949											
2				0.2280				12900												
3				0.2050			7	12900	28300											
4				0.1540				12900												
5				0.1560				12900												
6				0.2090				12900	3889	4500										
7	0.31	43	55.2	0.2260				12900	19209			10.5	3.5	<10		7.1	0.51	4.23	0.06	
8				0.2700				12900	16733											
9				0.2280			6	12900	19631											
10				0.1940				12900	15470											
11	0.07			0.1790				12900												
12	0.03			0.1870				12900												
13	0.08			0.2180			6	12900	22135											
14				0.2040				12900		4750						7.2	<0.32	4.21	0.061	
15				0.1840				12900	34292											
16				0.1700				12900												
17				0.1490				12900	18503											
18				0.1580				12900												
19	0.54			0.1560				12900												
20				0.1990				12000		4450						7.3	0.86	2.21	0.10	
21	0.26			0.1900			7	12000	19033											
22				0.1800				12000	16118											
23				0.1930				12000	14572											
24				0.1680				12000												
25				0.1710				12000												
26				0.1430				12000												
27				0.1770			6	12000	18829											
28				0.1880				12000		4550						7.1	0.82	1.91	0.086	
29	0.86			0.1810				12000												
30	0.32			0.2500				12000	53301											
31																				
Total	2.47	43	55.2	5.7321			32	377100	316964	18250		10.5	3.5	<10		28.7	2.51	12.56	0.307	
Average	0.31	43	55.2	0.1849			6.4	12570	21131	4563		10.5	3.5	<10		7.2	0.63	3.14	0.077	
Minimum	0.03	43	55.2	0.1430			6	12000	3889	4450		10.5	3.5	<10		7.1	<0.32	1.91	0.060	
Maximum	0.86	43	55.2	0.2700			7	12900	53301	4750		10.5	3.5	<10		7.3	0.86	4.23	0.100	

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--57h Street
 Charleston, WV 25304

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.1849	Mgd	0.2700	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	3.5	Mg/l	3.5	Mg/l	30			6.60	6.60	167	334		
TSS	10.5	Mg/l	10.5	Mg/l	30			19.79	19.79	167	334		
TKN	0.62	Mg/l	0.86	Mg/l	3			0.63	1.43	17	33		
Fecal	<10	Cnts/100	<10	Cnts/100	200			N/A	N/A	N/A	N/A		
Total N	3.14	Mg/l	4.23	Mg/l	Rpt Only	Rpt Only		N/A	150.11	N/A	507	793.81	6091
Total P	0.077	Mg/l	0.100	Mg/l	Rpt Only	Rpt Only		N/A	3.68	N/A	50.7	15.58	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	102	Mg/l	102	Mg/l	196			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	7.2	S.U.	7.3	S.U.	Min Allowed	Max Allowed		N/A	N/A	N/A	N/A		
					6.5	8.5							

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	2.4935	Tons	79.4435	Tons	3	22.2		
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		Tons	8.421	Tons				
Willard Field 3	3.984	Tons	10.414	Tons	3	22.1	12.18-12.35	11.73-11.95
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				

Balance Sheet

Shepherdstown Waterworks

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	\$3,865,670.03
Accounts Receivable	
141 A/R, Water Customer Billing	151,673.64
142 Other Receivables	\$0.00
143 Allow. for Doubtful Accounts	-5,000.00
Total for Accounts Receivable	\$146,673.64
Other Current Assets	-\$850,491.35
Total for Current Assets	\$3,161,852.32
Fixed Assets	\$13,795,695.25
Other Assets	
186.20 Deferred Outflows	6,760.00
Total for Other Assets	\$6,760.00
Total for Assets	\$16,964,307.57
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	41,888.67
Total for Accounts Payable	\$41,888.67
Credit Cards	
Other Current Liabilities	
221 Bond Payable-Current	\$0.00
235 Customer Dep/Int Pay.-Cash Acct	\$92,150.19
238 Accrued Interest Payable	\$35,182.59
241 Misc. Current/Accrued Liab.	
241.11 Engineering Review Fees	\$18,053.41
241.1 A/P, Compensated Absences	59,154.50
241.2 Accrued Wages/ER Taxes Payable	26,864.09
241.3 Deferred Revenues	0.00
241.4 Other Payables	0.00
241.5 PEIA OPEB ARC Accrued Liability	-10,749.00
Total for 241 Misc. Current/Accrued Liab.	\$93,323.00
Total for Other Current Liabilities	\$220,655.78
Total for Current Liabilities	\$262,544.45

Balance Sheet
Shepherdstown Waterworks
As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Long-term Liabilities	
221. Bond Payable-Long term	\$6,275,189.00
253.20 Deferred Inflows	19,767.00
Total for Long-term Liabilities	\$6,294,956.00
Total for Liabilities	\$6,557,500.45
Equity	
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	
Reserved Funds	\$663,504.32
Restricted Funds	
Engineering Review Fees	18,053.41
Total for Restricted Funds	\$18,053.41
Total for Reserved and Restricted Funds in Operating Account	\$681,557.73
215 Retained Earnings	8,832,114.23
Net Income	-175,990.75
Total for Equity	\$10,406,807.12
Total for Liabilities and Equity	\$16,964,307.57

Shepherdstown Waterworks
FY26 Budget vs Actuals
Through September 30, 2025

	REVENUES	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
419	Water Interest Income	\$ 80,000	\$ 150,000	\$ 37,500	\$37,826	\$326	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 2,000,000	\$ 500,000	\$500,318	\$318	
	Total Revenues	\$ 1,880,000	\$ 2,150,000	\$ 537,500	\$ 538,144	\$ 644	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
	Expenses	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
401.1	Water Billing Expenses	\$ 20,000	\$ 20,000	\$ 5,000	\$ 2,346	(\$2,654)	
401.2	Water Administration	\$ 50,000	\$ 45,000	\$ 11,250	\$ 17,086	\$5,836	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month) June & July \$1,800/ month - Mission communication service package \$3,556 (Onetime charge)
401.3	Water Utility Billing	\$ 200,000	\$ 240,000	\$ 60,000	\$ 68,334	\$8,334	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 175,000	\$ 254,000	\$ 63,500	\$ 74,140	\$10,640	Snyder Env. Services -- Fire Hydrant Repair- Snyder Environmental Services invoice for \$25,665. ****BowSel, LLC invoice for \$4,275 Comp. Acoustic Study of Underground Water Mains--select areas of system
403	Depreciation Expense	\$ 175,000	\$ 150,000	\$ 37,500	\$ 88,880	\$51,380	Utility Plant Depreciation (Estimates from prior years) \$29,626 per month (Estimates from prior years are being used here that may be causing the large overage)
408	Taxes (Other than Income)	\$ 46,397	\$ 53,000	\$ 13,250	\$ 12,330	(\$920)	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 150,000	\$ 130,000	\$ 32,500	\$ 55,597	\$23,097	Bond Interest (Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below) - Interest paid for SHE-W-1-17-X-JE-12 - (\$42k)
521	Employee Screening	\$ 300	\$ 350	\$ 88	\$ 0	(\$88)	
601	Water Salaries & Wages	\$ 497,463	\$ 610,000	\$ 152,500	\$ 112,947	(\$39,553)	
604	Employee Pensions & Benefits	\$ 169,209	\$ 170,000	\$ 42,500	\$ 42,691	\$191	
615	Purchased Power	\$ 75,000	\$ 68,000	\$ 17,000	\$ 5,319	(\$11,681)	Vendor Credit # 110 082 558 344 Potomac Edison Company - 216 N. Princess Street, Water Works
618	Chemicals	\$ 85,000	\$ 115,000	\$ 28,750	\$ 30,203	\$1,453	
631	Contractual Svc-Engineering	\$ 70,000	\$ 110,000	\$ 27,500	\$ 11,586	(\$15,914)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 9,500	\$ 5,325	(\$4,175)	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 2,000	\$ 500	\$ 1,977	\$1,477	
635	Contractual Svc-Testing	\$ 35,000	\$ 29,000	\$ 7,250	\$ 5,383	(\$1,867)	
636	Contractual Svc-Other	\$ 25,000	\$ 25,000	\$ 6,250	\$ 32,658	\$26,408	Mainly IT services - Underwater video inspection of two potable water tanks/video crew/hotel/mobilization and demobilization \$4,830 (in Aug), \$22,450 clean/inspect water tower
650	Transportation Expense	\$ 5,000	\$ 2,000	\$ 500	\$ 304	(\$196)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 65,000	\$ 86,000	\$ 21,500	\$ 21,480	(\$20)	Monthly insurance is \$7,160
659	Insurance-Other	\$ 0	\$ 0	\$ 0	\$ 510	\$510	
660	Advertising Expense	\$ 1,000	\$ 650	\$ 163	\$ 0	(\$163)	
675	Administrative Lending Fees	\$ 8,000	\$ 2,000	\$ 500	\$ 966	\$466	
676	Bond Issuance Expense	\$ 0	\$ 0	\$ 0	\$ 0	\$0	

	Total Expenses	\$ 1,882,369	\$ 2,150,000	\$ 537,500	\$ 590,064	\$52,564	
	Surplus or (Deficit)	(2,369)	0		(51,920)		

	Bond Expenses and Working Cap Reserve Transfer				FY 26 Actuals Thru 9/30/2025		Notes and Explanations
	03-A Water Bond				\$ 6,724		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				\$ 31,389		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 38,459		Monthly Payment of \$12,819.55
	21 Water Bond				\$ 24,876		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 2,483		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 55,659		Monthly Transfer of \$18,553
	Total Bond Expenses & Transfers				\$ 159,589		

	Bond Overpayments Refund				0		Refund of Bond Overpayments
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	Surplus or (Deficit)				(66,065)		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.
	Restricted Income	FY25 Budget Approved	FY25 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 188	\$188	This is low because this is just the interest income on the restricted portion of the bank balance
474	Other Water Revenues	\$ 10,000	\$ 10,000	\$ 10,000	\$2,400	(\$7,600)	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue
	Total Restricted Income	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2,588	-\$ 7,412	

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.		PAID OFF			
Totals	\$0	\$0	\$0	\$0						

Balance Sheet

Shepherdstown Sewer

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	\$780.98
RESTRICTED FUNDS BANKING	
127.3 Sewer Cash Working Capital Reserve 8615	5,015.38
133 Other Special Dep. (Restricted)	
133.1 Checking-Sewer Cap. Capacity 5993	10,030.76
133.5 Engineering Review Fees 8626	\$0.00
5993 Checking-Sewer Cap. Capacity ICS	622,186.71
Restricted Funds at Local Bank	\$1,463,486.96
WV Municipal Bond Funds	
WV Mun Bond 2010A Fund	\$288,034.74
Total for WV Municipal Bond Funds	\$288,034.74
Total for 133 Other Special Dep. (Restricted)	\$2,383,739.17
8615 Checking-Cash Working Cap ICS	13,378.02
Total for RESTRICTED FUNDS BANKING	\$2,402,132.57
UNRESTRICTED FUNDS BANKING	\$567,792.96
Total for Bank Accounts	\$2,970,706.51
Accounts Receivable	\$120,988.03
Other Current Assets	-\$402,667.32
Total for Current Assets	\$2,689,027.22
Fixed Assets	\$9,260,312.80
Other Assets	
186.20 Deferred Outflows	4,428.00
Total for Other Assets	\$4,428.00
Total for Assets	\$11,953,768.02

Balance Sheet

Shepherdstown Sewer

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	\$16,720.48
Credit Cards	
Other Current Liabilities	
221 Bonds Payable-Current	
221.1 2010-A Bond Payable-Current	0.00
Total for 221 Bonds Payable-Current	\$0.00
235 Cust. Dep/Int. Pay-Cash Acct	\$0.00
235.00 Customer Dep Funds Payable	59,157.43
235.01 Customer Dep Interest Payable	8,541.83
Total for 235 Cust. Dep/Int. Pay-Cash Acct	\$67,699.26
Current Liabilities	
241.11 Engineering Review Fees	16,784.43
241.1 A/P, Compensated Absences	63,973.21
241.2 Accrued Wages/ER Taxes Payable	20,237.95
241.5 PEIA OPEB ARC Accrued Liability	-7,169.00
Total for Current Liabilities	\$93,826.59
Total for Other Current Liabilities	\$161,525.85
Total for Current Liabilities	\$178,246.33
Long-term Liabilities	\$3,482,770.00
Total for Liabilities	\$3,661,016.33
Equity	\$8,292,751.69
Total for Liabilities and Equity	\$11,953,768.02

Shepherdstown Sewer
FY26 Budget vs Actuals
Through September 30, 2025

	REVENUES	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
419	Sewer Interest Income	\$ 90,000	\$ 128,000	\$ 32,000	\$28,347	(\$3,653)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,521,983	\$ 1,800,000	\$ 450,000	\$448,190	(\$1,810)	
	Total Revenues	\$ 1,611,983	\$ 1,928,000	\$ 482,000	\$ 476,536	(\$5,464)	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
	Expenses	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 12,000	\$ 17,000	\$ 4,250	\$ 1,729	(\$2,521)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 62,000	\$ 82,000	\$ 20,500	\$ 15,058	(\$5,442)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Sewer Utility Billing-Water Bill	\$ 30,000	\$ 25,000	\$ 6,250	\$ 5,840	(\$410)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$ 157,808	\$ 170,000	\$ 42,500	\$ 37,458	(\$5,042)	Snyder Environmental Services, Inc. invoice for \$22,830 - for (2) 16-inch suction line pump valve replacement in Jul.
403	Depreciation Expense	\$ 380,000	\$ 360,000	\$ 90,000	\$ 88,728	(\$1,272)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 26,775	\$ 36,000	\$ 9,000	\$ 8,281	(\$719)	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 396,260	\$ 550,000	\$ 137,500	\$ 108,930	(\$28,570)	
704	EE Pensions & Benefits	\$ 122,240	\$ 120,000	\$ 30,000	\$ 29,947	(\$53)	
711	Sludge Removal	\$ 25,000	\$ 40,000	\$ 10,000	\$ 3,745	(\$6,255)	
715	Purchased Power	\$ 152,000	\$ 165,000	\$ 41,250	\$ 23,347	(\$17,903)	
718	Chemicals	\$ 121,000	\$ 180,000	\$ 45,000	\$ 15,284	(\$29,716)	
731	Contractual Svc-Engineering	\$ 5,000	\$ 30,000	\$ 7,500	\$ 9,341	\$1,841	Ghosh Engineers Inv Task Order #10 - Fernbank Pump Station Rehab \$5,263
732	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 9,500	\$ 5,325	(\$4,175)	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 1,250	\$ 0	(\$1,250)	
735	Contractual Svc-Testing	\$ 10,000	\$ 25,000	\$ 6,250	\$ 4,000	(\$2,250)	
736	Contractual Svc-Other	\$ 13,000	\$ 15,000	\$ 3,750	\$ 5,378	\$1,628	IT Services
750	Transportation Expense	\$ 4,000	\$ 4,000	\$ 1,000	\$ 762	(\$238)	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 50,000	\$ 65,000	\$ 16,250	\$ 16,014	(\$236)	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,500	\$ 1,000	\$ 250	\$ 0	(\$250)	
775	Sewer Admin Lending Fees	\$ 14,400	\$ 0	\$ 0	\$ 3,593	\$3,593	(Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
	Total Expenses	\$ 1,613,983	\$ 1,928,000	\$ 482,000	\$ 382,762	(\$99,238)	

	Surplus or (Deficit)	(2,000)	0		93,775		

<i>Bond Expenses and Transfers</i>				FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
Membrane Transfer Reserve				\$ 39,300	\$39,300	Monthly Transfer of \$13,100
10-A Sewer Bond				\$ 55,488	\$55,488	Monthly Payment of \$18,496.08
Working Capital Reserve				\$ 35,751	\$35,751	Monthly Transfer of \$11,917
Total Bond Expenses & Transfers				\$ 130,539	\$ 130,539	

Surplus or (Deficit)				\$55,556		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.

	<i>Restricted Income</i>	FY25 Budget Approved	FY25 Budget Approved	FY26 Budget Thru 9/30/2025	FY 26 Actuals Thru 9/30/2025	Over/(Under) Budget Thru 9/30/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$94	\$94	
536	Other Wastewater Revenues	\$ 2,000	\$ 2,000	\$ 500	\$2,808	\$2,308	Capacity Fees
	Total Restricted Income	\$2,000	\$2,000	\$500	\$2,902	\$2,402	

Balances as of Oct. 31, 2025

[illegible]

Membrane Replacement Schedule

Membrane Tank	Last Replaced	Next Projected Replacement	Following Projected Replacement	Following Projected Replacement
Number 3	January-2019	January-2026	January-2033	January-2040
Number 1	January-2020	January-2027	January-2034	January-2041
Number 2	January-2021	January-2028	January-2035	January-2042
Number 4	January-2022	January-2029	January-2036	January-2043



AQUA-AEROBIC SYSTEMS, INC.
A MetWater Company

Aftermarket Proposal # 50696

TO: Shepherdstown WWTP
409 East High St.
Shepherdstown, West Virginia 25443
USA

PROJECT: SHEPHERDSTOWN WWTP, WV
Shepherdstown, WV
USA-MUN

ATN: Kenny Shipley

PROPOSAL DATE: November 6, 2018

If billing and/or shipping address is different, please advise.

Qty	Description
-----	-------------

We are pleased to quote, for acceptance within 60 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed 12-16 business weeks after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval.

*Note: Availability is quoted on an in-stock basis and may vary at the time of order.

80	Membrane Row, part # 2617315.
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Notes:

1. Freight charges are not included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.

2. Payable net 30 days from date of shipment subject to credit review, no retainage allowed.

3. State and/or local taxes will be charged unless we receive a valid resale/exemption certificate. Please note that sales tax will be added to your invoice unless we are in receipt of a valid resale/exemption certificate prior to shipment/invoicing.

Pricing Summary

Total Job Price:	\$209,294.40
-------------------------	--------------

Material and/or services not specifically listed in this proposal are not included in the quoted TOTAL JOB PRICE and are to be supplied by others.

Goods quoted above will be sold subject to the terms and conditions of sale set forth on the face hereof and the following pages entitled "Terms and Conditions of Aqua-Aerobic Systems, Inc. (A MetaWater Company)": Any different or additional terms are hereby objected to.



AQUA-AEROBIC SYSTEMS, INC.
A Metawater Company

Aftermarket Proposal # 54923

TO: Shepherdstown WWTP
409 East High St.
Shepherdstown, West Virginia 25443
USA

PROJECT: SHEPHERDSTOWN WWTP, WV
Shepherdstown, WV
USA-MUN

ATN: Kenny Shipley

PROPOSAL DATE: October 11, 2019

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
We are pleased to quote, for acceptance within 60 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval. *Note: Availability is quoted on an in-stock basis and may vary at the time of order.			
Lead Time: 12-16* Business Weeks			
80	Membrane Row, part # 2617315.	\$2,616.18	\$209,294.40

PROPOSAL NOTES:

1. Freight charges are NOT included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
2. Payable net 30 days from date of shipment subject to credit review, no retainage allowed.
3. State and/or local taxes will be charged unless we receive a valid tax exemption certificate.

Pricing Summary

Equipment and/or Accessories:	\$209,294.40
Total Job Price:	\$209,294.40

Material and/or services not specifically listed in this proposal are not included in the quoted TOTAL JOB PRICE and are to be supplied by others.

Goods quoted above will be sold subject to the terms and conditions of sale set forth on the face hereof and the following pages entitled "Terms and Conditions of Aqua-Aerobic Systems, Inc. (A MetaWater Company)": Any different or additional terms are hereby objected to.



AQUA-AEROBIC SYSTEMS, INC.
A MetaWater Company

Aftermarket Proposal # 59264

TO: Shepherdstown WWTP
409 East High St.
Shepherdstown, West Virginia 25443
USA

PROJECT: SHEPHERDSTOWN WWTP, WV
Shepherdstown, WV
USA-MUN

ATN: Kenny Shipley

PROPOSAL DATE: November 3, 2020

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
We are pleased to quote, for acceptance within 60 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval. *Note: Availability is quoted on an in-stock basis and may vary at the time of order.			
Lead Time: 12-16 Business Weeks			
80	Membrane Row, part # 2617315.	\$2,698.35	\$215,868.00

PROPOSAL NOTES:

1. Freight charges are NOT included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
2. Start-up supervision is NOT included.
3. Payable net 30 days from date of shipment subject to credit review, no retainage allowed.
4. State and/or local taxes will be charged unless we receive a valid tax exemption certificate.

Pricing Summary

Equipment and/or Accessories:	\$215,868.00
Total Job Price:	\$215,868.00

Material and/or services not specifically listed in this proposal are not included in the quoted TOTAL JOB PRICE and are to be supplied by others.

Goods quoted above will be sold subject to the terms and conditions of sale set forth on the face hereof and the following pages entitled "Terms and Conditions of Aqua-Aerobic Systems, Inc. (A MetaWater Company)": Any different or additional terms are hereby objected to.



AQUA-AEROBIC SYSTEMS, INC.
A MetaWater Company

Aftermarket Proposal # 64073

TO: Shepherdstown WWTP
409 East High St.
Shepherdstown, West Virginia 25443
USA

PROJECT: SHEPHERDSTOWN WWTP, WV
Shepherdstown, WV
USA-MUN

ATN: Kenny Shipley

PROPOSAL DATE: November 22, 2021

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
<p>We are pleased to quote, for acceptance within 30 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval. *Note: Availability is quoted on an in-stock basis and may vary at the time of order.</p> <p>***Lead Time: 16-20 Business Weeks***</p>			
80	Membrane Row, part # 2617315.	\$2,992.30	\$239,384.00

PROPOSAL NOTES:

1. Freight charges are NOT included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
2. Start-up supervision is NOT included.
3. Payable net 30 days from date of shipment subject to credit review, no retainage allowed.
4. State and/or local taxes will be charged unless we receive a valid tax exemption certificate.

Pricing Summary

Equipment and/or Accessories:	\$239,384.00
Total Job Price:	\$239,384.00

Material and/or services not specifically listed in this proposal are not included in the quoted TOTAL JOB PRICE and are to be supplied by others.

Goods quoted above will be sold subject to the terms and conditions of sale set forth on the face hereof and the following pages entitled "Terms and Conditions of Aqua-Aerobic Systems, Inc. (A MetaWater Company)": Any different or additional terms are hereby objected to.



AQUA-AEROBIC SYSTEMS, INC.
A Mirlawater Company

Aftermarket Proposal # 81811

TO: Shepherdstown WWTP
409 East High St.
Shepherdstown, West Virginia 25443
USA

PROJECT: SHEPHERDSTOWN WWTP, WV
Shepherdstown, WV
USA-MUN

ATN: Kenny Shipley

PROPOSAL DATE: November 19, 2025

If billing and/or shipping address is different, please advise.

Qty	Description	Unit Price	Total Price
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We are pleased to quote, for acceptance within 30 days of this date, prices and terms on equipment listed below. Shipment of equipment will be completed after receipt of purchase order with mutually acceptable terms and conditions, subject to credit approval. *Note: Availability is quoted on an in-stock basis and may vary at the time of order.

Lead Time: 20-24 Business Weeks

80	Membrane Rows, #PSH-600, part #2617315	\$3,128.00	\$250,240.00
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PROPOSAL NOTES:

1. Freight charges are NOT included in this proposal. Freight charges will be prepaid with actual charges to be added to invoice.
2. Start-up supervision is NOT included.
3. Payable net 30 days from date of shipment subject to credit review, no retainage allowed.
4. State and/or local taxes will be charged unless we receive a valid tax exemption certificate, direct pay permit, or other documentation required specifically by the taxing entity prior to shipment. Please note Aqua-Aerobic Systems is not registered to collect Washington, DC, sales taxes; therefore, if order is taxable, Buyer is to accrue sales tax and pay the tax directly. States without Tax Exempt Flow Down: Municipal entity purchasers can obtain a tax exempt certificate for pollution control equipment that is permanently installed. The State does not allow for flow down of tax exempt status to non-municipal purchasers (i.e., General Contractors, Repair Shops, etc.). Non-municipal purchasers are required to pay sales taxes.
5. Aqua-Aerobic Systems' offer is based upon the supply of Aqua-Aerobic Systems' standard equipment as described within this proposal, including the warranty as included within Terms and Conditions of Aqua-Aerobic Systems, Inc., and Aqua-Aerobic Systems' standard factory test(s) prior to shipment. Aqua-Aerobic Systems' scope of supply does not include any process or performance guarantees or warranties or process or performance testing unless specifically detailed within this proposal.
6. Schedule changes due to supply chain disruption may impact the above quoted shipment time(s). Aqua-Aerobic Systems will advise if/when any such disruption applies.
7. **TARIFF PRICE ESCALATION NOTE:** This proposal excludes all tariffs, duties, import/export taxes, and any other government-imposed fees. As such, the proposed goods may be affected by the recent U.S. Government proposed tariffs on imported steel, aluminum and other commodities, including but not limited to reciprocal tariffs. Because of this, Aqua-Aerobic Systems reserves the right to adjust the pricing quoted prior to order acceptance. Any pricing adjustments required due to such impacts will be based on products or materials listed in the Harmonized Tariff Schedule of the United States (HTSUS) as published by the USITC.
8. **TRADEMARKS:** Aqua-Jet® Surface Mechanical Aerator, Aqua-Jet II® Contained Flow Aerator, AquaDDM® Direct-drive Mixer, Endura® Series Limited Maintenance Product, OxyMix® Pure Oxygen Mixer, OxyStar® Aspirating Aerator, Fold-a-Float® Self-Deploying Segmented Float, SAF-T-Float® Safe

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							
426 Willowdale Dr	?	Yes	too low	Needs Riser			
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 200							

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Phase 3A

Colonial Hills

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

UTILITY USE ONLY

Application #: 9-002
Step #: 1
Date Recv'd: 11-18-25
Step #: _____
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.

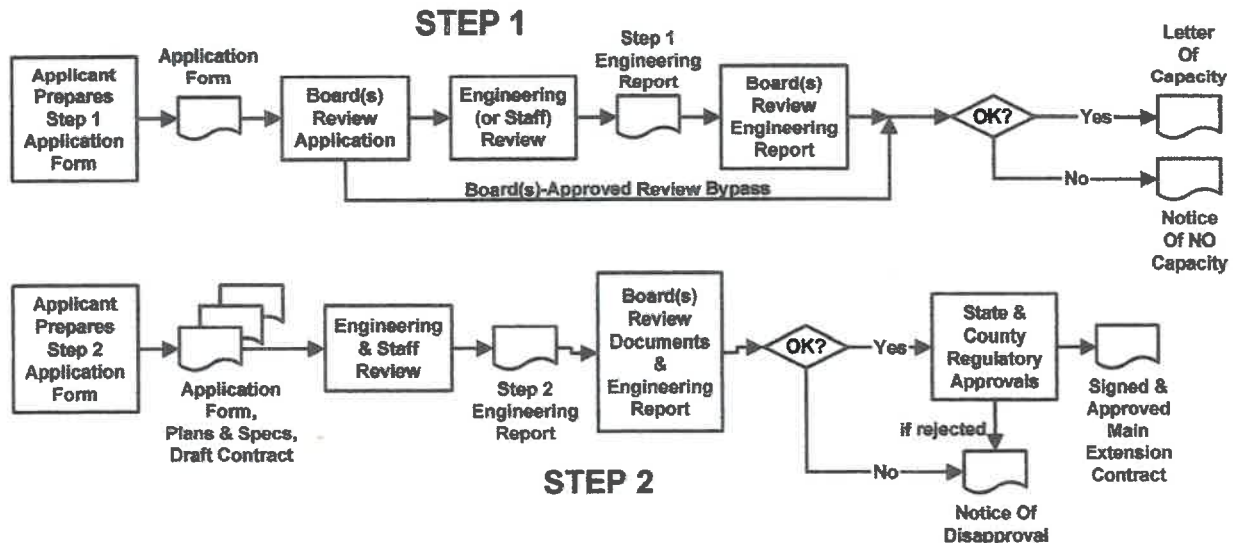
<input checked="" type="checkbox"/> Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/> Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<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 Instructions

The first step in the application process is a request for a technical review of the applicant's request for water and/or sewer service to determine if there is adequate capacity available from the Corporation of Shepherdstown Water and/or Sewer Systems.

A **Letter of Capacity** issued within this step shall be valid only for a period of **twelve (12) calendar months** from the date of the letter, and shall expire at the close of business on the expiration date. The Board(s) will consider an extension of the Letter of Capacity only upon a written request by the Applicant received by the Utility within the twelve-month period during which the Letter of Capacity is active. An expired Letter of Capacity may not be extended. If an application expires, both reapplication and the payment of new review fees will be required.

The Applicant is hereby notified that the issuance of a Letter of Capacity does not guarantee that capacity will be available at the time that the Applicant wishes to physically connect to the system. Water and sewer taps are available on a first-come, first-served basis. It is the responsibility of the Applicant to maintain contact with the Utility to determine current capacity as the Applicant goes through the process to extend water and/or sewer mains.

The Applicant is hereby notified that the Letter of Capacity shall not be issued until all applicable fees and charges have been paid in full by the Applicant.

The information requested in items "E" through "L" is for the use of the planning efforts of the Utility and the Water and Sanitary Boards. If the application is being made for a new development, all anticipated units within the development shall be included. It is the responsibility of the Applicant to maintain up-to-date information on file with the Utility during the application process. After three years, a review of the application will be conducted to determine if there have been any changes. Applicable fees will be assessed for any required engineering review.

Item C: Provide the identity of an individual or firm who is authorized to represent the Applicant before the Boards and Town Council (e.g., attorney, engineering firm, etc.). Attach an additional sheet(s) providing such information if more than one such individual or firm exists. **Only individuals or firms listed in this application may so represent the Applicant.**

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: October 10, 2025

B. Applicant Information:

Name: Compass Colonial Hills LLC

Telephone Number: 443-934-0124 or 703-307-7237

FAX Number: _____

Mailing Address: 1821 Michael Faraday Drive, Suite 202
Reston, VA 21090

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

Name: Dave Lazas or Dominic Taddeo

Firm Name: Compass Development Group

Telephone Number: Dave: 443-934-0124 Dominic: 703-307-7237

FAX Number: _____

Mailing Address: 6625 Towering Oak Path
Columbia, MD 21044

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

Tax Map 8

Parcel 10

Tax ID: 19-09-0008-0010-0000

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: 1763 feet.

(2) Property to nearest sewer main: 1272 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: 61

(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: 17,080

Sewer: 17,080

J. Method of sewage disposal: ☒ Sewer ☐ Septic ☐ Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: 1/1/26

(2) Projected Extension Completion Date: 6/1/26

(3) Start of Required Utility Service: 6/1/26

(4) Build Out Date: 12/1/26

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 Instructions

Any change listed below shall require reapplication by the Applicant.

- A change of $\pm 10\%$ in the number of proposed residential units.
- A change in the number of proposed industrial or commercial units.
- A change of $\pm 10\%$ in the estimated daily consumption of water from the water system or delivery of sewage to the sewer system.
- A change in the type of usage. Usage types are:
 - Single-family detached houses.
 - Multiple-family units.
 - Industrial.
 - Commercial.
 - Other.
- A change in the type or method of sewage discharge to be expected.
- The discovery by any individual or entity of the existence of errors in this application, whether intentional or accidental.

At the option of the Board(s), a change in applicant may not invalidate a Letter of Capacity as long as (a) the Utility staff is notified of such a change of applicant in writing within fourteen (14) days of the change taking place, and (b) no change listed above occurs to invalidate the letter. Failure to meet these conditions shall invalidate the Letter of Capacity.

Should the owner of the property withdraw permission for the current applicant to pursue a mainline extension, any Letter of Capacity granted for the property shall be invalidated.

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.

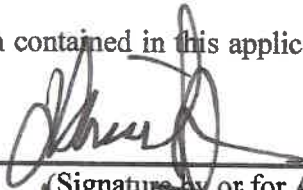
The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

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.

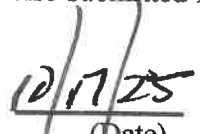
APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

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

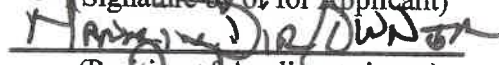
The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.



(Signature by or for Applicant)



(Date)



(Position of Applicant signee)

☐ Approved ☐ Rejected

(For Shepherdstown Water/Sewer
Utility)

(Date)

Water Sewer Review Fee Schedule Funds Receipt

STEP #1

(Please attach copy of step 1 of application)

DATE: 11-18-25

NAME OF APPLICANT: Colonial Hills Phase 3A

ADDRESS OF LOCATION: _____

TYPE OF FEE: _____ AMOUNT REC'D _____

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

WATER Linear feet .25 x 1743 440.75

SEWER Linear Feet .25 x 1272 318.00

CK# 227 1409.00

C.C. 500.00

CK# 227 1,409.00

1409.00
- 500.00
- 440.75
- 318.00

150.25 credit

apply credit to
Step 2

REC'D

Water Sewer Review Fee Schedule Funds Receipt

Dave Lazas
Amy Lazas
6625 Towering Oak Path
Columbia, MD 21044

PAY TO THE
ORDER OF

Corporation of Josephson 1409.00
one thousand four hundred and nine - 00/100

Fulton Bank

FOR Colonial Hills Sewer Phase 3A

⑆031301422⑆ 0098818484⑈ 0227

MW 227

80-142/313

Receipt
EP #2
tion)

AMOUNT REC'D

Water Sewer Review Fee Schedule Funds Receipt

STEP #3

(Please attach copy of step 3 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: _____ AMOUNT REC'D _____

Construction Monitoring Fee TOTAL COST:
(\$250 plus \$.60 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear Feet _____

Water Sewer Review Fee Schedule Funds Receipt

STEP #3

(Please attach copy of step 3 of application)

DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF LOCATION: _____

TYPE OF FEE: _____ AMOUNT REC'D _____

Construction Monitoring Fee TOTAL COST:
(\$250 plus \$.60 per linear foot of mainline extension)

WATER Linear feet _____

SEWER Linear Feet _____

Receipt

Payment processed succesfully! Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

Your payment receipt.

Dear David L. Lazes ,

Thank You for your payment. Please click the close button to clear your cart and return to the main screen.

Payment Details

Account # : 000000000
Statement # : 8c14cc03-de13-44e9-b77b-54cc79b28129
Amount : 500.00

Transaction Amount : \$500.00
Processing Fee: \$13.75
Total Amount: \$513.75
Authorization Code: 7550202
Transaction Date: 11/19/2025 1:40:20 PM
Card Holder : David L. Lazes
Card : MasterCard ending with 0407

Please allow 2 - 3 business days for card payments to post to your account. Please contact Shepherdstown at if you need assistance or have any questions.

*Colonial Miles -
Pd 500.00 for Sewer Engineering Review Fee*