

DRAFT

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

April 24, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Board Members Present:

Water: Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Eggleston, Ms. Kemnitzer

Sanitary: Mr. Gatz, Mr. Heyser, Mr. Keller

3. Visitors: Mr. Auxer

3. Minutes of March 27 Meeting

Approved by Sanitary Board

Approved by the Water Board with the addition of Mr. Gatz being present for the Water Board.

4. Flow and Quality Reports from Staff

All quality standards are met. Flow statistics are larger because of the installation of a more accurate meter at one large customer. Another meter upgrade will be completed in May.

5. Financial Reports

a. Budget v Actuals for 2024/2025 – Both Boards asked staff to provide more current numbers. It is difficult to monitor revenues and spending because the monthly reports are two or months behind. For example, the numbers are often two months behind.

b. Balances in Reserve Accounts – The Boards asked again for the finance reports to include activity and balances in the reserve accounts.

c. Status of Bond Payments – The Water Board thanked the staff for getting the excess funds associated with Bond 03-B returned to the department. The Board asked what account the dollars had been deposited into. Staff will report back on that question.

b. Discussion of Plans and Budgets for 2025/2026 – Mr. Coe gave an extensive briefing on the proposed budget for the Water and Sanitary Departments. Major changes from prior years include: increase in revenue due to new customers and repair of meters; cost sharing of upgrades to the Town's financial management through hiring of a Chief Financial Officer and installation of new financial management software; and study of extending service to protect Town Run and assist new customers.

Vote: Water Board approved the budget as proposed.

Vote: Sanitary Board approved the budget as proposed.

8. Unfinished Business

a. Update on Water Distribution System Construction - The Water Board asked if the Water Working Capital Reserve was used in paying for the additional cost associated with the project. Staff will report back on this.

b. Hydrant Report – progress continues to meet the new State requirements.

9. Next Meetings May 22 and June 25 at 6 pm

10. Adjournment