

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

June 26, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Members Present

Water Board: Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Shelton, and Ms. Kemnitzer

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

3. Visitors

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department

Representatives of Shepherd University: Eric Lewis, Scott Barton, Debra Langford

Jim Auxer, Kay Shultz, Greg Welter

4. Minutes of May 29 Meeting

Vote to Approve by Sanitary Board – Postponed to next meeting

Vote to Approve by Water Board - Approved

5. Flow and Quality Reports from Staff

Flow volume from the Water Department is higher than normal. Staff has recommended undertaking an investigation into leaks in the system. They requested authorization to spend up to \$10,000 to identify the causes of the higher water flow.

Vote by Water Board: Approval of expenditure up to \$10,000 for a leak detection study.

6. Financial Reports

- a. Budget v Actuals for 2024/2025
- b. Balances in Reserve Accounts
- c. Status of Bond Refund – Refunds totaling \$91,100.26 were deposited into the Water operating account on April 23, 2025.
- d. Plans for yearend audits and preparation of the annual Public Service Commission Reports – work is underway by the Decker accounting firm.

7. Unfinished Business

- a. Recommendations on drinking water chlorination systems – Our consulting engineer is still working on his recommendation. The report will be available for the next meeting.
- b. Hydrant Report – Four new hydrants were put into service.
- c. Study of Septic Systems in our Watershed

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department explained the role of her department. Members of the Sanitary Board urged that the Health Department work more closely with our Sanitary Department to find opportunities to bring septic users onto our sewer system. They also asked for help from the Health Department to develop methods for obtaining grants to finance these projects.

8. New Business

- a. Sludge Press Service – postponed because different solutions will be pursued.

b. Lead and Copper Sampling July/August – sample test plan has been approved by the State. Drinking water sample testing will take place in July and August

c. Shepherd University Building Step 2 Application – Staff recommended that the application in its amended form be approved.

Vote: Water Board approved

Vote: Sanitary Board approved

9. Next Meetings July 24 and August 28 at 6 pm

10. Adjournment