

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

July 24, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Board Members Present –

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

Sanitary Board – Mr. Gatz, Mr. Heyser, Mr. Keller

3. Visitors – Kay Shultz, Greg Welter, Jim Auxer, Jeff Ekstrom of Ghosh Engineers

4. Minutes Approval

Vote - Approved minutes of May 29 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Water Board with an edit to note that Mr. Eggleston was present at the meeting.

4. Flow and Quality Reports from Staff

All measurements are within normal range. Regarding leak detection, the contractor has tested a portion of the system. Six problems were found and town staff repaired them. Testing will be completed within a month.

5. Financial Reports

a. Budget v Actuals were reported through May 31, 2025. The boards again expressed concern that the reports are two months behind the time that we receive them.

b. Balances in Reserve Accounts – The concern about lag in reporting was also expressed.

6. Unfinished Business

a. Recommendations on drinking water chlorination systems – Mr. Ekstrom of Ghosh Engineers, our consulting engineer, recommended that we change our chlorination method from chlorine gas to hypochlorite. A proposal to make this change will be available for consideration at the August 28 board meeting.

b. Hydrant Report – Work is complete on testing and modifying all hydrants to meet the new state requirements. Mr. Coe and Ms. Kemnitzer will meet with the Shepherdstown Volunteer Fire Department to review our cooperative arrangements.

c. Replacement of Sewer Pumps in Fernbank.

Vote -The Sanitary Board voted to accept the bid for \$108,120 to replace the pump. Construction will begin in about two weeks.

d. Town Run Watershed Baseline Study – Proposal from Decota Consulting Company Inc Consulting Engineers. Members of both boards expressed support for Decota to undertake such a study. A few suggestions were offered such as shifting the timing of the study so that samples will also be collected in the summer months. A final proposal will be considered at the August 29 board meeting.

e. The mayor reported that the town will begin issuing a monthly newsletter and asks for input from the Water and Sanitary Boards. In the future, each board meeting will include a discussion of what information the boards would like to contribute to the newsletter.

7. Next Meetings August 28 and September 25 at 6 pm

8. Adjournment