

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING**

**July 14, 2016**

The Boonsboro Municipal Utilities Commission held its regular monthly meeting on Thursday, July 14th, 2016 in the Town Hall Annex. In attendance were Commission Chairman Terry Davis, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, and Todd Kennedy. Town Engineer Brian Hopkins, Public Works Superintendent Greg Huntsberry and Utilities Superintendent Pete Shumaker were also in attendance. The meeting convened at 7:00 PM.

- **Motion** by Member Mose, second by Member Hoffman, to approve the June Regular Meeting Minutes with corrections. The motion carried.
- Treasurer Kitchen read the June Treasurer's reports for the Water and Sewer Funds. **Motion** by Member Kennedy, second by Member Hoffman to approve the Treasurer's reports for June, and motion carried.
- Treasurer Kitchen read the Bills to be paid report for the Water and Sewer Funds. **Motion** by Member Hoffman, second by Member Mose, to approve the bills to be paid and the motion carried.

**UNFINISHED BUSINESS:**

**Sewer I&I Project – Project Status Report:** Town Engineer Hopkins reported on the progress of the Sewer I&I project. He stated that over 7,000 FT of sewer mains had been rehabilitated by Cast-in-Place Pipe and that the pipe rehabilitation had finished up. As a result of the rehabilitation, the flow meters around town are showing a marked reduction in infiltration of groundwater into the sewer. A month of flow monitoring is left on the contract. Review of the post construction videos and submittals for the latest lining work will be completed once they arrive. A lateral at 707 North Main was also lined last week.

**NEW BUSINESS:**

**7405 Mountain Laurel Road:** Mrs. Boyer, owner of the property expressed concerns about a water bill that showed five years of arrears; of which some were from the previous owner and when the property was vacant. The Commission members explained that all property with a water tap and account in the Boonsboro utility system vacant or not are subject to the minimum fixed quarterly charge. The Commission also clarified that the unpaid charges carry with the property and most times this is trued up at time of settlement. The Boyers noted utility bills were not considered when the property was transferred and asked the Commission for some relief of the Bill. The Commission notified the owners the matter would be researched and a decision would be rendered per the policy.

**Knobe Circle:** Engineer Hopkins, Chairperson Davis, and Superintendent Huntsberry spoke about replacing the 2-inch water line on Knobe Circle, which has been repaired many times throughout the years. The Town will act as the General Contractor and get competitive quotes to tap the main, and bore the lateral connections. Chairman Davis stated doing the work in house could save ~\$80,000. Staff will get quotes for the materials **Motion** by Member Hoffman, second by Member Kennedy to approve acting as GC on the project and the motion carried.

**Meter Replacement Update:** Superintendent Huntsberry stated all broken meters were fixed and staff would begin installing new meters in Kinsey Heights meters shortly.

**Water Capacity:** Engineer Hopkins and Chairperson Davis spoke about water appropriations, the need to secure water to meet future demand, progress made in lost water, and went over a proposal from Advanced Land and Water Inc. ALWI to write a cover letter with an application for more water appropriations from the State, **Motion** to approve entering into contract with ALWI was made by Member Hoffman, seconded by Member Mose and the motion carried.

**ENGINEERING REPORT – B. Hopkins**

- Stated development and permits continues to be steady; he has been busy administrating the sewer rehabilitation work and town projects and new development.

**UTILITIES REPORT- P. Shumaker**

- Stated the Park Well was running again.

**PUBLIC WORKS REPORT- G. Huntsberry**

• Stated staff has been working hard supporting the sewer rehabilitation project and installed a new sewer lateral on Weldon Ct. and was busy on other projects. He stated safety is a concern and the need for a tripod and hoist and blower. He stated he had obtained quotes and it was \$4100 for the Confined Space System - aluminum tripod with winch, pulley, self-retracting lifeline, and harnesses. **Motion** to approve buying the confined space equipment was made by Member Kennedy, seconded by Member Kitchen and the motion carried.

**NOMINATION – Motion** by Member Hoffman, seconded by member Kitchen to Name Todd Kennedy the Commission Secretary and the motion carried.

**CITIZENS COMMENTS**

• L. Wyand, 707 North Main Street, spoke about the work being done on her sewer lateral on Friday and questioned if it was finished. Staff and the Commission told her the work was completed and that the contractor would provide a post construction video of the completed work in the near future.

Motion by Member Kennedy, second by Member Hoffman to move into Executive Session per Article, §3-305(b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation and motion carried unanimously.

Respectfully Submitted,  
Todd Kennedy, *Secretary*

Prepared by:  
*B. Hopkins, Town Engineer*

DRAFT

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
EXECUTIVE SESSION MINUTES  
Thursday, July 14, 2016**

The Boonsboro Municipal Utilities Commission (BMUC) moved into executive session on July 14, 2016 at 8:45 PM in the Town Hall Annex, with a motion by Vice-Chairperson Loeber, and a second by Member Hoffman, as permitted under Article, §3-305(b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation Present were Chairperson Terry Davis, Members Bobby Mose, Ray Hoffman, Eric Kitchen, Todd Kennedy, Mayor Long; and Town Engineer Hopkins.

**7405 Mt Laurel RD:** The Commission discussed the 5 year past due amount at 7405 Mt Laurel Rd and agreed further research into the request is required before action could be considered.

Motion by Member Ray Hoffman seconded by Eric Kitchen to adjourn at 9:05pm and the motion carried.

DRAFT

**Draft**  
**Town of Boonsboro**  
21 North Main Street, Boonsboro, Maryland 21713  
Telephone: (301) 432-5141

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, JULY 12, 2016**

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**PRESENT:** *Commission Members:* Chairman Bill Brady, Secretary Kathy Vesely, Scott McIllwee, Jessica Renner, Laura Schnackenberg  
*Mayor and Council Liaison:* Brigitte Schmidt  
**ABSENT:** Vice-Chairperson Rosemary James, Anthony Dowell, Amanda Whitmore  
*Town Manager* Megan Clark

**PRESIDING:** Chairman Bill Brady called the meeting to order at 7:02 PM.

**APPROVAL OF MINUTES:** Declared meeting Minutes of the joint meeting of the Park Board/Environmental Commission, June 14, 2016, **approved**.

**GUEST PRESENTATION**

Lucas Stauffer of Boy Scout Troop 20, presented his Eagle Scout initial project proposal to the Commission. He would like to do an Eco-Project—a Monarch Waystation, in Boonsboro. He gave a power point presentation, telling about the plight of the Monarch Butterfly and included cost of plants that are recommended for a Waystation to attract and feed the butterflies and their larvae. The Commission supported his plan.

**UNFINISHED BUSINESS**

**Waste Reduction Flier** – Secretary Vesely presented the Draft Waste Reduction Flier that will be sent out to the community in the next (October) Water & Sewer Bill. She will fine-tune it and send completed version to Kim in Town Hall to print. Perhaps Town Manager Clark could link the flier with Facebook and other social media at her disposal.

**Monarch Butterfly Action Items** – After Lucas’s presentation tonight, we will take a closer look at the Action Items once a spot has been identified for the Waystation. Member Schnackenberg will contact the Park Board for approval of the location in the Park. The Waystation Subcommittee will prioritize the Action Items.

**Farmer’s Market (FM) Update** – Member Renner stated she would like to start the FM in June of next year, after the Carnival. The Park Board gave the OK to paint the new logo on the side of Pavilion 1. She would like more advertising for the FM and stated there is money in the budget for it, but advertising is very expensive. Additional signage is needed. Perhaps Barb Wetzel could write an article on the new logo. Member Renner stated she would do a MailChimp mailing, to include all members of the BEC. She stated Dan Murphy is working on more signage. There was discussion on whether we should add another meat vendor. A vendor policy will be needed for next year’s FM to clarify what vendors and how many of each category we will allow at the FM. The FM will be open on National Night Out and will be located at the

parking lot next to Alex's. Member Renner encouraged everyone to "Like" and "Share" the FM on Facebook.

### **NEW BUSINESS**

**SMC Future Certification Items** – This was tabled until next meeting.

### **SUBCOMMITTEE REPORTS**

- **Waste Reduction** – See above for Waste Reduction Flier.
- **Trees** – No report.
- **Public Education/Outreach** – Vice Chairperson James asked (via Council Liaison Schmidt) that anyone with speaker ideas to forward them to her. She welcomes any/all ideas.
- **Green Team** – No report.

### **TOWN UPDATES**

Council Liaison Schmidt stated the MML Annual Convention was attended by several people from Boonsboro (Town Council Member Schmidt, Town Manager Clark, Former Mayor Kauffman, Town Council Member Kauffman, and George and Vicki Messner).

She stated Town Workshop meetings are held the 3<sup>rd</sup> Monday of each month and Town Council Meetings are the 1<sup>st</sup> Monday of each month. All are welcome and encouraged to attend.

She stated only one person applied for the Assistant Mayor position, Town Councilman Kauffman and she was sworn in at the July meeting. That leaves her seat open to finish out her two year appointment.

She stated Keedysville has a new mayor and Boonsboro and Keedysville have a good working relationship.

### **COMMISSION MEMBER COMMENTS**

No comments.

**ADJOURN:** 8:37 PM

\*Next Meeting: TUESDAY, AUGUST 9, 2016 – Regular session (7:00 p.m.)\*

Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer.

Items on this agenda are subject to change at the discretion of the Chairman.

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