



**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
AGENDA**

**Wednesday July 31, 2024 – 6:00PM**

**CALL TO ORDER @ 6:00PM** – *Assistant Chairman, Colin Shanaberger*

**ROLL CALL**

**MINUTES**

- Meeting Minutes for June 12, 2024

**TREASURER’S REPORT** – *Tony*

**PUBLIC COMMENTS**

**OLD BUSINESS & UPDATES**

- Shafer Park Well update – *Pete*
- Reservoir Update – *Pete & Drew*
- Crestview water Pressure Reduction & Bypass Project - *Drew*
- New connections update /Utility Plans for Dipietro & Son, LLC- *Drew*
- Lead Service Line Inventory action plan – *Greg*
- Mayor & Council decision on Appointment of new Chairman and Assistant Chairman- *Tony*

**NEW BUSINESS**

- Internal Water Audit-*Drew*
- Reservoir Contingency Plan-*Colin*
- Residential Growth Policy

**SYSTEMS REPORT** – *Pete Shumaker, W/S Superintendent; Greg Huntsberry, PW Superintendent; Drew Bowen, Town Planner*

**ADJOURN**

**NEXT MEETING** – August 21, 2024 @ 6PM

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**BOONSBORO MUNICIPAL UTILITIES COMMISSION**  
**Wednesday June 12th, 2024 – 6:00PM**  
**MEETING MINUTES**

The Boonsboro Municipal Utilities Commission (BMUC) held a Regular Meeting on Wednesday, June 12, 2024, starting at the WWTP Dewatering Facility for a demonstration of the new Press, then proceeding in the Meeting Chambers.

**DEWATERING PRESS DEMONSTRATION- *Pete***

**CALL TO ORDER @ 6:00PM** – *Assistant Chairman, Colin Shanaberger*

**ROLL CALL – Present:** Assistant Chairman Colin Shanaberger, Commission Members Chad Matthews, Terry Davis, and Bobby Mose, Loren Norris and Dave Wade. **Also Present:** Water/Sewer Superintendent Pete Shumaker, BMUC Liaison Tony Nally and Boonsboro Town Planner Drew Bowen.

**REVIEW & APPROVAL OF MINUTES** - Motion by Commission Member Davis and second by Commission Member Norris to approve the April 17, 2024 Minutes. **Motion carried unanimously.**

**REVIEW & APPROVAL OF TREASURER’S REPORT**

Motion by Commission Member Mose and second by Commission Member Matthews to approve the Treasurer’s Report. **Motion carried unanimously.**

**PUBLIC COMMENTS** - None

**OLD BUSINESS & UPDATES**

- Shafer Park Well update – Pete Shumaker, W/S Superintendent stated that Phillips Drilling started pumping again to enable him to complete the dry tests. The Town will have 3 of the 4 tests finished. After the 4th test is completed, MDE will issue the permit.
- Reservoir Update – Town Planner Bowen stated that MDE reviewed and approved construction plans. He stated that Mayor & Council approved WRA to put the project out for bid. He stated he has been reaching out also to other contractors. The scope of the project is set at 500 days or 18 months.
- New connections update – Town Planner Bowen stated the Battlefield Estates Permit Renewals have been filed by the Developer with the County. He stated the Town has executed the Take Over Agreement for use of Bond Funds for Preserve at Fox Gap. Easterday has submitted plans to the County to renew permits to start work. The Town reviewed and approved Shop Drawing Submittals for: Waterline Materials Sanitary Sewer Manholes & Line Materials. Bowen stated that the Auction House (Vanish Brewery) submitted Utility Plans for connection to the sanitary sewer system. The preliminary Engineering Report has been submitted to Town and a Draft Site Plan has been Submitted and Under Review.
- Results from M&C about Policy for Connection to Water and/or Sewer System Outside the Town’s Corporate Boundaries – Town Planner Bowen stated that the Mayor & Council approved the Policy for Connection.



- Lead Service Line Inventory action plan – Utilities Administrator Yvette May stated that there were four bids EA Engineering \$ 6,250.00, WRA \$ 113,365.00, 120 Water \$ 12,650.00 and The EADS Group \$ 15,730.00. She stated that Greg signed a contract with The EADS Group. She stated that the online and paper lead survey for residents was completed. Motion by Assistant Shanaberger and second by Commission Member Wade approve mailing the Lead Survey Letter out to the residents on water service. **Motion carried unanimously.**
- Dean South Looping- Town Planner Bowen stated in his report that Dean South Improvement Plans reflect waterline loop from Knode Circle and Final Plats Conditionally Approved by Planning Commission. The Developer will be taking care of the cost.
- Master sheet with available EDU's-BMUC liaison Nalley reviewed the revised Water Production Capacity and Available EDU Worksheet with the Commission. He stated that the worksheet will be used to keep track of the available EDU's for the Town of Boonsboro and Keedysville.
- Crestview water Pressure Reduction & Bypass Project – Town Planner Bowen reminded the Commission that when the new reservoir is complete, the pressure in the system will increase. Crestview's high pressure will have to be managed. He stated the water pressure reduction bypass project should be completed simultaneously with the reservoir to avoid the high-pressure issues. He stated he is in the process of reviewing running the line on the bridge instead of digging under Route 34. He stated he is waiting on State Highway for approval.

#### **NEW BUSINESS**

- Appointment of new Chairman, Assistant Chairman and Secretary as per BMUC Charter (Attached) – Assistant Chairman Shanaberger opened the nominations for Chairman. Motion by Commission Member Matthews and second by Commission Member Davis to nominate Assistant Chairman Shanaberger for BMUC Chairman. Commission Member Davis closed the nominations. **Motion carried unanimously.** Assistant Chairman Shanaberger opened the nominations for Assistant Chairman. Motion by Assistant Chairman Shanaberger and second by Commission Member Matthews to nominate Commission Member Norris for BMUC Assistant Chairman. Commission Member Davis closed the nominations. **Motion carried unanimously.** BMUC Liaison Nalley will take the nominations to the Mayor & Council for approval.

#### **SYSTEMS REPORT** – *Pete Shumaker, W/S Superintendent; Greg Huntsberry, PW Superintendent; Drew Bowen, Town Planner*

- Pete Shumaker, W/S Superintendent stated no issues on water system. He stated there was a power surge on sewer side which affected module card on the main panel.
- Drew Bowen, Town Planner –asked the Commission to review his Zoning & Planning Report

**ADJOURN** - Motion by Commission Member Davis second by Commission Member Norris to adjourn meeting at 7:18 pm. **Motion carried unanimously.**

#### **NEXT MEETING** – July 17, 2024 @ 6PM

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June 2024

ICS

YTD Interest

Prior YTD Interest

**WATER FUND CHECKING - Recap**  
**WF GENERAL LEDGER BEGINNING BALANCE:**

\$592,759.96  
\$592,759.96

**Add Deposits:**

Collections/Payment Deposits  
 Transfers from other accounts  
 Sewer Fund Deposits (reimbursements)  
 Keedysville Check  
 Keedysville Administrative Fee - Qtrly  
 Grant Income  
 Miscellaneous Deposits  
 Interest

\$23,751.88  
 \$240,214.99  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$1,932.83  
\$265,899.70

**TOTAL DEPOSITS WF:**

\$0.00  
 \$0.00  
\$858,659.66

**SUB-TOTAL WF:**

**Less Withdrawals:**

Checks written  
 EFT Payments  
 Transfers to General Fund Account  
 Transfers to General Fund Account  
 Transfers to Sewer Account  
 Transfers to Other Accounts  
 Transfers to Keedysville Utility  
 Transfers to Keedysville Utility  
 Returned Items  
 Credit Card fees  
 Bank Fees

(\$14,263.94)  
 \$0.00  
 (\$42,657.00)  
 (\$6,502.39)  
 (\$44,709.58)  
 \$0.00  
 (\$9,865.52)  
 \$0.00  
 \$0.00  
 (\$835.07)  
 \$0.00  
(\$118,833.50)

**TOTAL WITHDRAWALS WF:**

\$0.00  
 \$0.00  
(\$118,833.50)

**SUB-TOTAL WF:**

**WF ICS CHECKING ENDING BALANCE:**  
 Plus Deposits In Transit  
 Less Outstanding Checks  
**WF GENERAL LEDGER ENDING BALANCE:**

\$742,724.50  
 \$605.00  
 (\$3,503.34)  
**\$739,826.16**

**VARIANCE:**

\$0.00

Keedysville CC	3,767.51
Water	7,236.38
Sewer	10,147.60
Sanitation	1,501.79

Reservoir Grant Monies Spent and Interest in FY23

**\$28,569.83**

\$318.63

Note: the balances don't include the returned check or open applied amount



June 2024

YTD Interest

Prior YTD Interest

**SEWER FUND CHECKING - Recap**

**SF GENERAL LEDGER BEGINNING BAL**

**BALANCE:**

**ICS**

\$367,189.48  
\$367,189.48

**ADD DEPOSITS:**

Sewer Payment Deposits  
Transfers from Water Fund  
Transfer from General Fund  
Miscellaneous Deposits  
Miscellaneous Deposits  
Interest

\$0.00  
\$44,709.58  
\$64,666.16  
\$0.00  
\$0.00  
\$1,006.23  
\$110,381.97

MAY 2024 SEWER COLLECTS  
MD-ARC-10 REQ #6 REIMBURSEMENT

**TOTAL DEPOSITS SF:**

\$75.91

\$9,836.22

Deposits In Transit  
Sweeps In Transit

\$0.00  
\$0.00  
\$477,571.45

**SUB-TOTAL SF:**

**LESS WITHDRAWALS:**

Checks written  
EFT Payments  
Transfers to General Fund Account  
Transfers to Water Account  
Transfers to Other Accounts  
Returned Items  
Bank Fees  
Miscellaneous Withdrawals

(\$55,924.19)  
\$0.00  
(\$33,830.01)  
(\$5,806.14)  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
(\$95,560.34)

MAY 2024 AP REIMBURSEMENTS  
MAY 2024 AP REIMBURSEMENTS

95560.34

**TOTAL WITHDRAWALS SF:**

**SF ICS CHECKING ENDING BALANCE:**

\$409,708.85

Plus Deposits In Transit  
Less Outstanding Checks

\$0.00  
(\$27,697.74)

**SF GENERAL LEDGER ENDING BALANCE:**

\$382,011.11

**VARIANCE:**

\$0.00





June 2024

YTD Interest      Prior YTD Interest

**Restricted Funds - Money Market - MVB**

Beg Balance:	\$2,616,532.05	(5,800.00) TO GF FOR EDC WEBSITE SPENT	
Add Deposits:	\$0.00	(2,160,648.48) TO WF & WFUF FOR RESERVOIR GRANT	
Add Transfers:	\$0.00	(35,931.00) TO GF FOR ATC FEASB. STUDY SPENT	
Less Withdrawals:	<b>(\$2,202,379.48)</b>	(2,202,379.48) TOTAL TRANSFERRED OUT	634.42
Interest:	\$6,798.03		
<b>BALANCE:</b>	<b>\$420,950.60</b>		

REMAINING FUNDS ARE GF GRANT MONIES AND HUR WILL HAVE DETAILED BREAKDOWN SHORTLY

**\$80,913.66**

**Payroll Account - MVB**

Beg Balance:	<b>(\$300.00)</b>		
Add Deposits:	\$77,014.82		
Less Withdrawals:	<b>(\$76,714.82)</b>		
Outstanding Checks	\$0.00		
<b>BALANCE:</b>	<b>\$0.00</b>		
General Ledger Balance	\$0.00		

**American Rescue Plan Act Funds - MVB**

Beg Balance:	\$2,374,006.20	GF American Resuce	\$ 3,195,046.13
Add Deposits:	\$0.00	WF American Rescue	\$ (126,424.93)
Add Transfers:	\$0.00	SF American Rescue	\$ (687,235.04)
Less Withdrawals:	\$0.00		<u>\$ 2,381,386.16</u>
Interest	\$7,379.96		
<b>BALANCE:</b>	<b>\$2,381,386.16</b>		<b>649.98</b>

ARPA Getting Moved to WF Since Remaining Funds are for Reservoir Project, Reflect in July

**\$101,425.13**

**WF User Fees - Money Market - MVB**

Beg Balance:	\$546,635.46	Reservoir Grant Monies from Restricted	
Add Deposits:	\$1,920,433.49		
Add Transfers:	\$0.00		
Less Withdrawals:	\$0.00		
Interest	\$1,960.03		
<b>BALANCE:</b>	<b>\$2,469,028.98</b>		<b>51.70</b>

**\$6,960.57**

**SF User Fees - Money Market - MVB**

Beg Balance:	\$102,841.79		
Add Deposits:	\$0.00		
Add Transfers:	\$0.00		
Less Withdrawals:	\$0.00		
Interest	\$237.68		
<b>BALANCE:</b>	<b>\$103,079.47</b>		<b>17.99</b>

**\$1,922.04**





# Town of Boonsboro

## Planning

### Monthly Staff Report

DATE: 07/82024

TO: Mayor & Council  
Planning Commission  
Boonsboro Municipal Utilities Commission  
Town Manager

FROM: Andrew J. Bowen  
Staff Planner

RE: **MONTHLY PLANNING UPDATE – JUNE 2024**

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#### **COMPREHENSIVE PLAN:**

- Comp Plan Presentation
  - Reviewing Chapter One – Comp Plan for Comments

#### **ANNEXATIONS:**

- Flook & TT&K Properties – Provided Emergency Services Site Plan for a joint facility for discussion purposes. **NO CHANGE IN STATUS**
- King Road Associates – The Town Officials and Staff met with representatives of the family to discuss the future of the property. Family is determining if they want to develop the property or sell it. **NO CHANGE IN STATUS.**

#### **MAJOR SUBDIVISIONS:**

- Battlefield Estates
  - Permit Renewals have been filed by the Developer with the County
  - Issues with the County now requiring FRO for the approved plans that previously was approved for payment in lieu of plantings.
- The Preserve at Fox Gap
  - Town has executed the Take Over Agreement for use of Bond Funds
  - Easterday have received all updated permits and plans on starting construction on 07/08/2024.

- Fletcher's Grove
  - Chase Six / Campus Drive Realignment
    - SHA has approved the construction plans, still awaiting traffic signal approval.
    - Draft Final Plats for Land Swap
  - Dean South Improvement Plans
    - Final Plats Conditionally Approved by Planning Commission

### **MINOR SUBDIVISIONS:**

- None

### **TEXT AMENDMENTS:**

- None

### **INFRASTRUCTURE PROJECTS**

- Reservoir Project
  - Received MDE Construction Permit
  - Project Bidding underway
  - SHA denied our request to install the waterline on the MD Route 34 bridge for the Crestview High Pressure By-Pass Project. This will substantially increase the cost to the project.
- Auction House (Vanish Brewery)
  - Utility Plans submitted to BMUC for July 2024 for Auction House connection to sanitary sewer system.
  - Draft Site Plan Submitted and Under Review
- WWTP Sludge Dewatering
  - Operational and in use
- Shafer Park – Phase IV – Walking Trail
  - Bids received. Award to take place at 07/08/2024 Town Meeting.



# Town of Boonsboro

## Zoning

### Monthly Staff Report

DATE: 07/8/2024

TO: Mayor & Council  
Planning Commission  
Boonsboro Municipal Utilities Commission  
Town Manager

FROM: Andrew J. Bowen  
Zoning Administrator

RE: MONTHLY PLANNING UPDATE – JUNE 2024

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#### **BOARD OF APPEALS HEARINGS:**

- Potential for BOA Case in June – Fletcher’s Grove – Dean South

#### **ZONING VIOLATIONS AND COMPLAINTS:**

- Investigating Potential Zoning Violations on:
  - Exhaust Fans – 23 South Main Street

#### **ZONING CERTIFICATES / BUILDING PERMITS:**

### ***Boonsboro Permits***

*Building Permits Applied From 6/1/2024 Through 6/30/2024*

Record No.	Address	Applicant	Applied	Issued	Status	Fees Due
BO2024-0009	20735 BEAVER CREEK Road	Gerado Perez	06/03/24		Pending Information	\$0
BO2024-0010	210 GRAYSTONE Drive	Brandon Ciampaglia	06/17/24		Review	\$120
BO2024-0011	109 GROVE Lane	Jim Weaver	06/28/24		Review	\$88
				<b>Totals:</b>	<b>3 Permits</b>	<b>\$208</b>