

BOONSBORO MUNICIPAL UTILITIES COMMISSION

REGULAR MEETING

Wednesday, August 18, 2021

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Wednesday, August 18, 2021, in the Charles F. "Skip" Kauffman Meeting Chambers. Participants included Chairperson Stu Mullendore and Commission Members Ken Eshbaugh, Bobby Mose, and Colin Shanaberger. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, W/WW Superintendent Pete Shumaker, Public Works Superintendent Greg Huntzberry, and guest Eric Kitchen from the Water Loss Task Force and JR Hawkins, Engineer. Member Dave Wade was absent.

Chairperson Stu Mullendore called the meeting to order at 5:58pm.

There were no public comments.

The minutes from the July 21, 2021, meeting were reviewed. Chairperson Mullendore made a motion to approve the minutes. The motion carried 4-0.

Mayor and Council Liaison Anthony Nally reviewed the most recent Treasurers Report. Chairperson Mullendore made a motion to approve the Treasurer's Report. The motion was approved unanimously 4-0.

There was no update from Guest Kitchen regarding the Water Loss Task Force. Town Manager Mantello shared the Mayor and Council had granted approval to the proposal for the Preliminary Engineering Report from WRA. The council was a bit concerned that a formal procurement process was not opened. Town Manager Mantello shared the current agreement is being amended to include future projects. The total for this report was \$38,005.00.

Regarding the Funding Plan, Town Manager Mantello stated the Senate had passed an infrastructure bill, but that he did not know if the reservoir project had made it through. He shared that it would be several months before it was known. He stressed that he continues to reach out to state and federal agencies for funding opportunities for this extensive project.

Town Manager Mantello discussed the Draft Fee Schedule and Application for Developer Use of the Water and Sewer Models. Town Manager Mantello explained the current fee schedule was convoluted and had been modified multiple times internally. He added that he reviewed Middletown's and had asked Town Planner Stanley to streamline the schedule for the Town of Boonsboro. He stated the new APFO Ordinance had been passed by the Mayor and Council and that he wanted this fee schedule to be hammered out so it could be presented as well. The current fees to use the models would be \$231.00 per EDU. Of this fee, \$78.00 would be for the

water model and \$132.00 would be for the wastewater model, with a 10% fee built in. Mayor and Council Liaison Nally stated that the Council was more comfortable with a \$1500.00 fee. \$600.00 would be for the water model and \$900.00 would be for the wastewater model. There was considerable discussion among the Commission members regarding this. Member Eshbaugh identified that this is very important and that a consensus needed to be reached, while Member Shanaberger was concerned that if the mark was set too high, it may keep developers from wanting to build in town. The discussion continued.

Guest Hawkins suggested regardless of the fee that is agreed upon, a certain percentage needs to be set aside for further development and Master Plan updates of the model. He shared that this probably needs to be completed every 10 years. The issue should not simply be paying back the cost of the model, but rather having a reserve above and beyond that as the system changes and requires major upgrades it is properly funded. He stressed that the developer will pass the cost through to the customer regardless of the amount that is requested. He reiterated that a percentage of this overflow money should be allocated for future CIP projects, suggesting a 2.5% increase each year. After much discussion, Member Shanaberger made a motion to recommend the \$1500.00 fee per EDU plus a 3% increase each year. Member Eshbaugh provided the second. The motion carried unanimously 4-0. Guest Kitchen asked about how this fee applies and what is considered a subdivision? Town Manager Mantello answered that any developer seeking to build 3 or more units would be required to pay this fee per EDU. Guest Kitchen noted that on the Checklist for Administrative Fee Policy, a line should be added for this fee and that in place of "signed by" it should state "approved by". Chairperson Mullendore asked that this document be added to the town website and formatted so that it could be completed electronically. Member Kitchen also suggested "reserving tap" be added the checklist.

BHS Sports Field Irrigation Project Update was discussed next. Town Manager Mantello stated that the USDA and Soil Conservation were both busts when it came to help with the engineering costs. He stated that he had reached out to Eric Dutrow with MD Rural Water to do a water audit on the school's usage. This will provide the school with a 3rd party assessment of the current watering. Guest Hawkins shared that in Middletown, the school was limited to a specific amount of water allocation for the field use each quarter. Chairperson Mullendore suggested a special rate for the water that is used for the fields. Member Shanaberger suggested a cap is the right place to start with the school. Guest Hawkins questioned if anyone had gone to the schoolboard with the findings? The group decided that before anything was implemented, a conversation needed to occur with the school board members. Town Manager Mantello stated that he would try to get on the agenda at the school board for either the September 7 or September 21 meeting. Member Shanaberger and Chairperson Mullendore added they would like to attend in support as well as their schedules permit.

Town Manager Mantello discussed the WWTP Sludge Dewatering Press Project. He shared with the group some of the highlights from the three sites that He, W/WW Superintendent Shumaker, and Member Eshbaugh visited. The overwhelming theme was that the polymer which is used makes all the difference, and that Fournier is the industry leader for a reason. W/WW Superintendent Shumaker shared his thoughts about the Fournier machine. He said it appeared very durable, easy to maintain and considerably less complex than originally expected. The belief is that once installed, the machine will need to run 2 to 3 times per week. Town Manager Mantello added that the unit the town will purchase will be a unit that is ready to be upsized when the time comes to do so. Member Eshbaugh reinforced the need of the conveyor to be stainless steel and to be in a covered environment. Chairperson Mullendore asked what the next steps were? Town Manager Mantello stated he is waiting for a formal price from Fournier to present to the Mayor and Council. He shared that a rep was going to be evaluating the current sludge to suggest the best type of polymer to use.

Under New Business, W/WW Superintendent discussed the Wheltech Mission Monitoring SCADA System upgrades. The current 3G technology the systems utilize is antiquated and will no longer be supported after next year. Wheltech has presented a proposal to upgrade the technology prior to this hard deadline. He stated the approximate cost will be \$1545 per system, noting the town has 6 systems. He did not want to go with the more expensive option. Member Shanaberger made a motion to accept W/WW Superintendent Shumaker's recommendation to accept options 3 and 5. Member Mose provided the second. The motion unanimously carried 4-0.

W/WW Superintendent Shumaker also discussed the purchase of a back-up trash pump at the water treatment plant. This would allow for an emergency use of the lagoon should the power completely fail at the plant. He received two verbal quotes, one for around \$45,000 and one for around \$40,000. Mayor and Council Liaison Nally suggested this be sent to a formal procurement process. Town Manager Mantello stated that American Rescue Plan monies may be used to purchase this and that he will begin drafting a formal RFP.

Route 34 Pump Station Lid Replacement will begin soon. W/WW Superintendent Shumaker shared that he is in the process of gathering the materials. Total cost of the project will be between \$2,500 and \$3,000.

Crestview Well Decommissioning & Demolition project is going to be much more involved and more costly than anticipated Town Manager Mantello reported. Several permits will need to be pulled to decommission the well and then another set of permits will need to be pulled to demolish the building. The HOA of Crestview will need to agree to take over the land as well. Commission Members questioned why the well was not viable? W/WW Superintendent Shumaker explained that the turbidity was extremely high, and it would cost upwards of 1 million dollars to make the water useful for the system. It is an 8 inch well that only had the capacity to pump around 70 gallons per minute, so this would not be beneficial.

Public Works Superintendent Huntzberry asked the group to authorize an RFP for leak detection services. He stated that he is hoping someone with newer technology will win the bid. He also asked that leak detection of the system be considered as a twice a year project instead of just once. He asked that he and Town Manager Mantello be able to decide who to award the contract to as well, within reason. Member Eshbaugh made a motion authorizing the RFP and to let them make the decision. Member Shanaberger provided the second. The motion passed unanimously 4-0.

Fire Hydrant Flow testing is scheduled to begin Monday, August 23rd, Public Works Superintendent Huntzberry told the group. This extensive project will take no more than 30 days and will require two public works staff members. The gallons per minute will be checked so that staff can then paint the hydrants so fire department members can easily identify how many gallons per minute will come out of the hydrant.

Town Manager Mantello updated the group regarding the replacement well for Shafer Park. The ARC grant is matching funds of \$100,000. The total cost will be around \$200,000. The next step is to submit a full application. Town Manager Mantello also added, the Town of Keedysville will be responsible for about 15% of that replacement cost of the well per the existing agreement between the two towns.

Chairperson Mullendore and Town Manager Mantello discussed the recent Boonsboro Keedysville Water Advisory Board Meeting. Chairperson Mullendore explained that he was the only representative Boonsboro had at the meeting. He expressed his deep concern for the New Consolidated Agreement which is going to be negotiated in three special meetings beginning in January 2022. Town Manager Mantello shared the agenda packet with the group and explained the cost-sharing agreement that is currently in place under the existing agreement. Chairperson Mullendore pleaded with the commission members to make it a point to attend the meetings going forward.

Under Systems Report, Water/Wastewater Superintendent Shumaker stated that a panel was recently replaced at the South End pump station at a cost of \$3500.00. He also recently replaced some piping at Well 8. The generator at the sewer plant is also repaired and seems to be working correctly.

On the public works side, Superintendent Huntzberry shared the continuing issues with the pressure on the main transmission line from Keedysville to Boonsboro. He asked that the engineers be consulted to see how pressure could be reduced. Several meters have been broken and residents in Crestview are having to replace their PRV's more frequently because of the sustained high pressure on this main line. Guest Hawkins suggested installing an inline PRV to alleviate these reoccurring issues.

In the Town Manager Report, Town Manager Mantello discussed several projects. The first was the Asset Inventory project. The anticipated start date is October of this year. The project is projected to take around a year to complete, and the town of Keedysville has asked to join this

project. Another item discussed was the Vesta Fire. Using the reservoir chart, it was determined 414,000 gallons of water was used to extinguish the blaze. The insurance company will be billed for the cost of the water. Town Manager Mantello also discussed the Advanced Metering System that is being explored through Core and Main. He submitted GIS data and shapefiles to the representative for their analysis. This would make meter reading very easy (push of a button). Creating a zoned system was also discussed. By creating zones in the distribution system, potential problems and leaks could be identified much quicker than they are currently. Member Shanaberger asked if either of these would require residential meter upgrades? Town Manager Mantello answered that all residential meters in Boonsboro have been upgraded in the last several years, so these technologies would be able to be integrated without those additional costs.

Member Shanaberger made a motion to adjourn, and Member Eshbaugh provided the second. All were in favor and the meeting was adjourned at 8:32 pm.

Respectfully submitted by Amanda Wells Administrative Assistant.