



**BOONSBORO MUNICIPAL UTILITIES COMMISSION
JANUARY 17, 2024
MEETING MINUTES**

The Boonsboro Municipal Utilities Commission (BMUC) held a Regular Meeting on Wednesday, January 17, 2024, in the Meeting Chambers.

CALL TO ORDER @ 6:01 PM –Assistant Chairman, Colin Shanaberger

ROLL CALL - In attendance were BMUC Assistant Chairman Colin Shanaberger, Commission Members Chad Matthews, Eric Norris and Terry Davis. Also, present were Public Works Superintendent Greg Huntsberry, Water/Sewer Superintendent Pete Shumaker, BMUC Liaison Tony Nally, Boonsboro Town Planner Drew Bowen and Town Manager Jared Schumacher. Absent - BMUC Chairman Stu Mullendore and Commission Members Dave Wade and Bobby Mose.

REVIEW & APPROVAL OF MINUTES - Motion by Commission Member Chad Matthews and second by Commission Member Terry Davis to approve the December 20, 2023 Minutes. **Motion carried unanimously.**

REVIEW & APPROVAL OF TREASURER’S REPORT

Motion be Commission Member Chad Matthews and second by Commission Member Eric Norris to approve the Treasurer’s Report. **Motion carried unanimously.**

PUBLIC COMMENTS - None

OLD BUSINESS & UPDATES

- **WWTP Sludge Dewatering Facility Update** - Water/Sewer Superintendent Pete Shumaker stated the press is set and electric lines are complete, roof trusses are set and the concrete will be started on Monday. March is still the projected completion date.
- **Shafer Park Well update** – Water/Sewer Superintendent Pete Shumaker stated they are waiting for water test results from Frederick.
- **Presentations for Mayor & Council on policies and application process update** – Town Planner Bowen stated he will present the subdivision and application process to the Mayor & Council at the January meeting and will present to the BMUC after approval for informational purposes.
- **Reservoir Update** – Water/Sewer Superintendent Pete Shumaker stated the diver’s plug in the large hole located on bottom of reservoir seems to be working. He stated they have not had to run the Spring, so that is a good sign. Town Planner Bowen stated he will be meeting with WRA to complete the plans to send to MDE for approval. Town Manager Schumacher stated he is still in fund raising mode and is investigating gap financing in the way of a Line of Credit for the project.
- **Taps Fees update** — Town Planner Bowen stated he could not find the resolution establishing the current fee amount. He will be presenting a new draft resolution changing the verbiage of



the connection fee at the January Mayor & Council Meeting. Bowen stated the next connections will most likely be Dean South (Fletcher's Grove – Phase IV) with 38 houses and 18 senior housing units and the Auction House.

- **North end sewer connection update** – Town Planner Bowen stated he is currently meeting with developers concerning the north end of town connecting to the sewer. He presented to the Commission a map of a proposed option 1 layout with tie to existing force main and Option 2 layout with the future public pump station.

NEW BUSINESS

- **Shafer Park Well Pump** – Water/Sewer Superintendent Pete Shumaker stated the motor on the pump went bad and needed to be replaced at the cost of \$12,000.00.
- **RFP for Leak Detection** - PW Superintendent Greg Huntsberry stated he would like to have an RFP put out for the annual Leak Detection. Motion by Commission Member Chad Matthews and second by Commission Member Eric Norris to put out RFP for Leak Detection. **Motion carried unanimously.**
- **BMUC Project List** – BMUC Liaison Tony Nally reviewed the drinking water and wastewater capital project list.

SYSTEMS REPORT

- Pete Shumaker, W/S Superintendent stated there were no issues on the sewer side. On the water side, he stated the raw meter displays will need to be replaced costing \$4,000.00 each.
- Greg Huntsberry, PW Superintendent stated that due to excessive rain, some Della Lane sewers were close to backing up. He stated water meters that needed replaced have been installed and his inventory is gone.
- Town Planner Drew Bowen updated the Commission on the Chase Six Intersection. He stated he met with the BOE and homeowner Scott McIlwee about the land swap and architectural drawings. He stated State Highway needs to approve the construction plans and the Mayor & Council needs to determine the cost sharing of the project.
- Town Manager Jared Schumacher stated many developers are starting to contact the Town. He updated the Commission that he will be meeting with the Bonding Company next week about Ostertag Pass completion.

ADJOURN - Motion by Commission Member Terry Davis second by Commission Member Eric Norris to adjourn meeting at 7:10 pm. **Motion carried unanimously.**

BOONSBORO MUNICIPAL UTILITIES COMMISSION

JANUARY 31, 2024

EMAIL VOTE

As per email from Assistant Chairman Colin Shanaberger on 1/31/2024 he stated that at the BMUC January 24th meeting, there was a discussion about amending the Tap Fee Resolution. It was agreed upon in the meeting that the changes presented by Drew were appropriate and acceptable. While this resolution was previously approved by the BMUC, we are amending it so an official vote should take place. I, Colin Shanaberger, made a motion to recommend that the



Mayor and Council adopt the amended Tap Fee Resolution 24-01(attached). Stu Mullendore seconded that motion. Commission members responded with their vote via email. Commission Members Wade, Norris, Matthews, Davis, Commission Chair Mullendore and Assistant Chairman Shanaberger all responded yes. **Motion carries with 6 yes.**

NEXT MEETING – February 21, 2024 @ 6PM

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**RESOLUTION NO. 24-01
MAYOR & COUNCIL OF BOONSBORO**

A **RESOLUTION** to amend the fees for connection to the Town of Boonsboro Water & Wastewater System.

WHEREAS, the Mayor & Council of Boonsboro wishes to establish fees for the connection to the public water and wastewater system.

NOW THEREFORE: Be it resolved and enacted by the Mayor and Council of Boonsboro that fees for water and sewer, and hereby is, amendments as follows. Material being deleted is designated by being ~~in brackets and stricken through.~~ New material is designated by being in **BOLD CAPITAL LETTERS OR NUMBERS**:

Water & Sewer Fees & Charges

Connection Fees

Any landowner, developer, or applicant applying to the Town's water and sewer system shall pay to the Town the following fees at the time of application and before any connection may be made:

Water User Fee (Benefit Charge)	[\$8,550.00]	WATER CONNECTION FEE
Water Connection Fee	[\$2,000.00]	\$10,550.00
Total	\$10,550.00	

Sewer User Fee (Benefit Charge)	[\$13,500.00]	SEWER CONNECTION FEE
Sewer Connection Fee	[\$2,000.00]	\$15,500.00
Total	\$15,500.00	

METER COSTS AT PREVAILING RATES

BE IT FUTHER RESOLVED that this Resolution shall take effect twenty (20) calendar days following is approval by the Mayor and Council of Boonsboro.

Date of Introduction: _____

Date of Passage: _____

Effective Date: _____

Howard Long, Mayor

Witness

Date: _____

Date: _____