



**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
MARCH 20, 2024  
MEETING MINUTES**

The Boonsboro Municipal Utilities Commission (BMUC) held a Regular Meeting on Wednesday, March 20, 2024, in the Meeting Chambers.

**CALL TO ORDER @ 6:00 PM** –*Chairman, Stu Mullendore*

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

**REVIEW & APPROVAL OF MINUTES** - Motion by Assistant Chairman Shanaberger and second by Commission Member Norris to approve the February 21, 2024, Minutes. **Motion carried unanimously.**

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

Motion by Commission Member Wade and second by Commission Member Moats 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 that the project is on schedule and start up is expected the first week of April. Shumaker stated that he did find a wastewater coagulate that will work but is very costly, so he is still looking for alternatives.
- Shafer Park Well update – Water/Sewer Superintendent Pete Shumaker stated that Frederick Lab will be doing the testing of the well under the strict MDE Testing. MDE is concerned that the source of the well is under the influence of ground water and requires a weeding test. If it shows nothing, it is not under the influence, the well is good to go. If it shows it is under the influence, then treatment of the well water will need to be investigated.
- Reservoir Update – Boonsboro Town Planner Bowen stated that the plans are with the MDE for review and with Washington County Permitting. He stated that he met with adjoining property owners to the Reservoir to address some issues and all is fine. He stated as soon as MDE signs off on the review of plans, the project will be put out to bid. Liaison Nally stated that the EPA \$1 million funding for FY22 is locked and never expires. The Town also has another request for additional funding with the State for \$9-\$13 million.
- Potential new connections update – Boonsboro Town Planner Bowen stated that he had two utility plans: one for the Auction House, submitted by developer Dipierto and the second for the Boonsboro Ambulance facility requesting to tie into the force main for public sewer. These would be a temporary fix. Commission discussed that the bond bill for the force main in the



amount of \$500,000 should be for the public portion of the project. Bowen stated he would like to get cost and preliminary engineering reports from WRA on the gravity sewer system option. Motion by Commission Member Norris and second by Commission Member Davis to get cost and preliminary engineering reports for gravity sewer system. **Motion carried unanimously.**

- Leak Detection Results – Public Works Superintendent Huntsberry stated that Fluid Conservation found six hydrants leaking from misuse along with three service line leaks. The distribution lines are good.
- Review Draft of Policy for Connection to Water and/or Sewer System Outside the Town Boundaries Boonsboro -- Town Planner Bowen reviewed the verbiage and Commission Members suggested the following amendments per that conversation. Bowen requested Commission Members review the entire policy and email him any revision suggestions.

#### Policy for Connection to the Town of Boonsboro

##### Public Water & Sewer Connections - Outside Town Boundaries

It is the policy of the Town of Boonsboro that it is preferred to provide water and sewer service to properties within the Town boundaries. However, due to public health concerns with karst geology in the area, the Town of Boonsboro was required to provide public water services outside of the Town boundaries. This policy addresses future connection to the Town's public water system outside of the Town boundaries. Properties within the Town boundaries are required to follow the subdivision procedures which are in the Town Code.

1. The Town of Boonsboro will not allow connection(s) to the Town's water system unless the properties that are outside of the Town limits have been determined to pose a potential (change to verifiable) public health threat by the Maryland Department of the Environment OR Washington County Health Department.

a. Special Exception-Properties outside the Town boundaries, adjacent to the Town's water lines, are allowed to connect to the Town's water system with no greater than a 1" water service connection at prevailing rates.

#### 2. Add Sewer Reserved

- Corporate Boundaries – Boonsboro Town Planner Bowen reviewed the corporate boundaries of the Town and indicated where there would be potential new connections.
- Lead Service Line Inventory update -- Public Works Superintendent Huntsberry stated the new updated form is now available. Yvette has copied all data onto the new spreadsheet. They have new conditions where we must provide documentation of the inside of the service location. Boonsboro Town Planner Bowen stated he is going to meet with WRA to adjust their cost to work on this project. The Commission discussed what type of mailings should be sent to water customers.

### NEW BUSINESS

- Example Review of Fixture Unit Count Water & Sewer Certification for Fletchers Grove – Dean South – Boonsboro Town Planner Bowen reviewed the format of the new Water & Sewer Certification Form with the Commission. For easy recognition, Chairman Mullendore suggested that the forms be printed on yellow paper.
- FY25 Budget Items – Chairman Mullendore stated we need to prioritize these budget items: security for all water sources, utilities asset ledger, advanced metering system and a system to



connect all legacy systems. Assistant Chairman Colin Shanaberger stated the Dewatering Press, Reservoir and the Crestview Pressure Reducing Project are at the highest priorities.

Water/Sewer Superintendent Pete Shumaker requested an additional budget item for the pump station. He stated he has two pump stations with no backup pump. He is requesting a backup pump for each pump station. The pump station at Young Ave is at \$7,100 cost and at Rt 34 would be at a \$10,000 cost. One pump will be in FY25, and one pump will be in FY26. Motion by Commission Chairman Mullendore and second by Assistant Chairman Shanaberger to have those items put into the FY25 and FY26 Budget. **Motion carried unanimously.**

- Dataloggers & Telemetry Systems – Commission Member Norris introduces information about dataloggers and telemetry systems for the new well. Water/Sewer Superintendent Pete Shumaker stated the well already has a similar instrument that has a depth finder.
- Fixed Fee Rate Increase discussion (5 Year plan) – BMUC Liaison Tony Nally and Eric Kitchen reviewed the 7-year plan that increases the water and sewer fixed fees. They urged the Commission to present Year 2 increases to the Mayor & Council. Year 2 would increase the in-Town customer's fixed water rate to \$30.00 from \$22.50 and fixed sewer fee to \$66.00 from \$60.50. Out of Town customer's fixed water increase to \$45.00 from \$34.00. Motion by Commission Chairman Mullendore and second Commission Member Wade to present this fee schedule to Mayor & Council. **Motion carried unanimously.**
- Quarterly Sanitation Rate Increase – BMUC Liaison Tony Nally stated he wanted to inform the Commission, for informational purposes only, about the proposed sanitation rate increase.

**SYSTEMS REPORT** – *Pete Shumaker, W/S Superintendent; Greg Huntsberry, PW Superintendent; Drew Bowen, Town Planner & Jared Schumacher, Town Manager.*

- Pete Shumaker, W/S Superintendent stated on the water side systems are running smoothly. On the sewer side the bubbler system acted up last week. This controls both the transducer that regulates the pump rate and the gearing box on the paddle grip system. He stated he is reaching out to find someone to come and do the repairs.
- Greg Huntsberry, PW Superintendent stated on the sewer collection side everything is running smoothly. He stated on the water distribution side, there was a leak on Schoolhouse Ct., that has been fixed. He stated that the quarterly meter reading is complete with only four Boonsboro shut-offs and one Keedysville shut-off. The meter reading process now only takes around four hours.
- Drew Bowen, Town Planner – No additions to his report

**ADJOURN** - Motion by Commission Member Dave Moats second by Commission Assistant Chairman Shanaberger to adjourn meeting at 7:40 pm. **Motion carried unanimously.**

**NEXT MEETING** – April 17, 2024 @ 6PM

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