



BOONSBORO MUNICIPAL UTILITIES COMMISSION

Wednesday, May 17th, 2023 - 6:00PM Meeting Chambers

The Boonsboro Municipal Utilities Commission (BMUC) held their Regular Meeting on Wednesday, May 17th, 2023, in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore and Commission Members Bobby Mose and Colin Shanaberger. Chad Matthews, Terry Davis and Eric Norris. Also present were Assistant Mayor/BMUC Liaison Tony Nally, Water/Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. The meeting was called to order at 6:00 PM by Chairman Mullendore.

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

ROLL CALL

WELCOME NEW MEMBERS

- Eric Norris, 20831 Boonsboro Mountain Road

MINUTES

- Regular Meeting Minutes for April 19th, 2023. Commission Member Colin Shanaberger motions and second by Commission Member Bobby Mose to approve the April 19th Minutes. Motion carried unanimously.

TREASURER'S REPORT

- Nally confirms all accounts and balances look up to date for Water/Sewer. Nally notes that \$110,948.65 of ARPA Funds transferred to the Sewer Fund used For WWTP SDP ARC-10. Commission Member Colin Shanaberger motions and second by Commission Member Terry Davis to approve Treasurer's Report. Motion carried unanimously.

OLD BUSINESS & UPDATES

- **Transition Plan for New Town Manager** Chairman Mullendore suggest that all members review all of the sections in the Transition Plan provided by Town Paul Mantello that included Letter to My Successor, Regular Duties & Daily Operations, Public Works Capital Projects & Programs, Water & Sewer Capital Projects & Programs, Human Resources / Safety & Risk, MS4 NPDES Phase II Permit and Ongoing Projects & Active Grants.
- **Shafer Park Well Replacement** -Charles Baker with Phillips Well Drilling informed the Commission that drilling started on May 8th and drilled 625 ft and had to put casing in the shaft to hold the dirt back. The extra depth increased the cost of the project by \$7500.00. Baker with Phillips Well Drilling estimated it was producing 500 gallons/min. Water/Sewer Superintendent Pete Shumaker suggested a yield test to see the balance between the maximum amount of water that can be pumped out of the well and the amount of water that recharges back into the well from the surrounding ground water source. Commission Member Colin Shanaberger motions and second by Commission Member Terry Davis to issue an RFP for a Yield Test. Motion carried unanimously.
- **FY24 Utility Rate Structure Development Update** – Eric informed the Commission that he did present to the Mayor and Council the proposed fixed fee increases and the Council did approve the increase. Colin stated that the Mayor and Council still needed to review the 7-year plan and suggested work continue. There was a Public Hearing on May 8th regarding the increase and no one from the public attended. There will be another Public Hearing on June 12th.



- **WWTP Sludge Dewatering Facility** – Engineering, design, permitting, and construction procurement for this project are all complete. It is expected to reduce operating expenses at the plant by approximately \$160,000/year and will take approximately 9 months to complete. The design engineer is Gwin Dobson & Foreman (GD&F), and the prime contractor is HRI, Inc. The project is on hold due to not having the EMS Permit from Washington County. This process could take 2-3 months.
- **Drinking Water Reservoir Replacement Project - Water and Wastewater Facility Security Design (Tony)** Whitman Requardt & Associates (WRA) has completed approximately 60% of design. WRA received the change order to investigate options for security monitoring system for the Towns water and sewer facilities. The investigation is complete. WRA is now putting a proposal together to implement the security system installation. WRA stated in an email that MDE permitting is likely the big hurdle.
- **Advanced Metering Infrastructure** - Andy @ WRA stated in an email to Tony that they have a preliminary map/layout of the proposed system under internal review. They will submit to the Town(s) ASAP and schedule a workshop to review.

NEW BUSINESS

- **King Road Development** – . Boonsboro is still working on meeting with the Developers to determine their plans and maybe draft a new agreement. Information on the 554 planned EDUs is vital in the calculation of water production capacity and availability of EDU's for the Towns. The Town will be reaching out to Steve Oder and Susan Fant about the existing agreement and their intentions.
- **Boonsboro/Keedysville Water Board** – Eric informed the Commission that BKWAB discussed the FY22 Keedysville cost-sharing true-up, the status of Boonsboro's capital projects and CIP projects for FY24, and the King Road agreement. There was also discussion on the discontinuance of Fluoride and the issues with MDE reporting and Jean Holloway interest in accepting the Chair position after Austin leaves.
- **Shafer Park & Keedysville Spring Water Treatment Plants MEA Solar Array Grant Award** - (Paul) - Recently, the Town was awarded \$57,000, through the Maryland Energy Administration (MEA), to install solar panels on the roofs of the water treatment plants, at Shafer Park and Keedysville. The existing shingle roofs are original to the construction of the plants, in 1999, and need to be replaced before solar panels can be installed. An IFB to replace the roofs and the flat roof on the Public Works Shop was approved by the M&C, on 4/10. Bids are due on 5/12. Please see the published IFB. Solar Holler, out of Shepherdstown WV, assisted with the technical portion of the grant application and they will complete the installation. Currently, the Town is waiting for MEA to provide a grant agreement, so a contract can be executed with Solar Holler. Please see the grant award letter and draft Solar Holler contract. After the roof replacements are complete, Solar Holler informs us installation will take approximately 6 weeks.

SYSTEMS REPORT

- **Pete Shumaker, W/S Superintendent** - Pete Shumaker, W/S Superintendent informed the Commission that on the water side, Boonsboro is running smoothly. Superintendent Shumaker reported that the high service pump started to fail, and he had it rebuilt. They came to install, and he noticed it was not pumping properly. The pump was operating at 140 gallons/min and should be at 180 gallons/min. He made them take it back and correct the propellers. On the sewer side there was a filter problem at Young Ave which has been resolved. Pete informed the Commission that his team was working on the 5 remaining diffusions.



- **Greg Huntsberry, PW Superintendent** Greg Huntsberry, PW Superintendent informed the Commission that everything on the sewer side looked good. On the water side, his team had 2 more hydrants to flush and then would start exercising the valves. There was a large leak this month in Crestview of about 500,000 gallons loss.

TOWN MANAGER REPORT – N/A

ADJOURN - Motion by Commission Member Terry Davis second by Commission Member Bobby Mose to adjourn meeting at 7:15pm. Motion carried unanimously.

NEXT MEETING – June 22th, 2023 @ 6PM

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