



BOONSBORO MUNICIPAL UTILITIES COMMISSION

Wednesday, May 18th, 2022 - 6:00PM

Meeting Chambers

The Boonsboro Municipal Utilities Commission (BMUC) held their Regular Meeting on Wednesday, May 18th, 2022, in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore, Commission Members Dave Wade, Bobby Mose and Colin Shanaberger and Ken Eshbaugh (via online). Also present were Council Member/BMUC Liaison Tony Nally, Town Manager Paul Mantello and Water/Sewer Superintendent Pete Shumaker. The meeting was called to order at 6:00 PM by Chairman Mullendore.

CALL TO ORDER – Chairman, Stu Mullendore

ROLL CALL

PUBLIC COMMENTS

MINUTES

- Regular Meeting Minutes for May 18th, 2022.

TREASURER'S REPORT

- Nally confirms all accounts look up to date.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- Motion by Chairman Stu Mullendore, second by Council Member Colin Shanaberger to amend the April 20th, 2022, Meeting Minutes. Motion by Council Member Colin Shanaberger, second by Council Member Bobby Mose to approve the Treasurer's Report. Motion carried unanimously.

OLD BUSINESS

- **Drinking Water Reservoir Replacement Project** – Town Manager discusses the status of the State Awards and Grants to provide funding to the Town of Boonsboro in Washington County to replace the town's reservoir totaling \$1,000,000 in which Washington County has issued a check. Mantello also updated the Commission on receiving an additional \$500,000 from ARC. The FY22 Reservoir replacement project was discussed, and Mantello stated that the Dive Test concluded in May was a success. The Dye Test is on video and confirms the leaks. Sandbags have been placed on the leaks to mitigate the water losses as advised by the engineers for the reservoir replacement project. Mantello updated the group about the funding and stated that he hopes the project to start late fall. He wants to reach out to WRA for another cost estimate.
- **Keedysville Booster Station Water Pressure Reduction Project Update** - The Booster Station continues to have high-pressure spikes north of the station due to the elevation difference. Last meeting the Commission recommended that we borrow Pressure loggers to gage the pressure for a



week to see when and where the 165 psi high-pressure spikes are occurring. Mantello told the group that the pressure loggers have been located and we will have them hopefully next week.

- **Shafer Park Well Replacement Project Update** Town Manager Paul Mantello updated the Commission on the status of the project. The Town of Boonsboro is waiting on the grant agreement and environmental review. The Commission discussed going ahead and start on an RFP for the project.

NEW BUSINESS

- **Keedysville Water Commission Report** Nally informed the Commission that the board discussed the next steps for the draft consolidated agreement for the Towns and the group agreed that there are more questions and edits the board would like to make before forwarding to the mayors and councils for their review. Brandon Sweeney was concerned that the reviewing of the cost-sharing formula Tony Nally and he had agreed to perform has been pushed back due to other projects. The group agreed to schedule the draft be completed before December 2022 with forwarding to Councils early 2023 and adopted mid-2023.
- **Fletcher's Grove Well Test Results** Town Manager Mantello informed the Commission of the status of the 230 foot well. It produced 350 gallons/min for 4 hours and has a capacity of producing over 500,000 per day and is a viable well. However, there is no room for a treatment plant near the well. The Commission discussed the alternatives for the future use of the water source. A discussion about possible future use by developers and their responsibilities for the cost of a plant.
- **Maryland Rural Water Association – 2022 Conference** Paul Mantello stated that it was a great networking event. He discovered a successful online - internal training programs for Public Works and Wastewater.
- **Rate Study Discussion, Fixed Fees, & FY23 Budget** The Commission discussed how some properties were rated in the billing system. Some multi-unit residences were only being billed as one household (one EDU) for fixed water, fixed sewer, fixed sanitation and fix bay restoration. The Maryland Department of the Environment's (MDE) Equivalent Dwelling Unit (EDU) standard represents the average wastewater flow and strength generated by a **single-family** residence or equivalent. Also, some commercial customers ratings were in question how their EDU's were calculated. Previously Tony Nally suggested that the EDU's needed corrected before any rate structure change could move forward for the Town of Boonsboro's utility customers. Town Manager Mantello suggested that the EDU's be assessed by household and proposed an amendment to the Boonsboro Municipal Utilities Commission Town of Boonsboro, Maryland Utility Billing Policies and Procedures. The amended verbiage would include this: **Water fixed fees, sewer fixed fees, and sanitation/recycling collection fees are based on the meter size, customer attributes, or number of plumbing fixtures. For residential properties, each Dwelling Unit, as defined in the Boonsboro Land Subdivision Ordinance, shall pay a fixed water fee, a fixed sewer fee, and a sanitation/recycling collection fee, whether the Dwelling Unit is a Single-Family Detached Dwelling or part of a Two-Family Detached Dwelling (or Duplex), Single-Family**



Attached Dwelling (or Townhouse), or Multi-Family Dwelling (or Apartment) and regardless of the number of water usage meters at the property. For commercial properties, water fixed fees and sewer fixed fees will be based on meter size or fixture unit analysis or determined by consultation with the Town's consulting engineer. Motion by Chairman Stu Mullendore to Incorporate herein by reference the new verbiage in the BMUC Town of Boonsboro Utility Billing Policies and Procedures and to introduce to the Mayor and Council, second by Council Member Dave Wade. The Motion carried with 3 in favor and one against.

SYSTEMS REPORT – Pete Shumaker, W/S Superintendent informed the Commission that everything is running smoothly for the most part at the Water/Sewer Plant and that he is in the middle of changing the 800 Diffuser Tubes at the plant which is very time consuming. He also had to replace two Chart Recorders for the Sewer Plant at a cost of \$14,000.00 and an Air valve that went bad at a cost of around \$1,900.00 with a 3 week wait time.

TOWN MANAGER REPORT – Paul Mantello, Town Manager updated the Commission on the Wheel Loader cost for the WWTP Sludge Dewatering Project and ask the Commission to look over the comparison and spec sheets on the various machines.

ADJOURN

Motion by Commission Members Dave Wade, second Commission Member Bobby Mose to adjourn meeting at 8:40pm. Motion carried unanimously.

Respectfully submitted

Yvette May, Administrative Assistant

NEXT MEETING – June 15, 2022 @ 6PM

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BOONSBORO MUNICIPAL UTILITIES COMMISSION
TOWN OF BOONSBORO, MARYLAND
UTILITY BILLING POLICIES AND PROCEDURES
PROVIDING FOR THE MANNER IN WHICH TOWN PROVIDED UTILITIES ARE BILLED
AND COLLECTED.

BILLING. Quarterly bills are mailed each January, April, July, and October. All accounts are established in the property owner's name and are billed to the property owner. The Town does not mail utility bills or notices to tenants of rental properties.

All users of the Town's water supply system, including owners of unoccupied dwellings, shall be billed the quarterly fixed rates for water and/or sewer. Owners of all established residential units, including unoccupied dwellings, shall be billed the quarterly fee for sanitation and recycling collections.

The Mayor & Council will establish reasonable rates and charges for water, sewer, and sanitation/recycling services and systems upkeep. The Town Manager is charged with the administration of the provisions of these policies, relating to billing and payment, and may establish rules and regulations as needed to implement those provisions.

Water and sewer charges consist of the following:

Water fixed fees, sewer fixed fees, and sanitation/recycling collection fees are based on the meter size, customer attributes, or number of plumbing fixtures. For residential properties, each Dwelling Unit, as defined in the Boonsboro Land Subdivision Ordinance, shall pay a fixed water fee, a fixed sewer fee, and a sanitation/recycling collection fee, whether the Dwelling Unit is a Single-Family Detached Dwelling or part of a Two-Family Detached Dwelling (or Duplex), Single-Family Attached Dwelling (or Townhouse), or Multi-Family Dwelling (or Apartment) and regardless of the number of water usage meters at the property. For commercial properties, water fixed fees and sewer fixed fees will be based on meter size or fixture unit analysis or determined by consultation with the Town's consulting engineer.

Payments are due in full within thirty (30) days of the billing date and payable to the "The Town of Boonsboro." Personal checks cannot be post-dated, and are not held for a future deposit date. After thirty (30) days, an interest penalty charge of 5% (five per cent) will be added to the overdue bill and a late notice will be mailed. After sixty (60) days, a disconnection notice - including the deadline for payment and the date and time of the disconnection of water services - will be mailed. (Disconnection notices are the final notification for payment mailed to property owners prior to disconnection of services.)

If services are disconnected, a reconnection fee of \$100.00* will be added to the overdue bill; the reconnection fee must be paid in full prior to reconnection of services.

DISCONNECTION POLICY. On the day of disconnection, a notice that service has been terminated will be left on the premises or will be presented to the property owner, if present. A payment made after disconnection must be paid in cash or money order to the Town Clerk in the Town Hall, 21 N. Main Street. Public Works personnel are not permitted to accept any form of payment.

RETURNED CHECKS. An additional \$25.00 fee will be added to the utility bill for a check returned for any reason. If payment is received by check on the day of or just prior to disconnection and the check is later returned for insufficient funds, services will be terminated immediately.

PAYMENT PLANS: A property owner may arrange for a payment plan by contacting the Town Clerk immediately after a quarterly utility bill is received by the property owner. Payment Plans are based on the bill being paid in full prior to the issuance of the next quarterly utility bill. If a leak has occurred on the property which results in the quarterly bill at least doubling the average of the last four quarters, payment arrangements may be made to pay the overage over a six-month period. The second quarterly bill that is distributed during the payment plan period must be paid in full by its due date.

METER READING. A property owner, whose water meter cannot be accessed by a meter reader, due to weeds or other impediments, will be in violation of the Town's Property Maintenance Code and subject to a fine of \$100 each day the violation remains.

Effective June 1, 2009

*Revised: April 2013

REVISED: January 2015 & **July 2022**