



**BOONSBORO MUNICIPAL UTILITIES
COMMISSION
MEETING MINUTES
Wednesday, September 20th, 2023**

The Boonsboro Municipal Utilities Commission (BMUC) held their Regular Meeting on Wednesday September 20th, 2023, in the Meeting Chambers.

CALL TO ORDER – The meeting was called to order at 6:00 PM by Chairman Mullendore.

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

REVIEW & APPROVAL OF MINUTES

Regular Meeting Minutes for August 16th, 2023. Motion by Chairman Stu Mullendore and second by Commission Member Wade to add which voting members are absent and present and that Public Comments section should also be included into the minutes. Motion carried unanimously.

REVIEW & APPROVAL OF TREASURER’S REPORT

- Commission Chair Mullendore asked for a motion to approve the Treasurer’s Report. Motion by Commission Member Colin Shanaberger and second by Commission Member Wade to approve the treasury report. Motion carried unanimously.

PUBLIC COMMENTS – None

INTRODUCTION OF TOWN PLANNER, DREW BOWEN – Jared Schumacher, Town Manager was absent.

- Drew Bowen, Town Planner for the Town of Boonsboro introduced himself and gave a brief background of work history. He informed the Commission he had already started to research the annexations agreements and the Town’s capacity. Chairman Mullendore welcomed Drew.



OLD BUSINESS & UPDATES

- **WWTP Sludge Dewatering Facility** – Utilities Superintendent Pete Shumaker informed the Commission that they are getting ready to run the new line from the plant to the Dewatering Press Building and the forms for the new building are completed and pouring for the slab will be next week. Groundwork for the Storage Building has started along with the running of water lines.
- **Replacement Heads for Chlorine/Sulfur Dioxide for Water/Sewer Plants** – Utilities Superintendent Pete Shumaker informed the Commission that he recently wanted to get the Chlorine heads calibrated. Some of the heads date as far back as 2004 and the mechanisms are starting to bubble so much, they can't be repaired or calibrated. He got a quote for 10 new Archer Chlorinators for \$6,000.00 if ordered in the next 40 days. These units come with a Lifetime warranty for the casement and 3-year warranty for the inside. Pete stated that he checked in the USA Blue Book for comparable prices and the cost would be around \$14,650.00. Nally asked Pete if this was considered a Sole Source or do we need to put this out for bid. Pete stated that he got 2 quotes and the only 2 manufacturers that include a lifetime warranty are Chemical Injection Technologies Superior and Archer. The Commission discussed alternatives to using chlorine like ultraviolet. Motion by Commission Member Chad Matthews and second by Member Colin Shanaberger to approve the acquisition of the Chlorinators. Motion carried unanimously.
- **Crestview Water Leak/Valve Replacements** - Public Works Supervisor Greg Huntsberry informed the Commission that the leaks in Crestview have been an issue for the past 10 years. Huntsberry's crew is finding the deteriorated bolts that have while under high pressure blow the bonnet and the gaskets that are grooved down into the valves are damaged and can't be replaced since they don't make them anymore, so a total valve replacement is necessary. Public Works needed to take out the 3 valves costing well over \$10,000.00. Huntsberry stated replacing the bolts before the pressure damages the valves would be a cost saving. The valves at this point still seem to be in very good shape. Huntsberry stated he does not have the manpower for the project. He also stated he talked to the Mayor and Council, and they instructed him that the BMUC should recommend putting an RFP for the project. Motion by Commission Member Colin Shanaberger and second by Member Chad Matthews to approve an RFP. Motion carried unanimously.
- **Auction House Sewer Connection** – Public Works Superintendent Greg Huntsberry informed the Commission that there is no new information. The owners still have not attended the BMUC Meeting. Huntsberry stated he believed the owner had been in contact with Washington County. Town Planner Drew Bowen added that Town Manager



Jared Schumacher was informed that the property owner is working with Washington County on a temporary solution under certain conditions. Bowen stated that Washington County does want them to hook up to town water and sewer in the long term. They are waiting for a written agreement. Bowen stated that he would like to have a discussion with Huntsberry and Shumaker about what waste is put into the wastewater lines from a brewery. Bowen also stated that whatever the county decides, the Town must be involved in the discussion.

- **Reservoir Project/Funding Town Planner** - Drew Bowen stated that he is aware that the Town Manager Schumacher is busy looking into more funding. Bowen suggested to Schumacher that the Town start looking into commercial rates for a loan or line of credit. Chairman Mullendore asked the question about clarifying the WRA Contract modifications pertaining to the security options for the Reservoir and plants. Utilities Superintendent Shumaker stated that a company did come and assess the sites for cameras.

NEW BUSINESS

- **BMUC & Planning Commission joint meeting topic/Available EDUs** – Eric Kitchen presented to the Commission the importance of adopting a procedure for approving new water and sewer tap applications. Eric handed out a list of some examples of projects going on right now and reviewed the approval procedure for these site plans and tap approvals since some fees were not calculated the same. He asked the question of who is counting meters, how many new EDUs and taps should be allowed? He pointed out there is no standard method for these applications and stressed the necessity for a standard procedure. Chairman Mullendore stated again to the Commission the necessity for a platform and process to accept applications for taps and etc. so the process is the same for everyone. JR Hawkins stated to the Commission that the Town's water capacity module shows the number of taps that are available and that is the starting point before we can do any tap approvals. BMUC Liaison Nally stated that the King Road Development involves 554 EDUs and needs to be handled before calculation of the available capacity. The Commission discussed that until the available capacity is established, additional tap approvals should be halted. Motion by Commission Member Colin Shanaberger and second by Commission Member Norris to request to ask the Mayor & Council to put a moratorium on any further taps in the Town's water distribution system until the King Road agreement is reviewed and clarified. Motion carried unanimously.



- **Water Availability & Water/Wastewater Flow Chart** – Town Planner Drew Bowen presented the Commission with data on the Planned Development for Boonsboro and capacity calculations using the MDE Water Supply Program Guidance. He included 5 years of monthly flows from the Water and Wastewater Plants and used the estimate of future development demand from the listed future developments. He presented data of the planned development of 1344 EDUs at 250gpd with an estimated flow demand of 336,000gpd as per the 2019 Water System Master Plan. He presented a Water flow Graph (1) showing the average monthly WTP Flow line staying around 400,000gpd, the Town’s permitted limit line of 700,000gpd and planned development line, using an estimate, which would be just over the permitted limit. Bowen then discussed Graph (2) the average Wastewater treatment Plant flows of discharge in correlation to the rainfall. It shows how the wastewater plant handles the rainfall. The plant is permitted for 530,000gpd and the WWTP design will go up to 860,000gpd. He then discussed Graph (3) showing WTP vs. WWTP, the graph shows the discharge line, the water flow line and the rainfall measured. This proves the reservoir leak since the discharge line is below the water flow line. He stated by fixing the reservoir and correcting the problem and adding another water source, it will put the town in a good position on the water side.
- **Chase Six Blvd Update**– Chairman Mullendore asked if there was any update on the intersection project. Liaison Nally stated that Town Manager Schumacher and Mayor Long have been meeting with State Highway and were informed that Fletcher’s Grove will be continuing with their part up to Maple Ave. and that in the Spring after school is out for the summer, the project will hopefully resume.

SYSTEMS REPORT

- Pete Shumaker, W/S Superintendent - Pete Shumaker, W/S Superintendent informed the Commission that on the water side everything is running fairly smoothly. No update on Shafer Park Well.
- Greg Huntsberry, PW Superintendent - Greg Huntsberry, PW Superintendent informed the Commission the sewer collection side is good. He stated that on the water side, Public Works was sent to the Police Station for a high read and found a leak in the line from street to the building. He informed the Commission that Public Works will be putting in a new line this week. Shut offs ran smoothly and 1 remained shut off. Fire Hydrants are completed and exercising the valves are finished. He stated that the meter



for the Boonsboro High School Football Field is disconnected, and they are utilizing the well located at the school.

EMAIL VOTE – September 25th, 2003

Please make this Minutes of September 20, 2023, and attach related documents.

September 25: Chairman Stuart Mullendore emailed the following to all Boonsboro Utility Commission Members, with the exception of Bobby Mose, who was contacted by phone. Members were asked to vote on the motion. Our FY24 Budget provides for the purchase of fifty (50) water meters at a cost of \$260 each; a total expenditure of \$13,000. The unit price of a meter has increased to \$295. To stay within budget, Greg was forced to order only thirty-eight (38) meters at a cost of \$11,210. These are on back order and are scheduled for delivery in three to six months. By the time these meters are received, Greg believes we will need more replacement meters. He is asking the BMUC to approve spending \$10,325 to purchase thirty-five (35) additional units. Tony indicates that he can fund the second order with Water Fund Fees. Motion by Commission Member Colin Shanaberger second by Chairman Mullendore to approve the purchase of thirty-five (35) additional water meters at a cost of \$10,325 as requested by Greg Huntsberry, Superintendent of Public Works, and to incorporate quotations and all related documents into and make a part of the Minutes of the BMUC Meeting of September 20, 2023. Motion carried unanimously.

September 26: *Votes Received*

Colin – Yes
Eric – Yes
Bobby – Yes
Stu – Yes
Terry – Yes
Chad – Yes
Dave -- Yes

ADJOURN - Motion by Commission Member Bobby Mose second by Commission Member Dave Wade to adjourn meeting at 7:21pm. Motion carried unanimously.

NEXT MEETING – October 18th , 2023 @ 6PM

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