

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
Wednesday, January 27, 2021

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Wednesday, January 27, 2021 in the Charles F. "Skip" Kauffman Meeting Chambers. Participants included Commission Chairperson Bob Sweeney and Commission Members Bobby Mose, Dave Wade, Ken Eshbaugh and Stu Mullendore. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, W/S Superintendent Pete Shumaker, and guest Eric Kitchen. Joining by phone for part of the meeting were Andrew Cooper and David Nixson from WRA. Commission Chairperson Sweeney called the meeting to order at 5:59pm.

There were no public comments.

The minutes from the November 18, 2020 meeting were reviewed. Member Eshbaugh made the motion to approve the minutes and Member Mose provided the second. The motion passed unopposed.

Mayor and Council Liaison Anthony Nally reviewed the most recent Treasurers Report. Member Mose made a motion to accept the report and Member Wade provided the second. The motion was approved unanimously.

WRA Presentation by Andrew Cooper (water) and David Nixson (wastewater) was made with a slide presentation and with a question-and-answer session. The commission members agreed that the water and wastewater model need to be completed so that the Town has an accurate picture of the systems as a whole. The updated models will cost an additional \$7,000 (water) and \$38,000 (wastewater) respectively. Member Eshbaugh made a motion that the Mayor and Council approve the funding for the completion of this project. Member Mullendore provided the second. The motion passed unopposed.

Chairperson Sweeney and Town Manager Mantello discussed the Rate Study Updates. The phone call with Jean Holloway was discussed in great length. Jean Holloway has been working with town staff for several months to get an accurate picture of costs and revenue for water and wastewater in order to provide a rate structure going forward that does not leave the town in an unfavorable position financially. Chairperson Sweeney mentioned that the rates she would return would be quite high, but they provide a starting point for how to raise rates incrementally to cover current costs and future expenditures. The need to have an independent, outside, certified consultant to do this rate study is extremely important for the town. Jean Holloway works under a federal funded grant program and requires no money from the town for the work she does.

Guest Eric Kitchen provided a Water Loss Task force update. He discussed the ongoing conversations with Dawn Nall about the Towns non-revenue water and actual lost water. He mentioned completing the new AWWA audit once the reservoir test is completed in the spring. Superintendent Shumaker mentioned again that he is genuinely concerned with the pressure changes that will occur with the reservoir being offline for approximately 30 days and what would happen in the event of a fire. Town Manager Mantello discussed installing hydro pneumatic tanks at the hydrant points that would fill before the water would leak from the hydrants in the event of too high of pressure. Dawn Nall also said she had some leak estimating tools that would help PW Superintendent Huntzberry when he estimates water loss due to a leak in the ground. She again mentioned testing our commercial meters for accuracy (Nursing homes, AC&T, etc), as well as testing a sampling of the older residential meters we have in town to ensure that we are capturing every gallon that a customer is using.

While on the phone with Dawn Nall, Town Manager Mantello asked her about Asset Management. She said that she also provides that service and she would send some initial questions for the town to work through. Town Manager Mantello will work through those as time provides. There was a lot of discussion surrounding this topic. Chairperson Sweeney stated that Asset Management needs to get in the budget for FY2022 because the software is expensive but necessary. Member Eshbaugh asked Superintendent Shumaker if the town had a plan for routine maintenance and if the town had back ups for the pumps. Superintendent Shumaker stated that he has some back ups but that most are just too costly to purchase unless something breaks. He stated that they do some routine care, but he does not have the manpower to do everything that needs completed. Additionally, Dawn Nall requested that since her programs are federally funded by grant money that the town write a letter detailing how here services have benefited the town. Town Manager Mantello wrote the letter and returned it to her.

Town Manager Mantello reported that the Rt 34 Pump Station Streambank Stabilization Project was 70% complete. Once the weather clears and the ground is drier, PW Superintendent Huntzberry will finish with the grass seed and the rest of the capstone. The utility pole was moved, the bank has been shored up and the pump station is functional.

Town Manager Mantello discussed Collections System Rehabilitation Project Phase II. All the lining of pipes has been completed. The next step is to complete the manholes. Chairperson Sweeney commented that the updates need to be passed along to WRA for the wastewater model updates.

Two bids were presented for the WWTP Roof Sealing Project, one from KO Contracting and one from Bonded Applicators. The bid from Bonded Applicators (the contractor who did the roof originally) was the low bid in the amount of \$19,600.00. Member Mullendore made a motion to accept the bid from Bonded Applicators and Member Eshbaugh provided the second. The motion carried unanimously. Bonded Applicators will extend the warranty on the roof another 20 years once the project is complete.

Town Manager Mantello provided an update on the Park Drive Sewer Main Replacement project. Excavating Associates performed the work and then the street was repaved. The project highlighted the extremely wet conditions in that area of town, as there is an underground spring that flows through that section, as well as a huge piece of stormwater infrastructure that has significant cracking and needs repaired. Superintendent Shumaker suggested cleaning the cracks and then filling them with an epoxy-based sealant. Member Eshbaugh suggested a call to State Highway to see if they would assist with the repairs since the piece of infrastructure runs from Main Street.

Town Manager Mantello shared a video that was taken inside the Shafer Park Well. The video was taken by a representative from MDE. Superintendent Shumaker stated that Philips Well Drilling pulled the pump prior to the camera being inserted and then re-installed the pump at a depth of 441 feet, 63 feet deeper than it was previously. Superintendent Shumaker stated he hoped to get back to 150 gallons per minute, but it was too early to tell what the constant yield would be. After a constant yield test, hopefully MDE will allow a permit to drill a new well that is bigger around. The current well is only 6 inches and the pump is 5.5 inches.

Town Manager Mantello stated that a site visit was completed and approved for the chemical storage tanks at the WWTP. Design Plastic Systems, Inc., will provide the engineered drawings that are necessary to obtain the Building and Plumbing permits. Superintendent Shumaker has the concrete and the steel aspect already worked out. The goal is to have the tanks in place by the end of February so that the town can start buying the necessary chemicals at the reduced bulk rate pricing.

Superintendent Shumaker requested a SCADA system for Well 8. He stated that it is a hazard now to not have a reliable alarm there. The estimate from Whel-Tech Inc. in the amount of \$3,816.40 would provide all the necessary equipment and training. An additional fee of \$400-500 would be necessary for the electric work that needs completed for the project. Member Wade made a motion to accept the bid and Member Mose provided the second. All were in favor and the motion passed.

In other new business, several things were discussed.

- Town Manager Mantello mentioned that a tap fee had been approved for 103 St Paul Street. This fee has already been collected by the town.
- Chairperson Sweeney mentioned the Tap Fee Task Force is having an inaugural meeting at his home on Thursday, January 28, 2021. Two members from the BMUC, the Treasurer and Assistant Treasurer of the Council and the Town Manager and Town Planner will be in attendance. This task force will begin to discuss how to use future tap fees with the hopes of creating a capital improvement plan, discuss debt service and how to finance future improvements.
- A letter was mailed to Dale Ford stating that he has until April 30, 2021 to provide a plat and a building permit for his property. It was noted that the BMUC hurried the process along because Mr. Ford was anxious to begin his project, but the project now has appeared to have stalled.
- The Crestview WTP was discussed. It was the consensus of the group that it needs to be torn down. Chairperson Sweeney suggested Superintendents Shumaker and Huntzberry provide a plan to demolish the site and then the land will be given back to the Crestview Homeowners Association to release the town from any further responsibility.
- Chairperson Sweeney discussed a need for an internal audit of EDU allocations for multiple dwellings and how they relate to current water user fees.
- Chairperson Sweeney suggested Mayor and Council Liaison Nally chair the meetings for the next two months while he is out of town.

W/S Superintendent Shumaker did not have anything to add for the system operator report.

Town Manager Mantello did not have any additional comments.

Member Mullendore made a motion to adjourn the meeting at 8:20pm. Member Mose provided the second and the meeting was adjourned.

Respectfully submitted by Amanda Wells Administrative Assistant.