



**BOONSBORO MUNICIPAL UTILITIES COMMISSION
AGENDA**

Wednesday November 20, 2024 – 6:00PM

CALL TO ORDER @ 6:00PM – *Chairman Colin Shanaberger*

ROLL CALL

MINUTES

- Meeting Minutes for October 16, 2024

TREASURER’S REPORT – *Tony*

PUBLIC COMMENTS

GUEST – Mr. Jordan Ruble, American Flow Control

OLD BUSINESS & UPDATES

- Shafer Park Well update – *Pete*
- Reservoir Update – *Pete & Drew*
- Crestview Water Pressure Reduction & Bypass Project – *Drew*
- Lead Service Line Inventory Action Plan
- Internal Water Audit – *Drew*
- Reservoir Contingency Plan – *Colin*
- ARM Group LLC Geophysical Survey – *Pete*
- BMUC Charter Amendment: Email Voting
- Ordinance Regarding Water & Wastewater Pre-Treatment

NEW BUSINESS

- Fixture Unit Count for High’s Store – *Drew*

SYSTEMS REPORT – *Pete Shumaker, W/S Superintendent; Greg Huntsberry, PW Superintendent; Drew Bowen, Town Planner*

ADJOURN

NEXT MEETING – December 18, 2024 @ 6PM

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**BOONSBORO MUNICIPAL UTILITIES COMMISSION
WEDNESDAY OCTOBER 16, 2024
MEETING MINUTES**

The Boonsboro Municipal Utilities Commission (BMUC) held a Regular Meeting on Wednesday, October 16, 2024 in the Meeting Chambers

CALL TO ORDER @ 6:00PM – *Chairman Colin Shanaberger*

ROLL CALL – Present: Chairman Colin Shanaberger, Assistant Chairman Loren Norris, Commission Members Chad Matthews and Terry Davis. **Also Present:** Water/Sewer Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, BMUC Liaison Tony Nally, Council Member Eric Kitchen and Town Manager Rachel Souders and Town Planner Drew Bowen. Commission Members absent were Bobby Mose and Dave Wade.

REVIEW & APPROVAL OF MINUTES - Motion by Chairman Shanaberger and second by Assistant Chairman Norris to approve the September 18, 2024 Minutes. **Motion carried unanimously.**

REVIEW & APPROVAL OF TREASURER’S REPORT

Motion by Chairman Shanaberger and second by Member Davis to approve the September 2024 Treasurer’s Report. **Motion carried unanimously.**

PUBLIC COMMENTS -None

OLD BUSINESS & UPDATES –

- Shafer Park Well update – Water/Sewer Superintendent Pete Shumaker stated he has the lab results and will get them directly to Christopher at MDE. Shumaker stated that once MDE reviews the lab results, the well can come online.
- Reservoir Update – Town Planner Bowen stated that the project was put out to bid and awarded. He stated the Town received 4 bids and are listed as follows with base bid plus contingent items. HRI, Inc at \$5,973,870.00, Callas Contractors, LLC at \$6,091,535.00, C William Hetzer, Inc at \$6,197,545.00 and Conewago Enterprises, Inc at \$6,777,314.00. HRI, Inc was awarded the construction for the 12-inch Water Main & Replacement of the Potable Water Reservoir.
- Crestview Water Pressure Reduction & Bypass Project – Town Planner Bowen reviewed the preliminary plans with the Commission. He stated he would be adding comments to return to the engineers to add some inline valves along the long stretch of line. He stated there will need to be a conversation with the Crestview HOA about line location and the stream crossing.
- Lead Service Line Inventory Action Plan – Public Works Superintendent Greg Huntsberry stated that The EADS Group has completed the work on the survey and inputting the data. He stated that there will be a meeting with The EADS Group on October 23, 2024 to review some of the data. He stated that Yvette had submitted the LLCR Inventory Spreadsheet to MDE before the deadline.
- Internal Water Audit –Planner Bowen stated that himself, Water/Sewer Superintendent Shumaker and Public Works Superintendent Greg Huntsberry will be visiting all water producing facilities and work out a plan to evaluate the entire system.
- Reservoir Contingency Plan – Chairman Shanaberger stated there was no current updates about a contingency plan to the reservoir replacement.

- ARM Group LLC Geophysical Survey – W/S Superintendent Shumaker stated no new updates. Survey showed that there is a large leak in between the building and reservoir.
- EDU Availability Update – Chairman Shanaberger reminded the Commission that the EDU Calculation Worksheet is a living document and should be updated quarterly.
- New Connections /Utility Plans for DiPietro & Son, LLC; Ambulance; 50 St Paul – Commission reviewed the utility plans for the Boonsboro Rescue. The service location is currently at 1EDU. Town Planner Bowen stated the location would be re-evaluated for EDUs after he reviews what the plans included relating to fixture count. Representative the Boonsboro Rescue, Nelson Baker, stated that the future expansion plans would include mostly office space. Chairman Shanaberger stated that the Rescue Co. would have to pay the full amount of the Tap Fees. Commission Member Davis stated he is an Associated Member of the Rescue Co. Liaison Nally recommended he abstain from the vote. Motion by Chairman Shanaberger and second by Member Matthews to accept the utility plans and move forward for the plans of the Boonsboro Rescue Co. **Motion carried with 3-ayes and 1 abstention.**

NEW BUSINESS -

- Recognition of Ray Hoffman, Dewatering Press - BMUC Liaison Tony Nally stated he was still trying to reach out to Doris Hoffman. Commission Member Davis stated a recognition ceremony would need to be postponed until Spring.
- Ordinance Regarding Water & Wastewater Pre-Treatment – Town Manager Souders stated that the Town of Boonsboro currently does not have an Ordinance regarding Water & Wastewater Pre-Treatment. She stated that the example given to the Commission is a rough draft. Town Planner Bowen stated that we need to move forward on finalizing the verbiage. Bowen stated that MDE does have requirements that need to be followed as well.

SYSTEMS REPORT –

- W/S Superintendent Pete Shumaker stated on the water side of operations, the pump at the Keedysville Spring was pulled to see if it is repairable or needs to be replaced. The main panel also had some issues which required repair and minimal cost. He stated at the Wastewater plant the potable pressure tanks and UV System need to be replaced at a cost of around \$9,000.00.
- Public Works Superintendent Greg Huntsberry stated that 222 Center was hooked into the water system. Huntsberry stated that public works is working on changing out broken meters and he will need to order more next month. Chairman Shanaberger stated to get a quote for meters for the next meeting .
- Town Planner Drew Bowen stated he got a request from Steve Odor about Route 34 pump station capacity. He reviewed different options with the Commission about the King Road development .

ADJOURN - Motion by Chairman Shanaberger second by Commission Member Norris to adjourn meeting at 7:00pm. **Motion carried unanimously.**

NEXT MEETING – November 20, 2024 @ 6PM

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Water Fund

Deposits

- Received \$446,488 in Water/Sewer/Sani Collections.
- September 2024 A/P Reimbursements were transferred from Sewer Fund for \$1,125.
- Received \$2,546.12 in interest.

Withdrawals

- September 2024 A/P Reimbursements were paid to General Fund for \$51,248.
- September 2024 Sanitation Collections were paid to General Fund for \$1,760.
- September 2024 Sewer Collections were paid to Sewer Fund for \$12,417.
- September 2024 Credit Card Collections were paid to Keedysville for \$2,162.
- We had two water payment chargebacks totaling \$539.15, customers also provided other forms of payment.
- \$8,308 was paid to Romans Enterprises LLC for repair of the Keedysville Clay Valve for High Service Pump #1.
- \$7,500 was paid to ARM Group LLC for the Geophysical Survey of the Reservoir. This is part of the RMC grant funding. \$92,500 remains to be spent of grant funds.
- \$4,500 was paid to The EADS Group for the GIS Lead Service Line Inventory. \$3,000 was for Boonsboro, \$1,500 was for Keedysville. Keedysville was billed by us for the \$1,500 portion. There is \$2,000 remaining to be billed for Boonsboro's portion, and \$1,000 to be billed for Keedysville's portion.
- \$2,434 was paid to HBP Marketing LLC for printing and mailing of September 2024 Water/Sewer Bills.

Sewer Fund

Deposits

- September 2024 Sewer Collections were transferred from the Water Fund for \$12,417.
- \$135,512.99 was received for the LBI 22-674 WWTP DWP Grant Reimbursement that was submitted by Rachel.
- Received \$1,058.40 in interest.

Withdrawals

- September 2024 A/P Reimbursements were paid to General Fund for \$47,474.
- September 2024 A/P Reimbursements were paid to Water Fund for \$1,125.
- \$25,775 was paid to the Comptroller of Maryland for 2024 Q3 Bay Restoration Fees.
- \$11,700 was paid to Kemira Water Solutions for Del=Pac for the WWTP.

October 2024

ICS

YTD Interest Prior YTD Interest

WATER FUND CHECKING - Recap
WF GENERAL LEDGER BEGINNING BALANCE:

\$657,764.30
\$657,764.30

Add Deposits:

Collections/Payment Deposits
 Transfers from other accounts
 Sewer Fund Deposits (reimbursements)
 Keedysville Check
 Keedysville Administrative Fee - Qtrly
 Grant Income
 Miscellaneous Deposits
 Interest

\$446,488.26
 \$0.00
 \$1,125.49
 \$0.00
 \$0.00
 \$0.00
 \$0.00
 \$2,546.12
\$450,159.87

TOTAL DEPOSITS WF:

Deposits In Transit
 Sweeps In Transit

\$0.00
 \$0.00
\$1,107,924.17

SUB-TOTAL WF:

Less Withdrawals:

Checks written
 EFT Payments
 Transfers to General Fund Account
 Transfers to General Fund Account
 Transfers to Sewer Account
 Transfers to Other Accounts
 Transfers to Keedysville Utility
 Transfers to Keedysville Utility
 Returned Items
 Credit Card fees
 Bank Fees

(\$32,349.35)
 \$0.00
 (\$51,247.99)
 (\$1,759.79)
 (\$12,416.75)
 \$0.00
 (\$2,162.48)
 \$0.00
 (\$539.15)
 \$0.00
 \$0.00
(\$100,475.51)

TOTAL WITHDRAWALS WF:

Less Outstanding Checks
 Sweeps In Transit

\$0.00
 \$0.00
(\$100,475.51)

SUB-TOTAL WF:

WF ICS CHECKING ENDING BALANCE:
 Plus Deposits In Transit
 Less Outstanding Checks
WF GENERAL LEDGER ENDING BALANCE:

\$1,068,443.92
 \$20,558.10
 (\$81,553.36)
\$1,007,448.66

VARIANCE:

\$0.00

Keedysville CC	-
Water	-
Sewer	-
Sanitation	-

September 2024 A/P Reimbursements

\$12,420.06

\$318.63

Note: the balances don't include the returned check or open applied amount

October 2024

SEWER FUND CHECKING - Recap
SF GENERAL LEDGER BEGINNING BAL
BALANCE:

ICS
\$316,951.02
\$316,951.02

ADD DEPOSITS:

Sewer Payment Deposits
Transfers from Water Fund
Transfer from General Fund
Miscellaneous Deposits
Miscellaneous Deposits
Interest

\$0.00
\$12,416.75
\$135,512.99
\$0.00
\$0.00
\$1,058.40
\$148,988.14
September 2024 Sewer Collections
LBI 22-674 Reimbursement #1

TOTAL DEPOSITS SF:

\$3,624.91
\$75.91

SUB-TOTAL SF:

Deposits In Transit
Sweeps In Transit
\$465,939.16

LESS WITHDRAWALS:

Checks written
EFT Payments
Transfers to General Fund Account
Transfers to Water Account
Transfers to Other Accounts
Returned Items
Bank Fees
Miscellaneous Withdrawals

(\$49,437.23)
\$0.00
(\$47,473.92)
(\$1,125.49)
\$0.00
\$0.00
\$0.00
\$0.00
September 2024 A/P Reimbursements
September 2024 A/P Reimbursements
(\$98,036.64)

TOTAL WITHDRAWALS SF:

SF ICS CHECKING ENDING BALANCE:
Plus Deposits In Transit
Less Outstanding Checks
SF GENERAL LEDGER ENDING BALANCE:

\$370,752.64
\$0.00
(\$2,850.12)
\$367,902.52

VARIANCE:

(\$0.00)

October 2024

Restricted Funds - Money Market - MVB

Beg GL Balance:	\$453,042.98
Add Deposits:	\$0.00
Add Transfers:	\$0.00
Other:	\$0.00
Interest:	\$1,132.42
Ending GL BALANCE:	\$454,175.40
Ending Bank Balance:	\$425,572.90
Add (Less) Other:	\$28,602.50
Total:	\$454,175.40

Transfers Need to Happen

Payroll Account - MVB

Beg GL Balance:	\$0.00
Add Deposits:	\$103,079.06
Less Withdrawals:	(\$103,079.06)
Outstanding Checks	\$0.00
Ending GL BALANCE:	\$0.00
Ending Bank Balance:	\$0.00
(Less) Outstanding Checks:	\$0.00
Total:	\$0.00

American Rescue Plan Act Funds - MVB

Beg GL Balance:	\$2,382,896.37
Add Deposits:	\$0.00
Add Transfers:	\$0.00
Less Withdrawals:	\$0.00
Interest:	\$7,112.18
Ending GL BALANCE:	\$2,390,008.55
Ending Bank Balance:	\$2,390,008.55
(Less) Outstanding Checks:	\$0.00
Total:	\$2,390,008.55

WF User Fees - Money Market - MVB

Beg GL Balance:	\$2,560,206.99
Add Deposits:	\$0.00
Add Transfers:	\$0.00
Other:	\$0.00
Interest:	\$5,193.74
Ending GL BALANCE:	\$2,565,400.73
Ending Bank Balance:	\$2,496,882.47
Add (Less) Other:	\$68,518.26
Total:	\$2,565,400.73

CE 8.25.2024 #1 Transfer Needs to Happen

SF User Fees - Money Market - MVB

Beg GL Balance:	\$119,349.58
Add Deposits:	\$0.00
Add Transfers:	\$0.00
Less Withdrawals:	\$0.00
Interest:	\$280.38
Ending GL BALANCE:	\$119,629.96
Ending Bank Balance:	\$119,629.96
Add (Less) Other:	\$0.00
Total:	\$119,629.96

YTD Interest

634.42

\$4,622.30

Prior YTD Interest

649.98

\$29,614.25

51.70

\$27,853.49

17.99

\$1,050.49



Town of Boonsboro

Planning

Monthly Staff Report

DATE: 11/11/2024

TO: Mayor & Council
Planning Commission
Boonsboro Municipal Utilities Commission
Town Manager

FROM: Andrew J. Bowen
Staff Planner

RE: **MONTHLY PLANNING UPDATE – OCTOBER 2024**

COMPREHENSIVE PLAN:

- Comp Plan Presentation
 - Reviewing Chapter One – Comp Plan for Comments
 - Scheduled Meeting with Consultants for Comp Plan layout 11/21/2024 at 6PM
 - Scheduling Meeting with EDC for comments on Comp Plan

ANNEXATIONS:

- Flook & TT&K Properties – Provided Emergency Services Site Plan for a joint facility for discussion purposes. **NO CHANGES**
- King Road Associates – The Town Officials and Staff met with representatives of the family to discuss the future of the property. Family is determining if they want to develop the property or sell it. **MEETING WITH RICHARD O'BRIEN, LGI HOMES, ABOUT DEVELOPMENT OF THE PROPERTY. LGI HOMES IS WORKING THROUGH STEVE ODER WITH THE OWNER TO NEGOTIATE A SALE TO LGI HOMES.**

MAJOR SUBDIVISIONS:

- Battlefield Estates
 - Permit Renewals have been filed by the Developer with the County
 - Washington County Planning Commission **ARPPROVED** the FRO Waiver for Battlefield Estates. This means they can plant trees off site and the Site Plan approved by the Boonsboro Planning Commission will not need to be revised. This project can begin construction once a Grading Permit is approved. This is dependent upon the contractor.

- The Preserve at Fox Gap
 - Big change at this development with the Easterdays's signed agreement that they will not be on site during construction. The contractor has installed more waterline, sewerline, and stormdrain lines in the last two weeks of the month than the previous 4 months with interference from the owners.

- Fletcher's Grove
 - Chase Six / Campus Drive Realignment
 - SHA has approved ALL plans. Working B&R Design Group to prepare bid document for the project
 - Developer has signed MOU to pay for their half of the Mapleville Road Project
 - McIlwee Property – Offer price accepted by owner
 - Working with WCPS for permission to start construction of pole building (McIlwee's Business Shed) prior to land transfer
 - Working on MOU between WCPS and Mayor and Council
 - Dean South
 - Improvement Plans Approved by the Planning Commission
 - Final Plats Conditionally Approved by Planning Commission
 - FRO Plans Approved by Washington County

MINOR SUBDIVISIONS:

- 50 St. Paul Street – Pancheco Subdivision – Utility Plans will need to be submitted since utility connections for the new parcels show connection to a sanitary sewer line that does not exist. **NO COMMENTS FROM TRIAD ON UTILITY PLANS**
- Kueffner Property – Preliminary discussion on development of the 38 AC parcel adjacent to the Town's WWTP property. Estimated number of unit between 60-64

TEXT AMENDMENTS:

- None

INFRASTRUCTURE PROJECTS

- Reservoir Project
 - Construction Bid Awarded and Contracts & Bonds executed
 - Pre- Construction Meeting to be scheduled in November
 - Construction MGT & Inspection Bid Award by Town Council at 11/12/2024 Meeting

- Auction House (Vanish Brewery)
 - Force Main installed from Auction House property to force main connection behind the Dollar General property.
 - Force Main tested and accepted by the Town
 - Tie-In to force main once all Tap Fee have been paid

- Shafer Park – Walking Trail – Phase IV
 - Sediment and Erosion Controls installed
 - Stripped topsoil for stone base

- WWTP Sludge Dewatering **TO BE REMOVED FROM FUTURE MONTHLY REPORTS**
 - Operational and in use
 - Received MDE Ground Application Permit



Town of Boonsboro

Zoning

Monthly Staff Report

DATE: 11/11/2024

TO: Mayor & Council
Planning Commission
Boonsboro Municipal Utilities Commission
Town Manager

FROM: Andrew J. Bowen
Zoning Administrator

RE: **MONTHLY PLANNING UPDATE – OCTOBER 2024**

BOARD OF APPEALS HEARINGS:

- None for October
- Possible BZA in November for 121 South Main Street

ZONING VIOLATIONS AND COMPLAINTS:

- 121 South Main Street – Sign Violation – Sign Removed
 - Requesting BZA Case for Special Exception from Single Family to Apartments
 - Dumpster Permit Applied for and Granted
 - County Inspection for existing renovations
- Investigating Potential Zoning Violations on:
 - Exhaust Fans – 23 South Main Street – County requiring resubmittal and relocation of the exhaust fan. **Meeting schedule with Director of Washington County Permits and Town Manager**
- Investigating garage construction at 50 St. Paul Street without a permit.
 - **County Permits and Inspection Department addressing work without permit.**
- Investigating 44 North Main Street – Building safety & structural integrity.

ZONING CERTIFICATES / BUILDING PERMITS:

Boonsboro Permits

Building Permits Applied From 10/1/2024 Through 10/31/2024

Record No.	Address	Applicant	Applied	Issued	Status	Fees Due
BO2024-0021	121 So MAIN Street	Tyler Staley	10/14/24	10/28/24	Approved	\$106
				Totals:	1 Permits	\$106