



**BOONSBORO MUNICIPAL UTILITIES COMMISSION**  
**Wednesday, October 19th, 2022 - 6:00PM**  
**Meeting Chambers**

The Boonsboro Municipal Utilities Commission (BMUC) held their Regular Meeting on Wednesday, October 19th, 2022, in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore, Commission Members Dave Wade, Bobby Mose and Colin Shanaberger. Also present were Assistant Mayor/BMUC Liaison Tony Nally, Town Manager Paul Mantello, Water/Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. The meeting was called to order at 6:00PM by Chairman Mullendore.

**CALL TO ORDER** – Chairman, Stu Mullendore

**ROLL CALL**

**PUBLIC COMMENTS**

**MINUTES**

Regular Meeting Minutes September 29th, 2002. Council Member Dave Wade motions and second by Chairman Mullendore to approve September 29th, Meeting Minutes. Motion carried unanimously.

**TREASURER'S REPORT**

- Nally confirms all accounts and balances look up to date for Water/Sewer.

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT** Motion by Chairman Mullendore, second by Council Member Dave Wade to approve the Treasurer's Report. Motion carried unanimously.

**UPDATES** Chairman Mullendore stated that the below updates were provided and reviewed by commission members before the meeting in writing and were asked if there were any questions/comments that needed to be discussed at the public meeting.

**WWTP Sludge Dewatering Press:** GD&F's County Building Permit was approved. MES submitted our Sludge Treatment Permit Application to MDE, last week. Next step is construction procurement. We will schedule a progress meeting with GD&F, in the near future.

**Advanced Metering Infrastructure:** No updates. We are waiting for WRA to schedule a kickoff meeting. I am working with Keedysville Staff to calculate a cost share and an MOU to spell out O&M responsibilities.



**Alt. 40 Waterline Looping:** We are under contract with WRA to complete a Preliminary Engineering Report, to pair with our \$200k ARC Application and our \$1.2M State and Federal Requests. We had a productive kickoff meeting with WRA, on 10/7. The Grant Writer, Kathryn Gratton @ MRDC, is working on the ARC application narrative and body.

**MDE Drinking Water State Revolving Fund (DWSRF):** Because we are already eligible for federal grant funds through the Appalachian Regional Commission (ARC) program, we are working with ARC to lobby MDE and asking them to adopt ARC's eligibility criteria. Earlier this month, we submitted comment letters to the DWSRF Director and MDE's Assistant Secretary, proposing our eligibility for the soon-to-come \$800M in infrastructure grant funds. Trone, Van Hollen, Wivell, and Corderman have provided / are providing letters of support or phone calls to MDE. I will ask the BOOC for support, later this week.

**Shafer Park Well Replacement:** Phillips Well Drilling reports they are waiting for the WCHD to approve the proposed well location. Apparently, WCHD is very short-staffed, and they will need some coaxing. We will make sure this project steadily moves along.

**Keedysville Booster Station / Crestview Pressure Reduction:** Greg installed the pressure loggers in Crestview (2), at the Booster Station (1), and at Kinsey Heights (1). We need about a month's worth of data to complete the PER. Hopefully, the weather holds out and we get enough data to complete this project and add some data to our \$800k State and Federal funding requests.

**Reservoir Replacement Project:** The 2022 Water Resources Development Act, and the \$5M we applied for through Congressman Trone, is still in committee and has not been sent to the President. I am waiting for an update from one of Van Hollen's Legislative Aides. Andy Cooper @ WRA informs they are running behind and unable to provide the 60% plans for tomorrow's meeting. He informs he will forward the 30% plans, so we can begin to review their work. Greg, Pete, and I have participated in two progress meetings with WRA, this month. We have all agreed that security upgrades should also be added (intrusion alarms, video surveillance, etc.) Once we have a platform and a model, we can apply the same installs to our water treatment plants and the WWTP.

**MDE MS4 Annual Report:** Greg is working on outfall inspections. I have not had time to work on our annual report. I am hoping to get started, later this week.

**Stormwater GIS Modeling & Tree Inventory:** You will notice, there is a kickoff meeting scheduled with Barton & Loguidice at 5PM, to start our GIS project and the tree inventory (PP Attached). As you know, we earn stormwater credits for planting trees and Barton & Loguidice has been hired to inventory the trees and begin treating them



more as assets. Please do not feel obliged to attend. We will be meeting with members of the BEC and Park Board, to discuss project planning and specifics. Soon, we will schedule a kickoff meeting for Task #2, to model the SWM assets inventoried by USACE. That meeting will be more important for the BMUC and more within the commission's purview.

## NEW BUSINESS

- **Crestview Water Treatment Plant Decommissioning & Demolition** – Town Manager Paul Mantello informed the Commission that himself, Greg and Reiley met with the HOA last week and they are fine with all of the plans including the demolishing of the blacktop. The Budget is for \$80,000.00 to demolish, and Public Works will be doing demo and the re-seeding. Mantello informed the Commission that contractor Brian Phillips with Phillips Well Drilling has donated his time to complete the work for this project. The Town is aiming for December for the decommissioning of the plant and the demolition will immediately follow to complete the project. Mantello will look into the County permits this week.
- **Boonsboro Municipal Utilities Commission Charter Amendment** - Member Colin Shanaberger discussed with the Commission to amend Section 1 of the BMUC Charter Membership; Selection, Term section to state that The Commission shall be composed of ten (9) members; all of whom shall be appointed by the mayor, with the consent of the council. Seven (7) members shall have voting capacity, with one (1) member being the mayor or a member of the council serving as the liaison to the mayor and Council in a non-voting capacity, and one (1) consulting member also serving in a non-voting capacity. Each of the ten members shall serve a four-year term and can be recommended by the Boonsboro Municipal Utilities Commission and reappointed by the Mayor and Council for consecutive terms. The ninth member serving as the Council Liaison shall serve at the pleasure of the mayor and Council. Member Colin Shanaberger then discussed with the Commission to amend Section 2 of the BMUC Charter Qualifications to state that the members of the Commission shall be qualified voters of the town and shall maintain a permanent residence in the town during their term of office, with the following exceptions: A maximum of (1) member can be an out-of-town customer. (voting capacity), a maximum of (1) member can be a commercial customer(voting capacity), and the consulting member will not have residency or customer status requirements but shall be knowledgeable and/or an expert in a field pertaining to matters handled by the Commission (Non-voting capacity). Collin said he would like to present this amended charter at the Mayor and Council workshop. Motion by Council Member Colin Shanaberger, second by Council Member Dave Wade to



present the amended Boonsboro Municipal Utilities Commission Charter to the Mayor and Council. Motion carried unanimously.

- **Amended Water & Sewer Billing Policy – Notification Letters** Town Manager Paul Mantello ask the Commission to review the draft of the notification letters that will be sent out to the customers relating to the Billing Policy change. Motion by Council Member Colin Shanaberger, second by Chairman Mullendore to approve the draft. Motion carried unanimously.
- **Commercial Customer Audit** – Paul informed the Commission that Yvette was in the middle of compiling a list of Commercial customers to give to the engineer to review their current EDU and make recommendations if there are any changes. The Commission reviewed the list and agreed that all of the Commercial customers should be sent to the engineer. Motion by Chairman Mullendore, second by Members Dave Wade to audit all Commercial customers. Motion carried unanimously.
- **Leak Detection RFP** – Town Manager Mantello provided the Leak detection survey for the Commission to review. The Request for Proposal (RFP) is to obtain proposals from qualified contractors to complete a Leak Detection Survey of the Town’s drinking water distribution system. Motion by Chairman Mullendore, second by Members Dave Wade to make the drinking water distribution system leak detection survey proposal public information. Motion carried unanimously.
- **Proposal to discontinue Fluoride Treatment** - Pete Shumaker, W/S Superintendent informed the Commission that treating for Fluoride was not essential any longer. The USDA originally required it due to the agreement of the loan. The original equipment is 22-year-old and lines would need to be replaced. He stated that he had not used Fluoride for 2 years due to seeing problems in the line. He also mentioned that he stopped in Keedysville just recently because he notices a residue on the side of the walls. Motion by Council Member Colin Shanaberger, second by Member Dave Wade to discontinue Fluoride treatment. Motion carried unanimously. Mantello informs the Commission a letter of intent needs to be sent to the MDE and Health Department.

**SYSTEMS REPORT** – Pete Shumaker, W/S Superintendent informed the Commission that everything is running smoothly for the most part and he is still waiting for parts for the pump at Keedysville. They are still in the middle of changing the 800 Diffuser Tubes at the plant which is very time consuming. Greg Huntsberry, PW Superintendent stated that his department has deployed all of the data loggers. He placed one at each end of Crestview, one in Keedysville



and one at Kinsey Heights. Mantello stated that we will need about one month of data from the loggers to finish the preliminary engineer reports and that we need to produce some situational testing parameters. Huntsberry also informed the Commission that the PW Department is also servicing hydrants right now in which they found one hydrant located on Route 34 near Crystal Grottos damaged. Someone had run over the hydrant, and it needs replaced. The fire department has been informed and a replacement has been ordered.

**TOWN MANAGER REPORT** – Paul Mantello, Town Manager informed the Commission that himself, Greg and Pete have had a couple of progress meetings about upping the instrumental requirements to include security and surveillance because this is a source water impoundment.

**ADJOURN** - Motion by Commission Member Dave Wade, second Commission Member Colin Shanaberger to adjourn meeting at 7:15pm. Motion carried unanimously.

Respectfully submitted

Yvette May, Administrative Assistant

**NEXT MEETING** – November 16th @ 6PM

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