

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
April 25th, 2019**

Notes: Motions and when necessary directly applicable discussions are in bolded text below. All procurements identified in the meeting minutes will be executed in compliance with applicable State of Maryland Procurement Regulations and Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, April 25, 2019 in the Charles F. “Skip” Kauffman Building’s Meeting Chambers. Participants included Assistant Chairperson Todd Kennedy (via telephone) and Commission Members Eldon “Jake” Jones, Robert “Bob” Sweeney, and Bobby Mose. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, Water/Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, and Town Planner Ethan Strickler. Bob Sweeney called the meeting to order at 7:00 PM.

Public/Other Comments:

Adam Rupert, 6901 King Road – Adam came to speak about his water bill. Adam received about a \$7,000 water bill due to a water leak. He came to ask the commission for some kind of forgiveness, or something that he could do, to relieve the extraordinarily large bill. Mr. Rupert felt as though he should have been called by Town Staff after there was suspicion of a leak, and that, as soon as he knew about it, he fixed the leak as soon as possible. He stated that there was no way for him to know that there was a leak due to no decrease in water pressure and the wet weather. Greg Huntsberry stated that there is about a week’s time between when the guys read a meter and then get a re-read on a meter, a point at which they can tell if there is abnormal usage. Mr. Rupert asked to be forgiven (on next cycle’s bill) for the ten days when it was apparent there was a leak before he found out about it and had the issue fixed. Council Member Nally stated that the BMUC does have a policy in place, and that the BMUC cannot make a decision based upon once case such as this. He indicated that they would not be able to give Mr. Rupert a decision at the meeting. Mr. Rupert stated that the leak had to have started sometime around the end of December or beginning of January. Greg stated that, based on their readings, the leak was almost 500 gallons per day at one point. Mr. Rupert stated that a bill like this would sink a lot of people he knows, and that if there was no forgiveness that it was going to really hurt. Discussion then surrounded BMUC and Town policies surrounding reading and re-reading meters. The commission stated that they would look at all the information and evidence, and that Paul would be in touch with Mr. Rupert.

Meeting Minutes

The February 1, 2019 Connection “Tap” Fee Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

The February 14, 2019 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

Treasurer’s Report

The February 2019 Treasurer’s Report was presented by Commission Member Mose. The report was reviewed and discussed. Assistant Chairperson Kennedy motioned to approve the report as presented. The motion was unanimously approved.

The March 2019 Treasurer’s Report was presented by Commission Member Mose. The report was reviewed and discussed. Assistant Chairperson Kennedy motioned to approve the report as presented. The motion was unanimously approved.

Unfinished Business:

Water System Meter Replacement Program – Status & Updates

Greg stated that they were going to need another 100 meters. He stated it would actually be a little cheaper than \$25,000 this time because some of the meters are in Fletchers Grove (21 meters are pro-rated, taking them from \$275 to \$170 per meter). He stated that, currently, every broken meter in Boonsboro is fixed.

Water Loss Detection and Mitigation

Paul gave the commission a water loss report. The leak detection professional that was contracted this spring estimated Boonsboro’s total gallons lost per day to be around 90,000 (gpd). Paul and Greg stated it was a good exercise to do on a yearly basis for maintenance purposes, but that the Town still has not identified any major sources of water loss. Paul stated the Town’s water loss is back to around 33% for the last two quarters. Paul stated that some considerable service line leaks were found in Keedysville. Pete, Greg, and Paul discussed testing the main line, the water line that runs between Crestview and Keedysville.

LED Lighting

Pete stated that this was discussed informally at the March meeting (which did not end up being a formal meeting after all).

New Business:

Fiscal Year 2020 Budget

Councilwoman Kerns presented the Mayor & Council’s decision on salary spread for FY20. The Mayor & Council decided to carry 50% of the salary burden of the Town’s administrative staff, with the BMUC bearing the other 50%. She stated that the Public Works salaries would be the same as the 50%/50% breakdown, and that police salaries would be entirely out of the general fund. She stated the BMUC would carry 100% of the water/sewer salaries. She stated they began to put together a FY20 budget for the BMUC. The Mayor & Council would like to present on Monday, May 10th (draft budget). The Mayor & Council is tentatively planning for a public hearing on June 10th (for the budget).

Bob Sweeney suggested a workshop session to look at the budget. The BMUC decided to schedule a special meeting to discuss the budget. They tentatively scheduled Tuesday, May 7th at 7pm.

Appointing a Chairperson

Paul stated that the BMUC should be more proactive at this time about appointing a chairperson. He also spoke about amending the BMUC section of the charter to allow the chairperson to vote. Discussion revealed it would be a pretty simple revision to the charter. The BMUC agreed to, at their next meeting, send the revision to the Mayor & Council to move forward with it, and that they would put it on the May agenda as unfinished business.

Ford Family Request for Water Service

Town Planner Strickler gave a presentation to the BMUC about the Ford Family and their request for water service. The Ford Family lives in the County along Alternate-40 adjacent to the Town's water line that extends northeast on Alt-40. Strickler stated the Ford Family can only divide off 5 lots from their county farm that is in a MALPF agricultural preservation easement. The County Health Department sent the Ford's a letter in March of 2019 stating that they had to deny the Ford's request to drill wells for drinking water on the property due to public health risks associated with groundwater contamination. The Maryland Department of Planning sent the Ford's a letter confirming that they would lift the restricted access designation of the Alt-40 water line for up to 5 residential lots for the Ford Family, meaning that the Ford's could tie in to the Town's water line up to the allotted 5 lots (EDUs). The Ford's provided this documentation to the Town.

The Town Planner recommended that the BMUC allow the Fords to apply for water service with a cap (maximum) of 5 EDUs that the Fords can purchase for the potential (maximum) of 5 lots on the Ford property. He recommended that the BMUC instruct the Fords to apply for those EDUs based upon the BMUC's existing "First Come First Serve" policy.

Dale Ford then came forward to speak on behalf of the family. He stated that the Ford's needed to do three additional perc tests on the farm, and that the County health department is driving their process now. Mr. Ford stated that, moving forward, they needed a commitment from the Town that they could have water access for up to 5 lots. He stated that two of the five lots must be release by MALPF in the near future. Therefore, the two EDUs for those lots may be needed sooner rather than later. The Fords wanted some kind of certainty that they can have water access for the aforementioned total of 5 lots.

Todd Kennedy asked where exactly Mr. Ford would be connecting on to our existing water system and who would pay for reaching the site where the Fords can hook on to the system. Strickler stated that the developer of the property would be responsible for running a water line from the existing water line along Alt-40 to the property in question. Mr. Ford stated that the property is across Old National Pike from the Scenic View Court area/subdivision. Mr. Ford stated his intent was to put the water line in back to the farthest lot (the owner's lot), so that all the future lot developers (his children) would have to do is tie into the line they put in to access the owner's lot. Todd Kennedy stated that Mr. Ford has done everything he can to try to accomplish his goal, and that the BMUC could make some type of motion for commitment but that they cannot guarantee taps. Mr. Sweeney stated that the BMUC should approve up to 5 taps for the Ford's based upon a first come first serve basis. He stated that the approval would be for up to 5 taps based upon availability on the water system at the time of application.

Town Planner Strickler stated that the Fords very specifically did what the Town has asked them to do, which was to get confirmation from the Health Department that drinking water wells could not be drilled on the property and to get confirmation from the state that the restricted access line designation could be lifted for the Fords for up to 5 lots. Strickler stated that the Town has an application process for water service, and that when the Fords are ready to put a residential structure on the property, they should apply for water service at the same time they apply for building permits.

The BMUC entertained the motion to grant the Fords up to 5 EDUs for water service based upon availability. The BMUC further stated that the motion should read, upon receipt of application and fees to the Town of Boonsboro for water service, the Town will approve water service requests originating from the Ford property for up to a total of 5 EDUs for the property based upon capacity of the water system at the time of application. The BMUC also noted that, as a part of their motion, the developer would be responsible for installing the water line providing access from the main to their property

following the Town's water specifications. Bob Sweeney made the motion, Bobby Mose seconded the motion, and the motion carried unanimously.

2019 Water and Sewer Specifications Updates

Town Planner Strickler stated that he incorporated all of the comments he received, including adding a statement on the title page that the specifications must be adhered to as a part of the development process. Mr. Sweeney asked if the BMUC could have copies of the new specifications for the Planning Commission joint meeting. The BMUC agreed to move forward with the specifications as revised and have staff upload them to the Town's website.

Reports:

The following reports were provided to the BMUC Members.

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, provided a brief summary of activities since the last BMUC meeting. **After discussion, the BMUC made a motion to purchase five of the pieces of equipment Pete uses (and needs) to weigh chlorine. Jake Jones made the motion, Bobby Mose seconded, and the motion passed unanimously.** Paul stated that the BMUC does have money in the budget (FY19) for the software/hardware upgrade necessary for the wastewater treatment plant, as well as for the generator. **Todd Kennedy made the motion to move towards buying the generator the BMUC had budgeted for. Jake Jones seconded and the motion carried.** Paul stated he would put together an RFP for the generator. After a discussion about the software upgrade, which would cost approximately \$130,000, **Jake Jones made the motion that the BMUC spend up to \$130,000 on the necessary software/hardware upgrades, Bobby Mose seconded the motion, and the motion passed unanimously.**

Public Works Report – Greg Huntsberry, Public Works Superintendent, provided a brief summary of activities since the last BMUC meeting. After discussion, **Todd Kennedy made a motion to purchase 100 water meters (and the lids that go with them), Jake Jones seconded, and the motion passed unanimously.**

Town Manager Report – Paul Mantello, Town Manager, provided an update on recent, upcoming, and ongoing activities across the Town. He spoke about an issue with a deduct meter at 11 N Main (the building where Subway is located). He stated there are similar situations at Mountainside Gardens and the football field. The BMUC had a discussion/update on the well project for watering the football field. The BMUC also discussed charging insurance companies for Town water used for firefighting in the area.

Town Planner/Zoning Administrator Report – Ethan Strickler, Town Planner/Zoning Administrator, provided a summary of the topics on the Planning Commission meeting to take place in the last week of April.

Mayor and Council Report – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting.

Adjourn:

A motion to adjourn was made by Todd Kennedy. The Motion was unanimously approved.

Next Meeting is scheduled for Thursday May 9, 2019 at 7:00 PM.

Respectfully Submitted,
Ethan Strickler
Town Planner & Zoning Administrator