

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
Wednesday, February 17, 2021

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Wednesday, February 17, 2021 in the Charles F. "Skip" Kauffman Meeting Chambers. Participants included Commission Chairperson Bob Sweeney (joining via go to meeting) and Commission Members Bobby Mose, Ken Eshbaugh and Stu Mullendore (also joining via go to meeting). Also in attendance were Mayor and Council Liaison Anthony Nally (acting chairperson), Town Manager Paul Mantello, W/S Superintendent Pete Shumaker, Public Works Superintendent Greg Huntzberry, and guest Eric Kitchen. Joining by phone for part of the meeting was Dawn Nall. Council Liaison Anthony Nally called the meeting to order promptly at 6:00pm.

There were no public comments.

The minutes from the January 27, 2021 meeting were reviewed. Member Mullendore motioned 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 Eshbaugh provided the second. The motion was approved unanimously.

An Asset Management Presentation was made by Dawn Nall from the Southwest Environmental Finance Center. Ms. Noll has been working with the Town of Boonsboro on identifying water loss and was asked by Town Manager Mantello to share a presentation about Asset Management. The presentation was very thorough and listed among other things the 5 major components of Asset Management: Level of service, Current State, Critical Risk Analysis, Life Cycle Costing and Long-term funding. She has agreed to provide additional resources to the Town to assist in the development of an asset management plan. Chairperson Sweeney asked about the training staff would need to begin this process. Ms. Nall explained that understanding the terminology was the most important step. Town Manager Mantello stated that Step 1 in the process will be to develop an inventory program for each department.

Under Old Business, Town Manager Mantello gave an update on the rate study. Town staff has been working with Jean Holloway to accurately determine the amount of EDU's in the billing system and to be evaluate the fixed fee charges that each of the EDU's in the system pays. A recent audit of the billing system found several inaccuracies that will need to be addressed. Meter sizes have been verified as well. Town Manager Mantello discussed the need to have separate rate structure for residential and commercial customers as well as the need to protect those on a fixed income from a substantial rate increase. He also stated that the hope is to have the water and sewer rate study recommendations prior to the Mayor and Council completing the budget for FY2022.

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 as well as the recent call about asset management. He also discussed the need for a plan of action for the reservoir test that will be occurring in April. This led to the group discussing the need for pressure-release valves and the trailered hydro-pneumatic tanks. Member Eshbaugh added that a Variable Speed Drive installed on each pump could help to ease the sudden on and off pressure that will occur during this test. W/S Superintendent Shumaker stated that in order to install those a separate building would need to be constructed away from any water pipes. Town Manager Mantello stated that town staff will be working with WRA to develop the best action plan for this test. Town Manager Mantello also stated he had spoken with Eric Dutrow from MD Rural Water about companies that do

liner repair and replacement.

Public Works Superintendent Huntzberry reported that the Rt 34 Pump Station Streambank Stabilization Project has been inspected by MDE and is nearly complete. Once the weather clears and the ground is drier, he will repair the streambed, (prior to March 1), plant grass seed and finish the rocks. Superintendent Huntzberry discussed Collections System Rehabilitation Project Phase II. All sewer lines are complete. Manhole work should begin in the next few weeks.

Town Manager Mantello discussed the Shafer Park Well. A redundancy chart was reviewed. The data will be presented to MDE and hopefully they will give permission to move forward with drilling a new 10 inch well. Town Manager Mantello announced that the original plan for the chemical storage tanks at the Waster water treatment plant would not work and that Superintendent Shumaker was evaluating the property for an alternative site. He stated that once a new site was agreed upon, he would contact Miss Utility. Town Manager Mantello stated the tanks are being delivered in March and that it is costing about \$3,000 per month to not be able to buy the chemicals in bulk.

Town Manager Mantello discussed the BHS Irrigation Well. He stated that no bids had been received for the project. He said town staff would reach out to Brian from Phillips & Son Well Drilling to see if he would submit a bid and then the town will work with WCBOE to secure the necessary permits from MDE and the County to see the project through to completion.

Superintendent Shumaker stated the SCADA system installation is almost complete at Well 8. The wiring conduit is in and Steve from Well-tech would be finishing up the project within the month.

In New Business, several things were discussed.

- Town Manager Mantello mentioned that it has been recommended to the town to have all commercial meters 2 inches and over tested yearly. Superintendent Shumaker and Superintendent Huntzberry will coordinate with Lawco to get this done. Superintendent Huntzberry will also begin to test a sampling of residential meters from the Fletchers Grove development as they are getting close to 20 years old. Member Eshbaugh suggested the purchase of a BENCH TEST to test residential meters without having to take them to the City of Hagerstown for testing. Superintendent Huntzberry will obtain a pricing.
- Town Manager Mantello discussed the dewatering press ARC grant. The grant is in the final stages of the application process and is set up in the portal for review. He stated that he hopes to hear about funding in April or May.
- Town Manager Mantello discussed the Keedysville springhouse/weir project funding. The Town is still pursuing a loan to cover the expenses, but the costs were added to the state budget. The budget still needs approval so until the Town hears otherwise, the loan process will continue.
- Increase in tap fees was discussed next. Chairperson Sweeney and the Task force identified several areas for discussion:
 - Increasing the hook-up fee from \$1,000 to \$2,000
 - They requested the Mayor and Council approve the increase for the completion of the WRA models for water and wastewater. The Mayor and Council did approve this increase at the last meeting.
 - While discussing the Rate Study, it is the consensus of the group that the Town of Boonsboro needs a Residential Rate and a Commercial Rate that is tiered by the gallons used.
 - The use of the WRA models by developers to determine the “down-stream” costs for development. In recent talks with a local developer, this model will be used in infrastructure upgrades.

Chairperson Sweeney (not acting chair at this meeting) made a motion to recommend to the Mayor and Council to increase the hook-up fees from \$1,000 to \$2,000. Member Eshbaugh provided the second. The motion carried. Mayor and Council Liaison Nally stated he thought this was just a policy change and would not require further steps from the council if approved.

Superintendent Shumaker stated that with the exception of a small problem at the sewer plant, all systems were functioning well. He also mentioned the fence and gate are in place at the Keedysville spring.

In the Town Managers Report, Town Manager Mantello mentioned again the on-going rate study and the most recent audit of the billing system. In the most recent audit, discrepancies between the current fixed fee charges for water and sewer were compared to the number of EDU's assigned to properties. A list of properties where the fixed fees currently charged are less than the amount of EDU's assigned will be provided to the town attorney to determine the best course of action moving forward to begin collecting these user fees.

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

Respectfully submitted by Amanda Wells Administrative Assistant.