

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, August 11, 2021

Voting members present Austin Abraham, Chairperson; Stu Mullendore (B-Alt), Matt Hull (K), Brandon Sweeney (K)

Members absent Howard Long (B) and Terry Davis (B)

Others present Paul Mantello (B), Boonsboro Town Manager, Rick Bishop Keedysville Town Administrator, Lisa Riner (K) Assistant Town Administrator, Keedysville, Water and Wastewater Superintendent Pete Shumaker, Amanda Wells, Recording Secretary

The meeting convened at 6:30 PM at Boonsboro Town Hall Meeting Chambers.

I. Approval of minutes from May 12, 2021

Chairperson Abraham stated that all had received the previous meeting minutes by email and asked for discussion. Seeing none, Member Hull made a motion to approve the minutes and Boonsboro Alternate Mullendore provided the second. The motion carried 4-0.

II. FY 22 Cost sharing projection for Keedysville

Chairperson Abraham led the group through a thorough explanation of the proposed agreement. He commended the Town of Boonsboro for keeping expenses on or below budget for yet another year. He reminded the group the numbers for FY22 will be trued-up to actual costs after Boonsboro's FY22 audit is complete. He explained the increase in the quarterly payment to Boonsboro was largely due to the increase in the administrative cost to billing. He also mentioned that since Boonsboro had obtained grant funding for the repayment of the CHIEF loan, the FY 21 projected numbers will likely decrease. The quarterly payment will be \$20,883.00 and will be billed beginning in September.

III. Update on Keedysville weir project funding

Boonsboro Town Manager Mantello stated that no funds had been received yet. The full application has been submitted. Once Boonsboro receives funds, Keedysville will be reimbursed for their payment

IV. Status CIP Projects

A. FY22 Park Well Replacement and ARC grant

ARC grant was awarded for \$100,000. This is a matching grant. The project will cost in excess of \$200,000. The old well will be kept online in the event of an emergency. The new well will operate under the old wells withdrawal permit.

B. FY22

Boonsboro Town Manager Mantello does not project any unbudgeted shared CIP projects at this time.

V. Unaccounted-for Water in Boonsboro

A. 4th quarter usage report

Numbers have stayed relatively the same as compared to last quarter. Chairperson Abraham did find a small error on a previous month that has now been corrected.

B. Reservoir Replacement project

Boonsboro Town Manager Mantello shared that Boonsboro Mayor and Council had approved a request to obtain a Preliminary Engineering Report. He shared that Boonsboro delegation is working with State and Federal agencies to obtain funding for the replacement of the existing reservoir. Boonsboro is likely to install a split-tank designed reservoir comparable in capacity to the current one. The estimated cost of the project is 3 to 4 million dollars with upwards of an additional million to replace the main transmission lines to and from the water plant. Water and Wastewater Superintendent Shumaker stressed the existing reservoir will be kept online until the new reservoir is ready to be used.

Vi. Review available capacity allocation (Austin and Paul)

Chairperson Abraham noted the difference in EDU allocation between the two towns. Boonsboro recognizes 250 gallons per day as the measure for 1 EDU of allocation, while Keedysville recognizes 200 gallons per day as the measure for 1 EDU of allocation. Member Hull commented that MDE uses 250 to give a little cushion for municipalities. Keedysville Town Administrator Rick Bishop stated they have 2 lots on Main Street that could need water allocation and 3 other lots that have been granted but not paid for yet. Boonsboro has hundreds of EDU's already allocated for developers, however those agreements will become void in 2030 if they are not paid for. Currently, in the Town of Boonsboro capacity is on a "first come, first served basis." Keedysville Administrator Rick Bishop questioned Boonsboro Town Manager Mantello as to any imminent development in Boonsboro. Town Manager Mantello answered stating that Fletcher's Grove had submitted plans to build 30-40 homes. The Easterday property has suggested 120-130 homes, but no plans have been submitted. Member Hull suggested charging a minimum usage for the taps that are owned currently but not being used or allow the developer to forfeit them back to the town, as a way to get them either in use or given back to the pool of available taps. It was suggested that a Connection Ordinance be drafted, and a clause be inserted that states the taps must be active in a certain number of years or they will become property of the town again. Chairperson Abraham asked Water and Wastewater Superintendent Shumaker about the current withdrawal permits for the town. Superintendent Shumaker responded that he hopes with the new Park Well installation that he will be able to get closer to his permitted amount.

VII. Draft new consolidated agreement between the Towns (Austin)

Chairperson Abraham would like the board members to meet three consecutive weeks to work on the new agreement. A draft of the agreement will be provided at the December meeting. The agreed upon dates for the special meetings are:

January 6, 2022

January 13, 2022

January 27, 2022 (if necessary)

VIII. Old Business

A. Town Manager Mantello shared that Boonsboro has a proposal that the Mayor and Council had approved through the Army Corps of Engineers. This will be a complete system audit of water, wastewater and stormwater assets in the system. The estimated time to complete the full assessment will be 1 year. The town has a grant to pay for half of the cost through matching funds. Town of Keedysville board members expressed interest in having this done in their town as well, so Town Manager Mantello will share the contact information. This is being done through the Army Corps of Engineers "Planning Assistance for States," program.

IX. New Business

Keedysville Town Administrator shared that his last day is Friday, August 13, 2021. Assistant Town Administrator Lisa Riner will assume the role as Town Administrator.

Member Sweeney discussed the possible installation of a security system at the Water Tower site and at the Spring. There was much discussion about safety and possible upgrades that could be done to improve the monitoring of these sites. Water and Wastewater Superintendent Shumaker shared that tire tracks had been observed around the water tower. Keedysville members responded that four-wheelers were likely to blame. Chairperson Abraham suggested maybe just an intruder alarm would be sufficient. Boonsboro Town Manager Mantello stated that Boonsboro is getting ready to upgrade the surveillance system for the town and that installing a camera at the reservoir and the pump house as well as the other water facilities is a good idea.

X. Superintendent Shumaker reported everything was operational and in working order. No major problems to report in the system as a whole.

XI. Keedysville Town Administrator Bishop shared that almost all of the meters have been installed in town limits. Huntzberry Brothers is completing those changeouts. Boonsboro Town Manager suggested that Keedysville look into the Advanced Metering Technology through Core and Main that the Town of Boonsboro is exploring. This technology allows meters to be read at the push of a

button. This technology utilizes strategically placed towers throughout the town to capture all the readings. This technology is extremely beneficial in detecting leaks.

Boonsboro Alternate Mullendore made a motion to adjourn the meeting at 8:23pm. Member Hull provided the second and the meeting was adjourned.

Submitted by Amanda Wells Administrative Assistant Town of Boonsboro