

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**WORK SESSION MEETING MINUTES**  
**Wednesday, January 27, 2022**

**Voting members present:** Austin Abraham, Chairperson; Howard Long (B), Tony Nally (B), Matt Hull (K), Brandon Sweeney (K),

**Members absent:**

**Others present,** Stu Mullendore (B-Alt); Ken Lord (K-Alt); Sarah Baker, (K-Alt); Paul Mantello, Boonsboro Town Manager; Lisa Riner, Keedysville Town Administrator; Rick Bishop former Keedysville Town Administrator

The work session convened at 6:35 PM at Boonsboro Town Hall Meeting Chambers. The meeting had been scheduled as the third work session in January with the express purpose of discussing a proposed draft of a new consolidated agreement between the Towns for water service.

Chairperson Abraham reviewed with the group the changes made at the prior meeting, and some additional tweaks he had made, that were all shown in redline. Chairperson Abraham also shared a proposed revision to the methodology for calculating billing and customer service costs for Keedysville that a) included costs for meter reading, and b) changed the method of costing employee benefits and time off from a line-item by line-item approach to using direct wage cost increased by 45% to account for those costs. There was no objection to including these revisions in the next draft of the agreement.

Chairperson Abraham asked the members of the Board if any wanted to pursue discussion of an additional charge to Keedysville for Boonsboro's management of the system, initially termed a 'convenience fee' or a 'administrative fee' when the idea was introduced by Town Manger Mantello at the January 6, 2022 meeting. Town Manager Mantello stated he felt Keedysville received more benefit than could be calculated just be dividing up operating costs. Chairperson Abraham emphasized both the importance of good fund accounting and the reliance on fund accounting to know what Boonsboro's costs should be shared with Keedysville . There was not a consensus from the Board members to pursue the issue at this time, however, this led into a broader discussion of how well the methodology currently used arrives at an appropriate cost-share for Keedysville.

Member Sweeney asked about the current methodology of calculating Keedysville's share of costs and said that he had done some preliminary analysis of his own. Depending on the

assumptions put into the formulas that he used, he could come up with results that differed from the methodology proposed for the new agreement.

There was lengthy discussion of the history of the current methodology, including the disputes between the Towns in the 1980's and 1990's over how much Keedysville should be charged, the 1994 Arbitration that settled the billing disputes up to that time with a methodology for calculating Keedysville's share of the costs that provides the basis for the methodology used currently and which is now included in the 1999 Water Service Charge Agreement with minor revisions in subsequent agreements. Chairperson Abraham said the interest of both Towns in the late 1990's when the State was requiring the construction of the filtration plants was to view the arrangement as a partnership with a sharing of costs rather than either Town being treated as a customer of the other. The current agreements have been intentionally designed to view the joined water system in that manner.

Member Sweeney suggested there be a more detailed examination of several of the factors in the current cost-sharing formula including the proposed 40% reduction of Boonsboro's operating costs to arrive at operating costs to be shared. Member Long said he felt the current methodology adequately calculated what Keedysville's cost share should be. While there was some hesitancy among those present, members arrived at a consensus that members Nally and Sweeney could examine the cost-sharing methodology in the proposed agreement and report back to the Board with their findings at the May meeting.

As the meeting was concluding, Keedysville's former Town Administrator and Boonsboro alternate Stu Mullendore both spoke to the importance they see in the cooperation that exists between the Towns, acknowledging such cooperation had not always been the case in the past.

It was announced that the next meeting for the Water Advisory Board is the regular meeting scheduled for Wednesday February 9, 2022, at 6:30 pm at Boonsboro Town Hall.

Chairperson Abraham adjourned the meeting at approximately 8:20 pm.

Submitted by: Austin Abraham, Chairperson