



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

March 15, 2024

Town of Myersville  
Kristin Aleshire, Town Manager  
301 Main Street  
P O Box 295  
Myersville, MD 21773

Dear Mr. Aleshire:

Maryland Environmental Service (MES) is pleased to present for your review the FY 2025 operations & maintenance budget for the wastewater treatment plant in the amount of \$212,716 and for the water treatment plant in the amount of \$139,975. We at MES are working with our vendors and staff to keep the cost of plant operations to the minimum necessary to achieve compliance with the safe drinking water and bay restoration programs.

If the budgets meet with your approval, please sign one copy of each and email them to Cynthia James at [cjames@menv.com](mailto:cjames@menv.com) or return them to our Millersville office within 30 days.

If you have any questions or need additional information, please contact me or Joseph Wright, Dep. Division Chief, Water and Wastewater Operations, at 410-729-8200.

Sincerely,

*Timothy D. Barr*

Timothy D. Barr, Managing Director  
Water and Wastewater

cc: Dave Coale  
Tiff Bradshaw

**Maryland Environmental Service  
Operations & Maintenance Estimated FY 2025 Budget  
for the  
Town of Myersville WWTP**

**Operations**  
**BU # 2233-1200**

<b>TOTAL LABOR COSTS</b>	<b>104,618</b>	<b>Salaries + Fringe Benefits + Overhead</b>
Equipment Repair	6,653	Generators serviced/SBR Mixer serviced
MES Lab Services	17,694	Lab services for permit and regulatory compliance
MES Collection Svcs.	0	To provide for lab sample collection
Sludge Processing	15,728	Fees for off-site sludge processing
Pump & Haul	15,339	To remove excess sludge and clean tanks
Service Contracts	1,500	Generators serviced/Mission Unit Cost (\$250)
MES Contractual Services	4,737	Biosolids Management Fee
<b>CONTRACT SERVICES</b>	<b>61,651</b>	
Sludge Gen. Fees	585	Sludge generation fees, payable to MDE
Permitting Fees	30	fee
<b>TECH &amp; SPECIAL</b>	<b>615</b>	
Mileage	5,000	For transportation cost associated with routine service
<b>VEHICLE O&amp;M</b>	<b>5,000</b>	
Bldg & Household	85	Building and janitorial supplies such as paint, towels and cleaners
Lab	750	Supplies and equipment for on-site lab analysis To effect preventive and minor corrective maintenance
Small Tools	250	activities
Uniforms	275	To provide operational staff with uniforms
Technical	750	Flow charts, recorder pens and specialized equipment
Chemical	1,250	Process treatment chemicals
Safety	250	Safety shoes, first aid kits and fire extinguishers
Stone, Sand, Gravel, Clay	3,500	
Lubricants	50	Grease and oil
Office Supplies	100	To prepare reports and maintain facility records
Repair Parts	2,500	To effect preventive and minor corrective repairs
<b>SUPPLIES</b>	<b>9,760</b>	

**Maryland Environmental Service  
Operations & Maintenance Estimated FY 2025 Budget  
for the  
Town of Myersville WWTP**

**Operations**

**BU # 2233-1200**

Postage	10	For submittal of facility reports
Cellular Phones	425	Cell Phones
<b>COMMUNICATION</b>	<b>435</b>	

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**SUB-TOTAL**                      **\$182,079**    **Operations 2233-1200**

**Maintenance Services**

**BU #2233-1201**

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<b>TOTAL LABOR COSTS</b>	<b>18,086</b>	<b>Salaries + Fringe Benefits + Overhead</b>
Other O&M	8,372	Other O&M Maintenance
Mileage	1,679	For transportation cost associated with routine service
<b>VEHICLE O&amp;M</b>	<b>10,051</b>	
Repair Parts	2,500	To effect preventive and minor corrective repairs
<b>SUPPLIES</b>	<b>2,500</b>	

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**SUB-TOTAL**                      **\$30,637**    **Maintenance 2233-1201**

**TOTAL BUDGET**                      **\$212,716**    **Operations & Maintenance**

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**APPROVED BY**                      **DATE**

**Maryland Environmental Service  
Operations & Maintenance Estimated FY 2025 Budget  
for the  
Town of Myersville WTP**

**Operations  
BU # 2232-1200**

<b>TOTAL LABOR COSTS</b>	<b>95,244</b>	<b>Salaries + Fringe Benefits + Overhead</b>
Equipment Repair	2,500	Equipment repair services by outside contractor
Service Contracts	400	New Generator Service & CCR
Pump & Haul	650	Filter Mud well annual pumping
MES Lab Services	6,630	Lab services for permit and regulatory compliance
MES Contractual Services	350	Fees for off-site sludge processing
<b>CONTRACT SERVICES</b>	<b>10,530</b>	
Mileage	4,800	For transportation cost associated with routine service
<b>VEHICLE O&amp;M</b>	<b>4,800</b>	
Office Supplies	100	To prepare reports and maintain facility records
Bldg & Household	150	Building and janitorial supplies such as paint, towels and cleaners
Lab	1,000	Supplies and equipment for on-site lab analysis; includes pH meter and colorimeter
Small Tools	200	To effect preventive and minor corrective maintenance activities
Uniforms	175	To provide operational staff with uniforms
Technical	1,000	Flow charts, recorder pens and specialized equipment
Chemical	9,750	Process treatment chemicals
Safety	75	Safety shoes, first aid kits and fire extinguishers
Stone, Sand, Gravel, Clay	300	
Repair Parts	2,000	To effect preventive and minor corrective repairs
Lubricants	50	Grease and oil
<b>SUPPLIES</b>	<b>14,800</b>	
Cellular Phones	430	Cellular Phones
<b>COMMUNICATION</b>	<b>430</b>	
<b>Sub-total</b>	<b>\$125,804</b>	<b>Operations</b>

**Maryland Environmental Service  
 Operations & Maintenance Estimated FY 2025 Budget  
 for the  
 Town of Myersville WTP**

**MES Maintenance Services  
 BU #2232-1201**

<b>TOTAL LABOR COSTS</b>	<b>9,758</b>	<b>Salaries + Fringe Benefits + Overhead</b>
Other O&M	2,392	Hrly. Rate for Maintenance Vehicles
Mileage	521	For transportation cost associated with routine service
<b>VEHICLE O&amp;M</b>	<b>2,913</b>	
Repair Parts	1,500	To effect preventive and minor corrective repairs
<b>SUPPLIES</b>	<b>1,500</b>	
<b>Sub-total</b>	<b>\$14,171</b>	<b>Maintenance</b>
<b>TOTAL BUDGET</b>	<b>\$139,975</b>	<b>Operations &amp; Maintenance</b>

<b>APPROVED BY</b>	<b>DATE</b>
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Wes Moore GOVERNOR

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Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

February 14, 2024

Town of Myersville  
Honorable Mark Hinkle  
Mayor, Town of Myersville  
301 Main Street  
Myersville, MD 21773

RECEIVED  
MAR 4 2024  
Town of Myersville  
Office Copy

Dear Mayor Hinkle:

The Maryland Environmental Service (MES) is pleased to submit the FY 2023 Annual Report for the Town of Myersville Water and Wastewater Facilities.

This report is designed to provide an overview of our activities at your facilities. We have maintained a format like prior years to allow easy reference and comparison. In addition to highlighting operations activities, the report contains useful information regarding budgetary expenditures, regulatory permit status, and flows. The section entitled "Scheduled or Recommended Improvements" lists any significant planned or proposed improvements that MES believes will make the operation more efficient and reliable.

At MES, it is our belief that communication is essential to our success. Once you have had the opportunity to review this report, I encourage you to contact me at (410) 729-8390 if you would like to discuss any aspect of our operation. On behalf of the entire staff, thank you for the opportunity to be of service and we look forward to continuing our relationship in the future.

Kind Regards,

*Tiff Bradshaw*

Tiff Bradshaw  
Division Chief  
Water & Wastewater Division

**Town of Myersville  
Water and Wastewater Treatment Facilities  
FY2023 Annual Report**

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FY2023 REPORT

OPERATIONS & MAINTENANCE SUMMARY

SCHEDULED OR RECOMMENDED IMPROVEMENTS

REGULATORY COMPLIANCE STATUS

Maryland Environmental Service  
Water and Wastewater Division  
259 Najoles Road  
Millersville, Maryland 21108

## **FY23 WATER TREATMENT PLANT REPORT**

FY23 Budget- Original	\$105,608
FY23 Budgets w/ Changes	\$111,898
FY23 Actual	\$137,165
FY23 % Budget Spent	122%
FY24 Budget	\$119,478

## **WATER PLANT OPERATIONS AND MAINTENANCE SUMMARY**

The Maryland Environmental Service (MES) has operated and maintained the Town of Myersville Water Treatment Facilities in a manner to ensure compliance with all regulatory and permit requirements. The water treatment facilities were operated with "zero violations" during the past fiscal year. Listed as follows are the notable operations and maintenance activities that have occurred at the treatment facilities during FY2023:

- The MES operations staff coordinated with a contractor to perform the MDE required annual flow meter and chart recorder calibrations.
- The MES operations staff performed preventive maintenance of water treatment process equipment.
- The MES maintenance crew/ private contractors performed or coordinated the following repairs for FY23: finished water NTU analyzer repaired by manufacturer due to the MDE requirement need; flowmeters purchased and installed for the Lower Reservoir well and Town spring meter; generator controls replaced after failure; generator block heater replaced; clearwell pump #1 re-packed due to leak; and the backwash waste station pump was pulled and rebuilt after failure.
- The MES operations crew coordinated and performed annual cleaning of upper reservoir.
- The MES operations crew repaired and replaced all chemical pumps, valves, lines, mixers as needed at Myersville WTP as well as the Ashley well house and the Deerwood's well house.
- The MES operations staff coordinated with local well contractors to troubleshoot well controls, pumps, piping, and wiring as needed to maintain an adequate water supply to the town. This included work at Saber ridge, Ashley, and the WTP.



## WATER PLANT SCHEDULED OR RECOMMENDED IMPROVEMENTS

- MES recommends the Town have the contractor that upgraded the Spring Area install removable or aluminum hatches on the catch basins for easier/safer access during compliance and maintenance inspections.
- MES recommends the replacement of the two (2) greensand filter tanks at Deerwoods to units that will treat PFAS that has been found to be prevalent in the source water, causing a shutdown of this system. Costs will be supplied by Town engineers for planning purposes.

## WATER PLANT REGULATORY COMPLIANCE STATUS

FY23 Average Daily Flow: 116,201-gallons per day  
Total Flow: 42.413-million gallons

To satisfy State laws, this plant is required to monitor the distribution for 1 individual parameter. During FY23 this required a minimum of 24 separate analyses and measurements to be performed. This facility violated the Total Coliform requirement 0 times for a compliance rate as follows:

PARAMETER	REQUIRED ANALYSES	VIOLATIONS	% COMPLIANCE
Total Coliform	24	0	100%
TOTAL	24	0	100%

## FY23 WASTEWATER TREATMENT PLANT REPORT

FY23 Budget- Original	\$161,554
FY23 Budget w/ Changes	\$179,739
FY23 Actual	\$189,573
FY23 % Budget Spent	105%
FY24 Budget	\$174,111

## **WASTEWATER PLANT OPERATIONS AND MAINTENANCE SUMMARY**

The Maryland Environmental Service (MES) has operated and maintained the Town of Myersville Wastewater Treatment Facility in a manner to ensure compliance with all regulatory and permit requirements. The wastewater treatment facility was operated with “zero violations” during the past fiscal year. Listed as follows are the notable operations and maintenance activities that have occurred at the treatment facilities during FY2023:

- The MES operations staff coordinated with a contractor to perform the annual effluent flow meter calibrations.
- The MES maintenance and operations staff pulled and/or maintained the plant blowers as required. This included replacing belts, changing oil, and greasing fittings.
- The MES operations and maintenance crews continued to maintain the raw pump system at the WWTP through both MES maintenance as well as local contractors.
- The MES operations crew maximized the plant treatment capabilities by using data studies and treatment tank profiles achieving very high nutrient removal efficiency while saving electrical costs for the Town.
- The MES operations and maintenance crew maintained the McDonalds’, Brethren Church Road, and other Town pump stations as necessary. This includes valve maintenance, electrical work, and pulling, repairing, and replacing of pumps to ensure proper operation of all pump stations was maintained and avoided any potential PS overflows or stoppages.
- The MES operations crew coordinated by Town authority in FY23: the Brethren Church Road generator repair and a treatment tank aeration actuator valve purchase for replacement; replacement sand for the filter was also ordered; new plug installed for SBR mixer due to damage; a Brethren Church Road pump has a seal replaced; a Saddle Ridge pump station pump was repaired; and the McDonald’s pump station pump controls were repaired.

## **WASTEWATER PLANT SCHEDULED OR RECOMMENDED IMPROVEMENTS**

- The MES staff recommends the residents in the Ashley development be routinely reminded about proper grease removal. This pumping station continues to be the most labor intensive due to grease accumulation.
- The MES staff recommends that the valves and check valves at the Brethren Church pumping stations be replaced as was done at the McDonald’s pumping station in 2015 to prevent pump failure and wearing.

## WASTEWATER PLANT REGULATORY COMPLIANCE STATUS

FY23 Average Daily Flow: 131,900-gallons per day  
 Total Flow: 48.138-million gallons  
 Design Flow: 300,000-gallons per day

State Discharge Permit # 13-DP-0124, expired 11/30/22. Renewal is in progress at the time of this report.

Sewage Sludge Management: 1,648.50 wet tons (395,324 gallons) was removed to the Ballenger Creek WWTP in Fiscal Year 2023

- Transport to Ballenger Creek WWTP, permit # 2016-STR-4333, expires 03/29/2026
- Transport to MCI WWTP, permit # 2018-STR-4994, expires 3/8/2028
- Transport to Foxville Gardens WWTP (seed sludge), permit # 2018-STR-5037, expires 3/8/2028
- Transport to Greenbrier State Park, (seed sludge) permit 2014-STR-5120, expires 09/28/2024
- Transport to Brook Lane Health Services WWTP, (seed sludge) permit 2023-STR-6181, expires 7/5/2032
- Local Frederick County Sludge Pretreatment Permit No. CP-025, expires 12/31/2024.

To satisfy State laws, this plant is required to monitor the effluent for 7 individual parameters. During FY23 this required a minimum of 1,888 separate analyses and measurements to be performed. This facility violated the limitations in the NPDES permit *0 times* for a compliance rate as follows:

PARAMETER	REQUIRED ANALYSES	VIOLATIONS	% COMPLIANCE
BOD	104	0	100%
TSS	104	0	100%
e-Coli	12	0	100%
NH3- mg/l	104	0	100%
NH3- lbs	104	0	100%
pH	730	0	100%
Dissolved Oxygen	730	0	100%
TOTAL	1888	0	100%