

HULMEVILLE MUNICIPAL WATER AUTHORITY
Meeting Minutes
January 28, 2019

The regular monthly meeting of the Hulmeville Municipal Water Authority meeting was held on the above date at the Borough Hall, 321 Main Street.

Authority Member's Present

Kurt Ludwig, President
Bert Wolfe
Joe Nocito
Patricia Taggart
Mike Wasson

Staff in Attendance

Sheri Wheeler, Water Reader Meter
Dorothy Omietanski, Borough Secretary
Pat Slater, Water and Sewer Clerk

Authority Members Absent: none

Staff Absent: Mike Whittaker, Licensed Water Operator

Guests in Attendance: Steven Hartman Carroll Engineering, Tom Wheeler, Mayor Mahon and Bob DeBias

Call to Order: Mr. Ludwig called the meeting to order at 7:12 pm; all those present joined in the Pledge of Allegiance.

Public Comment: none

Minutes:

Motion made by Mr. Wolfe seconded by Mr. Nocito to approve the minutes of November 26, 2018; Motion passed with all in favor 5-0-0.

Carroll Engineering:

- Phase One Manhole Repairs – Carroll Engineering made a recommendation that the Authority pay for the work completed on the manholes.
- Phase Two Manhole Repairs – Carroll Engineering will obtain at least 3 quotes for phase two manhole repairs. The repairs will cover 10 – 11 manholes including the one in Main Street that needs PENNDOT assistance and the one in the sidewalk that requires subcontractor work. Mr. Hartman explained that the PENNDOT work requires the Authority to first create an account on line then Carroll Engineering can request a permit. The second phase should be under \$20,000. Mr. Ludwig stressed that the manhole in Main Street needs to be repaired soon because Main Street is scheduled to be repaved this year. Mr. Hartman suggested Carroll Engineering contact PENNDOT to see if they will cover the repairs when repaving Main Street. Mr. DeBias will forward Carroll Engineering a copy of the Borough's Casting Agreement which may assist Carroll Engineering in convincing PENNDOT to do the repair with the repaving that is scheduled.

- Lateral Inspections Letter – Mr. DeBias explained to the Authority that the lateral inspection letter can state that the lateral inspections are a required inspection. The Authority is planning to use the sample letters provided by Carroll Engineering.
- DEP Chapter 94 Report – Carroll Engineering will be completing the Chapter 94 Report on behalf of the Authority. The report explains flows and is a summation of the system. Mr. Hartman confirmed with the Authority that there were no new sewer connections in 2018.
- Flow Data – The Borough’s flow is higher than last year. Last year the average was 70 thousand gallons per day and this year it is 125 thousand gallons per day. This year the area has seen record high water levels and near record rainfall.
- Act 537 Plan – Carroll Engineering received updated dates for Act 537 Plan.

Bills: Mr. Ludwig presented three bills to be paid: Carroll Engineering for \$230.75, Munibilling monthly fee \$139.05 and PA Municipal Authority Association Fee for membership \$419.66.

A motion made by Ms. Taggart seconded by Mr. Wolfe and carried unanimously to approve the bill; motion carries 5-0-0.

Water and Sewer Clerk: no report

Water Meter Reader:

- BCWSA Meter Replacement – Ms. Wheeler updated the Authority on the meter replacement project. BCWSA has installed new meters at Johnson Hall and Hulmeville Inn. Ms. Slater requested that the Authority inform her before the next billing cycle as to how many commercial units are in operation at Johnson Hall so she can adjust their billing. Fire Marshal Wheeler should have that information. Mr. Ludwig will touch base with the Fire Marshal and get back to Ms. Slater regarding Johnson Hall.

Licensed Water Operator: no report

Water Shut Off Policy:

- Water Shut Off Policy - Mr. Ludwig reviewed the proposed policy and edits that Mr. DeBias recommended. The approved policy will be placed on the Boroughs’ letterhead and mailed out separate from the water bill. Once the policy is sent to all residents, the Authority will wait 30 days and will then send certified letters to any customer who has a balance due who did not respond to the first letter.

A motion made by Ms. Taggart seconded by Mr. Nicito to approve the shut off policy letter as it has been modified to present to council for their approval; motion carries 5-0-0.

- BCWSA - BCWSA will offer its assistance with the water shut off process. The BCWSA charges for its services are as follows: shutting off water \$100, turning water back on \$100, posting on doors \$80 per hour and travel fee \$40 per hour. All fees and charges will be added to the customer’s water bill.

- Budget Plan – Any customer calling to requesting a payment plan will need to meet with Mayor Mahon, Mr. Wheeler and Mr. DeBias to arrange a proposed payment plan. The proposed plan will need to be approved by council.

Old Business:

- Inverse Paradox – The owner of Inverse Paradox was planning to attend the meeting tonight but, he is now teaching a class which conflicts. He did send Mr. Ludwig information on how he recommends the borough proceed with the online payment process. He is recommending that the borough place a link on the website that will take Authority customers to another secure website for making payments. He is also recommending using Stripe as the payment collection company. Stripe charges 30 cents plus 2.9% fee per transaction. The costs to the Authority involved with setting up on line pay would be \$50 to \$100 per year for a certificate to secure a site and \$20 per year hosting fee.

A motion made by Mr. Wasson seconded by Mr. Wolfe to approve contacting Inverse Paradox to proceed with setting up the online payment process; motion carries 5-0-0.

New Business:

- Seminar – Mr. Ludwig received a flyer in the mail regarding a state-wide training session that discusses safety at meetings addressing increased violence towards staff in public meetings. Mayor Mahon suggested Mr. Ludwig contact the person in charge of the session to see if they offer a webinar on the session or information that could be mailed to the Authority.
- Field Trip – The tour of the water treatment plant will be scheduled for a Wednesday in March. As soon as Mr. Ludwig schedules the tour, he will send everyone an email confirming date and time.

The meeting was adjourned at 8:53 pm; motion made by Ms. Taggart seconded by Mr. Nocito; carried 5-0-0.

Respectfully Submitted

Dorothy Omietanski,
Hulmeville Borough Secretary