

HULMEVILLE MUNICIPAL WATER AUTHORITY
Meeting Minutes
May 20, 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
Patricia Taggart

Staff in Attendance

Pat Slater, and Sewer Clerk
Dorothy Omietanski, Borough Secretary

Authority Members Absent: Joe Nocito and Mike Wasson

Staff Absent: Sheri Wheeler, Water Reader Meter and Mike Whittaker, Licensed Water Operator

Guests in Attendance: Mayor Mahon

Call to Order: Mr. Ludwig called the meeting to order at 7:04 pm; all those present joined in the Pledge of Allegiance.

Public Comment: none

Minutes:

Motion made by Mr. Wolfe seconded by Ms. Taggart to approve the minutes of April 22, 2019; Motion passed with all in favor 3-0-0.

Bills: Mr. Ludwig presented one bill to be paid: Carroll Engineering for \$611.25

A motion made by Mr. Wolfe seconded by Ms. Taggart and carried unanimously to approve the bills; motion carries 3-0-0.

Water and Sewer Clerk: no report

Water Meter Reader: no report

Licensed Water Operator: no report

Water Shut Off Policy:

- Customer Response – Six customer have met with the Authority and Council to discuss payment plans. All meetings with customers went well. There are still roughly 24 accounts that still need resolution.
- On Line Payments – The online payment system is up and running, however the link on the website is not established yet. Mr. Ludwig just wanted to confirm a few items with the Authority members before linking the site. The fee for using online payment is 2.9%.

That fee will be passed onto the customer. Most businesses round up the fee to an even 3%. All Authority members agreed to round up the amount to 3%. There is an introduction field on the site, and Mr. Ludwig wanted to know if anything should be placed in this field. Ms. Slater suggested specifying that this is only for Water and Sewer payments and to make sure there is a spot to add your account number. Ms. Slater asked Mr. Ludwig to find out how long it takes for payments to clear. She noticed that the test amount took a whole week to show up. The direct link to the website is hulmevillepa.com/water-payment.

- Next Step – Mr. Ludwig will be sending out a letter to all accounts who are in bad standing, and who have not set up a payment plan to date. The letter will outline payment options available to them. Depending on the amount outstanding he will outline a 3 – 5 – 10-year payment plan and each letter will be customized based on the amount they have outstanding. The letter will give them 10 days from the date on the letter to respond to the offer. If they do not respond by the time the 10 days are up the 45 days till water shut off policy will begin. The letters will be sent out certified to the owner of the property. The next step after that will be another letter to the owner as well as any renters notifying them that the water will be shut off in 30 days, then a posting on the property 10 days prior to the shut off. Kurt will also review the renter rights laws so the Authority knows how to proceed with the rental properties relative to shutting their water off.

Correspondence: none

Projects:

- Second Phase Manhole Repairs – Carroll Engineering has sent out 6 RFQ's. To date they have received 2 qualified bids.
- Lateral Inspections - Mr. Ludwig is very concerned about the discrepancy between what the Borough uses in water and the water going into the sewer system. Typically, 80% of a community's water usage goes into the sewer system. In January the Borough used 1.8 million gallons of water and 5.2 million gallons went into the sewer. In February 1.6 million gallons of water was used and 3.7 million gallons went into the sewer. Because of these concerns Mr. Ludwig is moving up the video inspection of the system. If the video shows that the system is fine the Authority will need to push toward lateral and sump pump inspections. The Authority will need to explain to the residents in a letter that the inspections are needed in order to keep costs down for all customers.
- Budget – Mr. Ludwig informed the Authority that they need to start working on the budget for next year.

Old Business: none

The meeting was adjourned at 8:28 pm; motion made by Mr. Wolfe seconded by Ms. Taggart; carried 3-0-0.

Respectfully Submitted

Dorothy Omietanski,
Hulmeville Borough Secretary