

**HULMEVILLE MUNICIPAL WATER AUTHORITY**  
**Meeting Minutes**  
**August 27, 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  
Mike Wasson

**Staff in Attendance**

Sheri Wheeler, Water Reader Meter  
Dorothy Omietanski, Borough Secretary  
Pat Slater, Water and Sewer Clerk  
Mike Whittaker, Licensed Water Operator

**Authority Members Absent:** Joe Nocito and Patricia Taggart

**Staff Absent:** none

**Authority Members Late to Arrive:** none

**Guests in Attendance:** Mayor Mahon, Tom Wheeler and Bob DeBias

**Call to Order:** Mr. Ludwig called the meeting to order at 7:10 pm; all those present joined in the Pledge of Allegiance.

**Public Comment:** none

**Minutes:**

**Motion made by Mr. Wolfe seconded by Mr. Wasson to approve the minutes of July 29, 2019; Motion passed with all in favor 3-0-0.**

**Bills:** None

**Water and Sewer Clerk:** no report

**Water Meter Reader:**

- Meter Replacement – Ms. Wheeler received her next list of meter replacements. Replacement will be starting soon.

**Licensed Water Operator:**

- Comprehensive Monitoring Plan – The process is going smoothly. Mr. Whittaker is currently collecting the lead and copper samples. His goal is to collect 12 samples; the requirement is 10 samples. Most of his sampling is along Main Street.

### **Water Shut Off Policy:**

- Payment in Full – Mr. Ludwig received one more payment in full.
- Unsigned Contracts – Currently there are two accounts who have not signed their contracts. One of the accounts made their first monthly payment, however did not return their signed contracts, and notified the Authority that they will not be paying their quarterly payments. The other one has neither paid or signed their contract. These two customers will receive a water shut off notice. One customer's units are rental units so the Authority needs to follow the Utility Service Tenant Act, which requires the Authority to contact the owner of the property to request the renter's names and addresses. The Authority then needs to notify the renters of the situation to give them an opportunity to pay the bill in lieu of rent to keep the water on. If the owner refuses to provide the Authority with the addresses, they can be fined \$500 a day per address. In order to enforce this penalty the Authority will need to take the owner to court.
- Payments of Signed Contracts – Most customers who signed a contract have failed to pay their first payment on time. The Authority agreed that the next step is to turn the water off to all these accounts. Mr. Ludwig will present this to council for their approval, which will provide the customers a three to four-week time frame to make their first payment before the water shut off postings will be made.

**Correspondence:** none

### **Old Business:**

- Manhole Repairs – Mr. Ludwig is waiting on Carroll Engineering to schedule the preconstruction meeting. He will notify all members of the Authority once he has a date and time.
- Video of System – Mr. Ludwig talked to Mr. Hartman, who confirmed that Carroll Engineering is ready to advertise the bids for the sewer video work.
- Water Issue Green & McCarthy – There is a meeting scheduled for 8/24 at 4:00pm with Mr. Swenson to discuss the water issues on McCarthy and Green Streets. During this meeting they are also hoping to unearth the missing manhole cover.
- Main Street Discharge – Mr. Ludwig investigated the discharge and discovered that neither the washer or sump pump were connected properly and would need to be corrected.
- On Line Payments – The increase in the convenience fee has resolved the issue with payments on line.

### **New Business:**

- Vent Cap Inspection – Mr. Ludwig suggested the next project for the Authority is a vent cap inspection. He suggested the Authority could provide the caps and the residents would pay for installation of the cap.
- Mobil Meters – Mr. Ludwig thinks it would be a good idea after the video work is complete for the Authority to purchase several portable mobile meters. If the video work discovers an area of concern the meters may help to pinpoint the issue.

**The meeting was adjourned at 7:51pm pm; motion made by Mr. Wasson seconded by Mr. Wolfe; carried 3-0-0.**

Respectfully Submitted

Dorothy Omietanski,  
Hulmeville Borough Secretary