

MIDDLEBURG MUNICIPAL AUTHORITY

October 14, 2014

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MEMBERS PRESENT: Charles Zechman-Chairman, Dwayne Hackenberg-Vice Chairman, Sam Herman, Doug Hassinger, Scott Brouse, Mike Rhodes, Raymond Colestock

OTHERS PRESENT: Dustin Zechman-Borough Foreman, Dave Walters-Engineer, Robert Slivinski-Solicitor, Virginia Zeiber-Borough Administrator, Connie Swisher, Brian Lauver, Heidi Potter, Judy Varner, Mike Kerstetter

Meeting was called to order by Chairman Charles Zechman at 6:00 P.M.

Motion was made by Doug Hassinger to approve the agenda. Raymond Colestock seconded and MOTION CARRIED UNANIMOUSLY.

Motion was made by Dwayne Hackenberg to approve the September minutes. Sam Herman seconded and MOTION CARRIED UNANIMOUSLY.

H2O Audit-The Borough received notification that an audit must be done in connection with the H2O grant. Ginny got a price from the Borough/Authority's auditor, Herring Roll & Solomon. A partial audit on the grant was done by the auditor when the yearly audit was done. The cost to complete the requirements of the audit would be \$1200. The cost of the audit would come out of the sewer fund. Raymond Colestock motioned to have Herring Roll & Solomon complete the required audit at a cost of \$1200. Dwayne Hackenberg seconded and MOTION CARRIED UNANIMOUSLY.

GIS Mapping-Rural Water has notified the Borough that they are offering GIS mapping of water and sewer systems. Larson already has the water system done for Middleburg, identified the valves, hydrants and done a map of the main. A map of the sewer collection system within the Borough has been done but not the attribute tables or sewer mapping. Rural Water would do the mapping of the rest of the system which is in Franklin Township.

Dave explained that Rural Water would develop attribute tables for valves and hydrants. It would help Dustin with maintenance activity such as when the valves were exercised, the age of the valves and serial numbers. Service connections would be identified and tied to the property to which they are connected. It is very beneficial when trying to maintain and manage a system. Dustin would not be able to access the actual mapping to make changes but could look at it on Larson's system as they already have the registered software to include updates. Right now there is basically a paper map of the sewer system of the Borough customers only. There are only as built for the customers outside the Borough and they are not real accurate. The good thing is the GIS mapping would include the water and the sewer system. The cost would be \$6500 and would be divided between water and sewer.

Dustin Zechman explained that currently they have some information but it is filed in different areas and the mapping would make it so much easier to keep track of things. Raymond Colestock asked about the fees, in conjunction with some of the work being completed already. Dave agreed that most of the work involved would be for the sewer system.

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Including the storm drainage system in the GIS mapping has been discussed but Dustin does not think it is included in this proposal. Rural Water is really busy and at this point, it will most likely be 2015 before they would get started with the water and sewer part of GIS mapping. Dave believes it would be very worthwhile in helping the Borough maintain its systems. The software could be purchased for the Borough or LDG could maintain it for the Borough. Of the clients that LDG has, Williamsport is the only one that actually maintains their own mapping because they have an engineering staff.

Dustin felt it would be beneficial to the Borough/Authority because the as builts for Paxtonville are incorrect. Brian Lauver felt the GIS mapping would be helpful in that Dustin knows a lot of things about the system that are not "written" down. It would be better to have that information in the system than to trust Dustin would always be available with the information.

Raymond Colestock motioned to move ahead with GIS mapping for the water and sewer system at a cost of \$6500, divided between water and sewer and Larson's software would be utilized. Dwayne Hackenberg seconded and MOTION UNANIMOUSLY CARRIED.

Connie Swisher sewer tap fee-Connie Swisher attended the meeting to discuss a letter that had been sent to her requesting a tap fee for her apartment in Kissimmee. The letter stated if the matter was addressed promptly, she would be charged \$655 for the tap fee. If not, the fee would increase to \$1500, the original tap fee for Kissimmee. After a certain date and nonpayment, a lien was entered on her property. Connie explained that the letter was sent to her soon to be ex in West Virginia and she had not gotten it. He called her a week or so ago and she had him open the letter to find it was from the Solicitor.

Connie has her sewer bill sent to South Carolina and also has given the Borough office her phone number. She could not understand why it was sent to her ex's address. It was determined that the tax records have not been changed, that address was used, and the original letter came back to the Solicitor. Solicitor Slivinski entered a lien to protect the Authority because the home is for sale. He recommended allowing Connie to fill out the application, pay the \$665 tap fee and then he will remove the lien from the property. Connie is willing to pay the \$665 tap fee plus \$25 for the inspection fee. Raymond Colestock motioned to allow Connie to pay the \$665 tap fee plus \$25 for the inspection fee. The lien will then be satisfied by the Solicitor. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Georgianne Hoover-Georgianne Hoover had called the Borough office today asking the time of the Authority meeting, said she would be there but hung up before Bev could ask her the reason for her attending the meeting. She is not in attendance.

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LDG REPORT

CDBG Well project-Glenda Ruch, Bill Seigel and Dave, along with Senator Gordner, met with DCED on October 1st concerning a time extension for the DCED grant funding for the well project. Dave had to supply them with further information about the delays and the projections for the completion of the project but has not heard anything from them. Dave believes the meeting went well and it was good to have Senator Gordner involved. The request is to have an extension to November 2016, which should be plenty of time to finish the project. DEP is requesting SWIP testing and that cannot be done until March or April 2015. Even with that time frame, the project should be done by July 2016 but a November extension would give some cushion. Larson must get a SWIP testing plan and a hydrogeological report ready but they have done all they can do at this point. The permit application should be submitted in July 2015.

Solicitor Slivinski is going to notify Roy Laudermilch to update him as to what is happening as far as acquiring the land and finishing the well project and to let him know that no additional land will be needed for the well site.

Eichelberger submitted a final pay request in the amount of \$10,420. This is the final pay request for the step draw down test and the 72 hour pump test and includes an additional charge of \$1800 to rent the discharge piping for an extra week until the test was completed. Dwayne Hackenberg motioned to approve final payment of \$10,420 to Eichelberger. Raymond Colestock seconded and MOTION UNANIMOUSLY CARRIED. This invoice will be paid out of Authority funds until the time extension is given for the CDBG grant funding, when the funds would be paid back.

Water Allocation Permit Renewal-DEP and the Fish Commission were on site at the intakes. While they were there, they did some fish shocking and it was determined there were about thirty Native Brook Trout in one of the Bowersox intakes. It may create some issues with the pass by requirements for that branch of the stream but that will not be known until the review of the Allocation Permit is received, because it is now a wild trout stream. Dave is not sure what it is going to do to the pass by requirements but at the least, he doubts in times of low water levels that water from that stream will be able to be used. That makes it more important to get the well up and running.

Water Plant generator-Dave has gotten the contracts back from Mountainside Electric for the generator. Everything is in order and the Authority Chairman needs to sign. Dave wants to talk to the contractor to see about scheduling. A small concrete pad is needed for the generator but other than that, most of the work could be done during the winter.

Loads at the Wastewater Plant-It has been determined that 4,371 nitrogen credits at \$1.90 per credit are needed to meet the cap load. The cost is \$8,304.90. No phosphorus credits are needed. Dave recommended entering into an agreement with Gregg Township Municipal Authority for the purchase of the credits. Doug Hassinger motioned to enter into an agreement with Greg Township for 4,371 nitrogen credits at \$8,304.90. Sam Herman seconded and MOTION UNANIMOUSLY CARRIED.

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NPDES Permit Application-Dave presented the NPDES permit application. The renewal fee is \$500 and the Chairman's signature is needed. Sam Herman motioned to approve the \$500 payment for the NPDES permit application. Doug Hassinger seconded and MOTION UNANIMOUSLY CARRIED.

Briana Hendricks delinquency- Bev explained that it very rarely happens but Briana Hendricks has the water shut off to her home and it still has not been paid. She and Ginny have looked in the Rules and Regulations and agree there is wording in it to address a situation when someone comes in to have the water shut off and no billing. However, they believe the wording is not clear in the case where the water is shut off for nonpayment. Should minimums be billed in cases of shut offs? The wording in the Rules and Regulations will need to be changed to clarify the situation if that is the intent of the Authority.

Bev explained that in the case of Briana, the child was removed from the home because no water was available, so Bev had been working with Children and Youth because they wanted to see if they could help. In the meantime, it was determined that even the adults could not sleep in the house, but they could be in and out during the day. As of today, the child custody went to court. The father is in jail. Briana moved out and the child remains with family. Because of this matter, Bev requested the Authority make a distinct decision on what to do with billing in cases of shut off for nonpayment and have it included in the Rules and Regulations.

Several years ago, Bev had been instructed to bill minimums even to the shut off customers who had paid for and requested the shut off. Numerous people came to the next Authority meeting and as a result, there was a motion to not bill for those customers who were shut off. Ginny used the Helen Snyder/Meredith house as an example. It is still connected and they paid to have it shut off. Doug Hassinger stated it is different in that Briana did not request the shut off. Ginny stated if there is something in the Rules and Regulations that spells out the matter in question, she and Bev could not find it. The shut off and turn on fee is specifically stated but nothing about the minimum billing in case of nonpayment.

Solicitor Slivinski felt the wording is sufficient that if someone requests and pays for a shut off, they will not be billed. Ginny agreed but nothing is there to state if someone who does not pay and is shut off by the Borough is to be billed for minimums or not. A shut off and turn on fee is billed in either case. Ginny noted that in the case of sewer only, one always pays because there are no means of shutting off the water or sewer. In the case of shutting off water, there was a party who was hauling water in so they were using the sewer. It was then found out that the party could not be living in the home without water service and was forced to leave until payment was made and the water was turned back on. What does the Authority want? To bill or not bill minimums in the case of a shut off for nonpayment? Solicitor Slivinski told Authority members to remember that even if the house is shut off, it is taking up capacity in the system. The rates are based on billing everyone. Brian Lauver mentioned that it is just like PPL. Even if you are not home to use the service, you are charged a base rate. If the meter is pulled because you vacate the property, you then do not get a bill because you cannot use the service.

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The discussion came up about the former Trimpey, now PATH home, which is for sale and out of the Borough. Trimpey had town water and when PATH came, they had it turned off and were using well water. The property is still connected but turned off. There is nothing that prevents properties as such from being turned back on without the Borough knowing.

Mike Kerstetter asked about how the properties, which were in question a few years ago, are being handled at present. The trailer court is now on a master meter. Jeremy Tittle has sold his property and the new owners are working on a new apartment where Jeremy was being questioned about. Mike recommended the matter of handling these types of situation to be done with consistency.

Motion was made by Raymond Colestock to bill minimums for all shut offs as of the billing which will go into the mail the beginning of January 2015. Anyone requesting not to be billed would have to pay to go down at the box and cut the service off. Bev is to write a letter to each of the customers whom this action would affect. Doug Hassinger seconded and MOTION CARRIED UNANIMOUSLY. Ginny stated the Rules and Regulations should state clearly this action.

The discussion then went back to customers outside the Borough, who have the use of Borough water but choose to use their wells. If they would turn the valve, they could potentially run well water into the Authority's water system. There is no mandatory connection for Franklin Township but the properties, which have access to their wells, should be physically disconnected from the Borough's water supply. An inspection should be done by Dustin in connection with this mandate.

Wilbur Hain property-As of the September Authority meeting, the tenant of the Wilbur Hain property had agreed to make payments on the tap fee for sewer to the property and was going to get the agreement signed by Wilbur. No payment or agreement has been received. Freda had told Ginny that she lost her job and was going to try to come up with the money but that was the last that was heard from her. Solicitor Slivinski is going to take the next step in putting the property up for sheriff sale.

Ruth Mitchell lien- A lien was placed on the Ruth Mitchell property in Kissimmee. Ruth is deceased and her children are in the process of cleaning up the property. It is supposedly going to be put up for sale. Bev had been given the address of one of the children to send the sewer bill. The payments are not being made and no one is answering letters concerning the matter so Bev had Solicitor Slivinski place a lien on the property.

Long/Smith property-Dustin Zechman reported that it is unclear who owns the property on Furnace Road at this time but Dustin talked to George Long and employees who work for the Smiths and informed them of what is happening concerning the water and sewer services. A letter was sent and Dustin told them that he would stop back to go over the situation and figure out where to go from here.

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Cameras at the water plant-Rusty Kauffman has reprogrammed the cameras at the water plant.

Sewer repair on Route 522-Earlier this year, there had been sewer repair done on Route 522 near Glenco. It needs to be resurfaced by the end of the month. Dustin received a price quote for \$2400 from Mid State to mill it out, reseal some joints and to mill around the manhole and raise it up. This is what people in that area have been complaining about for months. While Mid State is here, they could do the work in Pauline Buchanan's area for \$300. Meckley's is also due to come in to do some paving on Borough streets. Dustin asked them to give a price quote but they are skeptical about working on state roads so he does not expect to get a quote from them. Dwayne Hackenburg motioned to approve the price quote of \$2700 from Mid State. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Gates at water plant-Dustin also reported he and the Borough crew are hoping to work on the gates that are to be installed at the water plant in the winter. Right now, they are going to work on the park project.

Increase in rates for budget of 2015-Mike Kerstetter reported that budgets for 2015 for sewer and water have been put together. The sewer budget appears to be okay but the water budget is a concern. There is about a \$30,000 deficit. Because of that, the Budget Committee recommends a raise of the \$20 per year or \$5 per quarter. The increase would be done on the base rate or minimum for water. With about 874 EDU's, about \$18,000 of the deficit would be made up with the increase. The rest would have to be taken from PLGIT. Mike said the Budget Committee and Council also recommends that after 2015, an increase of \$1 per quarter be considered because PLGIT funds can be used but they also reach a point where they run out. It was also recommended the increase for 2015 start immediately so that it appears on the bill which would be mailed in early January 2015. It will have to be advertised.

Raymond Colestock recommended that it be taken under consideration until the next meeting. Ginny informed the Authority that a decision would have to be made by the November Authority meeting because the budget needs to be completed and presented for advertisement and adoption..

Heidi Potter stated that she has seen, in the ten years that she has been in the Borough, a tendency to be reactive instead of proactive in situations where there are problems. Things like equipment needing replaced and covering the budget are just examples. She would like to see items such as the rates raised slowly each year.

Dwayne Hackenberg stated he has an issue because when there is a drought situation, the customers are not allowed to use the water, even though they pay for it. There is talk of putting the water rates up when the customers cannot always access the water. He finds it irritating and so do many others. The Authority is trying to make things better in those situations but it has not happened yet and the Authority has to justify putting the rates up.

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Solicitor Slivinski stated that raising the minimum is in essence making people, who use only the minimum, pay more for water. He suggested that maybe raising the price per thousand, which is charged for anything above the minimum, might be more practical. Dustin informed everyone that contractors, etc, who need water in conjunction with their projects, use Borough water because the price is so reasonable at \$3.40 per thousand gallons. Raymond Colestock asked about the sports complex land at the school. They wound up using a pump in the stream for that part of their project.

Raymond asked if the Authority wanted to set up another meeting before the regular Authority meeting in November. Bev reminded them that it would need to be advertised and they should let her know if they want to do so.

Motion was made by Dwayne Hackenberg to adjourn at 7:37 P.M. Sam Herman seconded and MOTION CARRIED UNANIMOUSLY.

Beverly Inch
Municipal Secretary