

MIDDLEBURG MUNICIPAL AUTHORITY

December 9, 2014

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

OTHERS PRESENT: Robert Slivinski-Solicitor, Dave Walters-Engineer, Judy Varner, Dustin Zechman-Borough Foreman, Virginia Zeiber-Administrator, Brian Lauver

Meeting was called to order by Vice Chairman Dwayne Hackenberg at 6:00 P.M.

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

Motion was made by Sam Herman to approve the November minutes. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Penalty on water and sewer billings-Denya Burris asked if it would be mentioned at the Authority meeting, if she was not able to attend, that she feels a 20% penalty is too much for a bill that is only a day or two late. Authority members felt the rules had been set for everyone, even themselves.

Mike Rhoads stated he was not a fan of the postcard because they get shuffled into places they should not be to easily. Ginny stated it can be changed now but the postage is higher. The postage would be 49 cents instead of 36. Bev explained that when layouts are changed, the company making up the billing must correlate it with the Utility Billing Program. At this point, her suggestion is to wait until all the meters are touchpad or radio read. At that point and time, the meter reading card will not be needed. Also, it will give her time to use up the billing cards that are still stockpiled.

Briana Hendricks delinquency-Josiah Hayes, who is the boyfriend of Briana Hendricks, called the office about discussing the delinquency for Briana Hendricks with the Municipal Authority. He did not attend the meeting.

Adoption of the amendments to the Authority's Rules and Regulations-Dave Walters presented copies of the rate change section of the rules and regulations to the Authority members. Ginny and Dave also went through and made changes in not allowing vacant properties to shut off the water and to make some other issues clear in understanding. The part of filing an application as the new owner of a property was deleted. Water tapping fee was included in the update. The final billing when a property is sold was clarified that the meter is to be read by a Borough employee. If a shut off is to occur, the line must be disconnected at the owner's expense or a minimum bill will still be charged. The shut off and turn on fee must be paid long with an inspection fee for the disconnected or reconnected line to be inspected.

Mike Rhoads motioned to approve the adoption of the amendments to the Rules and Regulations. Raymond Colestock seconded and MOTION UNANIMOUSLY CARRIED.

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Meeting dates for 2015-Scott Brouse motioned to approve the meeting dates for 2015, which are on the second Tuesday of each month at 6:00 P.M. Doug Hassinger seconded and MOTION UNANIMOUSLY CARRIED.

List of minimums to be billed as of next billing-Bev presented a list to the Authority members before the meeting so they would know which properties would now receive a minimum billing. She also included a few other properties on the sheet which have issues and she asked Dustin if he would like to elaborate.

PATH-It is under contract to be sold. The water is off and when a new owner takes possession, Dustin will be in contact with that person to rectify the issue of having access to both well and Borough water.

Ben Freisen-Ben is in the process of disconnecting all the plumbing at his Coonhunter Road property from the well and will remain on Borough water. He will call to have it inspected when the work is complete.

Smith/former George Long property-Dustin has been in touch with the Smiths. There has not been any paperwork available to show that tap fees were paid on the hut but it only has water to it. Dustin told the Smiths that the Borough would provide the service off of Furnace Road to the curb line. The Smiths would be responsible to hook on from the curb line. Dustin told them about the inspection, inspection fee and the guidelines they would need to follow. Currently the water and sewer for the Smiths ties into the Shockey's house because it was done when Bilger Fuels owned the whole property. Smith's office building sits right on the property line so all the utilities that come out of the building are still on the Shockey's property. Smith is working with Shockey to get easements to put in the new lines.

Smith is interested in connecting the hut to water and sewer if he does not have to pay tapping fees. Dustin told Smith that he thought tapping fees would apply to the hut. Dustin explained the water only serviced a boiler. The boiler is no longer used but water is still there. There never was sewer. Dustin told the Smiths that he would contact them tomorrow after discussing the matter with the Authority. The water pipe in the hut is crimped at this time and something will need to be done or it will soon freeze.

Dustin explained that in similar cases, the Borough has run the line to the curb and the property owner from there at his or her expense. Dustin told the Smiths that he did not think there would be tapping fees for the office since it may have already been approved in the past. It is separately metered and they are getting billed for that unit but the hut would most likely require tapping fees. Mr. Smith was saying if he had to pay tapping fees, he would most likely not hook up water and sewer to the hut. The office matter will be resolved.

Scott Brouse motioned to require tapping fees for the hut but not the office building. Sam Herman seconded and MOTION UNANIMOUSLY CARRIED.

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Wilbur Hain sheriff sale-The sheriff has all the information and needs to set the date. In the meantime, Solicitor Slivinski is going to write a letter to Mr. Hain telling him what is going to happen and basically that he can save time and money by addressing the matter. Since there is a lien on the property, the Authority will get their money sooner or later.

Replacement for Sam Herman on Authority-Franklin Township has not come up with any recommendations for the replacement of Sam Herman on the Authority. The Authority has not come up with any recommendation at this point. Solicitor Slivinski is going to talk to Paula Snook about this matter.

LDG REPORT

CDBG Well project-At November's meeting, the Authority directed Dave to get clarification from GeoServices on the additional services for the well project. Dave gave each member a breakdown of the costs. The first is a summary of the additional hours and costs related to work mandated by SRBC and DEP. This involved monitoring the ground water in the wetlands area to see if the well draw has any impact on the wetlands, monitoring the level of the lake during the pump test and monitoring some additional wells. They also had to install and monitor two weirs, which took a lot of time because of the weather conditions at the time they were trying to get the weirs installed. They had to install equipment to monitor the PH conductivity and other information about the water. There was a site meeting with SRBC and additional MPA testing. DEP usually does that testing but could not supply the equipment when the testing was to be done in Middleburg, so GeoServices took care of that issue. The out of scope work is outlined for the months in which it was performed. The cost for the materials used to make the weirs, mileage, testings and extra office work are also broken down. All of that totals \$24,207.05.

The next page outlines the in scope and out of scope work. The out of scope work is the extras that were done in July, August and September. The last page is a summary of everything and gives the totals. Dave reiterated there were changes with SRBC's guidelines after the contract was written, which created unforeseen costs.

Raymond Colestock motioned to approve payment of \$38,485.89 to GeoServices from the CDBG grant funding. Scott Brouse seconded and MOTION UNANIMOUSLY CARRIED.

Generator for Water Plant-Exterior work is done. The automatic transfer switch is to be delivered in January and the generator in February or early March. A payment request from the contractor in the amount of \$20,074.50 has been received. Upon Dave's recommendation, Scott Brouse motioned to approve the payment of \$20,074.50 contingent upon receipt of a signed and notarized pay request. Doug Hassinger seconded and MOTION UNANIMOUSLY CARRIED.

The only additional work that may cause a change in the cost is a ground wire was snagged. Dustin thinks it may be \$100. The person who does the control work on the scata system recommended installing another conduit so the generator could be tied and interfaced with the

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whole system. It involved another conduit and they did not know there is a perimeter ground around the whole building and that was damaged during excavation.

NPDES Permit- A draft was sent to Larson but it should not have been done because EPA and DEP are in a legal dispute. The draft permit did contain a provision for limiting dissolved oxygen coming out of the treatment plant. It was a minimum limit and the new plant operates on a low dissolved oxygen level and would not likely meet that level. Larson is requesting that the oxygen level be removed from the permit and that will be taken into consideration.

Nitrogen removal at WWTP-Dustin Zechman, Borough Foreman informed everyone that Middleburg is off to a bad start with nitrogen removal at the WWTP. There was an equipment failure due to a small fire, which put the plant without air for a day. They are in the process of trying to get things back to normal. It is not a hundred percent correct so there will be a couple shutdowns yet.

Fire Chief, Dwayne Hackenberg asked if there was any type of alarm system that notifies someone if there is any type of fire at the WWTP. Dustin said there is not one that would suffice for this situation but he is looking at a system for the water plant, which will be needed after the scata system is updated. Dwayne asked if there is some system that would work for the WWTP. Dustin agreed the present system does not have enough channels but he can look into a new alarm system. Having an upgraded alarm system would have minimized the damage. Dustin will get a proposal for a new or updated alarm system for the next meeting.

Heating oil expense for Borough building-Raymond Colestock brought to everyone's attention that for the year 2014, the Authority had granted \$800 from both water and sewer to assist with the heating budget for the Borough building. In the proposed 2015 budget, those same amounts are included and the Authority did not grant approval for 2015. Ginny noted that Authority members were given a copy of the proposed budget and that is how they were notified that it had been included. Raymond said he is now questioning it. Ginny said it is there and the Authority can question it or even have it changed. When doing the budget, the committee did not look over the Authority minutes to be reminded of what had been motioned for 2014. Ginny asked if the Authority wants to contribute to the heating oil cost for the Borough building. She needs to know because the budget must be adopted at tonight's Council meeting. Since the budget must be adopted at the Council meeting tonight, Scott Brouse motioned that the \$800 from both water and sewer for heating of the Borough building remain in the 2015 budget but for 2016 budget, the Authority would like to be asked if they wish to contribute and what amount. Doug Hassinger seconded and MOTION UNANIMOUSLY CARRIED.

Motion was made by Scott Brouse to adjourn at 7:30 P.M. Raymond Colestock seconded and MOTION UNANIMOUSLY CARRIED.

Beverly Inch
Municipal Secretary