

HULMEVILLE MUNICIPAL WATER AUTHORITY
Meeting Minutes
July 22, 2024

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

Authority Member's Present

Doug Harris, President
Patricia Taggart, Vice President
Mike Wasson

Staff in Attendance

Dorothy Omietanski, Borough Secretary
Bill Wheeler, Borough Manager
Sheri Wheeler, Water Meter Reader
Pat Slater, Water & Sewer Clerk

Authority Members Absent: Bert Wolfe and Joe Nocito

Staff Absent: Mike Whittaker, Licensed Water Operator

Authority Members Late to Arrive: none

Guests in Attendance: none

Call to Order: Mr. Harris called the meeting to order at 7:03 pm; all those present joined the Pledge of Allegiance.

Public Comment: none

Minutes:

Motion made by Mr. Wasson seconded by Ms. Taggart to approve the minutes of June 24, 2024; Motion passed with all in favor 3-0-0.

Water and Sewer Clerk: no report

Water Meter Reader:

- Meter Reader Issues – Ms. Wheeler had issues reading the meters this quarter. The readings were two weeks delayed. After spending many hours on the phone, it was concluded that the issues were due to changes made by the billing software company. The delay added two extra weeks to the billing period and the bill maybe larger than usual due to the extra days. The bills will be due August 15, 2024, allowing for the normal 30-day period.
- Meter Replacement Project – Ms. Wheeler confirmed the plumbing company was finally paid by Rio for the work completed to date. The plumbing company did email Ms. Wheeler new dates for the next installment time they are available. They suggested 9/17-19/24. They would like to fill up the 17th then move to the 18th then last book for the 19th. They only want to open one day at a time because

they do not want to send someone unless they have a full schedule. Ms. Wheeler is recommending that notices be sent to both landlord and renter. Ms. Wheeler also suggested, moving forward, the Authority should secure a plumber to assist with any issues or occasional new installation. Ms. Slater suggested using BCWSA, who has been used in the past and always does a great job. Bill Wheeler will draft a letter to be sent to all customers who still need the new meters installed. Anyone who does not schedule this time around may have their water shut off. They will need to hire their own plumber to do the installation. The plumber they hire will need to complete paperwork demonstrating that the meter is put in correctly. Ms. Wheeler has a copy of the paperwork that BCWSA provided when they did meter replacements for the Borough. She will provide a copy to the Authority.

- Software Update – The software update will take place as soon as we the Authority is ready. The upgrade is not dependent on the new meter installations. The upgrade will take coordination between Rio and Munibilling. They will upgrade the system and provide training.

Water Operator Report: no report

Treasurer's Report: Treasurer's Report for July 22, 2024, was made available for inspection:

• Sewer Fund Balance as of June 25, 2024:	\$71,495.82
Expenses Totaled:	\$40,521.02
Income Totaled:	\$2,519.17
Sewer Fund Balance as of July 22, 2024:	\$33,493.97
• Sewer PLGIT Fund as of June 25, 2024:	\$261,815.75
Expenses Totaled:	
Income Totaled:	\$1,096.42
Sewer Fund Balance as of July 24, 2024:	\$262,912.17

Bills: Mr. Harris presented eighteen bills to be paid for July.

Motion made by Mr. Wasson and seconded by Ms. Taggart to pay the bills dated 7/18/24; motion passed with all in favor 3-0-0.

Correspondence: none

Unresolved Business:

- Delinquent/Payment Plan Account Update – Bill Wheeler will be working on updating the status of accounts tomorrow.
- ID Badges – Bill Wheeler did order one badge it should be available for next month's meeting.

- Update Requirements Carroll Engineering – Mr. Harris received an updated report from Carroll Engineering regarding projects that need to be completed. Mr. Harris distributed a summary of anticipated work and estimated costs involved with each project. The list included lining of sewers with medium priority defects, lining of sewers with low priority detections, inspection of private lateral connections and re-televising the sewer system in 2029/2030.
- Vent Cap Inspections – The Authority has had much discussion in the past regarding vent cap inspections. Ms. Taggart is willing to help complete inspections. In the past Tom Wheeler had encouraged the Authority to hire a company to do the inspections. Bill Wheeler suggested there may be a grant available to assist with the program. Ms. Wheeler informed the Authority members that many homes have a vent cap and a sewer clean-out. If the Authority members are doing the inspection they will need to know the difference between the two. The Authority can consider a program where the vent caps will be provided by the Authority but will be installed by the owner.
- 207 Ford Ave – The owner of the property at 207 Ford Ave. still needs to sign an agreement to pay for the work completed on the property.

New Business:

- 2024-2025 Budget – The Authority needs to have the budget ready for adoption on 8/26/24. The budget needs to be advertised and open for public view 8/12-23/24 so working backwards the budget needs to be finalized by 8/11/24. The Authority will have a budget meeting on 8/24/24 at 6:30pm to finalize the budget.
- 309 Main St Sewer Connection – The home at 309 Main St would like to tie into the sewer line. The builder has requested to use a 4-inch pipe instead of the 6-inch pipe that is usually used. The issue he has is he is tying into an 8-inch clay pipe and is concerned with cutting into that pipe. Gilmore, who will do the piping inspection, normally requires the standard 6-inch pipe. Steve Hartman from Carroll Engineering reviewed and approved the use of the 4-inch pipe. The sewer pipe will be very short to the connection. Bill Wheeler would like Carroll Engineering to draft a standard connection drawing for use moving forward.
- Stormwater Drains – Ms. Wheeler confirmed that stormwater drains are the council's responsibility and work would be completed by Gilmore.

The meeting was adjourned at 8:09 pm; motion made by Mr. Wasson, seconded by Ms. Taggart; carried 3-0-0.

Respectfully Submitted

Dorothy Omietanski
Hulmeville Borough Secretary