

Steelton Borough Authority Special Meeting  
November 14<sup>th</sup> at 6:00 PM

**Call Meeting to Order:** Alan Ausman

**Pledge of Allegiance:** Alan Ausman

**Approval of Minutes from Previous Meetings:** October 9<sup>th</sup>, 2018  
August 27<sup>th</sup>, 2018

**Approval of Financial Reports:** August, September, October 2018

**Public Comment on Agenda Items Only:**

**Special Presentation:** None

**Communication:** None

**Unfinished Business:**  
Mr. Ausman Approval of Asset Purchase Agreement By and Between Steelton Borough Authority As Seller and Pennsylvania-American Water Company As Buyer for Purchase of Steelton Water System Assets

**New Business:** None

**Public Comment:**

**Executive Session:** None.

**Other Business:**

**Adjournment:**

**Steelton Pennsylvania Water Authority Meeting Minutes  
November 14, 2018**

**Present**

Alan Ausman, Chair	Michael Solomon, Solicitor
Ryan Maxwell, Vice Chair	Edward Ellinger, HRG Engineer
Katherine Handley, Secretary	Douglas Brown, Secretary & Borough Mgr.
Brian Proctor	Kathy Pape, Special Counsel
Michael Segina	Ade Bakare, Special Counsel
	Thommie Leggett-Robinson, Exec. Assistant

**Absent with cause:** Jay Wenger, Consultant

The meeting was called to order by Chair, Alan Ausman at 6:30 p.m. after which he led the group in the Pledge of Allegiance.

The Authority reviewed the minutes from the August 27<sup>th</sup>, 2018, and October 9<sup>th</sup>, 2018 meetings. Ms. Maxwell stated that she had corrections for the August 27<sup>th</sup> meeting, however since they were not regarding the content of the minutes, she would share them after the meeting. She requested that the name of the person who did not accept the open job position be stricken from the minutes and corrected some account numbers. Mr. Segina moved, and Mr. Proctor seconded the motion that the minutes be approved with the appropriate correction. The motion passed by a unanimous vote of the Authority.

The Financial Reports from August, September, and October 2018 were reviewed by the Authority. There were questions regarding a discrepancy in the numbers shown on the September report. Mr. Brown explained that there was a situation which did not reflect the movement of funds from the Water Authority account to the General Fund for shared cost on an item. The mistake was one that had to be corrected in the accounting software. Ms. Maxwell requested the closing date in the September report be changed from 9/31/2018 to 9/30/2018. Ms. Maxwell stated that she and Mr. Segina thought they had collected more revenue than what was reflected in the October report, however, Mr. Segina noted that the amount was minus the sewer cost; therefore it was accepted as correct. Ms. Handley moved, and Ms. Maxwell seconded the motion that the Financial Reports be received. The action was approved by a unanimous vote of the Authority.

There were no comments on agenda items from the public. Neither were there any presentation or communication shared at this meeting.

Ms. Pape stated that she had prepared a little over an hour presentation to make at this meeting, however, since persons had to rush to another meeting, she would forgo making the presentation. She further stated that since Authority members have had the opportunity to review the Agreement and attend the small information meetings that she would open the floor for questions from the body. There was no question raised.

Mr. Proctor moved that the Authority approve Resolution AR-2018-02 approving the execution of the Asset Purchase Agreement By and Between Steelton Borough Authority and Seller and Pennsylvania-American Water Company as Buyer for Purchase of Steelton Water System Assets. Ms. Maxwell seconded the motion. Ms. Maxwell thanked Ms. Pape and her associates for making themselves available over the last two weeks to answer everyone's questions. She thinks that it is important to state for the record because Ms. Pape is not giving her presentation. She wants persons reading the minutes

to know that Authority members did take advantage of Ms. Pape and her associates' presence. Everyone on the Authority had the opportunity to ask their questions and have them answered before this meeting. Ms. Maxwell also stated that if anyone from the public had been present, Ms. Pape would have given her presentation. Ms. Maxwell noted that even though Ms. Pape did not make her presentation, she wanted her to know that her efforts were appreciated. The Chair called for a roll call vote, with the following results:

Mr. Proctor – Aye  
Ms. Maxwell – Aye  
Mr. Segina – Aye

Ms. Handley - Nay  
Mr. Ausman - Aye

The motion was passed by a 4-1 vote.

Water Bill Relief Committee (Mr. Segina and Ms. Maxwell) presented three cases of request for relief.

1. 427 Swatara Street – The tenant is requesting that the Steelton Water Authority turn the water on at this residence and grant a 30-day extension to settle the debt.
  - a. The property owner requested the water at the property be turned off due to the tenant's failure to pay the water/sewer bill. The tenant submitted a doctor's note requesting an additional 30 days to settle the outstanding debt.
  - b. The tenant has previously been on two failed payment agreements.
  - c. The last payment for this account was received July 10, 2018.
  - d. Due to non-payment by the tenant, the property owner requested the water be shut off. The notice was posted September 19, 2018. The actual shutoff to the property was October 2, 2018.

The Committee recommends that the resident pay the water/sewer bill in full to have the water turned on. Ms. Handley moved, and Ms. Maxwell seconded the motion to follow the recommendation of the Committee. The action was passed by a unanimous vote of the Authority.

2. 228 Frank S. Brown Boulevard – Resident is requesting that the Steelton Water Authority provide relief on the August 2018 bill due to a toilet leak at the property.
  - a. The property owner is requesting relief for the August 2018 water/sewer bill. The last payment for this account was received August 31, 2018.
  - b. A review of the case found that:
    - i. The amount of the bill was \$1,460.85. The property owner stated that the bill was more than double the average bill.
    - ii. A review of the account showed that the customer's previous three bills were for 31,000 gallons. The August 2018 bill was for 70,000 gallons.

The Committee recommends that no relief be granted in this case because of the leaky toilet. Ms. Handley moved, and Ms. Maxwell seconded that there be no relief be given to the property owner. The motion was passed by a unanimous vote of the Authority.

3. 2213 South Front Street requested relief due to a broken water line in the outside wall that leaked out through the yard. Following an investigation, the Committee found that:
  - a. The average usage before the leak for two years was 44,875 gallons.
  - b. The usage on the 8/2/2018 was 170,000 gallons. The request for relief for consideration is 125,000 gallons.
  - c. A review of billing history showed that the property owner paid the bill on time and had a \$0.00 balance.
    - i. The Amount of Usage Billed: \$1,997.50

- ii. Amount Average: \$528.75 (45,000 x 11.75 per 1,000 gallons)
- iii. Amount at Relief Rate: \$285.00 (125,000 x 2.28 per 1,000 Gallons)
- iv. Total Due for 8/1/2018: \$813.75 (Sewer)
- v. TOTAL RELIEF - \$ -1,188.75

The Committee recommends that no relief be granted because it was a leak. The property owner was instructed to contact the Water Department and make payment arrangements. Ms. Handley moved, and Ms. Maxwell seconded the motion that the recommendation of the Committee that no relief be granted to the property owner. The motion was carried by a unanimous vote of the Authority.

There were no public comments made at this meeting

There was no Executive Session held at this meeting.

There was no additional business discussed at this meeting.

Ms. Maxwell stated that having read the August and October minutes that she and Mr. Segina aggressively followed-up on the concerns raised about the Borough not holding residents accountable for paying their water/sewer bills. They completed all of the posting for past due accounts October 16-17, 2018. Ten days later, the shutoffs were supposed to have begun. The collections made in October garnered over \$70,000.00 in outstanding past due accounts. She believes that they have addressed the concern raised in terms of holding residents accountable for their outstanding water bills and think that there may be some other outstanding issues that need to be finished, however, she feels that a large portion of the accounts that were on their "collectible" list were handled and paid up-to-date up through the August 28, 2018 billing. There will be a continued effort to stay on top of the delinquent bills. Mr. Segina addressed the estimated billing with staff. There were 111 estimated bills because there was no staff access to the meters, or the meters were not working. Staff was instructed to send out a letter with the billings alerting the resident that the bill was estimated and requesting they contact the Water Department so that there can be follow-up and correction of the bill. Ms. Maxwell added that staff was instructed not to send out a minimum bill. They were asked to average the past three billings, add 1, 000 gallons and send that bill to the residents, hoping that the meters will be made accessible for readings in the future. The bottom line is that there will no longer be minimum bills because the staff is unable to read the meter. The Committee was congratulated for the sacrifices they made to complete their work.

Ms. Handley moved that the motion to adjourn the meeting at 6:19 p.m. The motion was seconded by Ms. Maxwell and passed by a unanimous vote of the Authority.

Respectfully Submitted,



Douglas Brown, Secretary