

Cumberland-Franklin Joint Municipal Authority

(October 8, 2020)

- Chairman John Knutelsky called the monthly meeting of the Cumberland-Franklin Joint Municipal Authority to order at 6:00 pm in the office of CFJMA, 204 W. King Street, and asked for a moment of silence and the pledge to the flag.
- Those present were:

Dwain Koser	Attorney Jim Robinson	Lisa E. Suders	John Knutelsky
Steve Oldt	Randall L. Kendig	Lance Hoover (DEBI)	Ben Richardson
Angelique Brown	Steve Wolfe	Jerome Kater	Mike Wadel
- Motion was made by Mr. Wadel to approve the September 10, 2020 minutes. Mr. Oldt seconded the motion and it carried.
- There were no Public Comments.
- There was no Correspondence.
- The October 8, 2020 Treasurer's Report was motioned for approval by Mr. Wadel and seconded by Mr. Kater. Motion carried.
- Under the Solicitor's Report, Attorney Robinson had nothing new to report.
- Under the Manager's Report, Dwain presented the following:
 1. He commended Lance Hoover for identifying \$56,388.00 worth of mistakes on the 2nd Quarter billing from the Borough of Shippensburg. This generated discussion on the fact that mistakes are being found and corrected at the expense of CFJMA. Mr. Wolfe specifically articulated that we have paid engineering fees that shouldn't have been in past bills because of mistakes made on the part of the Borough. Mr. Oldt questioned whether we could send a bill to the Borough for the billable time it took our engineer to identify and correct mistakes. After lengthy discussion, it was decided that both Lance and Dwain will work through and come up with a plan on how to take care of the situation going forward.
 2. Dwain informed the board that technically, we are not allowed to read the Shippensburg Borough water meters on our CFJMA customer non-domestic and multi-domestic properties for sewer billing purposes. This is something we have been doing for over 35 years. He conveyed that both he and Angelique have been working with the borough to develop a process where they can provide the quarterly readings to us at a billable rate. Dwain said he had received a dollar amount from a borough representative and told him they needed to revisit their decision and come back with a better, more suitable and fair amount. He said that, to date, he has not received an updated figure.
 3. Dwain handed the meeting over to Lance Hoover. He informed the board that the 2nd Quarter bills were sent to Shippensburg University. He also gave a detailed update on the Waste Water Treatment Plant Project. He felt that it is progressing well, but slow.

In conclusion, Chairman Knutelsky extended an open invitation to any board member who wishes to sit in on the joint meetings. He also informed them that the next one would be held on October 19th at the WWTP.

- There was no Old Business
- Under New Business, Dwain expressed that he wanted to have discussion on the start-up of water shut-offs for non-payment of sewer bills. He handed the meeting over to Angelique. She presented the following:
 1. She informed the board that CFJMA was posting properties right before everything was shut down for COVID in March of this year. At that time, it was for delinquency of the 4th quarter billing (Oct – Dec 2019), which was due by January 15th, 2020. Since then, we stopped all water shut-off procedures and we even eliminated charging the 5% late fee for certain billings.
 2. She reported watching our delinquency rate escalate among CFJMA customers who have water with the Borough of Shippensburg. Angelique reported that, to date, there were 128 CFJMA customers (with Shippensburg Borough water) who are delinquent by one, if not two, quarters of sewer billing already for 2020. The total debt figure equaled \$22,996.57. And, 3 CFJMA customers (with Guilford water) in the same situation, with the debt amount equaling \$338.55.
 3. She informed the board that if we were enacting the water shut-off process, we would not have the outstanding debt of \$23,335.12 and 131 customers would have a \$0.00 balance on their accounts.
 4. Angelique had reached out to Attorney Robinson concerning the legality of water shut-off during the COVID season. He informed her in an email that “CFJMA is a municipal authority and not a public utility and, therefore, is not under the auspices of the PUC. It is not subject to the recent orders concerning utility shut-offs. He stated that we could proceed with collections following our established procedures and may want to consider including this information in our notices to delinquent customers, at least temporarily”.
 5. She also informed the board that there are customers who have told us plainly that they wait for the delinquent, certified bill or the next step where we post the property until they pay. Both of which add extra fees to their accounts. Angelique expressed concern that if we do not enact the water shut-off procedure soon, a large amount of customers will have as many as 3 delinquent billing quarters to pay by November of this year and it will only get worse as time goes on.

After much discussion, Mr. Oldt motioned to reinstate the collection procedures under the Water Services Act. Mr. Kater seconded the motion and it carried.

- Mr. Richardson motioned to adjourn the meeting at 7:20 pm and Mr. Wadel seconded the motion. Motion carried.

Respectfully Submitted,

Randall L. Kendig, Secretary