

# ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

## MINUTES

**October 13, 2016**

The regular meeting was called to order at 1:00pm by the Chairman Michael Schwenk.

**Executive Session:** None.

In addition to the Chairman Michael Schwenk, the attendees were Vice Chairman Romao Carrasco, member Richard Reilly, member Melvin Bailey, member William Klein, Engineer William McMullen, and Attorney Elizabeth Magovern.

The delinquent and lien reports were provided to the Board.

- There are 11 delinquent accounts and the total amount delinquent is \$9,680.38.

**Visitor(s):**

- N/A

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

**Resolutions:** 2016-5 – Appointing Cynthia Harris, Ontelaunee Township Municipal Authority Secretary, as Open Records Officer.  
2016-6 – Authorize request for a Pennsylvania Small Water and Sewer Program grant from the Commonwealth Finance Authority

**Correspondence:**

- DEP granted Leesport Borough Authority resolution of September 13, 2016 Notice of Violation sent re their 2015 Annual Wasteload Management (Chapter 94) Report.

**Motions:**

- Romao Carrasco made a motion to hire Cynthia Harris as a 40 hour per week employee at an annual salary of \$45,000. William Klein seconded the motion. The motion was carried 5-0.
- A motion was made by Richard Reilly to approve Resolution 2016-5 as written. The motion was seconded by Michael Schwenk. The motion carried 5-0.
- A motion was made by Michael Schwenk to approve Resolution 2016-6 as written. Richard Reilly seconded the motion. ARRO, the Solicitor and the OTMA Chairman were authorized to execute and provide all documents necessary for the submission to CFA on or prior to October 31, 2016. The motion was carried 5-0.
- Michael Schwenk made a motion to continue sampling and testing by Suburban at the pump stations. The original dictate expired in August. There was no second, the motion died.
- Michael Schwenk made a motion to approve the Ryder Land Development plan conditioned on the execution of the Improvements Agreement and the transfer of funds (\$50,000) identified in the agreement. Richard Reilly seconded the motion. The motion was carried 5-0.
- Michael Schwenk made a motion authorizing the transfer of \$50,000 from the Ryder Escrow account to the OTMA Sewer Account in satisfaction of the Improvements Agreement. Richard Reilly seconded the motion. The motion carried 5-0.
- Romao Carrasco made a motion to approve the proposal from Emergency Systems Company to perform the planned maintenance for the generators at Pump Stations #1, #3 and #6. Michael Schwenk seconded the motion. The motion was carried 5-0. Dale Heckman was asked to contact Emergency Systems Company to see if they could use our filters thereby reducing cost.
- Richard Reilly made a motion to table the proposal to install a meter on Harvest auto flusher. Michael Schwenk seconded the motion. The motion was carried 5-0.

**Misc:**

None.

**Approval of Minutes:**

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on September 8, 2016. William Klein seconded the motion. The motion was carried 5-0.

**Solicitor's Report:**

- Resolution 2016-5 – Open Records Officer was presented for motion and approval.
- Resolution 2016-5 – CFA grant request was presented for motion and approval.

**Inspector's Report:**

- No report. There were no inspections performed in September.

**Engineer's Report:**

- ARRO contacted PennDOT to conduct an HOP permit closeout inspection for the West Huller Lane air release. No verification that the HOP has been closed out has been received.
- Suburban Labs testing PS4 and PS7 monthly for a period of 6 months has been completed, no further testing will be done.
- Schneider Electric is requesting relief from the ammonia limit for the strong waste testing.
- PS #7 flow meter data for the past year has been downloaded and summarized for use in preparing a request for release of PS #7 from the designation of hydraulic overloading
- Vossloh Land Development: Waiting for the developer to submit an improvement cost estimate for the project. The Solicitor has prepared a draft of the Improvement Agreement.
- Ryder Land Development: The Ontelaunee Township Supervisors conditionally approved the final land development plan at their meeting on October 6, 2016. The Ontelaunee Township Municipal Authority approved plan (see Motions) upon execution of the Improvement Agreement. ARRO personnel will review the cost estimate provided, including sanitary sewer and water, and prepare an escrow spreadsheet for the project. The Solicitor has prepared a draft of the Improvements Agreement.
- Sheetz has submitted a land development plan for the reconstruction of their facility located at the intersection of SR 0061 and Ashley Way.
- Schuylkill Valley School District has submitted a land development plan for renovations to the stadium on their parcel located on Ontelaunee Drive.
- UGI has submitted a land development plan for the addition of parking and access along Willow Creek Road.
- The Sheetz, Schuylkill Valley SD and UGI plans will be reviewed by Ontelaunee Township Planning Commission at their meeting scheduled for October 20, 2016.
- ARRO is preparing an application for CFA financing for the replacement of the force main for PS #7. (See Motions)

**Sewer Operator's Report:**

- Emergency call out to Pump Station #1. Upon arrival found normal power was restored and the generator was running in cool down mode.
- Emergency call out to Pump Station #2. Upon arrival found normal power had been restored and there was no evidence that the auxiliary engine ran.
- The Endless+Hauser flow meter at Pump Station #6 was calibrated on September 28<sup>th</sup> by JS Instrumentation and Calibration.
- Corresponded with Aaron Baar of PA DEP to clarify what is needed regarding flows from Pump Station #7. His requirement was to review a full year of data that shows there were no dual run events. Worked with ARRO to get a full year of data. The information will be sent to Mr. Baar along with a request to lift the Connection Ban at Pump Station #7.

### **Water Operator's Report:**

- Hydrant Flushing & PA One Calls are completed as needed. 28 received for the month of September.
- Gernants Church Road – pilot valve rebuild was completed and is being stored in the lunchroom of the Township Building.
- 1 Water Meter was installed.
- Pump Station #8 was tested/inspected. Found a blown check valve seal, recommend replacement.
- Recommend keeping quantities on hand for single float switches and float weights.
- Recommend acquiring replacement control board, capacitor and relays for control panel.

### **Expenditure's**

- A motion was made by Michael Schwenk to approve the current payables in the amount of \$34,084.70 and the Board payroll in the amount of \$500.00 for October 13, 2016. William Klein seconded the motion. The motion was carried 5-0.

### **Adjournment**

- A motion was made by Richard Reilly to adjourn the regular meeting at 3:30pm. William Klein seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris