

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

December 8, 2016

The regular meeting was called to order at 1:01 p.m. 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 12 delinquent accounts and the total amount delinquent is \$14,859.49. The Secretary will provide detail on these accounts to the Solicitor who will then file liens on these properties.
- A motion was made by Michael Schwenk asking the Solicitor to file DJ Actions against the two accounts delinquent by more than \$1,000.00. William Klein seconded the motion. The motion was carried 5-0.

Visitor(s):

- Scott Sweigart and Mark Koch from Forino: 1) asked for confirmation that EDU's would be available for expected 2017 development, 27 EDU's are available as of Jan.1, 2017. 2) Macintosh, withdrew previous plan, to move forward they must resubmit a plan. 3) Questioned the connection fee for Willow Glen and why Forino has to pay it since they built the system. The Solicitor explained there is no reimbursement agreement in place. Also questioned the amount of the fee and requested an itemization of the derivation of it. The Board will review the fee. The Solicitor noted OTMA cannot profit from these fees. 4) Asked whether 112 EDU's (paid for by person in Ontelaunee Twp) in Bern Twp for development not happening can be made available. Investigation has to be done and communication with Bern Twp. The Solicitor noted that OTMA cannot get user fees on these to offset debt.
- Jamie Schlesinger from PJM: Presented the proposals received as a result of our request for refinancing a portion of the Series 2009 Bond Issue.

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: Resolution 2016-7 removing the septic pumping hauler permit fee and the annual plumber license fee from the OTMA fee schedule.

Correspondence:

- Vossloh Water and Sewer Improvements Agreement. The escrow was received and the Agreement was signed.
- Pump Station #7 Connection Ban lift request: see Engineer's Report
- CFA grant review request for information, and response from William McMullen.
- Tompkins VIST Bank Bond Purchase Agreement.
- PADEP response regarding Bewley Lane and Act 537 sent by ARRO.
- Megan Deily resident request for late fee waiver

Motions:

- Michael Schwenk made a motion to accept Resolution 2016-7 as noted above. Richard Reilly seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to accept and sign the VIST Bank agreement to provide a \$10,000,000 loan to refinance a portion of the Series 2009 Bonds issued by the Authority, conditioned on the guarantee by Ontelaunee Township. William Klein seconded the motion. The motion was carried 5-0.

Motions: (continued)

- Romao Carrasco made a motion to appoint Richard Reilly as Chairman of the OTMA Board effective immediately through December 31, 2016. Michael Schwenk seconded the motion. The motion was carried 5-0.
- William Klein made a motion to waive the late fee on Megan Deily's account. The Secretary will send a letter noting the waiver but explicitly stating this is a one-time courtesy in lieu of confusion surrounding a non-business day due date. Melvin Baily seconded the motion. The motion was carried 5-0.
- William Klein made a motion to accept the proposal from Irish Creek to do the snow plowing for OTMA. Melvin Bailey seconded the motion. The motion was carried 4-0. Romao Carrasco had left the meeting.
- Richard Reilly made a motion to accept the 2017 Holiday Schedule. William Klein seconded the motion. The motion was carried 4-0.
- Richard Reilly made a motion to adopt a payment policy whereby, in the event the payment due date falls on a weekend or OTMA holiday, the due date will be moved to the next business day. Payments received by 7:00 AM the day following the due date will be considered timely. Melvin Bailey seconded the motion. The motion was carried 3-1. Michael Schwenk cast a "No" vote.
- Richard Reilly made a motion to adopt the revised Employee Manual. The major revision was to the full-time employee vacation package. Michael Schwenk seconded the motion. The motion was carried 4-0.

Miscellaneous:

On behalf of the OTMA Richard Reilly publically thanked Michael Schwenk and Romao Carrasco for their service. He commended them for their hard work and noted among significant contributions made during their tenure, a \$3.00 reduction in the sewer rate, relationships with quality engineers, and the hiring of a sewer operator. Michael is resigning and Romao's term is expiring on December 31, 2016. Thanks and good luck to both of you.

Richard Reilly noted the generosity of neighbors in paying the sewer and water bills for Janice Brown who died suddenly in early November. She was a single mother with one son in the military and one in high school.

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on November 10, 2016. William Klein seconded the motion. The motion was carried 5-0.

Solicitor's Report:

- Resolution 2016-7 is submitted for approval.
- The Vossloh Water and Sewer Improvements Agreement is presented for approval and signature.

Inspector's Report:

- No Report. No inspections were done.

Engineer's Report:

- West Huller Lane air release: No verification from PennDOT that the HOP has been closed out.
- Schneider Electric: Sent Schneider request for modification to LBA. Relief is not expected. Working with Schneider on plan for compliance.
- Surcharges: Needs clarification. Brad Smith to contact the Secretary to resolve.
- PS#7 CPA: Revisions requested by PADEP are to be made as requested with no additional wording.
- Ryder Land Development: Township Solicitor finalized the Improvements Agreement for sanitary sewer and water service on behalf of OTMA and sent it to the developer's legal counsel. Escrow agreement spreadsheets were given to Township Solicitor.
- Sheetz reconstruction at the intersection of SR 0061 and Ashley Way: Conditional approval by Township. Estimates and Improvements Agreement must be submitted, and escrow established.
- UGI: No additional sewage flow or change in characteristics is proposed. OTMA will get plan for signature
- CFA financing for the force main for PS #7: In review by CFA, ARRO providing information as requested.

Sewer Operator's Report:

- OmniSite problems at PS #7: Envirep rewired both pump connections and recordings have been fine since.
- PS #7 CAP: Meeting in Harrisburg resulted in 7 EDU's available in the Harvest, after all angst with Forino. Expectation is additional 20 will be approved for 2017, and next three years.
- Redner's sampling by Suburban: Flows carried sampling equipment away. Second time, concern is for damage to Muffin Monster teeth. Dale will be present for next test to evaluate.

Water Operator's Report:

- Hydrant Flushing & PA One Calls were completed as needed. 25 received for the month of November.
- 3 Water Meter installations were completed.
- Distributed/Posted RAWA Booster Station Maintenance Boil Water Advisory Lift Notices.

Expenditure's

- Melvin Bailey made a motion to ratify payables in the amount of \$26,230.92, and approve payment of expenditures in the amount of \$23,143.74 and the Board payroll in the amount of \$500.00 for December 8, 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 3:53 p.m. Michael Schwenk seconded the motion. The motion was carried 4-0.

Minutes submitted by: Cynthia L. Harris