

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

October 12, 2017

The regular meeting was called to order at 7:00 pm by the Chairman Richard Reilly.

Executive Session: None.

In addition to the Chairman Richard Reilly, the attendees were Vice-Chairman Katarzyna Azzolina, member Melvin Bailey, member Melissa Becht, member William Klein, Sewer Operator Dale Heckman, Kelly Brenner (ARRO) and Attorney Elizabeth Magovern.

Visitor(s): None.

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.
NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: None.

Correspondence:

- “Events of Friday September 22nd”. See Sewer Operator’s report.
- MTA Phosphorous Project: OTMA Payment Proposal Response. Chairman Reilly will send a response requesting more information and noting non-payment of interest.
- Jeanie Rivera: Request for late fee waiver \$60 if balance paid by Nov 5. Request was approved via motion.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 5 delinquent accounts, total amount delinquent is \$2,754. YTD decrease of \$13,795.
- There are 17 accounts for which liens have been filed. Liens total \$26,066. YTD increase of \$11,691.
- Total delinquencies and liens YTD have decreased \$2,909
- General Accounts Receivable is \$15,464. YTD decrease of \$805.

Motions:

- Richard Reilly made a motion to waive late fees totaling \$60.00 on Jeanie Rivera’s account provided balance is paid in full by November 5, 2017. William Klein seconded the motion. The motion was carried 5-0.

Miscellaneous:

- Future Planning: Gary Hadden (Township Supervisor) urged the OTMA Board to engage in planning, at this time, to be in a position to take advantage of future new development in the township.

Solicitor’s Report:

- Maidencreek Township Authority Phosphorous Project: MTA’s request for payment of interest cannot be justified. Chairman Reilly will respond as such via letter and indicate the need for more detailed information related to the initiation, alternatives researched, bids received, etc. The proposal for payment issued by OTMA in August is now considered rescinded.
- McDonald’s (Rawden Joint Ventures): High strength waste limitations have been consistently violated by this organization. The Board, as documented in the Rules and Regulations, authorized ARRO to issue a Consent Order noting specific actions to be taken within the time-period specified. The Order should also note the assessment of a \$1,000 fine for failure to comply with the Consent Order.
- Reviewed Rules and Regulations: Draft copies have been sent for distribution to Board members for review and adoption at the November 9, 2017 meeting.

Engineer's Report:

Water System:

- No report.

Pretreatment:

- Monthly surcharges: August and September surcharges are on hold until readings for September are sent to ARRO.
- McDonald's permit: The Secretary sent the permit to McDonald's for execution and return to OTMA.
- Brenntag: No word if flow meter has been installed or not. Brenntag was also going to televise the line, no word on that either.
- Ontelaunee Orchard: ARRO reviewed the lateral disconnect on Sept. 15th. All requirements in the Disconnection Agreement were met.

Sanitary Sewer and Water:

- Backup Sewer Operations:
 - High temp on Pump #1 at PS #7: Envirep removed a clog in the air release valve, back in service.
 - Magnetic meter at PS #4 (maintained by LBA) not functioning. WG Malden assessed and said meter and transmitter are bad and need replacement. LBA said OTMA is responsible for replacement cost, etc. Estimate is ~\$8,000.
 - Tapping Fee Reimbursement: Per Dale Heckman's suggestion, a letter to the LBA requesting the reimbursement of the transmission part of the tapping fee for users connected to the OTMA system was created. The Solicitor is reviewing the letter before forwarding to LBA.
- Ryder: Sanitary sewer connection to the existing main was completed on 10/5/17.
- New Development: Lot between Redner's Way and Rt 61. Sewer capacity agreement will be required. Solicitor's office will coordinate during the Land Development Plan approval process. Estimate is 4 EDU's may be required.
- GIS maps were delivered to OTMA on Oct. 10, 2017.

Inspector's Report:

- Kraft Code Services reported there were no inspections done in September.

Sewer Operator's Report:

- No monthly operating reports for the pump stations were provided due to the Operator's injury.
- 9 Verdun Drive: "Events of Friday September 22nd". Dale Heckman updated the Board on sewer problems at this address. The resident has installed two new grinder pumps and overflow problems continue. Investigation is ongoing to identify the root cause of the problem.
- Contact from USG met at seminar suggested using a smoke test rather than televising to research the source of our inflow problem in PS #1 area. Quote received from USG was \$27,000. Dale will solicit other quotes, waiting until it is colder and no weeds block access to manholes.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 31 PA One calls were received, marked and responded to for the month of September.
- One Water Meter installation was completed: 96 Edinboro Lane.
- Completed whole-system semi-annual flushing program.
- Investigated 9 Verdun Drive problems. New air release valves were ordered and will be installed upon arrival. Valves were actually installed while meeting was in progress and 4 cycles of the grinder pump worked successfully.
- Distributed the Boil Water Advisory and lift notices for the RAWA maintenance done on Sept. 19, 2017.
- Removed the damaged bollards at Koch road hydrant location.

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on September 13, 2017. William Klein seconded the motion. The motion was carried 5-0.

Expenditure's

- Katarzyna Azzolina made a motion to ratify payables in the amount of \$208,772.84. Melissa Becht seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to approve payment of the Board payroll for October 12, 2017 in the amount of \$500.00. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to ratify the payment of \$42,042.00 to the Leesport Borough Authority for additional 2016 apportionment due. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Old Business:

- Sell and haul water vs. flushing: Decided to wait to investigate until late winter.

Other Business:

- Committees were established to clearly allocate responsibility and source of information for topics and issues:
 - Intergovernmental: Manage relationship and agreements with partner authorities, developers, vendors and the PADEP. (Chair: Richard Reilly, Katarzyna Azzolina)
 - Katarzyna Azzolina reported from the LBA meeting: LBA isn't convinced we are the contributor to high BOD. They may have sagging pipes where solids collect and surges flush them through. Samplers were installed thinking there is/are clogs in the system. They are happy Ontelaunee Orchards is disconnected and may follow our lead and pursue the same action with Hoss's restaurant.
 - It was reported that violations against the Leesport Treatment Plant may have been in error. DEP was using daily readings in calculations rather than monthly averages. This means the proposed \$1million dollar upgrade may now be a \$400,000 upgrade or more likely no upgrade at all since there was no violation.
 - The Chairman asked for volunteers to alternate attending the Maiden creek Authority meeting. The meeting is held on the same day as Leesport at 5:00 pm. It is difficult for him and Kasia to get to it as well. No one volunteered.
 - Leesport IMA: their Solicitor is working on the agreement, OTMA Solicitor will review when draft is presented.

Personnel: Develop an organization chart for OTMA delineating sewer and water operations and related functions. (Chair: Melvin Bailey, Melissa Becht)

- Request was made to create a new board member orientation packet
- Melvin Bailey is working on a glossary.
- Katarzyna Azzolina created a draft Board Member job description and distributed for comment in June. No update.
- It was noted that beginning in January 2018, Chris Hemmig will replace ARRO as the backup sewer operator. ARRO will be the third "go to" if needed.

Financial: Develop budget, report pertinent information required to make informed business decisions, monitor performance and track debt. Define needed reserves and funding (including OTMA share of inter-municipal infrastructure). (Chair: Katarzyna Azzolina, William Klein)

- No report.

Operations: Ensure maintenance of the OTMA sewer and water infrastructure, manage relationships with engineers and contractors, identify risks and review insurance contracts, maintain the Emergency Action Plan. (Chair: William Klein, Richard Reilly)

- OTMA inspection of trenching/backfill work: Specifications for developers are included in the Rules & Regulations. They must be disseminated to Kraft Code Services, developers and consultants.

Regulation and Policy: Evaluate current RRs and recommend needed changes, additions, deletions, define criteria for inclusion, approval and dissemination process. Review and document needed internal policies. (Chair: Melissa Becht, Melvin Bailey)

- RR&R documentation was given to Chairman Richard Reilly by the Solicitor. Electronic drafts will be sent to all Board members for and review and adoption at the November meeting.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 8:40 pm. Melissa Becht seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris