

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

February 15, 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.

The delinquent and lien reports were provided to the Board.

- There are 14 delinquent accounts and the total amount delinquent is \$10,220.35, a decrease of \$715.00.
- There are 10 accounts for which liens have been filed. Liens total \$12,582.92 including fees. Liens will be filed for 2 additional accounts totaling \$2,572.42. Outstanding balance is \$16,358.44, a decrease of \$900.00.
- General Accounts Receivable fell \$4,241.40.

Visitor(s):

- Alue Billig resident: Questioned a late fee charge when he mailed payment 2 days before due date and was told mail goes to Harrisburg so more lead time, 4-7 days, is necessary. Board confirmed mail routing through Harrisburg and need for additional lead time. Made complaint about sewer fee. Board members sympathized with his concern and assured him of Board focus to try to reduce rates.
- John Goodman from Berks Hollow: Requested a decrease in EDU's currently billed for 5662 Leesport Ave. 8 EDUs are billed and he only 2 office staff are there. Mr. Goodman was informed that OTMA would buy back the EDUs however, should he give up EDUs and require more in the future, he would have to pay the current fee of \$7,500/EDU. He will take this under consideration.

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: Resolution 2017-3 Providing for reimbursement of the costs for implementation of the Authority's Pretreatment Program.

Correspondence:

- Received letter from PADEP noting acceptance of the December 12, 2016 revised Corrective Action Plan for the hydraulic overload at PS #7.
- Request from Scott Kochel to extend payment plan. Plan granted, due to third quarter water bill, was paid. Fourth quarter water billing was \$587.50 so he requests extension of the plan to cover it. Made repairs to fix leak at a cost of \$3,000. Granted by motion.
- John Goodman energy plant request for reduction of EDUs. Billed for 8 EDUs and there are currently only 2 people there. See "Visitor's".
- Kathleen Sacco request for late fee waiver, never received statement card. Denied, as noted in policy failure to receive billing does not recuse payment.
- Richard Stichter expressed appreciation for the late fee waiver given him.

Motions:

- Richard Reilly made a motion to accept Resolution 2017-3 as noted above. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Motions: (continued)

- William Klein made a motion to accept and sign the Ryder Improvements Agreement for Water and Sewer. Richard Reilly seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to extend the payment plan offered to Scott Kochel. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to begin additional testing at Ontelaunee Orchard and to install a temporary sewage flow meter to monitor flow for EDU billing comparison. Further that ARRO send a letter to Mr. Pohl noting this decision and the costs that will be billed. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to include in the letter to Mr. Pohl noted above, reiteration of the need to send proof to OTMA of monthly pumping and hauling, and the fine for non-compliance. William Klein seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to authorize ARRO to review and revise the Rules, Rates and Regulations document to include fat, oil and grease regulations and pretreatment regulations. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to authorize the Solicitor to amend Resolution 2005-25 to stipulate minimum EDUs and include provision to charge additional tapping fees. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to have ARRO develop GIS mapping for water and sewer based on data received from SSM at a cost of \$1,200.00. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to pay the additional cost for the PS #6 rotating assembly to bring it up to standard. The new cost is \$3,562.15, an increase of \$771.05. William Klein seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to authorize the Solicitor to review and make needed revisions to the strong waste fee schedule in coordination with Melissa Becht and Kelly Brenner (ARRO). Melissa Becht seconded the motion. The motion was carried 5-0.

Miscellaneous:

None.

Approval of Minutes:

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

Solicitor's Report:

- Resolution 2017-3 is submitted for approval.
- Ryder Improvements Agreement for Water and Sewer and accompanying letter of credit have been received. Agreement is presented for approval and signature. Approved by motion.
- Judgement in favor of OTMA was received for the property owned by Robert Leshner at 5309 Pottsville Pike. Sheriff's sale can now be pursued.
- Solicitor is working with Mark Koch to pursue option of Ontelaunee Orchard disconnection from sewer system and pumping and hauling all waste. ARRO was asked to send a NOV and fine of \$300.00 to the Orchard for failure to send proof of pumping and hauling.

Inspector's Report:

- Two inspections were performed. Both water and sewer inspections were done at Willow Glen lots 36 and 50. All passed inspection.

Engineer's Report:

- West Huller Lane air release: PennDot provided confirmation that the HOP has been closed on February 8, 2017.
- Updated list of facilities for inclusion in the Pretreatment Program. Recommended a plan for sampling frequency and a permitting schedule.

- Recommended additional testing by OTMA at Ontelaunee Orchard due to significant water usage and sporadic high strong waste test results. Also recommended installation of a temporary sewage flow meter for accurate measurement. The Board approved the testing and meter installation by motion.
- ARRO will prepare and submit the 4th quarter and subsequent quarterly reports relative to the Pump Station #7 revised CAP (proposed end date of May 2017). If no dual run events occur in this period the ban should be lifted.
- ARRO requests approval to review the WQM Permit application, calculations and design drawings submitted to PADEP for LBA facility upgrades. The capital improvements estimate is approximately \$1,000,000.00 of which OTMA would be requested to provide its representative share of the cost (42.39%). Approval was granted.
- Representatives of LBA and OTMA met regarding a number of items including sampling at OTMA pump stations, the proposed LBA facility blower project, plant influent strength and the existing corrective action plan. OTMA and LBA both agreed that revisiting the IMA is in order this year. Also, LBA agreed that a possible approach to the CAP is to involve political representatives in an effort to manage the overload at the WWTP via targeting industrial strong waste instead of upgrading the plant immediately.
- ARRO received an email from LBA's engineer indicating that a letter will be signed at the February meeting imposing a moratorium on any effluent loading exemptions until the influent loading at the WWTP is within acceptable range (relative to Schneider Electric request from 12/2016 and any future requests)
- ARRO finalized the report on exclusion of self-liquidating debt for the Bond refinancing and provided the sealed copy to Jamie Schlesinger of PFM Financial Advisors, LLC.
- ARRO received the most recent version of the rules, rates and regulations from Attorney Magovern's office. They request authorization to review the document and also prepare fat, oil, and grease regulations to be contained in the document. Industrial pretreatment regulations are also proposed for revision and are to be compiled into one set of documents. Authorization was granted by motion.
- There was some RR&Rs discussion regarding billing industries if they are using additional water beyond the purchased EDU's. It was decided an amendment to Resolution 2005-25 was in order. The Solicitor was authorized to do so by motion.
- Sheetz reconstruction: Conditional approval by Township. Executed Improvements Agreement and escrow must be provided.
- GIS Data Mapping: For consideration, ARRO will provide water and sewer system mapping at a cost of \$1,200.00. Approved by motion.

Sewer Operator's Report:

- Scheduling was done and Suburban Testing Labs resumed sampling at PS #4 and PS #7 on January 24, 2017.
- Obtained zoning permit and had fence installed at PS #8 on January 24-25, 2017. New padlocks were also installed at PS #8.
- Filed insurance claim for Gernant's Church Rd. with EMC. The claim was denied because "the broken sanitary sewer main was not inside or attached to the pump station", and therefore not covered. Coverage is available, for an additional premium, to cover losses such as this.
- Submitted monthly flow records to Maidencreek TA for flows from PS #6.
- The hydrant on Gernant's Church Rd next to PS #7 was hit by a car on Feb. 6, 2017. The power pole (Met Ed) was also struck. Chris Hemmig is preparing a quote for the hydrant repair. The driver's insurance company should cover the cost of repairs.
- Emergency Services recommended the batteries at PS #3 and PS #6 be replaced next year at a cost of \$243.12 each. Their suggestion is to follow policy used by healthcare facilities and replace batteries every two years. The Operator recommends replacement of batteries at PS #3 in 2018, PS #6 in 2019 and PS #1 in 2020. These batteries were last replaced in Nov. 2014 and PS #1 in Dec. 2015.
- Batteries at PS #2, PS #4 and PS #7 are producing at much lower rates than expected. The last time they were replaced was 2007, 2008 and 2008 respectively. Recommendation from Operator is to replace these batteries. It is felt these batteries can be purchased and installed by OTMA at a lower cost than by Emergency Systems or Envirep. William Klein and Dale Heckman will investigate battery cost.

- PS #6 rotating assembly: Purchase and installation was approved by motion at the January 12th meeting. It has come to pass that the price quoted at that time was not for a high-strength ductile iron unit, which is used in our pump stations. The added cost to obtain the proper assembly is \$771.05 for a total cost of \$3,562.15. The added cost was approved by motion.

Water Operator's Report:

- Hydrant Flushing & PA One Calls were completed as needed. 51 PA One calls were received, marked and responded to for the month of January.
- 2 Water Meter installations were completed: 11 Sunglo Dr and 110 Edinboro Ln

Expenditure's

- Richard Reilly made a motion to ratify payables in the amount of \$72,837.67, and approve payment of expenditures in the amount of \$22,928.43 and the Board payroll in the amount of \$500.00 for February 15, 2017. William Klein seconded the motion. The motion was carried 5-0.

Other Business:

- Strong Waste billing: Melissa Becht proposed a policy whereby all businesses would be tested in the first quarter and upon failure get tested the next quarter, etc. If passed the first quarter they would be exonerated until the first quarter of the following year. Penalties proposed were \$100 for second failure, \$300 for third failure and \$600 for the fourth failure. Discussion ensued regarding differentiation of known violators, and therefore contributors to the LWWTP problem, and suspected non-violators. Melissa Becht and Kelly Brenner (ARRO) will continue to refine the policy.
- The Solicitor was asked to review the strong waste fee resolution and amend the dollar amounts as needed. Agreed by motion.
- 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)
 - LBA Meeting: See bullet #6 under Engineer's report. IMA to be reviewed and amended.
 - MTA Meeting: OTMA was informed that we were not charged our proportionate share for past capital expenditures however new capital expenditures are required and we will be charged our share, which is 12.5%. Estimate is \$88,000 over next 5 years, and then another \$88,000 after that.
 - 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
 - Financial: Develop budget, report pertinent information required to make informed business decisions, monitor performance and track debt. (Chair: Katarzyna Azzolina, William Klein)
 - Emergency Funding: Define needed reserves and funding, identify risks, create an Emergency Action Plan and review insurance contracts. (Chair: William Klein, Richard Reilly)
 - It was noted that OTMA share of inter-municipal infrastructure must be considered
 - Rules, Rates and Regulations: Evaluate current RRRs and recommend needed changes, additions, deletions, define criteria for inclusion, approval and dissemination process. (Chair: Melissa Becht, Melvin Bailey)
- The Board agreed to acquire a cell phone to be used for OTMA emergency calls. Currently personal phone numbers are publicized for contact. The Operator will have possession of the phone and will turn it over to the backup Operator when he is unavailable.

Adjournment

- A motion was made by William Klein to adjourn the regular meeting at 9:42 pm. Richard Reilly seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris