

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

March 9, 2017

The regular meeting was called to order at 7:05 pm by the Chairman Richard Reilly.

Executive Session: An Executive Session was held at 6:00 pm to discuss strong waste issues.

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

The delinquent and lien reports were provided to the Board.

The Secretary noted these numbers include the March billing and are therefore slightly overstated.

- There are 21 delinquent accounts and the total amount delinquent is \$13,757.35, an increase of \$477.50.
- There are 12 accounts for which liens have been filed. Liens total \$20,350.87 including fees, an increase of \$1,675.00.
- General Accounts Receivable increased \$3,414.49.

Visitor(s):

- Jamie Schlesinger: Reviewed the response for Phase 2 of the bond refinance.
- Joe Poole (resident): 59 Edinboro Lane fence install within easement.
- Karen Chandler from the Reading Eagle

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: Resolution 2017-4: Accept the proposal and authorize Tompkins VIST bank to issue the loan to be used for refunding the 2009 Bonds. Approved via motion.

Correspondence:

- Jamie Schlesinger: Phase 2 bond refinance RFP response review.
- Received Statement of Financial Interest Forms from Hartman, Valeriano, Magovern & Lutz.
- Received check from Robertson litigation.
- Response on compensation for inter-municipal board meeting attendance.
- V & M Towing sampling access and grinder pump repair.
- Christopher C. Hemmig Quote for fire hydrant replacement. Approved via motion.
- Christopher C. Hemmig Quote for bi-annual hydrant flushing. Approved via motion.

Motions:

- Richard Reilly made a motion to accept Resolution 2017-4 as noted above. William Klein seconded the motion. The motion was carried 4-0.
- Richard Reilly made a motion to accept the quote from Christopher Hemmig for the damaged fire hydrant replacement. Melissa Becht seconded the motion. The motion was carried 4-0.
- Richard Reilly made a motion to accept the quote from Christopher Hemmig for the bi-annual hydrant flushing. William Klein seconded the motion. The motion was carried 4-0.
- Richard Reilly made a motion to approve the Strong Waste Testing Schedule presented by ARRO. Melissa Becht seconded the motion. The motion was carried 4-0.

Motions (continued)

- Melissa Becht made a motion to authorize the Solicitor to amend Resolution 2015-4 to change the dollar amounts of penalty fees from \$300 and \$500 to \$100 and \$300 respectively. Richard Reilly seconded the motion. The motion was carried 4-0.

Miscellaneous:

None.

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on February 15, 2017. William Klein seconded the motion. The motion was carried 4-0.

Solicitor's Report:

- Received response from the Solicitor regarding compensation for board members to attend inter-municipal board meetings. Such would have to be approved by the township Board of Supervisors as part of salary and only at the beginning of an individual's term

Inspector's Report:

- Three inspections were performed. Both water and sewer inspections were done at Willow Glen lots #75, #98 and #209. All passed inspection.

Engineer's Report:

Pretreatment:

- 4th Qtr strong waste invoices were completed.
- Sampling list categorizing industries into monthly, quarterly or annual sampling was presented. Approved via motion.
- Recommendation was made to reduce Resolution 2015-4 penalty fees for Strong Waste violations from \$300 and \$500 to \$100 and \$300 respectively. Approved by motion.
- Issues regarding Ontelaunee Orchard are being addressed. Review of holding tank hauling records raised concern that there is an apparent significantly large portion of water usage unaccounted for, particularly for the fourth quarter of 2016.

LBA:

- ARRO and Dale will meet with the LBA engineer to discuss the WQM part II permit application and drawings and address design questions.
- Still waiting on LBA response to Schneider request for permit changes.
- The OTMA Secretary got verbal notification there would be no changes to the surcharge rates for 2017.

Sanitary Sewer and Water:

- Rules, Rates and Regulation document is in progress.
- Ashley Furniture submitted a Land Development Plan for review by the Township Planning Commission at their March 16, 2017 meeting.
- GIS mapping to be provided to OTMA is in progress.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Issues regarding an air release valve at PS #3 and Haliday wet well equipment that has not been installed are causing the well lid to not close properly.
- Repairs to paving and replacement of the fire hydrant damaged by a car accident at PS #7 are in progress. Hydrant replacement quote was accepted by motion.
- A new cell phone to be used for off hour emergency support has been obtained. The number is 610-223-9054.
- A meeting was held with Patrick Donovan from the Maiden Creek Twp Authority to discuss sharing of cost for the upgrade of the MTA WWTP and options for funding.
- Joseph Poole of 59 Edinboro Lane wants to install a fence that would be in the sewer right-of-way. A gate would be installed to permit access to the right-of-way. Drawings were provided by the Operator. Consensus was he can proceed with the understanding that if OTMA work results in damage to the fence, repairs would be his responsibility.

Water Operator's Report:

- Hydrant Flushing & PA One Calls were completed as needed. 25 PA One calls were received, marked and responded to for the month of February.
- 1 Water Meter installation was completed: 43 Danbury Drive.
- Picked up and secured damaged fire hydrant on Gernant's Church road, shut off isolation valve.

Expenditure's

- Richard Reilly made a motion to ratify payables in the amount of \$73,782.22, and approve payment of expenditures in the amount of \$10,257.33 and the Board payroll in the amount of \$400.00 for March 9, 2017. William Klein seconded the motion. The motion was carried 4-0.

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)

Written report was provided:

- LBA Meeting: LBA agreed to allow OTMA time to attempt to correct and reduce excessive BOD flows.
- MTA Meeting: Estimates indicate that with the refinancing planned, the MTA rate increase can be absorbed without increasing sewer rates.
- Intergovernmental Agreements are under review and indicate that revision/update is needed for both the LBA and MTA agreements

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 (including OTMA share of inter-municipal infrastructure), identify risks and review insurance contracts. (Chair: William Klein, Richard Reilly)

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 Solicitor was asked to review the strong waste fee resolution and amend the dollar amounts as needed. Agreed by motion.
- Melissa Becht agreed to oversee the creation of an Emergency Action Plan.
- Disposition of the Robertson retribution funds was discussed. Melvin Bailey suggested purchasing a CD. The Secretary will research rates and terms for CD's and money market rates.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 8:35 pm. William Klein seconded the motion. The motion was carried 4-0.

Minutes submitted by: Cynthia L. Harris