

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

April 13, 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 and Bill McMullen (ARRO) and Attorney Elizabeth Magovern.

Visitor(s):

- Steve Bensinger, Stackhouse Bensinger Inc.: Request for Ashley to purchase 11 EDU's in concert with their current expansion plan. Request was approved by motion.
- Christopher Greiser: Request for payment plan. Plan was approved by motion. Solicitor will make request to stop scheduled Sheriff sale and create and send payment plan and terms.
- Karen Chandler from the Reading Eagle

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: Resolution 2017-5: Amend the Omnibus Fee Resolution (2017-2) for Plumbing Inspector to include a pro rata fee for time exceeding one hour. Approved via motion.

Resolution 2017-6: Reserve the right to charge initial or additional tapping fees when actual usage EDU exceeds defined per EDU flow for purchased EDUs. Approved via motion.

Correspondence:

- Jamie Schlesinger: Baseline Projections with sewer rate analysis.
- Craig Strunk from Schuylkill Valley SD: Escrow waiver request for the stadium project. Waiver was approved by motion upon inclusion of SVSD full responsibility clause in the Improvements Agreement.
- Pump Station #7 paving repair and hydrant replacement quotes: Approved and paid by Erie Insurance, we are awaiting approval of the installation quote.
- Pump Station #6 Irish Creek plow damage. Irish Creek repaired the plow damage.
- Received Statement of Financial Interest from ARRO.
- Received notification from the Commonwealth Financing Authority that our application for upgrading the force main from PS# 7 was not approved.
- Stacey Hannahoe-Poiley, resident: Request for late fee waiver. Both parents sick. Request was denied.
- Robert Beissel, resident: Request for late fee waiver, never received bill. Sewer only. Request was denied.
- Andrew/Angela Donohue, residents: Request late fee waiver. Request was denied.

Collections:

The delinquent and lien reports were provided to the Board. The Secretary noted these numbers include the April billing.

- There are 9 delinquent accounts and the total amount delinquent is \$6,627. YTD decrease of \$9,923.
- There are 18 accounts for which liens have been filed. Liens total \$25,138. YTD increase of \$10,762. Total delinquencies and liens YTD have increased \$839.
- General Accounts Receivable YTD has decreased \$3,535.

Motions:

- Richard Reilly made a motion to accept Resolution 2017-5 as noted above. Melvin Bailey seconded the motion. The motion was carried 5-0.
- William Klein made a motion to accept Resolution 2017-6 as noted above. Richard Reilly seconded the motion. The motion carried 5-0.
- Richard Reilly made a motion to approve the purchase by Ashley of 11 EDU's as part of their expansion project at Ashley Way, Ontelaunee Drive and Kindt Corner Road and authorize the Solicitor to prepare an agreement. William Klein seconded the motion. The motion was carried 5-0.
- William Klein made a motion to authorize the Secretary to send a letter to Ashley noting approval for the purchase of the 11 EDUs and acknowledging sufficient capacity. Richard Reilly seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion asking the Solicitor to rescind the request for a Sheriff's sale at the Christopher Greiser property. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to adopt the Industrial User Permitting Schedule as presented by ARRO. Melvin Bailey seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion authorizing Kelly Brenner (ARRO) to copy and send the letter sent to Entech regarding LBA upgrade alternatives and concerns to DEP. William Klein seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to accept the proposal from Pipe Services to televise the sanitary sewer main and laterals on Orchard Road at \$165/hr, not to exceed 12 hours. Katarzyna Azzolina 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 March 9, 2017, pending corrections he noted. William Klein seconded the motion. The motion was carried 5-0.

Solicitor's Report:

- Presented Resolution 2017-5 for approval.
- Presented Resolution 2017-6 for approval.
- Christopher Greiser request for a payment plan on lien. Sheriff's sale is scheduled for May 3, 2017.

Inspector's Report:

- Two inspections were performed. Both water and sewer inspections were done at Willow Glen lots #80 and #82. All passed inspection.

Engineer's Report:

Water System:

- ARRO will create the 2016 Consumer Confidence Report for drinking water on behalf of OTMA. Due date is July 1, 2017.

Pretreatment:

- 1st Qtr strong waste invoices and NOV's are being prepared. Sampling fees and fines will be included in these invoices.
- Working with the lab to implement the new sampling schedule. Letters will be sent to customers once the lab/ARRO logistics are completed.
- OTMA will assume responsibility for the Cambridge lee Permit, previously issued by LBA.
- Recommended Permitting Schedule was presented. Approved by motion.
- 1st Qtr Corrective Action Plan for PS #7 will be completed by end of month.

LBA:

- ARRO prepared and sent a letter on behalf of OTMA to Entech regarding upgrade alternatives and concerns discussed at a combined meeting. The Board, at the suggestion of the Solicitor, requested, via motion, the letter be sent to DEP as well.

Sanitary Sewer and Water:

- Rules, Rates and Regulation document is in progress.
- Plans and agreements for Ashley Furniture, Schuylkill Valley SD and Sheetz are in varying states of review and approval.
- GIS mapping to be provided to OTMA has been completed and is being reviewed for quality.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Chapter 94 Tributary Questionnaire for Maiden Creek Township Authority and Leesport Borough Authority were completed.
- Chapter 110 Greenport Reports for monthly water consumption were completed.
- Issues at the Ashley Booster Station caused pumps to run for about 24 hours at a flow rate of approximately 190/gpm. Chris Hemmig found the automatic flushing mechanism stuck open. Chris and Dale met with the manufacturer's rep, investigation continues.
- Presented proposal from Pipe Services for the televising the main and laterals on Orchard Road. Approved by motion.
- Presented a special report of PS #7 operation.
- A request was made by resident Mr. David Kennedy to restore the swale at PS #2 to prevent drainage from entering his property. Pictures and drawings were provided.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 42 PA One calls were received, marked and responded to for the month of March.
- 2 Water Meter installations were completed: 104 and 157 Nantucket Drive in Willow Glen.
- Responded to and met with representatives on Ida Red auto flusher malfunction
- Working with Royal Green to replace defunct meter transmitters.

Expenditure's

- Richard Reilly made a motion to ratify payables in the amount of \$29,865.29, and approve payment of expenditures in the amount of \$97,693.41 and the Board payroll in the amount of \$500.00 for April 13, 2017. Melissa Becht seconded the motion. The motion was carried 5-0.

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)
 - Goal is to have IM Agreements revised by August – September.
 - LBA Meeting: Operator noted a need to replace equipment not maintained.
 - 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.
 - 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)

Committees (cont.):

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)

- RR&R documentation is being converted to MS Word.
- Dale Heckman has been doing research and developing the Emergency Action Plan.
- Sewer and water billing initiation was clarified to occur as follows: Sewer, when the EDU is sold. Water: when the meter is installed.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 9:08 pm. William Klein seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris