

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

May 11, 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):

- Ed Swoyer: Greater Berks Development Fund. Request to buy 40 EDUs for industrial project and option to sell back unused EDUs after three years. Buy back of unused EDUs was capped at 10. Request was approved by motion.
- Val Lacis from the Reading Eagle

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: None.

Correspondence: None.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 5 delinquent accounts, total amount delinquent is \$3,666. YTD decrease of \$12,884.
- There are 14 accounts for which liens have been filed. Liens total \$20,620. YTD increase of \$6,244.
- Total delinquencies and liens YTD have decreased \$6,640
- General Accounts Receivable is \$17,739. YTD decrease of \$5,169.

Motions:

- Richard Reilly made a motion to approve the purchase by Greater Berks Development Fund of 40 EDU's upon settlement and closing of their industrial park project at Rts 73 and 61, with the option to sell back to OTMA up to 10 unused EDUs after three years. User fees will be charged beginning 18 months after the sale of EDUs, or immediately upon committed occupancy. 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 April 13, 2017. William Klein seconded the motion. The motion was carried 5-0.

Solicitor's Report:

- Requested scheduling of an executive session to discuss pre-treatment issues. Meeting is scheduled for 5:00 p.m. on June 8, 2017.
- Noted that an attempt was made to serve John Leshner with notice of Sheriff's sale. No one was home.

Inspector's Report:

- No report delivered. Chairman Richard Reilly requested Kraft Code Services be notified a monthly report is required.

Engineer's Report:

Water System:

- 2016 Consumer Confidence Report is expected to be completed by May 26. Due date is July 1, 2017.
- Township proposal to repave Winco Lane: A hatch concealing a vault with meters needs to be dealt with, it could not be fully opened. Dale Heckman will contact Wexcon to look at it. Question was raised as to whether the meters are being used. Dale will investigate physical use, the Secretary will check meter read and billing reports.

Pretreatment:

- Working with the lab to implement the new sampling schedule. Letters will be sent to customers once the lab/ARRO logistics are completed.
- 1st Qtr Corrective Action Plan for PS #7 was submitted to the PADEP. Request was also made for them to acknowledge and approve completion of the CAP.

LBA:

- As the Board requested, ARRO sent the LBA WWTP CAP letter (dated April 3, 2017) to the PADEP. The letter was originally sent to Entech regarding upgrade alternatives and concerns discussed at a combined LBA/OTMA meeting.

Sanitary Sewer and Water:

- Rules, Rates and Regulation document is in progress.
- Schuylkill Valley SD plans and agreements are completed and submitted to all parties for signature.
- Sheetz: Waiting for finalization of the Improvement Agreement and execution thereof.
- Ashley Furniture: Conditional approval of development plan was granted by Board of Supervisors. Loose ends, nothing has been presented to OTMA yet.
- GIS Mapping: Draft maps of sanitary sewer and water are complete and sent to Dale Heckman. Richard Reilly requested ARRO to send the draft maps to all board members. ARRO noted a large portion of the data provided by SSM was incomplete or incorrect and submitted a list of such with recommendations for remedy.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Pipe Services Corp completed the televising of the main and laterals on Orchard Road. No additional connections were noted.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 58 PA One calls were received, marked and responded to for the month of April.
- No Water Meter installations were required.
- Responded to and met with representatives on Ida Red auto flusher malfunction. The electronic device was cleared of all programming and will be used as a manual function only.
- Installed the new fire hydrant on Gernants Church Road to replace the one damaged by a car accident.
- Completed the semi-annual whole system hydrant flushing.
- Responded to resident's complaint of high water pressure on Gernants Church Road. Pulled and cleaned debris from pressure regulating valve.

Expenditure's

- Melvin Bailey made a motion to ratify payables in the amount of \$156,729.68. William Klein seconded the motion. The motion was carried 5-0.
- William Klein made a motion to approve payment of the Board payroll in the amount of \$500.00 for May 11, 2017. Melvin Bailey 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: Richard Reilly and Katarzyna Azzolina attended.
 - 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)
 - 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.
 - A Facebook page was created as additional means to convey pertinent information

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 9:05 pm. Melvin Bailey seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris