

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

June 8, 2017

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

Executive Session: 5:00 PM to discuss litigation and pre-treatment issues.

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): None.

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

Resolutions: None.

Correspondence:

- Leesport Borough Authority: Letter denying Ontelaunee Orchards and Schneider Electric exemption or waiver on discharge criteria, and any future requests until further notice. ARRO previously informed Schneider Electric and Ontelaunee Orchards of the LBA decision.
- Sheetz Project: Draft of the Water and Sewer Improvements Agreement for review and comment, received May 22, 2017.
- Aubrey Yenik: Request for waiver of April and May late fees. Missed April payment and is behind one month now. Will make an additional payment this month to catch up. The request was denied by motion.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 4 delinquent accounts, total amount delinquent is \$2,547. YTD decrease of \$14,002.
- There are 13 accounts for which liens have been filed. Liens total \$20,774. YTD increase of \$6,398.
- Total delinquencies and liens YTD have decreased \$7,604
- General Accounts Receivable is \$19,296. YTD increase of \$3,028.

Motions:

- Richard Reilly made a motion to deny the waiver of late fees requested by Aubrey Yenik. William Klein seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to approve the Improvement Agreement for Sheetz conditioned on approval and execution by the developer. Melvin Bailey 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 May 11, 2017. William Klein seconded the motion. The motion was carried 5-0.

Solicitor's Report:

- Noted a Sheriff's sale will be held on June 21, 2017 at the home of Robert Leshner.

Inspector's Report:

- Kraft Code Services reported there were no inspections done in April or May.

Engineer's Report:

Water System:

- 2016 Consumer Confidence Report was completed, sent to OTMA June 7, 2017. Due date is July 1, 2017.

Pretreatment:

- 1st Qtr invoices were sent to OTMA on 5/17/17. 2nd Qtr NOV's are being prepared.
- Dale Heckman and Kelly Brenner are identifying sampling sites for industrial users identified in the expanded sampling program.
- Survey was sent to industries scheduled for permitting in 2nd Qtr. No responses have been received.
- Waiting for DEP to acknowledge and approve completion of the CAP for PS #7.

Sanitary Sewer and Water:

- Rules, Rates and Regulation document is in progress.
- Schuylkill Valley SD plans and Improvement Agreement were executed by OTMA, recorded and sent to the Township.
- Sheetz: Improvement Agreement and Stormwater Improvement Agreement were finalized by the Solicitor and sent to the developer for execution. The OTMA Board conditionally approved the documents, via motion, upon execution thereof.
- Ashley Furniture: Conditional approval of development plan was granted by Board of Supervisors. Upon request from Ashley, the PADEP agreed that no Sewage Planning Module must be done for this project.
- Greater Berks Development Fund: Agreement is being developed. OTMA previously approved their request to purchase 44 EDUs and has received payment of \$300,000.
- Williamsport Holdings: Proposing a Dunkin Donuts which would be located in Leesport Borough. They own 10 EDUs but were informed none of these can be transferred to a location in Leesport. Leesport maintains the sewer line but concern for future is fat, oil & grease since this line flows into PS #4.
- GIS Mapping: As requested ARRO provided the draft maps to OTMA Board members.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Meter pit at Wingco and Margaret Lanes: Township paving is planned, Dale Heckman is investigating what needs to be done with this pit, meters, etc.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 53 PA One calls were received, marked and responded to for the month of May.
- Four Water Meter installations were completed: 10 Bisbee Dr, 68 Calais Dr, 76 Calais Dr and 76 Sunglo Dr.
- Excavated and straightened the new fire hydrant on Gernants Church Road.
- Replaced Royal Green fire service meter registers.

Expenditure's

- William Klein made a motion to ratify payables in the amount of \$60,958.62. Melissa Becht seconded the motion. The motion was carried 5-0.
- William Klein made a motion to approve payment of the Board payroll for June 8, 2017 in the amount of \$500.00. Katarzyna Azzolina 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.
 - Katarzyna Azzolina created a draft Board Member job description and distributed for comment.
 - Financial: Develop budget, report pertinent information required to make informed business decisions, monitor performance and track debt. (Chair: Katarzyna Azzolina, William Klein)
 - The Secretary presented a 2017 Budget for review and comment. Some refinement is needed but it will be the basis for financial review going forward.
 - Emergency Planning and Funding: Define needed reserves and funding (including OTMA share of inter-municipal infrastructure), identify risks and review insurance contracts, maintain the Emergency Action Plan. (Chair: William Klein, Richard Reilly)
 - Dale Heckman has been doing research and developing the Emergency Action Plan. He and the Secretary will attend a seminar in July to gather more information on such planning and development of the document.
 - 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.
 - A Facebook page was created as additional means to convey pertinent information
- A question was raised by the Auditor as to the intention of the additional “Sewer Emergency Fund” account created in March 2016 via a transfer of \$1,000 from the Sewer Fund. Board consensus was to combine the two emergency accounts, tabled until July Board Meeting.
- Idea raised by Dale Heckman for investigation: Sell water to a bulk hauler rather than flush down storm water drain. Could have positive impact on MS4 initiatives.
- Question was raised by Melvin Bailey as to how many EDUs are being charged to a pharmaceutical packaging plant near Lift on Rt. 61. He has observed many cars in the parking area. The Secretary will investigate.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 8:33 pm. Melissa Becht seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris