

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

July 13, 2017

The regular meeting was called to order at 7:05 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.

Visitor(s): None.

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

Resolutions: None.

Correspondence:

- Lift, Inc.: Request for OTMA to buy back EDU's, currently billed for 10 EDU's. Board decision: send Questionnaires to Lift and Diamond Drug to get an accurate update on employees and processes.
- PMAA Annual Conference: Voting delegate/alternate. Information was distributed, the Secretary will attend some lectures, any Board Member interested should let the Secretary know.
- Maidencreek Township Authority: Request for payment of Capital Contribution to Phosphorus Project. Referred to the Finance Committee for recommendation.
- PADEP Inspection Notification: Routine full inspection is required every three years, last was May 8, 2013. Scheduled for next week, Dale Heckman, Drew Hoffman (PADEP) and a RAWA representative will conduct the inspection.
- Jackie Stephens resident: Request for payment plan, current charges plus \$50 each month with late fees suspended. Plan term would be 8 months. Approved via motion.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 8 delinquent accounts, total amount delinquent is \$5,031. YTD decrease of \$11,519.
- There are 13 accounts for which liens have been filed. Liens total \$21,863. YTD increase of \$7,488.
- Total delinquencies and liens YTD have decreased \$5,767
- General Accounts Receivable is \$14,533. YTD decrease of \$1,736.

Motions:

- Richard Reilly made a motion to grant the payment plan requested by Jackie Stephens. The Secretary will send a letter to Ms. Stephens detailing the agreed to plan and adherence requirements. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to combine the Emergency and Sewer Emergency bank accounts. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to approve the 2017 Budget as presented. 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 June 8, 2017. William Klein seconded the motion. The motion was carried 5-0.

Solicitor's Report:

- Sheriff's sale was held on June 21, 2017 at the home of Robert Leshner. Items confiscated are being stored in a container in Cherry Hill, NJ. Items will be listed on MuniBid for sale.
- Ontelaunee Orchard disconnect was delayed, an August 2017 disconnect is being considered.

Inspector's Report:

- Kraft Code Services reported there were four inspections done in June; 10 Bisbee Dr., 6 Rome Dr., 327 Ida Red Dr. and 126 Nantucket Dr.

Engineer's Report:

Water System:

- In review of RAWA reports Dale Heckman noticed a significant amount of water missing. He worked with Nate Merkel (ARRO) to detect any leaks. A leak was detected but volume is unknown until repairs can be made and future meter readings can be analyzed. Chris Hemmig was contacted to do the repair, he will respond next Monday or Tuesday, July 17 or 18. Dale noted RAWA wants an "after the fact" answer as to what caused the failure.
- Ontelaunee Energy: Dale Heckman investigated a PA One Call for proposed well drilling on the site. Based on existing agreements, Dale pursued this with RAWA and ARRO. Assessment of potential impact continues.
- Wingco Drive: Road improvements are planned. Metering manholes are in the intersection. It has been determined these need to be decommissioned prior to the road repairs. The OTMA contractor for decommissioning feels this can be completed in time.

Pretreatment:

- 2nd Qtr surcharges are being prepared.
- Sampling locations for 7 users could not be identified. Letters were sent to them requesting locations be provided. 4 responses have been received. Expanded sampling is expected to start in August.
- Permits: Survey's received are being reviewed, permits will be issued pending results.
- Cambridge Lee: Requested authorization to send additional flow, approx. 25,000 to 35,000 per month to the collection system. Dale Heckman and Kelly Brenner (AARO) are assessing the impact to ensure PS #4 can handle the increase.
- Waiting for DEP to acknowledge and approve completion of the CAP for PS #7. Kelly Brenner (ARRO) will follow up to check status.

Sanitary Sewer and Water:

- Rules, Rates and Regulation document is in progress.
- Schuylkill Valley SD: Project is underway.
- Ryder: Project is underway.
- Sheetz: Project is underway.
- Ashley Furniture: Conditional approval of development plan was granted by Board of Supervisors. Ashley provided the required OTMA escrow and sewer and water tapping fees. Work has begun.
- 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: As noted above, questionnaires were sent by the Secretary to ascertain accurate EDU requirements before any buy-back decisions are made. In addition, though Leesport maintains the sewer line, there is concern regarding fat, oil & grease since this line flows into PS #4.
- GIS Mapping: Dale Heckman and the Secretary met with Nate Merkel from ARRO to review system capabilities. Both felt there would be great benefit to obtaining the License at a cost of \$1,200.00. This license would allow for publishing maps to the web where all board member could access them. The Secretary will investigate existing network capability in the office for access to the database.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.

- Emergency call on PS #7: The station was operating on emergency power. After numerous diagnostics it was found the problem was caused by a broken switch on a Met Ed pole. Met Ed fixed it and all was well. It was noted that at no time were 2 pumps running at PS #7, it ran correctly as designed.
- A new dehumidifier was installed at PS #6.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 51 PA One calls were received, marked and responded to for the month of June.
- Three Water Meter installations were completed: 6 Rome Dr., 327 Ida Red Dr. and 126 Nantucket Dr.
- Acquired water meter readings for UGI meters.

Expenditure's

- Katarzyna Azzolina made a motion to ratify payables in the amount of \$106,147.46. William Klein seconded the motion. The motion was carried 5-0.
- William Klein made a motion to approve payment of the Board payroll for July 13, 2017 in the amount of \$500.00. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Old Business:

- Combination of Emergency and Sewer Emergency Funds: Approved via motion.
- Sell and haul water vs. flushing: Decided to wait to investigate until late winter.
- Pharmaceutical packaging company: How many EDU's charged? The Secretary reported the company is Diamond Drugs and there is currently 1 EDU being charged. As noted above a Questionnaire was sent to them to get an accurate number of employees, etc. as part of the Williamsport Holdings (Lift, Inc.) request.

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 last month. No update.

Financial: Develop budget, report pertinent information required to make informed business decisions, monitor performance and track debt. (Chair: Katarzyna Azzolina, William Klein)

- The 2017 Budget was approved by motion.
- The Secretary was authorized to purchase a 14-month CD, with a yield of 1.2% with the funds collected from the Robertson restitution. A CD in the amount of \$20,200 was purchased on July 6, 2017.
- The Secretary was authorized to purchase a 14-month CD, with a yield of 1.2% for \$100,000 with excess Sewer Fund money. The CD was purchased on July 13, 2017.
- The Board approved the procurement of a credit card to be used for approved administrative expenditures such as purchase of stamps, payment for training seminars, etc. The Secretary will research options.

Operations: 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)

- Emergency Action Plan: Dale Heckman is chairing this effort. He and the Secretary attended a seminar on July 12 to ensure correct content is incorporated into our plan.

- The Secretary shared input from a training seminar suggesting one-time fees such as late fees and connection fees be used to fund emergency accounts. Richard Reilly noted that the purpose of the connection fees is to pay down the debt incurred when the infrastructure was built and hence should be used as such.

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 in progress.
- OTMA received notice from Ontelaunee Township that they will no longer mow the grass/weeds at the pump stations. Dale Heckman will pursue alternatives.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 9:27 pm. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris