

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

August 10, 2017

The regular meeting was called to order at 7:03 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:

- None.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 12 delinquent accounts, total amount delinquent is \$7,651. YTD decrease of \$8,898.
- There are 11 accounts for which liens have been filed. Liens total \$22,033. YTD increase of \$5,657.
- Total delinquencies and liens YTD have decreased \$3,242
- General Accounts Receivable is \$17,491. YTD increase of \$1,223.

Motions:

- Richard Reilly made a motion to authorize the Solicitor to send a letter to Ontelaunee Orchards stipulating requirements for them to continue to use our sewer system, 1- they must install a temporary ultrasonic meter within 15 days, OTMA to inspect, 2- pay OTMA surcharges, fines and penalties within 7 days, or liens will be filed and 3- if not LBA will be asked to shut off water. William Klein seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to authorize the Solicitor to send a letter to Cambridge Lee requesting the establishment of an escrow account in the amount of \$8,000, plus legal fees, to complete the impact analysis for their request for increased flow. William Klein seconded the motion. The motion was carried 5-0.
- Melvin Bailey made a motion stipulating that surveys be sent to all non-residential customers on an annual basis, or when a business changes ownership, to ensure usage information is accurate. William Klein seconded the motion. The motion was carried 5-0.
- Melvin Bailey made a motion to authorize Kelly Brenner (ARRO) to send a letter to Brenntag requesting them to install a meter to measure their effluent flow. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to authorize the Solicitor to prepare a sewer capacity agreement for 5 additional EDUs (6 total) for Diamond Drugs, noting appropriate tapping fees and ongoing service charges. Melvin Bailey seconded the motion. The motion was carried 5-0.
- William Klein made a motion to authorize Chairman Richard Reilly to execute the Collection/Conveyance portion of the Sewage Facilities Planning Module Component 3 (Section J) when presented by the developer for the Williamsport Holdings/Dunkin Donuts project. Richard Reilly seconded the motion. The motion was carried 5-0.

Motions: (continued)

- Richard Reilly made a motion, conditioned on the acceptance by MTA, to pay the \$92,606.84 invoice #20170612 from the Maidencreek Township Authority for our capital contribution to the Phosphorous Project completed in January 2017, over a 5-year period with quarterly payments of approximately \$4,630.00. Further, the first \$30,000 in payments is to be funded from the Emergency Fund. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to televise West Huller Lane to investigate high water flows. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to contract with Envirep to do semi-annual maintenance on the pump stations rather than annual maintenance currently done. Melvin Bailey seconded the motion. The motion was carried 5-0.

Miscellaneous:

None.

Solicitor's Report:

- Robert Leshar Sheriff's sale: Proceeds from the sale were \$930.00. Balance owed on Leshar accounts is \$7,178.
- Ontelaunee Orchard: Requested rescind of disconnect scheduled for August, citing too expensive, and requested another 6-month extension to review the problem. July disconnect was previously pushed to August. Decided, via motion, to have the Solicitor send a letter stating requirements to remain connected and denying any further extension for compliance.
- Reviewed Rules and Regulations: Commented on content, primarily to make the document fully inclusive, for example to include construction specifications, etc. to ensure everything is formally adopted.

Engineer's Report:

Water System:

- The leak detected on Katylyn Lane was repaired. It didn't appear this leak would account for the significant loss of water reflected on the RAWA usage statements, even though RAWA numbers have returned to normal. As requested, Dale notified RAWA of our findings.
- Ontelaunee Energy well drilling: Assessment of potential impact continues.
- Wingco Drive: Dale Heckman noted the required decommissioning was done by Wexcon.

Pretreatment:

- 2nd Qtr surcharges were completed and forwarded for mailing. Resampling was begun this quarter for users exceeding 500 mg/L BOD and /or TSS, and 75 mg/L Ammonia. Highest violations were from Brenntag, McDonald's, Ontelaunee Orchards and Redner's.
- Sampling locations for all industrial users have been identified and a master list was created and provided to Suburban Labs.
- Permits: In process are Asley Furniture, Leesport Diner, McDonald's, Redner's and Schneider Electric.

Sanitary Sewer and Water:

- OTMA received approval from the DEP that the CAP for PS #7 has been successfully completed.
- Rules, Rates and Regulation document was submitted to the Solicitor for review. Final draft for full review will be distributed after legal review findings are incorporated.
- Cambridge Lee request for additional flow to the collection system: Research shows a possibility of 9-10,000 gallons per day increase. ARRO recommended an escrow account for \$8,000 be established for further impact analysis to be completed. The Solicitor was authorized, via motion, to prepare the escrow request.
- Brenntag water usage appears to be higher than what purchased EDUs would indicate. Recommendation, approved via motion, is to request Brenntag to install a meter to measure effluent flow.
- Recommendation, approved via motion, was to have surveys sent to non-residential customers annually or semi-annually.
- Lift (Williamsport Holdings): Request for OTMA to buy back 7 "unused" EDUs. Survey response shows they should be billed for an additional 4 EDUs (currently billed for 3). The Board authorized the Secretary to notify Lift of the increase in EDUs to be billed and to convey OTMA will not "buy back" the remaining 3 EDUS but will take them and stop monthly billing on them.

Engineer's Report: (continued)

- Diamond Drugs: Results of survey show they should be billed 6 EDUs rather than 1. In addition, they must pay the tapping fees for the additional EDUs. The Solicitor was authorized, via motion, to prepare a sewer capacity agreement for execution by Diamond Drugs.
- Williamsport Holdings (Dunkin Donuts): ARRO and Dale will provide information to the developer for completion of the Sewage Facilities Planning Module. Recommendation, approved by motion, was for the Chairman to execute the Collection/Conveyance portion of the Module. Although the LBA will provide sanitary sewer services, OTMA will confirm the installation of adequate measures and facilities to control/limit fats, oil and grease from the Dunkin Donuts facility.
- GIS Mapping: Waiting on comments, revisions or approval to issue the final maps.

Inspector's Report:

- Kraft Code Services reported there were two inspections done in July; 124 Nantucket Dr. and 12 Danbury Dr.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Emergency call on PS #1: The station was operating on emergency power. Breaker on utility pole was tripped. Corrected later that morning, generator ran 2.3 hours.
- Emergency call on PS #2: High wet well level. Investigation revealed an inflow somewhere in the PS #1 drainage area. Nothing suspicious along W Huller Lane. Another portion runs through Royal Green West area. Notified them for inspection but scrap and weeds were too high to find manholes. Further investigation is needed.
- Flapper valves in PS #1 and PS #2 need to be replaced. Approved.
- Broken air release valve at PS #2 was repaired.
- Dale accompanied DEP representative on full inspection of water system, required every three years. Inspection report was received and filed. A violation was noted due to our lack of maps, records on file.
- Contacted Picture Perfect Landscaping estimate to cut grass at pump stations. \$45 per station per cut. Quick solution needed as the Township notified us last month they won't do it. This will be put out for bid next year.
- Discussed more frequent service on pump stations, semi-annual rather than annual, with Envirep as Operation and Maintenance Manual recommends. Approved via motion.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 47 PA One calls were received, marked and responded to for the month of July.
- Four Water Meter installations were completed.
- Excavated leak site at 26 Katylyn Lane. Found water meter base blown out, replaced the meter, backfilled with stone and blacktopped.

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on July 13, 2017. William Klein seconded the motion. The motion was carried 5-0.

Expenditure's

- Katarzyna Azzolina made a motion to ratify payables in the amount of \$81,608.47. Melvin Bailey seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to approve payment of the Board payroll for August 10, 2017 in the amount of \$500.00. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Old Business:

- Sell and haul water vs. flushing: Decided to wait to investigate until late winter.

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.
 - Leesport IMA: their Solicitor is working on the agreement, OTMA Solicitor will review when draft is presented.

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 in June. No update.

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

- Report was provided.
- The Significant Deficiencies and Material Weaknesses findings from the 2016 audit were reviewed. The material deficiencies have already been addressed for 2017 or will be.
- To satisfy a control deficiency noted by the auditor, Katarzyna Azzolina will review and sign-off on the monthly bank account reconciliations.
- A proposal was made for payment of the approximate \$92,000 MTA invoice. The proposal was accepted via motion.

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 Response Plan: Dale Heckman provided a draft copy to all board members for review.
- Trenching/Backfill Specifications: Post-meeting research has determined Willow Glen development was done according to spec. Specifications, updated if need be, as noted earlier are to be included in the RR&R documentation. Going forward OTMA will have representation at every excavation.

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 was given to and reviewed by the Solicitor. Final draft will be distributed to all for review when legal changes are incorporated.

Adjournment

- A motion was made by Richard Reilly to adjourn the regular meeting at 9:10 pm. William Klein seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris