

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

September 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:

- Diamond Drugs: Received executed Agreement.
- Reading Area Water Authority: Received notice of Ashley Booster station water outage planned for September 19. This will require a Boil Water Advisory.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 14 delinquent accounts, total amount delinquent is \$10,033. YTD decrease of \$6,516.
- There are 11 accounts for which liens have been filed. Liens total \$20,093. YTD increase of \$5,717.
- Total delinquencies and liens YTD have decreased \$956
- General Accounts Receivable is \$16,113. YTD decrease of \$156.

Motions:

- Richard Reilly made a motion to conditionally approve the Ontelaunee Orchard Disconnect Agreement, pending installation and inspection of the manhole plugs. A fine of \$5,000/week will be assessed for any delay beyond September 15, 2017 in installing the plugs. William Klein seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to pay-off the Jonestown Series B loan, principal balance \$108,000 plus accrued interest. Melissa Becht seconded the motion. The motion was carried 3-2. Melvin Bailey and William Klein cast the No votes.

Miscellaneous:

None.

Solicitor's Report:

- Ontelaunee Orchard: Received an executed Agreement from OO. SEO gave permit after inspection of the third tank. John Hart (ARRO) was asked to inspect the plugs in the manhole, they were not done, expected completion is Friday, September 15. John will inspect then, photos will be provided for our records. The Agreement was conditionally approved via motion, pending inspection and satisfaction of the plugs. Also approved was a \$5000/week fine for any delay beyond September 15 in plug installation. In addition, the Board agreed to waive the \$2,327.91 surcharge and testing fee assessed in August 2015 and refund surcharges paid of \$1,500. These charges, and payment, were made prior to correction of sampling through installation of a bench.
- Reviewed Rules and Regulations: Given to ARRO on September 12, they will be forwarded to the Board for review and planned adoption in October.

Solicitor's Report: (continued)

- Clarification/reminder was made that OTMA must approve plans from developers where water and sewer is concerned, before the Township Supervisors approve the plan. ARRO receives all plans, the expectation is they will manage the paper flow to ensure required approvals.

Engineer's Report:

Water System:

- Willow Glen North: Question regarding backfill requirements was raised after a recent excavation at Katylyn Lane. ARRO reviewed plans for Willow Glen North and found the watermain was installed according to plan, no aggregate backfill or bedding was required.
- Ontelaunee Energy well drilling: Assessment of potential impact continues.

Pretreatment:

- The addition of monthly sampling requires monthly water usage reporting. LBA only reads meters quarterly, therefore OTMA must schedule monthly reads for LBA customers affected. Chris Hemmig did the reads to be used for the first monthly calculations. They will be forwarded to ARRO.
- Recommendation was made to consider an Administration fee to cover some of the cost of this program. The Secretary was instructed to research this for possible implementation in January 2018.
- Reading Precast contacted ARRO with a complaint regarding 2nd Qtr surcharge fines. Kelly noted results were elevated on a first test but then significantly lowered on subsequent test. Equipment was replaced which may have an impact. Reading Precast indicated they were going to submit a dispute. Nothing has been received by OTMA.
- Permits:
 - Ashley Furniture: appears only sanitary waste from restroom and breakroom sinks are connected to the system. If confirmed by monthly monitoring, no permit will need to be issued.
 - McDonald's: next to review, already sent permit fee.
 - Brenntag: Brenntag agreed to install sewer meters to help determine source of strong waste. Their numbers fluctuate month to month. They also plan to inspect their laterals for possible cross-contamination.

Sanitary Sewer and Water:

- Cambridge Lee withdrew their request for additional flow to the collection system after the request for an \$8,000 escrow to complete further impact analysis.

Inspector's Report:

- Kraft Code Services reported there were four inspections done in August: 112 and 116 Nantucket Dr., 35 Adams Rd, and 35 Danbury Ct.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- Envirep reported extreme wear of wear plate at PS #1. Suggests budgeting for replacement. Cost is expected to be less than \$1,000.
- Contact from USG met at seminar suggested using a smoke test rather than televising to research the source of our inflow problem in PS #1 area. Dale is awaiting response from them regarding doing the smoke test.
- Emergency call on PS #7: High water level. Wet well was flooded as were areas on the way to the station. A dual run event occurred for 6 hours.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 46 PA One calls were received, marked and responded to for the month of August.
- Four Water Meter installations were completed: 12 and 35 Danbury Ct., 35 Adams Rd. and 112 Nantucket Dr.
- Investigated issue with KinderCare water meter. Waiting for replacement register.

Water Operator's Report: (continued)

- Shipe property water flow: Regarding the complaint registered by Mr. Shipe previously, concerning water flow damage to his wall, 1) The process used by Chris Hemmig for flushing was observed. He flushes through his truck and then a hose to the other side of the road. Minor suggestion to Chris was to add a small extension to the hose., 2) when the Township repaves Wingco Lane they will put in an asphalt curb to prevent run off into Shipe's property.

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on August 10, 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 \$46,010.48. Melissa Becht seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to approve payment of the Board payroll for September 13, 2017 in the amount of \$500.00. Melvin Bailey 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)
 - Katarzyna Azzolina reported from the LBA meeting (report attached): Williamsport Holdings wants to extend the existing sewer line on Lot #4 (in Ontelaunee Twp.) to Lot #5, approx. 120' extension. Dale Heckman suggested that while they are in Leesport they are still dumping into our system; therefore, we should receive the "transportation" part of the 2-part tapping fee from Leesport.
 - 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.
- A job description and supporting information for the hiring of a part-time Water Operator was presented. The Secretary was instructed to advertise the position upon receipt of qualification information. Due to developments post-meeting, the decision to advertise was rescinded.

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

- No response was received from MTA regarding the OTMA proposal to pay off the Phosphorous Project invoice. The Secretary will follow up with Patrick Donovan (MTA).
- Jonestown Series B loan payoff. Katarzyna Azzolina presented a plan to pay-off the smallest of our loans, Jonestown Series B with a principal balance of \$108,000. \$50,000 of this loan must be paid in November leaving a balance then of \$58,000. Paying off the loan will save approximately \$3,000 in interest. The pay-off was approved by 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)

- OTMA inspection of trenching/backfill work: Specifications for developers are included in the Rules & Regulations. They must be disseminated to Kraft Code Services, developers and consultants.
- Emergency Response Plan: Distributed for Board review last month.

Regulation and Policy: Evaluate current RRs and recommend needed changes, additions, deletions, define criteria for inclusion, approval and dissemination process. Review and document needed internal policies. (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 9:20 pm. Melissa Becht seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris