

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

November 9, 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, William McMullen (ARRO) and Attorney Elizabeth Magovern.

Visitor(s):

- Rick Shipe, Wingco Development: Wants to assume ownership of the vacated Margaret Avenue property. PennDot previously closed access from Rt. 61. Is working with the township as well. OTMA needs easements to access water and sewer lines. The Solicitor was authorized, via motion, to draft needed easement agreements.
- John Goodman and Marc Scheuring, Dynegy: Attending to learn about industrial pre-treatment program. Received an NOV. ARRO and Dale Heckman will work with Dynegy to understand the design of their system and make recommendations.

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

Resolutions: Resolution 2017-7 to amend Resolution 2015-4 Pretreatment fine decreases. Approved via motion.
Resolution 2017-8 to adopt the Rules and Regulations. Approved via motion.

Correspondence:

- Mark John: Heffner Lane sewer billing, unused EDU. The Secretary was asked to notify Mr. John of the Board's willingness to take back the EDU and discontinue billing, with the stipulation future reconnection would require payment of the tapping fee.
- Long and Barrel 2017 Audit engagement letter. Approval was given to sign the agreement.
- Ryan & Tinecia Hartman: Request for late fee waivers, \$15 Feb and \$15 July, late payments. The request was denied by motion.
- Robert Pirock: Request for late fee waiver, never late in 5 years until Sept 2017, 2 days late. The request was denied by motion.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 9 delinquent accounts, total amount delinquent is \$6,139. YTD decrease of \$10,411.
- There are 17 accounts for which liens have been filed. Liens total \$26,663. YTD increase of \$12,287.
- Total delinquencies and liens YTD have increased \$1,876

Motions:

- Richard Reilly made a motion to authorize the Solicitor to draft the needed agreements for easements on the Shipe property at Margaret Avenue. Melvin Bailey seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to adopt Resolution 2017-7 as noted above. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to adopt Resolution 2017-8 as noted above. Melissa Becht seconded the motion. The motion was carried 5-0.

Motions: (continued)

- Richard Reilly made a motion to deny the waiver of late fees requested by Ryan and Tinecia Hartman. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to deny the waiver of late fees requested by Robert Pirock. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to adopt a policy for Inactive Accounts Receivable write-off. Inactive balances two years old at year end will be reviewed and presented for write-off approval. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to engage Kline's for cleaning at pump stations #6 and #7. The estimated cost is \$3,215.00. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to engage Emergency Systems Service Company for 1-year generator maintenance at pump stations #1, #3 and #6. The contract cost is \$1,885.00. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to purchase the ArcGIS User License for \$1,236.00. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.

Miscellaneous: None.

Solicitor's Report:

- Resolution 2017-7: Pretreatment fine decrease, and Resolution 2017-8: Rules and Regulations were presented for adoption.

Engineer's Report:

Water System:

- No report.

Pretreatment:

- Monthly surcharges: August and September surcharges are on hold until readings for September are sent to ARRO.
- McDonald's permit: The executed permit was received and filed. A Consent Order, effective November 1, was issued.
- Brenntag: No word if flow meter has been installed or not. Brenntag was also going to televise the line, no word on that either.
- Redner's sent notification they will not respond to NOV's as they believe they are in compliance. ARRO responded with Redner's responsibility as per the OTMA Rules and Regulations. No response to such has been received.

Sanitary Sewer and Water:

- Backup Sewer Operations:
 - Tapping Fee Reimbursement: Per Dale Heckman's suggestion, a letter to the LBA requesting the reimbursement of the transmission part of the tapping fee for users connected to the OTMA system was created. Richard Reilly will contact LBA to discuss the intention.

Inspector's Report:

- Kraft Code Services reported there was one inspection done in October; 96 Edinboro Lane.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- 9 Verdun Drive: Investigation continues. Chris Hemmig installed new air release valves in sewer manholes, excavated and installed air release at the grinder pump, excavated and installed a check valve on the grinder pump discharge line. Suspect now is the type of grinder pump being used. ARRO has been given data to model performance in the event a different style grinder pump is used.
- Magnetic meter at PS #4 (maintained by LBA) not functioning. WG Malden assessed and said meter and transmitter are bad and need replacement. LBA said OTMA is responsible for replacement cost, etc. Estimate is ~\$8,000.

Sewer Operator's Report: (continued)

- Using a smoke test rather than televising to research the source of our inflow problem in PS #1 area. Quote received from USG was \$27,000. Dale will solicit other quotes, waiting until it is colder and no weeds block access to manholes.

Water Operator's Report:

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 30 PA One calls were received, marked and responded to for the month of October.
- Two Water Meter installation were completed: 58 Calais Dr. (replacement) and Royal Green Office.
- Investigated and performed work defined to resolve 9 Verdun Drive problems. See "Sewer Operator's Report".

Approval of Minutes:

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on October 12, 2017. William Klein seconded the motion. The motion was carried 5-0.

Expenditures:

- Katarzyna Azzolina made a motion to ratify payables in the amount of \$268,307.99. Richard Reilly seconded the motion. The motion was carried 5-0.
- Katarzyna Azzolina made a motion to approve payment of the Board payroll for November 9, 2017 in the amount of \$500.00. Richard Reilly 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: LBA did not get quotes for the PS#4 meter because they own the meter and trust WG Malden. They own but OTMA is required to pay for the meter. No voice but OTMA financial responsibility is primary concern to be addressed in the new Intermunicipal Agreement.
- Maiden creek Phosphorous Project Payment Plan: Expecting response from MTA in 2-3 weeks.
- 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)

- The "Rules and Regulations" binder will become the Board Member's Handbook.
- 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. Define needed reserves and funding (including OTMA share of inter-municipal infrastructure). (Chair: Katarzyna Azzolina, William Klein)

- Katarzyna Azzolina is documenting accounting policies to address deficiencies noted in the Long and Barrell audit letter.
- The Secretary requested adoption of a policy for Inactive Accounts Receivable write-off. Balances two years old as of current year end should be reviewed for write-off. The policy was adopted via motion.

Other Business: (continued)

Operations: Ensure maintenance of the OTMA sewer and water infrastructure, manage relationships with engineers and contractors, identify risks and review insurance contracts, maintain the Emergency Action Plan. (Chair: William Klein, Richard Reilly)

- Quote from Kline's to clean PS #6 and PS#7 and dispose of the waste water. \$3,215.00. Service was approved by motion.
- Quote from Emergency Systems Services Company 1-year contract for generator maintenance at PS #1, PS #3 and PS #6. \$1,885.00. Maintenance was approved by motion.
- Dale Heckman noted the need to purchase a replacement battery, as agreed one per year. He will work with William Klein for discount available.
- GIS license purchase. Approved by motion.

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)

- R&R documentation adopted via Resolution.

Adjournment

- A motion was made by William Klein to adjourn the regular meeting at 9:25 pm. Richard Reilly seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris