

# ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

## MINUTES

**December 14, 2017**

The regular meeting was called to order at 7:05 pm by the Chairman Richard Reilly.

**Executive Session:** 6:00 PM – 7:04 PM to discuss Verdun Drive problem.

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):**

- Tom Catanzaro, 9 Verdun Drive: Wants to understand OTMA stance and direction on grinder pump problem. Is willing to forgo legal approach if satisfactory resolution can be made. The Board affirmed grinder pumps are the responsibility of the property owner. Agreement was reached, legal documents will be drafted for signature.
- Gary Hadden, Township Supervisor: Spoke with Leesport Mayor and Charles Berger about service in the Orchard Road to New Enterprise Drive area. They have interest in discussing but want to wait until the new year and after reorganization is complete. It is cost-effective for only one service to be installed.

NO ONE WAS PRESENT FROM LEESPORT BOROUGH AUTHORITY.

NO ONE WAS PRESENT FROM MAIDENCREEK AUTHORITY.

**Resolutions:** None.

**Correspondence:**

- Edwin Payne: Request for late fee waiver, 2 days late. Request was denied by motion.

**Collections:**

The delinquent and lien reports were provided to the Board.

- There are 10 delinquent accounts, total amount delinquent is \$6,326. YTD decrease of \$10,224.
- There are 13 accounts for which liens have been filed. Liens total \$25,830. YTD increase of \$11,454.
- Total delinquencies and liens YTD have decreased \$1,721

**Motions:**

- Katarzyna Azzolina made a motion to deny the waiver of late fees requested by Edwin Payne. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to authorize ARRO to resubmit the application for the force main replacement at PS #7 to the PA Small Sewer and Water Grant Program. Katarzyna Azzolina seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to accept the quote of \$8,400 and authorize Mr. Rehab to conduct smoke testing in areas tributary to PS #1 and PS #7 to ascertain the source of high flows. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to accept the quote from Picture Perfect Landscaping to do snow removal at the pump stations. Cost is \$95 per station for up to 6 inches and additional \$95 per hour above 6 inches. Melissa Becht seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to approve the agreement for 9 Verdun Drive as drafted by the Solicitor. William Klein seconded the motion. The motion was carried 5-0.

**Miscellaneous:** None.

### **Solicitor's Report:**

- The Solicitor reported the updated Inter-Municipal Agreement with the Leesport Borough Authority has been drafted and is being reviewed internally. The draft is to be delivered to the Solicitor in January.

### **Engineer's Report:**

#### Water System:

- No report.

#### Pretreatment:

- 3rd quarter surcharges and monthly surcharges for August, September and October have been completed.
- McDonald's Consent Order: Questions were posed to ARRO on 11/27/2107 but no response, nor the \$1,000 fee, has been received. The Secretary will follow up to obtain status and intentions.
- Brenntag: They televised their lines and found no issues. They are working with a contractor to identify the best design for a flow meter install. There may be an issue with the means the laboratory is using to collect samples. We need to investigate this issue.
- Redner's: Continues to be unresponsive. ARRO recommends issuing a pre-treatment permit with requirement for monthly grease trap clean out records, a discharge meter and sampling manhole.

#### Sanitary Sewer and Water:

- Williamsport Holdings (Dunkin Donuts): Information is needed for them to complete the Sewage Facilities Planning Module, address comments received from PADEP. Dale Heckman is working with ARRO.
- New Development:
  - Redner's Way parcel: Sanitary sewer capacity agreement will be required.
  - McIntosh: Construction may begin in 2018. Developer indicates 5-8 units may be completed in 2018.
  - Willow Glen and Harvest: Developer indicates 15 and 10-12 units respectively may be completed in 2018.
- PA Small Sewer and Water Grant Program: Applications are being accepted. ARRO recommends resubmitting the PS#7 force main grant that was not funded last year. Resubmission was approved by motion. ARRO urges that any other applications must be developed as soon as possible, the deadline for submission is February 28, 2018.

### **Inspector's Report:**

- Kraft Code Services reported there was one inspection done in November; 61 Edinboro Lane.

### **Sewer Operator's Report:**

- Monthly operating reports for the pump stations were provided.
- DEP Greenport Reports for October 2017, for water purchased were completed.
- An estimate to complete smoke testing in areas tributary to PS #1 and PS #7 was received from Mr. Rehab. The quote was for \$8,400. The quote was accepted, and work authorized via motion.
- Picture Perfect Landscaping submitted a quote for snow removal at the pump stations. The quote was accepted via motion.

### **Water Operator's Report:**

- Hydrant Flushing was completed as scheduled.
- PA One Calls were completed as needed. 26 PA One calls were received, marked and responded to for the month of November.
- One water meter installation was completed, 61 Edinboro Lane.
- Finalized meter location and installation at Grim's Truck Repair.
- Acquired monthly meter reads for strong waste customers.

### **Approval of Minutes:**

- A motion was made by Melvin Bailey to approve the minutes from the regular meeting held on November 9, 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 \$44,119.30. Richard Reilly seconded the motion. The motion was carried 5-0.
- Richard Reilly made a motion to approve payment of the Board payroll for December 14, 2017 in the amount of \$500.00. William Klein 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)

- Leesport IMA: Draft is being reviewed internally. Delivery to our Solicitor is expected in January.
- "Transportation Fee" for sewer extension by Williamsport Holdings: Chairman Richard Reilly spoke to Leesport, they noted they will credit us for treatment flow, similar to Hoss's, etc. but not for transmission. We will review this topic as part of the IMA rewrite.
- Maiden creek Phosphorous Project Payment Plan: Maiden creek requested an informal meeting, to be scheduled in January, to review a new proposal.

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). Review and document needed internal policies. (Chair: Katarzyna Azzolina, William Klein)

- 9 Verdun financial aid. The Solicitor noted boundary infringements inadvertently made by OTMA led to a compromised legal position regarding this property. An acceptable agreement, minimizing all costs, was reached. The agreement was approved via motion.
- Katarzyna Azzolina is documenting accounting policies to address deficiencies noted in the Long and Barrell audit letter.
- OTMA payment drop box: The USPS carrier told a customer it was illegal for her to deposit her payment in the mail box. While this issue has never arose in the past, it is illegal to use the mail box. The Secretary will talk to the township regarding options.

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)

- LBA Meter Replacement: The meter was replaced on December 4, 2017 by W.G. Mauldin.

Personnel: Develop an organization chart for OTMA delineating sewer and water operations and related functions. (Chair: Melvin Bailey, Melissa Becht)

- Katarzyna Azzolina created a draft Board Member job description and distributed for comment in June. No responses have been received.
- Employee Review: An annual review process should be established. Chairman Richard Reilly and Vice-Chair Katarzyna Azzolina will poll co-workers and contacts within the employee span of control and conduct the reviews before the February 8, 2017 meeting.

Communications: Manage public relations. Identify needed and otherwise helpful information and determine appropriate dissemination processes. Evaluate current RRs and recommend needed changes, additions, deletions, define criteria for inclusion, approval and dissemination process. (Chair: Melissa Becht, Melvin Bailey)

- Facebook: It was noted updates are not made on a regular basis. Suggestions for pertinent information to be included were given to the committee. It was also noted the phone number and address are incorrect and must be changed.

## **Adjournment**

- A motion was made by William Klein to adjourn the regular meeting at 9:05 pm. Richard Reilly seconded the motion. The motion was carried 5-0.

Minutes submitted by: Cynthia L. Harris