

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

March 8, 2018

The regular meeting was called to order at 7:05 pm by the Vice-Chairman Katarzyna Azzolina following the Executive Session.

Executive Session: 6:30 PM – 7:00 PM to discuss personnel.

In addition to the Vice-Chairman Katarzyna Azzolina, the attendees were member Melissa Becht, member William Klein, member Joshua Steingraber, Secretary Cynthia Harris, Sewer Operator Dale Heckman, William McMullen (ARRO) and Attorney Elizabeth Magovern.

Chairman Richard Reilly resigned, effective immediately, during the Executive Session. His resignation was accepted via motion. Katarzyna Azzolina was elected, via motion, to serve as Chairman and Joshua Steingraber was elected, via motion, to serve as Vice-Chairman.

Visitor(s): None.

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

Resolutions: None.

Correspondence:

- Luiz Guzman: Late fee waiver request due to mail delivery. No late payments on record. The request was denied by motion.

Motions:

- Katarzyna Azzolina made a motion to accept the resignation of Chairman Richard Reilly effective today, March 8, 2018. William Klein seconded the motion. The motion was carried 3-0. Member Joshua Steingraber was not present for the vote.
- Joshua Steingraber made a motion to elect Katarzyna Azzolina as Chairman of the OTMA Board. Melissa Becht seconded the motion. The motion was carried 3-0. Katarzyna Azzolina abstained.
- Katarzyna Azzolina made a motion to elect Joshua Steingraber as Vice -Chairman of the OTMA Board. Melissa Becht seconded the motion. The motion was carried 3-0. Joshua Steingraber abstained.
- Katarzyna Azzolina made a motion to deny the request for a late fee waiver from Luiz Guzman. Mail delivery is specifically excluded from the responsibility of the Authority. Melissa Becht seconded the motion. The motion was carried 4-0.
- Katarzyna Azzolina made a motion to close the Fulton Bank Cash Escrow account no longer needed since the redemption of the bonds. William Klein seconded the motion. The motion was carried 4-0.
- Katarzyna Azzolina made a motion to adopt the "Investment Policy for OTMA" as delivered. Melissa Becht seconded the motion. The motion was carried 4-0.

Miscellaneous: None.

Solicitor's Report:

- The Solicitor noted motions carried and decisions made at the January 11, 2018 Board Meeting and the 2018 Re-Organization Meeting need to be ratified since the meetings were not posted publicly and therefore were in violation of the Sunshine Law.
 - January 11, 2018 Board Meeting
 - Katarzyna Azzolina made a motion to ratify all motions made at the January 11, 2018 Board Meeting. Melissa Becht seconded the motion. The motion was carried 4-0.
 - 2018 Re-Organization Meeting:
 - Ratification of motions made at the 2018 Re-Organization meeting was made and Minutes documenting such will be prepared and presented for approval.
- Sewer Service Agreement with the Leesport Borough Authority: The Solicitor noted an updated draft of the agreement has been created, as requested. The OTMA Operator and ARRO will review and comment on the technical aspects.

Engineer's Report:

Water System:

- W. Huller Lane/Koch Road fire hydrant: The desire is to relocate the hydrant to prevent future damage. The OTMA Operator will provide information to ARRO for review and comment on relocation options.

Pretreatment:

- The Secretary presented documents showing the new program classifications, test frequencies and rules. Letters introducing the new classifications and impact to companies will be mailed this month and sampling will resume.

Sanitary Sewer and Water:

- PA Small Sewer and Water Grant Program: The application was submitted, and a hard copy provided to the Secretary for filing.
- Perdue Truck Center: Orchard Road (south Side). Preliminary plans are before the Planning Board. PADEP determined no Sewage Facility Planning is required. A Sewer Capacity Agreement with OTMA is required. The expectation is 1 EDU will be required.
- ARRO received notification that LBA was issued a WQM Part II permit for the proposed re-rating of the organic loading at the facility via replacement of the existing SBR blowers. The impact of this to OTMA needs to be clarified. Previous thoughts were this project was suspended, and may be, approval doesn't mean they are proceeding.
- Margaret Lane: ARRO received and reviewed revised easements and agreements for the water and sanitary sewer facilities located there and concur with the contents.
- Penske on Wingco Lane: Cleaning truck filters, dry baking process now but want to add washing. Will need a pre-treatment system, which they are proposing. BOD may still be too high so further communication, alternatives, etc. need to be discussed.

Inspector's Report:

- Kraft Code Services reported there were no inspections done in February.

Sewer Operator's Report:

- Monthly operating reports for the pump stations were provided.
- PS #8. Electric usage was significantly higher the last few months. Essig Plumbing found numerous issues and corrected them. Electric meter readings since the repairs have shown a significant drop in consumption.
- Ashley Furniture: Low meter readings. Problem with the radio sending units but Leesport hasn't replaced them. We are pursuing replacement of the meter with our own meter and making it a part of our standard read process. Currently Leesport reads, sends us the information and we bill Ashley.
- Dynegy Corp: Reviewed their corrective actions to meet strong waste limits. They installed an aeration system that appears to be helping significantly. In the mean time they haven't been discharging any waste, they are having it pumped. They want to start discharging a small amount to help get the liquid levels in the pump pit adjusted properly.
- The smoke test at PS #1 and PS #7 areas, postponed until the weather warms allowing access to manholes, has not been rescheduled yet.

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 February.
- Responded to the fire hydrant damage at W Huller Lane. Stopped water flow and removed the broken hydrant and standpipe and closed the hole.

Approval of Minutes:

- A motion was made by Joshua Steingraber to approve the minutes from the regular meeting held on February 8, 2018. William Klein seconded the motion. The motion was carried 4-0.

Collections:

The delinquent and lien reports were provided to the Board.

- There are 7 delinquent accounts, total amount delinquent is \$4,647. YTD decrease of \$1,679.
- There are 14 accounts for which liens have been filed. Liens total \$25,163. YTD decrease of \$666.
- Total delinquencies and liens YTD have decreased \$3,989.

Expenditures:

- Katarzyna Azzolina made a motion to ratify payables in the amount of \$63,868.72. William Klein seconded the motion. The motion was carried 4-0.
- Katarzyna Azzolina made a motion to approve payment of the Board payroll for March 8, 2018 in the amount of \$400.00. Melissa Becht seconded the motion. The motion was carried 4-0.

Old Business:

- "Transportation Fee" for sewer extension by Williamsport Holdings. Pending Leesport Borough IMA review.

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: Katarzyna Azzolina)

- Leesport Authority Sewer Service Agreement: Redrafted and being reviewed.
- Maiden creek TA Agreement: Joshua Steingraber reported MTA apologized for the previous approach to billing for proportionate share. New agreement will focus on regular customer bill rates with no look back. The agreement is being drafted by the MTA and will be presented to OTMA for review and comment.

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)

- Closing of a no longer needed Fulton Bank Cash Escrow account was approved by motion.
- Katarzyna Azzolina presented an "Investment Policy for OTMA" for approval. The policy was approved via motion.

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)

- No report.

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

- Joshua Steingraber reported the Board Member job description will be emailed to the Board for final review.

Other Business: (continued)

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, Joshua Steingraber)

- No report.

Adjournment

- A motion was made by Katarzyna Azzolina to adjourn the regular meeting at 8:55 pm. William Klein seconded the motion. The motion was carried 4-0.

Minutes submitted by: Cynthia L. Harris