

# ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

## MINUTES

**OCTOBER 10, 2013**

The regular meeting was called to order at 7:02pm by the Chairman, Michael Schwenk.

In addition to the Chairman, the attendees were Vice Chairman Romao Carassco, Melvin Bailey, Melanie Kummerer, William Kline, Elizabeth Magovern, and Andrea Martin.

An executive session was held from 6:08pm to 6:54pm due to litigation.

The delinquent and lien report were provided to the Board.

**Visitor:**

Mike Kreiser from Select Environmental Solutions came and presented a quotation for managing the operation of the townships wastewater and potable water systems. Mr. Keiser stated that he would recommend inspecting the systems twice a week and check the valves at least once a week. Mr. Keiser does not get involved in digging trenches and would be subcontracting that work out if needed. Cost for the basic service of twice a week would be in the \$2,000.00 range. Mr. Romaro thanked Mr. Keiser for his time.

**Visitor:**

Mohamad Salloum spoke to the board regarding his sewer account - late charges that are on it and also the balance. He is very concerned that his payments he was making (giving to Jen Robertson) are not being recorded.

He presented us copies of his bills showing us the late payment charges that should not be on his account and his balance due and has been very concerned and told us that he is paying his bill every week as he gets the money together.

He stated he was making weekly or biweekly CASH payments to Jennifer Robertson. She would call him and tell him a payment would be due. She would drive up to the Leesport Diner and collect his cash payment there and tell him she will credit his account. She would collect the payments usually on a Friday around 2:00 sometimes 3:00 in the afternoon. She would make a trip to the Diner every week sometimes twice a week (Tuesday's). He said when he would get his next bill he would talk to Jen regarding the late charges that he was always seeing on his bills and the balance would be high and he did not see his payment from the month before on it. She said not to worry that when he would make another payment that those charges will come off. She kept telling him not to worry his account is fine.

He said when he was ready to make a payment he would call her at the Township office and tell her and she would tell him that she will run up to the Diner to pick it up. She always would

drive up to the Diner to get the payments. He also stated that one time he pulled into the parking lot out front of the township building and before he could even get to the front door Jen came out and met him in the parking lot. Took his cash payment right there, put it in her pocket and told him she had to get the mail but will credit it to his account.

He came in to talk to the board because every time he was getting his bill the late charges or the payments were not being reflected on the total that was due and he was concerned that he was not getting the credit and did not want us to think he was not paying on time.

He said Jen kept reassuring him that everything was fine and his account was fine.

He was always paying in CASH. He also said a few times Jen came into the Diner and he gave her his payment, his waitress was there and can verify she saw him pay her as well.

The board agreed to close that account and create a new one for Leesport Diner (Mohamad Salloum) so we can start fresh.

### **Approval of Minutes:**

A motion was made by Michael Schwenk and seconded by William Klein to approve the minutes from September 12, 2013. The motion was carried.

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

A letter was received from the DEP which requested that all past-due reports from 2006 to 2012 be completed ASAP and submitted electronically on the GreenPort site.

A motion was made by Romao Carassco to have SSM prepare a letter in response to the DEP letter received on September 19, 2013. The letter must justify the financial burden that has occurred and the status of the current plan. The motion was seconded by Melanie Kummerer.

Engineer's system recommendation's:

- 1. Water System**

- a. The Huller Lane source meter be tested ASAP.

- 2. Sewer System**

- a. Re-issue Non-Residential User Questionnaire to customers in the Pump Station 1 and Pump Station 4 service areas.

A copy of the Brenntag plan was received from Andrea Martin.

Meter Calibration test results were transferred to Andrea Martin from David Small.

## **Expenditure's**

Melanie Kummerer made a motion and presented a resolution to execute loan agreements in the amounts of:

1. \$467,000.00
2. \$304,000.00
3. \$1,000,511.00

William Klein seconded. This motion was carried.

Melanie Kummerer made a motion and presented a resolution for William Klein to be signed as acting Secretary. Michael Schwenk seconded. This motion was carried.

A motion was made by Michael Schwenk to approve the payables for October 10, 2013. Romaro Carrasco seconded. This motion was carried.

A motion was made by Melanie Kummerer to approve the board payroll. William Klein Seconded. This motion was carried.

## **Inspector's Report**

David Small explained that pump # 7 leaks and needs repair as soon as possible.

Pump #2 is not functioning properly and should be sent back for repair.

All manholes on Gerhnant's Road all look ok.

A motion was made by Romaro Carrasco to have pump #7 repaired by David Small and have Pump #2 and pump #3 sent back to Omni for repair. Michael Schwenk seconded the motion. This motion was carried.

## **Adjournment**

The meeting was adjourned at 9:00pm.

The board went into executive session at 9:00pm to discuss litigation.

Minutes submitted by:

Kelly A. Burdick