

# ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

## MINUTES

**November 14, 2013**

The regular meeting was called to order at 7:00pm by the Chairman, Michael Schwenk.

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

An executive session was held from 6:00pm to 6:57pm due to litigation.

The delinquent and lien reports were provided to the Board.

A motion was made by Michael Schwenk to hire Kelly A. Burdick as the new Secretary for the Ontelaunee Township Municipal Authority with a pay rate of \$14.75 an hour. William Klein seconded and the motion was carried.

A motion was made by Michael Schwenk to accept the revisions to the new Employee Handbook.

- Page 9 - Anti-harassment update
- Update observed holidays to include two (2) election days

Melvin Bailey seconded the motion and the motion was carried.

Michael Schwenk made a motion to appoint Kelly A. Burdick as the new Open Records Officer. William Klein seconded the motion. The motion was carried.

**Visitor:** N/A

### **Approval of Minutes:**

A motion was made by Melvin Bailey and seconded by Melanie Kummerer to approve the minutes from October 10, 2013. The motion was carried.

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

Water Reports to the DEP are being updated. The sub-facility reports are almost complete. The primary facility reports are in progress and DEP is on board with SSM's work submitted thus far.

The Huller Lane meter reading is running low and the Brenntag meter readings are running high. Dave Small has been asked to check into the inconsistency between Brenntag and Huller Lane.

Sampling was completed on the strong waste surcharge program and it is strongly suggested that OTMA re-issue the Non-Residential User Questionnaire. SSM will supply the list of businesses and they will have 30 days to complete and return the questionnaire.

Engineer's system recommendations:

**1. Water System**

- a. The Huller Lane source meter be tested ASAP.
- b. The Leesport digital Source meter be physically inspected ASAP.
- c. RAWA Source meters be inspected ASAP.
- d. Brenntag to maintain the chlorine residual in the water line extension.

**2. Sewer System**

- a. Re-issue Non-Residential User Questionnaire to customers in the Pump Station 1 and Pump Station 4 service areas.
  - Set up a sampling plan concentrating on the restaurants and food handlers/preparers.
- b. Investigate the Leesport Farmers Market lateral (TV-inspected)

A motion was made by Michael Schwenk to have the Royal Green meter inspected by Dave Small. Royal Green shall comply with the inspection within 30 days or the water service will be shut off. Melanie Kummerer seconded the motion.

A motion was made by Melanie Kummerer to have Dave Small go out as soon as possible to do a visual inspection of the RAWA source meter. Michael Schwenk seconded the motion.

A motion was made by Michael Schwenk to have Brenntag install an auto flush hydrant immediately along with a meter. Brenntag will be responsible for supplying the meter pit. OTMA will offer to lease an auto flush hydrant for \$50.00 per month. Melvin Bailey seconded the motion.

A motion was made by Michael Schwenk to have Dave Small open the manholes heading to pump station 7 during or right after a heavy rainfall. William Klein seconded the motion.

A motion was made by Michael Schwenk to have the manhole near V&M towing inspected. William Klein seconded the motion.

A motion was made by Michael Schwenk to adopt a resolution for supplying only one meter per residence which has more than one dwelling or structure. Melanie Kummerer seconded and the motion was carried.

A motion was made by Melvin Bailey to supply Brenntag with a copy of the resolution regarding the testing of water meters. Michael Schwenk seconded and the motion was carried.

## **Expenditure's**

A motion was made by William Klein to approve the payables, ratify payables, and the Board payroll for November 14, 2013. Melvin Bailey seconded. This motion was carried.

A motion was made by Melvin Bailey to have Reinzel, Kuntz, & Leshner audit the books for OTMA. William Klein seconded and the motion was carried.

William Klein made a motion to have Jamie Schlesinger and Hartman Shurr gather all financial information and review the current status of all accounts to determine the possibility of lowering the monthly sewer rates. Melvin Bailey seconded the motion. The motion was carried.

A motion was made by Melanie Kummerer to waive the late fees applied to the Kahn account for July, August, and September. October late fee shall remain because notification of a new address was not supplied to the OTMA. Michael Schwenk seconded and the motion was carried.

A motion was made by Melanie Kummerer to waive the late fees applied to the Rider account. Michael Schwenk seconded and the motion was carried.

A motion was made by Melvin Bailey stating that the Kochel family must pay the outstanding attorney fees due to Hartman Shurr. William Klein seconded and the motion was carried.

## **Inspector's Report**

Sewer & Water Service inspected and complete for the following addresses:

- 41 Solvay Drive
- 146 Nantucket Drive
- 28 Oswego Lane
- 25 Sunglo Drive

## **Adjournment**

The meeting was adjourned at 8:54pm.

Minutes submitted by:

Kelly A. Burdick