

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

June 11, 2015

The regular meeting was called to order at 6:05pm by the Chairman, Michael Schwenk.

An Executive Session was not held.

In addition to the Chairman, the attendees were Richard Reilly, Melvin Bailey, William Klein, William McMullen and Elizabeth McGovern. Romao Carrasco was absent.

The delinquent and lien reports were provided to the Board.

Visitor(s): Daniel Graybill was present on behalf of Dunkin Donuts. Mr. Graybill requested sewer capacity in the amount of 5 EDU's for the proposed new plan for Dunkin Donuts. The Board discussed the options and requested that Elizabeth McGovern draw up a sewer capacity agreement for the improvements. Once the agreement is completed, all parties will need to execute.

Nancy Girard was present to discuss her original payment plan for the delinquent account. Her payment plan was revised and a new agreement was presented. The original payment plan was to be completed by February 2016. The new plan lowers the monthly payment and is extended to May 2016. The new agreement states that any payment that is missed, late, or returned for insufficient funds will be turned over to the Sheriff for execution on the judgement that is currently in place. Judgement fees in the amount of \$409.00 are due with the August 5th payment.

Jeff Babour was present to ask if there was an update on the sewerage connection ban. It was explained that the OTMA is awaiting a response from DEP and there is no time frame for a response. The Board will contact Mr. Babour as soon as a response from DEP is received.

Resolutions: N/A

Motions:

A motion was made by Richard Reilly to accept the new payment plan agreement for Etienne/Girard. William Klein seconded. The motion was carried 4-0.

A motion was made by Michael Schwenk to have Hartman Valeriano McGovern draw up a fee Resolution. This will be presented at the next meeting for approval. Richard Reilly seconded the motion. The motion was carried 4-0.

A motion was made by Richard Reilly to authorize ARRO to prepare the standards and specifications for sewer and water connections. William Klein seconded. The motion was carried 3-0. Michael Schwenk abstained from the vote.

A motion was made by Michael Schwenk to have Hartman Valeriano McGovern to prepare a sewer capacity agreement for 5 EDU's for the proposed Dunkin Donuts. William Klein seconded the motion. The motion was carried 4-0.

A motion was made by Michael Schwenk to send out a letter to the residents who are connected to the sewer reminding them of things that should not be disposed into the sewer system. Richard Reilly seconded the motion. The motion was carried 4-0.

A motion was made by Richard Reilly to have CF Heckman clean the wet wells at Pump Stations 4, 6, & 7. The cost was quoted at \$3135.00. Melvin Bailey seconded the motion. The motion was carried 4-0.

A motion was made by Melvin Bailey to get quotes on a proposed pavilion like structure over Pump Station #6. The structure will help keep the weather from hindering access to the pump station. Michael Schwenk seconded the motion. The motion carried 4-0.

A motion was made by Richard Reilly to pay the Twsp. Secretary \$10.00/hour to cover for the OTMA secretary in times of absence. William Klein seconded the motion. The motion was carried 3-0. Michael Schwenk abstained from the vote.

A motion was made by Michael Schwenk denying the request for removal of the late fees in the amount of \$150.00 from Mr. Ryan Conroy's rental account located at 6 Furnace Row. A letter will be sent to Mr. Conroy acknowledging the decision. Richard Reilly seconded the motion. The motion was carried 4-0.

A motion was made by Melvin Bailey that any person other than the secretary performing the quarterly meter reading shall be paid \$15.00 an hour which includes mileage. The secretary shall continue to receive the current hourly rate along with mileage. Richard Reilly seconded the motion. The motion carried 3-0. Michael Schwenk abstained from the vote and also noted that he is against being paid for his time while obtaining the meter readings.

Misc.

The second batch of 50 new master meters arrived and the Plumber, Chris Hemmig will be installing the same.

Approval of Minutes:

A motion was made by Melvin Bailey to approve the minutes from May 14, 2015. Michael Schwenk seconded the motion. The motion was carried 4-0.

Solicitor's Report

- The following properties have begun the process of acting on the judgments:
 1. Sport Suzuki – Sheriff will be going to the property to levy on property

Inspector's Report

- LOT #14 – Willow Glen – sewer & water
- LOT #29 – Willow Glen – sewer & water
- LOT #81 – Willow Glen – sewer & water

Operator's Report:

- Included with the Engineer's Report

Engineer's Report:

- The Chapter 94 report for Leesport is complete.
- The CCR report is being created for distribution by OTMA. The report does not have to be mailed to customers. It may be linked to the Township Website and copies available for those who do not have access to the internet.
- The Water Meter and Rate schedule are being reviewed for a possible update.
- Connection Bans – A corrective action plan was submitted for PS1, PS3, PS4, and PS7.
- Infiltration issues were noted at PS7 – televising lines & inspecting manholes complete.
- Industrial User Permits will be sent to the OTMA secretary to be sent out for signature.

Expenditure's

A motion was made by Michael Schwenk to approve the payables in the amount of \$39,155.07, ratify the payables in the amount of \$595.00, and the Board payroll in the amount of \$400.00 for May 14, 2015. William Klein seconded the motion. The motion was carried 4-0.

Adjournment

A motion was made by Michael Schwenk to adjourn the regular meeting at 8:36pm. Melvin Bailey seconded the motion. The motion was carried 4-0.

Minutes submitted by: Kelly A. Burdick