

ONTELAUNEE TOWNSHIP MUNICIPAL AUTHORITY MINUTES

July 11, 2013

The regular meeting was called to order at 7:25pm by The Chairman, Michael Schwenk.

Also in attendance were Romao Carassco, Melvin Bailey, William Klein, Melanie Kummerer, Elizabeth Magovern, and Andrea Martin.

An executive session was held from 6:30pm until 7:25pm to discuss the audit results.

A motion was made by William Klein and seconded by Melanie Kummerer to approve the minutes from June 13, 2013. The motion was carried.

The delinquent and lien report was provided to the Board.

The cash policy was discussed and reviewed.

The status of on lot septic was provided to the Board.

Scott Baker from Munilink was here to demo new billing software.

A letter will be given to Donna Lash thanking her for her service to OTMA.

An inside lockbox was discussed for payment drop offs.

Who will read the meters has been tabled.

All plans from developers and engineers will now be delivered directly to either OTMA's engineer or attorney.

A motion was made by William Klein and seconded by Romao Carrasco to have The Solicitor send a letter to Leesport Borough Authority stating that all work associated with OTMA must be scheduled through David Small. The motion was carried.

A letter will be prepared to Leesport Borough Authority stating that Americold does not need capacity from OTMA.

Township Plumber's Report: The muffin master needs rebuilt. This will be discussed at the August meeting.

Solicitor's Report: No report

Engineer's Report: A motion was made by Michael Schwenk and seconded by Melanie Kummerer to have SSM assist with the permit compliance report. The motion was carried.

A motion was made by Michael Schwenk and seconded by Melanie Kummerer to have SSM review the Act 537 for Cottage Lane. The motion was carried.

A motion was made by Melanie Kummerer and seconded by William Klein to authorize David Small to cap the sewer lateral at 132 Willow Creek Rd. The motion was carried.

A motion was made by Melanie Kummerer and seconded by William Klein to authorize David Small to complete the manhole adjustment on Rte 61. The motion was carried.

A motion was made by Michael Schwenk and seconded by Romao Carrasco to have SSM prepare a sample plan on behalf of OTMA for strong waste discharge. The motion was carried.

The Americold preliminary plans have been reviewed. A signature block for OTMA needs to be added.

The Berks Hollow plans were reviewed. The application mailer needs to be signed.

Lift Inc. plans were reviewed. An increase in escrow and the improvements plan are needed.

The BenCo building addition was discussed. The signature block needs to be added and the non-residential questionnaire needs to be sent back.

The Brenntag water main extension plans will be delivered in the next two weeks.

The Sanitary sewer flow update to LBA and Maidencreek will be updated monthly.

Correspondence: The CHAR report was provided to the Board.

Treasurer's Report: Bank Balances were provided to the Board.

Expenditures: A motion was made by Melanie Kummerer and seconded by William Klein to approve the expenditures for July 11, 2013. The motion was carried.

Inspector's Report: A written report was provided.

Adjournment

The meeting was adjourned at 9:56 p.m. by motion from Melanie Kummerer and seconded by William Klein. The motion was carried. The next general meeting will be at 7:00 PM on August 8, 2013 at 35 Ontelaunee Drive, Reading, PA 19605.

Minutes submitted by:

Jennifer Robertson