

MINUTES OF THE OLEY TOWNSHIP MUNICIPAL AUTHORITY  
MEETING HELD MARCH 2, 2023

The regular meeting was called to order at 7:00 p.m. in the Oley Township Municipal Building by Paul Herb with the following board members in attendance...Kim Seidel and Austin Schaeffer. Board member Amandus Reichert arrived at 7:04 p.m. Also, from Entech Engineering Kim Mazur; Solicitor John Muir; sewer plant operator Bryer Eshbach; Supervisor Mark Hoch; from Dallas Data Systems Jim Arms; and six citizens were in attendance. The Pledge of Allegiance to the American Flag was observed.

The meeting agenda was posted in the meeting room and the township website prior to the start of the meeting. The following public comment was heard:

1. Curtis Hector – He received a water turnoff notice and wants to know how much he owes and when this needs to be paid to prevent the water from being turned off. He was informed that he owes \$50 and this will need to be paid prior to the turnoff date listed on the letter.

The treasurers report was presented for the month. Sewer Fund: in the OPERATION & MAINTENANCE account the balance is \$36,303.85; in the REVENUE account \$451,758.85; in the INVESTMENT FUND \$287,680.93. Water Fund: in the OPERATION & MAINTENANCE account the balance is \$1,718.63; in the REVENUE account \$74,331.28; in the INVESTMENT FUND \$255,935.49; and in the PROJECT FUND \$4.18. A motion was made by Austin Schaeffer and seconded by Kim Seidel to approve and accept the treasurers report as presented. Paul Herb – yes; Amandus Reichert – abstained; Kim Seidel – yes; Austin Schaeffer - yes. Three in favor, one abstained....motion carried.

Following is a list of past due accounts: (1) Oley Meadows Apartments, account #55, \$50.00; (2) Oley Meadows Apartments, account #85, \$50.00; (3) Oley Meadows Apartments, account #86, \$50.00; (4) Oley Meadows Apartments, account #100, \$50.00; (5) Matthew & Kelli Hoch, account #300, \$50.00; (6) Multani Brothers PA Realty, account #311, \$50.00; (7) Michael W. & Bethany J. Kline, account #318, \$50.00; (8) Brian P. & Traci L. Yorgey, account #344, \$50.00; (9) Alex P. Levanovitch, III, account #364, \$50.00; (10) Timothy M. Kummerer, account #372, \$50.00; (11) Kevin S. Mitchell, account #382, \$260.21; (12) Daryl E. Hoch, account #393, \$270.50; (13) Randall A. & Lori M. Hoch, account #408, \$115.59; (14) Matthew J. & Marisa M. Horne, account #468, \$50.00; (15) Thomas L., Sr. & Linda A. Laub, account #504, \$50.00; (16) Perry R. Good, Jr., account #566, \$50.00; (17) Jennifer L. Essig, account #601, \$50.00; (18) Mark Smolarski, Jr., account #643, \$50.00; (19) Dennis & Wendy Mundy, account #648, \$50.00; (20) Kyle J. Rhoads, account #658, \$50.00; (21) Jesse Weaver & Cynthia DeBellis, account #680, \$50.00; and (22) Mark G. & Barbara A. Akins, account #672, \$230.10 (final from 12-22-22). It was discovered that the billing company did not include the \$50.00 administrative charge on the water turnoff postings so that is why most of these accounts are showing a \$50.00 balance that is owed because they made payment for the amount listed on the posting notice. It was agreed to not pursue turning off the water to the accounts that still owe the \$50.00 administrative charge since this amount was not included on the posting notice. It was also noticed that the Randall A. & Lori M. Hoch account number 408 was not assessed the

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\$50.00 administrative charge. Mr. Arms said they have been in contact with Mr. Hoch on this account and he will pay if the tenant does not pay the bill so they did not post this property with a turnoff notice. The Mark A. & Barbara A. Akins property had been sold but the settlement company never paid the final bill. It was agreed to provide all the information on the Akins account to Atty. Muir to investigate what occurred and why we never received payment for the final bill. A motion was made by Amandus Reichert and seconded by Austin Schaeffer to have the billing company mail a notice to account numbers 382 and 393 informing them that on March 9, 2023 at 12:00 p.m. their water will be turned off unless payment in full is received prior to that time. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer – yes. All in favor....motion carried.

The Friedens Cemetery Company had used 28,900 gallons of water for the second quarter of 2022 and they normally consume less than 1,000 gallons quarterly, it appears they may have had a toilet stick open for a period of time during that quarter. A motion was made by Austin Schaeffer and seconded by Kim Seidel to issue to Friedens Cemetery Company for account number 201.01 an excessive consumption credit for water of \$15.58 for the second quarter 2022. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer – yes. All in favor....motion carried.

There being no changes to the February 2, 2023 minutes, a motion was made by Kim Seidel and seconded by Austin Schaeffer to approve the minutes of the February 2, 2023 meeting as presented. Paul Herb – abstained; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer - yes. Three in favor, one abstained....motion carried.

A report was provided on the operation at the sewer plant during the month. The following was reported: (1) Met-Ed replaced pole at entrance of plant; (2) recalibrate effluent meter; and (3) open blocked sewer lateral.

A report was provided on the operation at the water plant during the month. The following was reported: (1) pumped 2,638,200 gallons for the month; and (2) repair cl2 pumps at Wells #4 and #1.

Committee reports:

Administrative: (1) Mr. Arms reported that approximately thirty percent of the sewer/water payments were mailed to the payment processing center and approximately fifty percent came in on-line, he would suggest that due to the newness of the payment procedures that a soft reminder should be sent to the past due accounts prior to posting the penalty, he has provided us with a pay button that could be put on our website that will take them directly to the Xpress bill pay site. Lisa Schaeffer said she has two accounts and she never received a bill for her personal account, she had called the billing support phone number and they told her they would send this bill to her but to date she has not yet received it, with the other account it is a

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rental account with a non-discharge meter and she received two bills for this account and the sewer amount was different on each one. Glenn Berger feels the directions on how to pay the bill could have been a little clearer; (2) Mr. Herb said that Fleetwood Bank does not seem too interested in accepting the sewer/water payments; (3) The April 2023 newsletter draft was reviewed and discussed and this looks good to be sent along with the April 30, 2023 bills; (4) The water rate increase letter draft was reviewed and discussed and this looks good to be sent to all water customers, it was agreed to have Dallas Data Systems perform this mailing at an approximate cost of .90¢ per item mailed; (5) Atty. Muir said the amendment to our Rates, Rules & Regulations to include a policy to issue credits for excessive water consumption due to leakage is complete, Mr. Reichert would like more time to review and make changes to this policy prior to adopting the resolution, action on this amendment will be tabled; (6) Bryer Eshbach wants some type of assurance that his health insurance coverage will continue throughout his employment with the Municipal Authority and he would not need to shop for an insurance plan every year. Atty. Muir does not feel it would be a good idea to adopt a motion that the health insurance reimbursement would continue for a certain number of years, normally companies shop every year for health insurance, we already have it covered in the personnel policy that all full-time employees are entitled to health insurance, he can look at this language and possibly create language that as long as Bryer Eshbach is employed by the Authority that we would reimburse him for health insurance coverage and visit this on an annual basis, Atty. Muir will draft a modification to the personnel policy to address this issue; (7) The carryover of unused vacation days for Michael Eshbach was tabled from last month, Atty. Muir drafted language to update the rules regarding the vacation policy for employees that if all vacation time is not used in a particular year employees will not be paid for any vacation time not used unless special written permission has been granted by the Authority Board to carry the unused portion over to the following year and the decision to permit the carry-over of any unused vacation time due to extraordinary reasons such as insufficient staffing for vacation, other operator/employee illness or medical condition or emergency conditions with the facilities is within the sole discretion of the Authority Board and in no event, even with special written permission from the Authority Board, shall an employee be permitted to carry over more than one half of their unused vacation time to the succeeding employment year. A motion was made by Kim Seidel and seconded by Amandus Reichert to approve this draft language for employee unused vacation time for our personnel policy. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer – yes. All in favor....motion carried.

Finance: Nothing to report.

Wastewater Plant: Nothing to report.

Water Plant: Nothing to report.

Mr. Mazur said they will have the alternative analysis study for the Earl Township sewer project complete by next month.

MINUTES OF THE MARCH 2, 2023 MEETING CONTINUED

Mr. Mazur said the Main Street Water Main Replacement Phase II Project and the Oley High School Water Main Loop Project is out for bid with a pre-bid meeting scheduled March 14, 2023 at 10:00 a.m., bids are due by March 30, 2023, and an anticipated notice to award at the April 6, 2023 meeting. Will meet with the Oley Valley School District on March 6, 2023 to review with them the easement for the waterline loop for the overall improvements of the water system and the one hundred sixty foot for the second connection to the High School, the estimated cost is \$35,000 for this connection.

There was discussion on the second water storage tank/waterline to Friedensburg Road. Received letter dated February 8, 2023 from DEP informing us they have completed their technical review of our public water supply construction permit application and they list items that need to be addressed for them to complete this technical review. Mr. Mazur said we have not yet received the written decision from the Zoning Hearing Board on the variances that were approved and then there is a thirty day appeal period, there were two individuals that were made party to the application and we should not go out for bid on this project until after this thirty day appeal period has expired, this project may not be completed this year and may spill over into 2024.

The startup of Well #3 was conducted on February 21, 2023 and the operation of the new well, pump control valve, and the meter was done successfully. In the process of performing water tests for coliform, nitrate, and nitrite prior to putting this well on-line.

Mr. Mazur said a minor correction was made in the calculations of the new tapping fee study and the sewer tapping fee could be increased up to \$8,358.47 and the water tapping fee could be increased up to \$7,641.50. A conference call was held with the Authority members to review the calculations of the tapping fees. Action on increasing the tapping fees will be tabled until next month.

Mr. Mazur said he has reviewed the Source Water Protection Plan for Well #1 and the ordinance that the township adopted references prohibitive uses within this one hundred foot radius of the well and we need to make sure that the property owner is respecting the ordinance that is in place.

Mr. Mazur had nothing new to report on the system-wide Supervisory Control and Data Acquisition (SCADA) upgrade.

Mr. Herb said he is checking into obtaining quotes for lab services.

Mr. Herb said he updated the strong waste surcharge formula and Atty. Muir prepared the resolution for adoption which incorporates the updated formula. A motion was made by Amandus Reichert and seconded by Austin Schaeffer to adopt a resolution setting the fees for strong waste discharged to the Oley Township Municipal Authority's sanitary sewer system effective January 1, 2023. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer – yes. All in favor...motion carried.

MINUTES OF THE MARCH 2, 2023 MEETING CONTINUED

The Delaware River Basin Commission docket expires March 12, 2024 and will need to be renewed with a submission fee of \$4,885.10. Mr. Mazur explained that this Commission requires a water withdrawal permit within its governing watershed, the dockets have a ten year term and our docket expires next year and the renewal application needs to be submitted twelve months prior to the expiration date, the cost for Entech Engineering to perform this work is \$5,800. A motion was made by Amandus Reichert and seconded by Kim Seidel to authorize the execution of Engineering Work Order for Entech Engineering, Inc. in the amount of \$5,800 to prepare the Delaware River Basin Commission docket renewal. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer – yes. All in favor...motion carried.

The following bills were presented for payment for the Sewer System:

Michael A. Eshbach	---	3,929.77
Paul A. Herb	---	1,586.02
Bryer M. Eshbach	---	2,499.13
Shirley M. Moyer	---	1,965.59
Michael A. Eshbach	---	3,341.48
Paul A. Herb	---	928.39
Michael A. Eshbach	---	4,987.35
Bryer M. Eshbach	---	2,467.35
Shirley M. Moyer	---	1,778.06
NCR Payroll	---	31.60
NCR Payroll	---	5,054.06
NCR Payroll	---	31.60
NCR Payroll	---	4,759.09
Met-Ed	---	1,700.26
Windstream Conestoga, Inc.	---	317.46
Cardmember Service	---	453.59
W.G. Malden	---	520.25
Gotwals Sanitation, LLC	---	700.00
Delaware County Solid Waste Auth.	---	1,595.25
Denali Water Solutions, LLC	---	1,160.64
Suburban Water Testing Labs	---	1,536.00
Spotts, Stevens & McCoy, Inc.	---	150.00
Entech Engineering, Inc.	---	2,903.75
Kozloff Stoudt	---	1,276.50
Truist Governmental Finance	---	35,430.55
Verizon Wireless	---	103.14
Oley Township	---	202.60
Cardmember Service	---	225.59
Postmaster	---	94.00
Office Service Company	---	305.72

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Rapid Suppression Fire Protection	---	45.00
Ridge Support Technologies	---	435.95
Dallas Data Systems, Inc.	---	11,634.31
Spotts, Stevens & McCoy, Inc.	---	396.00
Kozloff Stoudt	---	<u>108.00</u>
<b>TOTAL SEWER BILLS</b>	---	<b>\$94,654.05</b>

The following bills were presented for payment for the Water System:

Met-Ed	---	\$ 790.79
Bryer M. Eshbach	---	154.71
Bryer M. Eshbach	---	3,186.08
Cardmember Service	---	959.65
Computerized Reporting Services	---	396.00
Boyertown Supply, Inc.	---	265.58
New Enterprise Stone & Lime Co.	---	178.18
M&A Excavating, LLC	---	5,242.90
Suburban Water Testing Labs	---	228.00
Entech Engineering, Inc.	---	34,554.27
Kozloff Stoudt	---	10,676.50
Delaware River Basin Commission	---	<u>4,885.10</u>
<b>TOTAL WATER BILLS</b>	---	<b>\$61,517.76</b>

A motion was made by Austin Schaeffer and seconded by Amandus Reichert to approve the above bills for the sewer and water systems as presented. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer - yes. All in favor....motion carried.

The following sewer report was given as of February 28<sup>th</sup> -

<u>898</u>	Sewer tapping fees paid to date
<u>174</u>	Number of unpaid rental bills of 1-31-23
<u>\$39,281.25</u>	Total of unpaid rental bills of 1-31-23
<u>9</u>	Number of unpaid rental bills of 10-31-22
<u>\$1,014.54</u>	Total of unpaid rental bills of 10-31-22
<u>4</u>	Number of unpaid rental bills of 7-31-22
<u>\$685.16</u>	Total of unpaid rental bills of 7-31-22
<u>3</u>	Number of unpaid rental bills of 4-30-22
<u>\$544.46</u>	Total of unpaid rental bills of 4-30-22
<u>3</u>	Number of unpaid rental bills of 1-31-22
<u>\$570.22</u>	Total of unpaid rental bills of 1-31-22

MINUTES OF THE MARCH 2, 2023 MEETING CONTINUED

<u>2</u>	Number of unpaid rental bills of 10-31-21
<u>\$846.39</u>	Total of unpaid rental bills of 10-31-21
<u>1</u>	Number of unpaid rental bills of 7-31-21
<u>\$210.00</u>	Total of unpaid rental bills of 7-31-21
<u>1</u>	Number of unpaid rental bills of 4-30-21
<u>\$210.00</u>	Total of unpaid rental bills of 4-30-21
<u>1</u>	Number of unpaid rental bills of 1-31-21
<u>\$210.00</u>	Total of unpaid rental bills of 1-31-21
<u>1</u>	Number of unpaid rental bills of 10-31-20
<u>\$210.00</u>	Total of unpaid rental bills of 10-31-20
<u>1</u>	Number of unpaid rental bills of 7-31-20
<u>\$210.00</u>	Total of unpaid rental bills of 7-31-20
<u>1</u>	Number of unpaid rental bills of 4-30-20
<u>\$210.00</u>	Total of unpaid rental bills of 4-30-20
<u>1</u>	Number of unpaid rental bills of 1-31-20
<u>\$180.00</u>	Total of unpaid rental bills of 1-31-20
<u>1</u>	Number of unpaid rental bills of 10-31-19
<u>\$180.00</u>	Total of unpaid rental bills of 10-31-19
<u>1</u>	Number of unpaid rental bills of 7-31-19
<u>\$180.00</u>	Total of unpaid rental bills of 7-31-19
<u>1</u>	Number of unpaid rental bills of 4-30-19
<u>\$180.00</u>	Total of unpaid rental bills of 4-30-19
<u>1</u>	Number of unpaid rental bills of 1-31-19
<u>\$180.00</u>	Total of unpaid rental bills of 1-31-19
<u>1</u>	Number of unpaid rental bills of 10-31-18
<u>\$180.00</u>	Total of unpaid rental bills of 10-31-18
<u>1</u>	Number of unpaid rental bills of 7-31-18
<u>\$58.00</u>	Total of unpaid rental bills of 7-31-18

The following water report was given as of February 28<sup>th</sup> --

<u>811</u>	Water connections to date
<u>158</u>	Number of unpaid rental bills of 1-31-23
<u>\$27,827.90</u>	Total of unpaid rental bills of 1-31-23
<u>8</u>	Number of unpaid rental bills of 10-31-22
<u>\$362.67</u>	Total of unpaid rental bills of 10-31-22
<u>1</u>	Number of unpaid rental bills of 7-31-22
<u>\$70.00</u>	Total of unpaid rental bills of 7-31-22

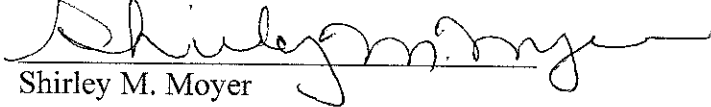
No public comment was heard.

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The next regular meeting will be held Thursday, April 6, 2023 at 7:00 P.M.

There being no further business, a motion was made by Austin Schaeffer and seconded by Amandus Reichert to adjourn the meeting at 8:06 p.m. Paul Herb – yes; Amandus Reichert – yes; Kim Seidel – yes; Austin Schaeffer - yes. All in favor...motion carried.

Respectfully submitted,

  
Shirley M. Moyer

cc: P. Herb  
A. Reichert  
K. Seidel  
C. Italia

A. Schaeffer  
J. Muir  
K. Mazur