MAIDENCREEK TOWNSHIP AUTHORITY

Regular Meeting Minutes
March 13, 2013

Attending: Robert Shinn, Earl Rothermel, Gary Saggio, Kim Rossetti- Recording Secretary, Patrick Donovan- MTA Manager, Greg Unger- Systems Design Engineering, Inc. / MTA Engineer, James Snyder- Stevens & Lee

Absent: Daniel Novakovich

Guests: John Kosmerl- Kosmerl & Company, Tom Duffy- Systems Design Engineering, Inc.

Chairman, Robert Shinn, called the Regular meeting to order at 6:35 PM.

AUDIT OVERVIEW

John Kosmerl presented the Financial Audit report for the fiscal year ending September 30, 2012.

Motion

Earl Rothermel made a motion to approve the Financial Audit for the fiscal year ending September 30, 2012, seconded by Gary Saggio. All voted in favor; the motion passed.

Motion

Earl Rothermel made a motion to accept the engagement letter for Kosmerl & Company, for the fiscal year ending September 30, 2013, seconded by Kim Rossetti. All voted in favor; the motion passed.

PLAN REVIEW STATUS

Village at Summit Crest

Greg Unger reported there were some inconsistencies between the AS-Built plans, linear descriptions and metes and bounds in relation to the Deeds of Easement.

Motion

Gary Saggio made a motion to approve the review letter and authorize the Engineer to send a copy to the Developer and Developer's Engineer, seconded by Earl Rothermel. All voted in favor; the motion passed.

Crossing at Maidencreek

Nothing to report.

DEVELOPMENT CLOSEOUT STATUS

None.

APPROVAL OF PRIOR MEETING MINUTES

Motion

Earl Rothermel made a motion to approve the February 13, 2013 Regular Meeting Minutes, seconded by Gary Saggio. All voted in favor; the motion passed.

Motion

Earl Rothermel made a motion to amend the February 20, 2013 Meeting Minutes adjournment time to 3:07pm, seconded by Gary Saggio. All voted in favor; the motion passed.

Motion

Earl Rothermel made a motion to approve the amended February 20, 2013 Meeting Minutes, seconded by Gary Saggio. All voted in favor; the motion passed.

NEW BUSINESS

PMRS

James Snyder presented the Board with copies of the revised pension plan agreement and Resolution (01-03-2013) to adopt the revised plan, effective January 1, 2013.

Motion

Gary Saggio made a motion to approve the revised pension plan agreement and Resolution 01-03-2013 and authorize the Office Administrator to send the documents to the State offices, seconded by Earl Rothermel. All voted in favor; the motion passed.

Personnel

Motion

Kim Rossetti made a motion to ratify the action taken concerning Mr. Kelly Shade's offer of employment as Utility Operator with salary increase, seconded by Earl Rothermel. All voted in favor; the motion passed.

Motion

Kim Rossetti made a motion to rescind the offer of employment made to Casey Tiderman, seconded by Gary Saggio. All voted in favor; the motion passed.

The Board discussed options for emergency notification procedures for weekend and holiday duty.

Motion

Gary Saggio made a motion to authorize the Manager proceed with investigating the installation of emergency notification systems through both SCADA and ADT systems, seconded by Earl Rothermel. All voted in favor; the motion passed.

Professional Fee Survey

Mr. Donovan mailed the survey to all Berks Authorities and will prepare a summary report of the responses for the Board's April meeting. The responses will be confidential; the Authorities will not be identified in the report.

UNFINISHED BUSINESS

Excess Use Letter Tabled until the June 2013 meeting.
Home Occupation Tabled until the June 2013 meeting.

LEAK REDUCTION

187 South View Road

Motion

Kim Rossetti made a motion to approve the one-time leak reduction for 187 South View Road, (account 0957), seconded by Earl Rothermel. All voted in favor; the motion passed.

109 Fleming Street

Motion

Earl Rothermel made a motion to approve the one-time leak reduction for 109 Fleming Street, (account 2809), seconded by Gary Saggio. All voted in favor; the motion passed.

SOLICTOR'S REPORT

Robert Hobaugh provided the Board with a written summary report prior to the meeting. Mr. Snyder presented the solicitor's report. He said Mr. Hobaugh is waiting to hear from the counsel for Duetsch Bank regarding the Seyler matter and that he had resolved the issues with the Developer's attorney concerning the Bills of Sale for the Village at Summit Crest.

ENGINEER'S REPORT

Mr. Unger provided the Board with a written summary report prior to the meeting. Mr. Unger presented a summary of the Annual Chapter 94 Report (Wasteload Management Report). He continues to work with the Manager on the to-do list.

Motion

Gary Saggio made a motion to approve and authorize the Chairman to sign the Chapter 94 Report and authorized the Engineer to send the completed report to DEP, seconded by Earl Rothermel. All voted in favor; the motion passed.

AUTHORITY MANAGER'S REPORT

Mr. Donovan provided the Board with a written summary report prior to the meeting. MTA was randomly selected by the EPA to collect drinking water samples. The samples were taken on Monday, March 11 and returned to the EPA.

OFFICE ADMINSTRATOR BUSINESS

Reduction Letters

None

Operating Fund Transfers to Savings Account

None

Bills- (Approval and Release)
Solicitor's Reimbursable Expenses
Engineer's Reimbursable Expenses

Motion

Earl Rothermel made a motion to approve the Bill Payments, Solicitor's Reimbursable Expenses and Engineer's Reimbursable Expenses all at one time, in one motion, seconded by Gary Saggio. All voted in favor; the motion passed.

Motion

Earl Rothermel made a motion to approve the following transactions, seconded by Gary Saggio. All voted in favor; the motion passed.

- Bills for Approval & Release -

A) Routine/ Regular February Bill List	$27,786.80
B) Construction in Progress	$ 477.17
C) Reimbursable Expenses Paid by Developer	$ 1,354.65
D) Payroll Transfer from Operator Account	$30,310.88
E) Validate Checks Signed Between Meetings	$ 1,006.55
F) Special Checks Requiring Special Handling	$22,572.78
G) Additional Checks after Board Book Delivery	$16,379.37

- Solicitor's Reimbursable Expenses –
  Developer Invoices dated 2/18/13, submitted 3/8/13, totaling $1,358.34 billed directly to the developer or paid from Escrow Funds.

- Engineer's Reimbursable Expenses-
  Engineering Bills for Sewer dated 2/28/13, submitted 3/8/13, totaling $1,073.99, billed directly to the developer or paid from Escrow Funds.

CORRESPONDENCE
None.

COMMENTS FROM THE BOARD
Mr. Shinn thanked the Board for their cooperation regarding the personnel matters. He has tendered his resignation, effective Monday, March 18, 2013, it will be presented to the Board of Supervisors at their March 14, 2013 meeting. The Board members thanked Mr. Shinn for his years of service.

EXECUTIVE SESSION
None

ADJOURNMENT
Having no further business for the evening, Robert Shinn made a motion to adjourn, seconded by Kim Rossetti. All voted in favor; the motion passed.

The meeting adjourned at 8:00 PM.
The next Regular Meeting will be on April 10, 2013 at 6:30pm.

Respectfully Submitted,

Kimberly Rossetti
Recording Secretary

Minutes are subject to change prior to approval of the Maidencreek Township Authority.

cc: Maidencreek Township Authority Board
Patrick Donovan, Maidencreek Township Authority General Manager
Greg Unger, Systems Design Engineering, Inc., MTA Engineer
Robert Hobaugh Jr., Esq., Stevens & Lee, MTA Solicitor
JoAnn Schaeffer, Maidencreek Township Authority Secretary
Maidencreek Township Authority Plant Operators
Maidencreek Township Board of Supervisors
Maidencreek Township Planning Commission
Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Diane Hollenbach, Maidencreek Township Manager
Ontelaunee Township
Kosmerl & Company