MAIDENCREEK TOWNSHIP AUTHORITY

Regular Meeting Minutes

April 10, 2013

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

Absent: None.

Guests: Tom Duffy- Systems Design Engineering, Inc., Cody Rhoads

Earl Rothermel called the Regular meeting to order at 6:30 PM.

APPOINTMENT OF OFFICERS

Chairman

Kim Rossetti made a motion to nominate Earl Rothermel as Chairman of the MTA, seconded by Daniel Novakovich. With no other nominations, all voted in favor; the motion passed.

Vice Chairman

Kim Rossetti made a motion to nominate Gary Saggio as Vice Chairman of MTA, seconded by Earl Rothermel. With no other nominations, all voted in favor; the motion passed.

Secretary/Treasurer

Gary Saggio made a motion to nominate Kim Rossetti as Secretary/Treasurer of MTA, seconded by Daniel Novakovich. With no other nominations, all voted in favor; the motion passed.

Assistant Secretary/Treasurer I

Kim Rossetti made a motion to nominate Daniel Novakovich as Assistant Secretary/Treasurer I of MTA, seconded by Gary Saggio. With no other nominations, all voted in favor; the motion passed.

Assistant Secretary/Treasurer II

Vacant

PUBLIC COMMENT

None

PLAN REVIEW STATUS

Village at Summit Crest

Robert Hobaugh reported that he received additional documents and Bills of Sale. Patrick Donovan reported he has been in communication with the Developer. The Solicitor, Engineer, and Manager continue to work together on this matter.

Crossing at Maidencreek

Greg Unger reported that the Township is working with the Developer on a plan that eliminates phases 2 and 3, returning them into 1 lot. The plan will show the easement that goes to the tie-in point. The plan will be recorded upon approval of all parties.

DEVELOPMENT CLOSEOUT STATUS

None.

APPROVAL OF PRIOR MEETING MINUTES

Motion

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

NEW BUSINESS

Approval of the Shut-Off List, April 2013

Motion:

Kim Rossetti made a motion to approve the April 2013 Shut-Off list, seconded by Gary Saggio. All voted in favor; the motion passed.

Pension Plan Probation Period

Mr. Donovan advised the Board that the six-month probationary period was inadvertently omitted in the new pension plan agreement. He has contacted PMRS advising them that the current contract should include the probationary period. The Board discussed possibly removing the probationary period and authorized Mr. Donovan to investigate the costs associated with a buy-back option.

Well Abandonment Proposal

Mr. Donovan reported that two areas were noted, in a DEP Source Water Protection Study, as potential contamination sources- Well #3's monitoring well and Well #4. The Board discussed the process and necessity of well abandonment. Eichelbergers, Inc. submitted a proposal of $1,100/day for videotaping the areas prior to closing and $9,958 for closing both areas.

Motion

Dan Novakovich made a motion to accept both proposals from Eichelbergers, Inc. for videotaping and well abandonment and authorize the work, seconded by Gary Saggio. All voted in favor; the motion passed.

Administrative Fee for Payment Plans

Kim Rossetti suggested initiating a nominal administrative fee for customers utilizing the payment plan option for delinquent accounts. Mrs. Rossetti will work with the Manger to develop the new plan and present it to the Board at a future meeting.

Cody Rhoads

Motion

Gary Saggio made a motion to present Cody Rhoads with the letter of appreciation for his actions on March 17th to prevent a threat to the Authority's water system, and award him with one day-off with pay, seconded by Daniel Novakovich. All voted in favor; the motion passed.

Authority Funds

The Board discussed options for investing and safeguarding the Authorities funds. The Board discussed interviewing Financial Advisors. Mr. Rothermel, Mr. Novakovich, and Mr. Donovan will work on a plan to present to the Board.

E-mail communications

The Board will continue to use e-mail to set agenda items and receive documents from the Manager prior to the meetings.

UNFINISHED BUSINESS

Excess Use Letter Tabled until the July 2013 meeting.

Home Occupation Tabled until the July 2013 meeting.

LEAK REDUCTION

None

SOLICTOR'S REPORT

Robert Hobaugh provided the Board with a written summary report prior to the meeting. He reported he has filed a lien in the amount of $2,409, plus interest and other accrued fees in the Seyler matter.

ENGINEER'S REPORT

Mr. Unger provided the Board with a written summary report prior to the meeting. He reported that he attended a meeting with US Filter to review the WWTP operations. US Filter's recommendations include using Poly Aluminum Chloride for Phosphorus removal. SDE is revising the application with DEP to reflect this change. He is working with the Manager on a proposal to clean the detention basin adjacent to Well #2, the plan will be presented to the landowner. The area was noted as a possible contamination source during a DEP Source Water Protection study. The bid proposals for painting the oxidation ditch sidewalls should be received within the next 2 months.

AUTHORITY MANAGER'S REPORT

Mr. Donovan provided the Board with a written summary report prior to the meeting. Mr. Donovan stated the second tree planting at the WWTP is planned for next week.

OFFICE ADMINSTRATOR BUSINESS

Reduction Letters None

Operating Fund Transfers to Savings Account - $300,000.00

Bills- (Approval and Release)

Motion

Gary Saggio made a motion to approve the Operating Fund Transfer to Savings and Bill Payments at one time, in one motion, seconded by Daniel Novakovich. All voted in favor; the motion passed.

Motion

Kim Rossetti made a motion to approve the following transactions, seconded by Daniel Novakovich. All voted in favor; the motion passed.

- Operating Fund Transfer to Savings Account $300,000.00
- Bills for Approval & Release -

A) Routine/ Regular February Bill List	$ 27,496.32
B) Construction in Progress	$ 40.00
C) Reimbursable Expenses Paid by Developer	$ 992.84
D) Payroll Transfer from Operator Account	$ 29,767.86
E) Validate Checks Signed Between Meetings	$ 1,023.02
F) Special Checks Requiring Special Handling	$332,361.83
G) Additional Checks after Board Book Delivery	$ 25,572.27

Solicitor's Reimbursable Expenses

Engineer's Reimbursable Expenses

Motion

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

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

- Solicitor's Reimbursable Expenses –
  Developer Invoices dated 3/20/13, submitted 4/5/13, totaling $380.30 billed directly to the developer or paid from Escrow Funds.
- Engineer's Reimbursable Expenses-
  Engineering Bills for Sewer dated 3/31/13, submitted 4/5/13, totaling $762.06, billed directly to the developer or paid from Escrow Funds.

CORRESPONDENCE
None.

COMMENTS FROM THE BOARD
None.

PROFESSIONAL STAFF SURVEY
The Board reviewed and discussed the survey response summary.

Motion
Daniel Novakovich made a motion to authorize the Manager to solicit proposals for Legal Services and to include one from Stevens and Lee, seconded by Gary Saggio. All voted in favor; the motion passed.

EXECUTIVE SESSION
None

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

The meeting adjourned at 8:50 PM.
The next Regular Meeting will be on May 8, 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