MAIDENCREEK TOWNSHIP AUTHORITY

Regular Meeting Minutes

June 12, 2013

Attending: Earl Rothermel, Gary Saggio, Daniel Novakovich, Karl Bolognese, Kim Rossetti- Recording Secretary, Patrick Donovan- MTA Manager, Daniel Becker- Kozloff Stout/ MTA Solicitor, Greg Unger- Systems Design Engineering, Inc./ MTA Engineer

Absent: None

Guests: Tom Duffy- SDE, Inc., Cody Rhoads, Diane Hollenbach- Maidencreek Twp. Manger, Dennis West, Micah West, Steve DeLucas- Reading Eagle

Earl Rothermel called the Regular meeting to order at 5:58pm.

EXECUTIVE SESSION

The Board adjourned to Executive session to discuss Real Estate and Personnel at 5:59pm.
The Board reconvened into Regular session at 6:42 and took the following actions:

Motion:

Gary Saggio made a motion to authorize the Solicitor to prepare a proposal and negotiate the possible purchase of real estate, seconded by Karl Bolognese. All voted in favor; the motion passed.

Motion:

Kim Rossetti made a motion to increase Christopher Shinn's salary from $12.50/ hour to $13.50/ hour effective following the 90th day of his probationary period, to be revisited after his second 90-day probationary period, seconded by Gary Saggio. All voted in favor; the motion passed.

PUBLIC COMMENT

Micah West, Boy Scout Troop 183, attended as a requirement to earn his Citizenship Merit Badge.

PLAN REVIEW STATUS

Village at Summit Crest – Nothing to report

DEVELOPMENT CLOSEOUT STATUS

Village of Summit Crest

Greg Unger reported that SDE would coordinate with Daniel Becker to resolve the outstanding items

Melrose Place

Patrick Donovan reported that he and Pamela Stevens of SDE went for a final close out inspection; there are still some outstanding items on the punch list. SDE will coordinate with Mr. Becker to resolve the outstanding items.

APPROVAL OF PRIOR MEETING MINUTES

Motion

Karl Bolognese made a motion to approve the May 8, 2013 Regular Meeting Minutes, seconded by Daniel Novakovich. All voted in favor; the motion passed.

Motion

Karl Bolognese made a motion to approve the May 15, 2013 Meeting Minutes, seconded by Daniel Novakovich. All voted in favor; the motion passed.

NEW BUSINESS

Berks County Water & Sewer Organization

Mr. Donovan and Mr. Becker provided the Board with background and information concerning the new Berks County Water & Sewer Organization. Mr. Donovan recommends MTA join the organization and will evaluate the cost benefit at the time of renewal.

Motion:

Daniel Novakovich made a motion to join the Berks County Water & Sewer Organization, seconded by Karl Bolognese. All voted in favor; the motion passed.

UNFINISHED BUSINESS

Pension Plan Probation Period	Tabled pending a reply from PMRS
Administrative Fee for Payment Plans	Tabled to coordinate with Mr. Becker
Excess Use Letter	Tabled
Home Occupation	Tabled
Authority Funds	Tabled

LEAK REDUCTION

None

SOLICTOR'S REPORT

The Board welcomed Mr. Becker as the new MTA Solicitor.

ENGINEER'S REPORT

Mr. Unger provided the Board with a written summary report prior to the meeting. He provided the Board with a draft letter concerning the Melrose Place closeout. Mr. Unger will request permission to circulate the letter after he has coordinated with Mr. Becker and Mr. Donovan on the outstanding items.

Mr. Unger reported that at the pre-bid meeting, a contractor requested a ruling from the Solicitor regarding the appropriateness of using prevailing wage for the project.

Motion

Karl Bolognese made a motion to allow the Engineer, Solicitor, and Manager to review the applicability of prevailing wage pertaining to the repainting of the oxidation ditch, seconded by Gary Saggio. All voted in favor; the motion passed.

Mr. Unger stated that he is working with the Manager on the phosphorus removal at the WWTP and is looking into other, more cost-effective, chemical combinations. Mr. Donovan reported the PAC is working extremely well, but is much more costly than other options.

AUTHORITY MANAGER'S REPORT

Mr. Donovan provided the Board with a written summary report prior to the meeting. He added that the staff recently cleaned the graffiti from the Tree Tops water tank and installed a replacement guard.

OFFICE ADMINSTRATOR BUSINESS

Reduction Letters None

Operating Fund Transfers to Savings Account - $0

Bills- (Approval and Release)

Solicitor's Reimbursable Expenses

Engineer's Reimbursable Expenses

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

Motion
Gary Saggio 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 $ 0
- Bills for Approval & Release -
  - A) Routine/ Regular February Bill List $ 19,965.87
  - B) Construction in Progress $ 4,583.51
  - C) Reimbursable Expenses Paid by Developer $ 3,013.83
  - D) Payroll Transfer from Operator Account $ 29,423.95
  - E) Validate Checks Signed Between Meetings $ 10,949.46
  - F) Special Checks Requiring Special Handling $ 36,600.09
  - G) Additional Checks after Board Book Delivery $ 38,219.68
- Solicitor's Reimbursable Expenses –
  Developer Invoices dated 5/10/13, submitted 6/7/13, totaling $141.00 billed directly to the developer or paid from Escrow Funds.
- Engineer's Reimbursable Expenses-
  Engineering Bills for Sewer dated 5/31/13, submitted 6/7/13, totaling $262.78, billed directly to the developer or paid from Escrow Funds.

CORRESPONDENCE
None.

COMMENTS FROM THE BOARD
Mr. Rothermel read and accepted Gary Saggio's resignation letter. Mr. Saggio is moving out of state, he tendered his resignation effective at the adjournment of the June 12th meeting.

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

The meeting adjourned at 7:20 PM.

The next meeting will be on June 19, 2013 at 11:00am for the bid opening.
The next Regular Meeting will be on July 10, 2013 at 11:00am.

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
Daniel P. Becker, Esq., KozloffStoudt Attorneys, 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