MAIDENCREEK TOWNSHIP AUTHORITY

Regular Meeting Minutes

July 10, 2013

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

*Mr. Novakovich arrived at 11:06am.

Absent: None

Guests: Diane Hollenbach- Maidencreek Twp. Manager

The Maidencreek Township Board of Supervisors appointed Marie Coraluzzi to the Maidencreek Township Authority Board, her term expiring December 31, 2016. Mrs. Coraluzzi was sworn in prior to the meeting.

Earl Rothermel called the Regular meeting to order at 11:02am.

APPOINTMENT OF OFFICERS

Vice Chairman

Kim Rossetti made a motion to nominate Karl Bolognese as Vice Chairman of MTA, seconded by Earl Rothermel. With no other nominations, Mrs. Rossetti, Mr. Rothermel, Mr. Bolognese and Mrs. Coraluzzi voted in favor; Mr. Novakovich was not in attendance for the vote. The motion passed.

Assistant Secretary/Treasurer II

Kim Rossetti made a motion to nominate Marie Coraluzzi as Assistant Secretary/Treasurer II, seconded by Karl Bolognese. With no other nominations, Mrs. Rossetti, Mr. Rothermel, Mr. Bolognese and Mrs. Coraluzzi voted in favor; Mr. Novakovich was not in attendance for the vote. The motion passed.

EXECUTIVE SESSION

The Board adjourned to Executive session to discuss Real Estate at 11:08am.
The Board reconvened into Regular session at 11:29am and took no action.

PUBLIC COMMENT

None.

PLAN REVIEW STATUS

Village at Summit Crest

Patrick Donovan reported that he has requested assistance from the Blandon Fire Company to test water flows at the Tree Tops pump station. After the test, the Authority will be able to evaluate system flows and capabilities in relation to the proposed plan.

DEVELOPMENT CLOSEOUT STATUS

Village of Summit Crest

Greg Unger and Daniel Becker are working to resolve the outstanding items.

Melrose Place

Mr. Unger and Mr. Becker are working to resolve the outstanding items.

APPROVAL OF PRIOR MEETING MINUTES

Motion

Karl Bolognese made a motion to approve the June 12, 2013 Regular Meeting Minutes and the June 26, 2013 Meeting Minutes, seconded by Daniel Novakovich. All voted in favor; the motion passed.

NEW BUSINESS

Meeting with Giorgio Foods

Mr. Donovan and Mr. Unger provided the Board with an update on their meeting with Giorgio Foods representatives. No action was required at this time.

July 2013 Shut-Off List

Motion:

Kim Rossetti made a motion to approve the July 2013 Shut-Off list, seconded by Daniel Novakovich. All voted in favor; the motion passed.

UNFINISHED BUSINESS

Pension Plan Probation Period

Mr. Donovan reported that the matter is in line for review from PMRS

Administrative Fee for Payment Plans

Mrs. Rossetti requested Mr. Becker work with the office staff to update the Delinquent Account policy and institute an administrative fee for payment plans. The Board also will reevaluate the shut-off and turn-on fees.

Authority Funds

The Board members signed the contracts. Mr. Rothermel, Mr. Novakovich, and Mr. Bolognese are the authorized signers for the accounts.

Excess Use Letter and Home Occupation

Mr. Donovan provided the Board with a list of all Commercial & Industrial and Home Based Business account data. The excess use notification letters were mailed last year. The Board will review the data and take action at the August meeting.

LEAK REDUCTION

None

SOLICTOR'S REPORT

Mr. Becker provided the Board with suggestions on how to address collection issues on accounts with overdue balances and customers involved in bankruptcy filings.

ENGINEER'S REPORT

Mr. Unger provided the Board with a written summary report prior to the meeting. He had nothing further to add.

AUTHORITY MANAGER'S REPORT

Mr. Donovan provided the Board with a written summary report prior to the meeting. He confirmed some items noted in the insurance carrier report have already been completed and an electrical engineer will be consulted.

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

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

Motion

Karl Bolognese 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 $ 22,855.00
  - B) Construction in Progress $ 8,754.97
  - C) Reimbursable Expenses Paid by Developer $ 0
  - D) Payroll Transfer from Operator Account $ 14,822.81
  - E) Validate Checks Signed Between Meetings $ 5,228.62
  - F) Special Checks Requiring Special Handling $ 29,845.60
  - G) Additional Checks after Board Book Delivery $ 23,740.44
- Solicitor's Reimbursable Expenses – Developer Invoices dated 6/11/13, submitted 7/5/13, totaling $382.75 billed directly to the developer or paid from Escrow Funds.
- Engineer's Reimbursable Expenses- Engineering Bills for Sewer dated 6/30/13, submitted 7/5/13, totaling $1,015.12, billed directly to the developer or paid from Escrow Funds.

CORRESPONDENCE

Mr. Donovan stated that Mr. Corrado's letter has been forwarded to Karen Cook.

COMMENTS FROM THE BOARD

None.

ADJOURNMENT

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

The meeting adjourned at 12:25pm.

The next meeting will be on August 14, 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