Maidencreek Township Authority
March 13, 2014

Present: Earl Rothermel, Karl Bolognese, Daniel Novakovich, Marie Coraluzzi, Jill Felker, Patrick Donovan – General Manager, Gregory Unger – Systems Design Engineering, Inc., Daniel Becker – Kozloff Stoudt and Diane Hollenbach – recording secretary

Guests: Terry Esbenshade, John Kosmerl

Earl Rothermel called the March 13, 2014 meeting of the Maidencreek Township Authority to order at 11:00 a.m. in the Maidencreek Township Municipal Building and asked everyone to rise for the Pledge of Allegiance to the Flag.

PUBLIC COMMENT

Esbenshade Greenhouse Land Development Plan - Mr. Unger distributed the March 13, 2014 Systems Design Engineering review letter for the Esbenshade Greenhouse Land Development Plan. The Authority does not want floor drains connected to the public sewer and would like to see plans on the internal plumbing to make sure there is a separation of the public and private water system. Cross contamination of the public water system is a concern and a high hazard backflow prevention device is needed for the public safety. Mr. Unger also suggested another backflow preventer to protect the employees internally because agricultural uses have a higher than normal risk of cross contamination. Mr. Unger stated that this was the preliminary review and he reserved the right for additional comments. After discussion, Mr. Esbenshade asked if it was possible to disconnect from the public system completely. Mr. Becker explained it is the Township's mandatory connection ordinance and the Authority could not waive it. Diane Hollenbach stated that the Board of Supervisors would ask for the Authority's recommendation on such a request. Mr. Unger stated that there would still be potential for harm and he wouldn't recommend disconnecting from the public water supply for the potable water for the employees and customers. Mr. Becker stated that the private well poses a risk that is significant to the Authority and the residents and the Authority has a responsibility to the public. He reiterated the items required for plan approval.

- No floor drains will be permitted to be connected to the public sewer;
- A note must be placed on the plan stating that there will be no cross connection to the public water system;
- A high hazard backflow prevention device shall be installed to protect the Authority's potable water supply; and
- An additional plumbing plan must be submitted for the Authority review identifying the floor drains and the proposed location of the high hazard back flow preventer.

A motion was made by Dan Novakovich to accept the Esbenshade Greenhouse March 13, 2014 Systems Design Engineering, Inc. review letter and authorize distribution. Karl Bolognese seconded the motion and hearing no questions on the motion, it passed unanimously.

2013 Audit – John Kosmerl of Kosmerl and Company presented the 2013 audit, the letter of significant findings, the management disclosure letter, the opinion letter and an engagement letter. Mr. Kosmerl found the office very well organized and the financial records in good order. There were no significant findings and the staff was cooperative and helpful.

A motion was made by Dan Novakovich to authorize the Chairman to sign the management disclosure letter. Marie Coraluzzi seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to accept the 2013 Audit. Jill Felker seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Karl Bolognese to retain Kosmerl and Company for the 2014 audit and authorize the Chairman to sign the engagement letter. Jill Felker seconded the motion and hearing no questions on the motion, it passed unanimously.

PLAN REVIEW STATUS

Village at Summit Crest Phase 2 and 3 – Mr. Becker reported that a few documents are still outstanding. No action.

APPROVAL OF THE MINUTES

A motion was made by Karl Bolognese to waive the reading of the minutes and approve the February 20, 2014 regular meeting minutes as presented. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Flex Pro Radio Reads – Patrick Donovan requested to purchase 500 flex pro radio reads for a cost of $135 each and informed the Board that the flex pro radio reads are proprietary in nature, and the salesmen for the manufacturer have exclusive territories. The product is on a CoStars contract. Mr. Unger stated he feels it is important to stay with the same manufacturer. The warranty begins upon purchase.

A motion was made by Marie Coraluzzi to purchase 500 flex pro radio reads at a cost of $135 each. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

Timber Consultant – Pat Donovan reported that the Timber consultant is still obtaining the insurance certificates due to the fact that Mr. Brackman was not named as additional insured.

A motion was made by Dan Novakovich to authorize payment to the timber consultant of 75% of his fee per the agreement, provided the solicitor finds all insurance submitted acceptable. Karl Bolognese seconded the motion and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Excess Use Letters – Tabled

Home Occupation – Tabled.

Beeper Policy – Tabled.

LEAK REDUCTION REQUESTS

Met Management – Dan Becker reported that the location of the pressure reducing valve in the meter pit was where Mr. Donovan thought. Mr. Becker has contacted Ms. Nagy, legal counsel for Metropolitan Management. Met. Management agreed to pay the water bill and requested a credit for the sewer portion of the bill. This reduction request was approved by motion at the January 9, 2014 meeting.

SOLICITOR'S REPORT

Motor Vehicle Policy & Bylaws – The Board reviewed the draft Motor Vehicle Policy. The following points were made by Dan Novakovich:

1. Page 2 Item 3(d) the safety inspection should be renamed pre-trip safety inspection. It must be defined as to what it is and what we do. Post-trip safety inspections could be eliminated. The Township has a pre-trip safety inspection check list for CDL trucks and can provide it to Mr. Donovan.
2. Under vehicle condition, the policy should say vehicles operating safely and report any problems immediately.
3. On page 7, item 12 PennDOT should be replaced with Feral DOT and underwriter's laboratories should be removed.
4. On page 8, item 8, travel logs do not need to be daily. Daily should be changed to monthly.
5. On page 9, item 11, Mr. Donovan should check with the insurance company for a standardized form for accident reporting.
6. On page 10 item 11(i), the testing facility for post accident drug and alcohol testing should be defined.
7. On page 10, 11(g), the entire Board should be notified if there is an accident, not just the Chairman.

Draft By-Laws – The Board reviewed the draft by-laws. Karl Bolognese commented that the meeting date was listed as Tuesday instead of Thursday. Advertising for a special meeting should read any business that comes before the Board, removing the word "other." Dan

Novakovich suggested that the manager have a spending limit of $5,000. Anything higher would require Board approval. Jill Felker commented that this would tie the manager's hands.

A motion was made by Karl Bolognese to keep the manager's authority to spend status quo bearing in mind the bidding and quote thresholds. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed with Dan Novakovich dissenting.

Dan Novakovich suggested changing "The secretary shall promptly notify other members of a resignation," to notifying proper municipal officials. The Board discussed board members rotating into the position of Chairperson. Jill Felker asked if the board was restricting themselves unnecessarily.

A motion was made by Karl Bolognese who was taking a different position than his motion from a previous meeting, that there be no term limits on officer positions of the Maidencreek Township Authority. Marie Coraluzzi seconded the motion and it passed unanimously.

Page six, section 310-311 was discussed regarding if the sections were effective in addressing the concern of a single Board member acting outside of a board meeting. Dan Novakovich brought up a concern about board members reviewing personnel files and removing documents. The Board agreed that Board members may review the personnel files but not remove documents or alter.

Article 3 describing the powers and duties of the officers was discussed. The Secretary and Treasurer position, as performed now, is one position and does not perform the functions outlined in the draft by-laws. Mr. Becker will modify this section. The Treasurer is responsible at a minimum to review and present correct financial statements to the Board.

Dan Novakovich questioned the section on indemnification of officers and reimbursement of legal expenses. The Board asked the Solicitor to make this section clearer.

Union Status – Tabled.

ENGINEER'S REPORT

Mr. Unger reported that the utility pump will bid shortly. The design and DEP part II permit for the phosphorous removal system is being completed. The fracture analysis is complete for Well #6. There is a high potential for water anywhere on this site. Mr. Unger recommended the Board proceed with Task 2 and 3, writing of the pre-drilling plan and preparation of the drilling bid package. The PA DEP was on site to do a sanitary survey. Mr. Unger recommended the Authority look to drill a 1000 gallon per minute well with a 200 foot zone 1 radius. Earl

Rothermel brought a request to the Board from the owners of the cemetery for a driveway along the edge of the property to provide access to the cemetery.

A motion was made by Marie Coraluzzi to authorize the engineer to proceed with Task 2 and Task 3 for Well #6. The motion was seconded by Jill Felker and hearing no questions on the motion, it passed unanimously.

AUTHORITY REPORT – None

PAYMENT OF BILLS

A motion was made by Marie Coraluzzi to pay all the bills with one motion. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Marie Coraluzzi to authorize the following payments: Routine Bill List - $13,841.92, Payroll Transfer from Operator Acct -$14,958.58, Special Checks Requiring Special Handling - $39,705.68, Additional Checks after Board Book Delivery - $49,864.60, Engineer Reimbursable Expenses - $533.46. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

EXECTUTIVE SESSION - An executive session was called from 1:45p.m. to 2:30p.m. for personnel.

A motion was made by Marie Coraluzzi for the General Manager to advertise the lead operator position. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Having no further business, the meeting was adjourned at 2:45 p.m. upon a motion by Marie Coraluzzi and a second by Dan Novakovich.

Respectfully Submitted,

Diane Hollenbach
Recording Secretary
Minutes are subject to change prior to approval of the Maidencreek Township Authority.

cc: Maidencreek Township Authority Board
Patrick Donovan, MTA General Manager
Greg Unger, Systems Design Engineering, Inc.
Daniel Becker, Kozloff Stoudt, MTA Solicitor
JoAnn Schaeffer, MTA 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