Maidencreek Township Authority
April 8, 2015

Present: Karl Bolognese, Dan Novakovich, Marie Coraluzzi, James Nothwehr, Patrick Donovan – General Manager, Gregory Unger – Systems Design Engineering Inc., Daniel Becker – Kozloff Stoudt and Meagan Dompkowski – recording secretary

Guests: Diane Hollenbach, John Kosmerl and Desire Hertzog

Karl Bolognese called the April 8, 2015 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

2014 Audit – John Kosmerl of Kosmerl and Company presented the client representation letter, the 2014 audit, the letter of significant findings, the management disclosure letter, the opinion letter and an engagement letter. Mr. Kosmerl found the office was well organized and the financial statements appeared to be in good standing. The staff was cooperative and helpful and there were no significant findings.

A motion was made by Marie Coraluzzi to pay the Kosmerl and Company bill for the 2014 audit. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

The Board wished to look over and discuss the approval and signing of the management disclosure letter, the 2014 audit, and the engagement letter at the next meeting.

PLAN REVIEW STATUS

Esbenshade's Greenhouses – Greg Unger reported that the backflow prevention installation looks good. Mr. Unger recommended some extra protection to Esbenshade's that they install small backflow preventers on their hose bibs. It would protect their system within their complex, but is not required.

DEVELOPMENT CLOSEOUT STATUS

Maidencreek Plaza, Boyer Place

A motion was made by Dan Novakovich to approve the release of the Maidencreek Plaza, Boyer Place escrow in the amount of $5,349.37. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

Can Corporation

A motion was made by Dan Novakovich to approve the release of the Can Corporation escrow in the amount of $756.15. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

APPROVAL OF THE MINUTES

A motion was made by James Nothwehr to waive the reading of the minutes and approve the March 11, 2015 regular meeting minutes as presented. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

April 2015 Shut-Off List

A motion was made by Dan Novakovich to approve the April 2015 shut-off list. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Hay Model

Dan Novakovich asked to discuss with the Board about using the Hay Model for office staff employees. The Hay Model is based on job descriptions and demographics and would produce a salary range for the specified job description. Professional staff is used in the model and hourly is excluded.

A motion was made by Dan Novakovich to take the job descriptions within the offices and run them through this model for reference. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

MXU Purchase – Patrick Donovan requested to purchase an additional 500 MXUs with the cost to not exceed $70,000. The residents have now been notified about the MXU installs and Mr. Donovan added that the Authority has received phone calls recently to move the MXUs because of this. The result will be that the MXU will be moved to the basement for the time being. Mr. Donovan is planning down the road to come back and ask to rewire the MXU to a better location.

A motion was made by Dan Novakovich to purchase 500 MXUs and the cost to not exceed $70,000. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Computer Upgrades for GIS

Patrick addressed the Board about upgrading the computer in the Authority office so it would be able to run the GIS system. Mr. Donovan consulted Lynx and they worked alongside with SDE to find a compatible computer system for the Authority. The Authority workstation upgrade would run around $2,500.

A motion was made by Dan Novakovich to upgrade the Authority desktop workstation. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

Mr. Donovan addressed the Board on purchasing a MTA laptop assigned to the recording secretary for use during the meetings and other office uses. The Board suggested purchasing the laptop for use at the meetings, but also be compatible with the GIS system.

A motion was made James Nothwehr to approve the purchase of an additional laptop and the cost not to exceed $5,000 for both the laptop and the desktop workstation. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Curb Box and Service Agreement Procedure – Tabled.

Well #6 – Greg Unger updated the Board on an issue SDE is running into preparing for the pump tests at Well #6. The pump tests will create a high volume of water and it needs to be dealt with properly. SDE has come up with a plan on how to deal with this issue and if approved, SDE will work with the Solicitor and the General Manager on how to proceed. The pump tests could reach 2,000,000 gallons per day or around 2,800 gallons per minute and it needs to be taken off-site. If the water is kept on-site, then the test becomes skewed because recharging is occurring while the pump down test is occurring. The plan is to create a diversion channel to handle the mud created and run it down the property terrain to a damn breast that has been built. A pipe will then be taken from the damn breast and run over a storm-water easement that will be dumped into a catch basin on the property. Jeremy Breidenstein's property will be impacted with this plan and Patrick Donovan has already spoken to the resident and he is receptive to the plan.

A motion was made by Dan Novakovich to approve the Erosion Control plan and submit it to the appropriate regulatory agencies. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

Route 222 Project – Nothing to report.

189 South View Lien – The lien has been filed and the Solicitor has copies of the recorded filings for the office records.

LEAK REDUCTION REQUESTS – None.

SOLICITOR'S REPORT

Mr. Becker had nothing to report, but asked for a brief executive session to discuss some personnel issues.

ENGINEER'S REPORT

Mr. Unger reported that the Chapter 94 report has been submitted.

Mr. Unger addressed the Board on a letter that DEP sent the Township concerning re-designation of the stream from the Authority's treatment plant and continuing downstream as a high quality fish stream. The Authority's treatment plant will be impacted with these tighter regulations. Mr. Unger cannot comment on exactly how or when the Authority will be impacted and if the Authority will be capable of meeting the requirements. The Board is asking Mr. Unger to write a letter stating the Authority is not in favor of DEP's proposal.

A motion was made by Dan Novakovich to respond to DEP as discussed. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Mr. Unger reported that both the utility water project and the phosphorus building project are moving forward and smoothly.

AUTHORITY REPORT

Patrick Donovan had nothing further to add to his report.

TREASURER'S REPORT & PAYMENT OF BILLS

Marie Coraluzzi reported that everything appears to be in good standing and had nothing further to report.

A motion was made by Marie Coraluzzi to authorize the following payments: Routine/Regular July Bill List - $12,166.94, Construction in Progress - $10,915.36, Reimbursable Expenses Paid by Developer - $0, Payroll Transfer from Operator Acct - $28,088.84, Validate Checks Signed Between Meetings - $11,669.40, Special Checks Requiring Special Handling - $11,852.07, Additional Checks after Board Book Delivery - $39,818.24, Engineers Reimbursable Expenses - $437.44. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None

The Board went into an executive session from 12:38 p.m. to 2:00 p.m. to discuss personnel.

Having no further business, the meeting was adjourned at 2:00 p.m.

Respectfully Submitted,

Meagan Dompkowski

Meagan Dompkowski
Recording Secretary
Minutes are subject to change prior to approval of the Maidencreek Township Authority.

cc:

Maidencreek Township Authority Board	Maidencreek Township Board of Supervisors
Patrick Donovan, Maidencreek Township Authority General Manager	Maidencreek Township Planning Commission
Greg Unger, Systems Design Engineering, Inc., MTA Engineer	Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Daniel Becker, Kozloff Stoudt, MTA Solicitor	Diane Hollenbach, Maidencreek Township Manager
JoAnn Schaeffer, Maidencreek Township Authority Secretary	Ontelaunee Township
Maidencreek Township Authority Plant Operators	Kosmerl & Company