Maidencreek Township Authority
August 12, 2015

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

Guests: Diane Hollenbach

Karl Bolognese called the August 12, 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 – None.

PLAN REVIEW STATUS
Redner's Warehouse – Nothing to report.

Brandywine Transportation – A new development plan was presented to be signed and recorded.

A motion was made by Dan Novakovich to authorize the Chairman and the Secretary to sign the development plan. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

Cell Tower Plans – Township Manager Diane Hollenbach presented a plan to the Board to install a cell tower on a property on Pleasant Hill Road. There are no water and sewer lines in this area.

A motion was made to waive a review of the cell tower plan by Dan Novakovich. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS – None.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the July 8, 2015 regular minutes as presented. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS
Ratify Time Sensitive Plant Laptop Purchase
The Board will discuss the details relating to the cost associated with purchasing a laptop for the plant in executive session.

A motion was made by Marie Coraluzzi to purchase a new laptop for the treatment plant at a cost of $1,890.00. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Ratify Time Sensitive Well #6 Off-Site Improvements

A motion was made by Dan Novakovich to ratify the time sensitive Well #6 off-site improvements at a cost of $10,570.00. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion it passed unanimously.

Authority Procedures for Contracts and Purchases - The Board discussed what the current Authority procedures are regarding contracts and purchases and how items such as the Route 222 project could impact these procedures.

Hydrant on Longleaf Drive – Patrick Donovan presented a proposal to the Board to install a new hydrant on Longleaf Drive. The total project comes to a cost of $6,030.00 with parts coming to a cost of $4,364.56. The area currently has a blow-off and Mr. Donovan recommends installing a hydrant to better alleviate the air that forms in the lines and other reasons.

A motion was made by Dan Novakovich to install a hydrant on Longleaf Drive based on Mr. Donovan's recommendations. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

Capital Project Cash Requirements – Patrick Donovan addressed the Board on his concerns related to the cash required for current and upcoming capital projects. Mr. Donovan presented a cash flow analysis and budget figures with some input from the Authority's auditor, John Kosmerl for the Board to look over. He advised the Board of the transfers that were necessary to meet the cash requirements of construction in progress.

A motion was made by James Nothwehr to approve the transfer of funds to meet cash requirements of construction in progress as follows:

- Transfer $229,500 from the CD Commonwealth Account to the CIP Account.
- Transfer $229,500 from the CD Geneos Account to the CIP Account.
- Close out the MTA Savings and transfer $251,595.07 along with accrued interest to the CIP Account.
- Transfer $150,000 from the MTA Savings Account to the CIP Account.

Karl Bolognese asked for a roll call vote. Mr. Novakovich, "Aye." Mr. Nothwehr, "Aye." Ms. Coraluzzi, "Aye." Mr. Bolognese, "Aye." The motion passed unanimously.

Dechlorination Equipment – DEP states that when the Authority flushes their hydrants the water needs to be dechlorinated otherwise the Authority is in violation of the Township's NPDES permit. The Engineer recommends purchasing the necessary dechlorination equipment.

A motion was made by Dan Novakovich to purchase the dechlorination equipment. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Set Date for Tour of Facilities – Mr. Donovan advised the Board that the tour of the facilities is set for 8:30 a.m. September 9, 2015.

Archery Hunting 2015 Access – Patrick Donovan discussed with the Board his concerns regarding the number of hunters allowed on the Authority property. Mr. Donovan stated there were a few problems last season and made a few suggestions. He suggested limiting the number of people allowed access and conduct a lottery for the permits. The Board agreed to limit the number to 20 and first come first serve.

UNFINISHED BUSINESS

Curb Box and Service Agreement Procedure – Tabled.

LEAK REDUCTION REQUESTS

Douglas Fick 8508 Allentown Pike (Reidel's Greenhouse)

A motion was made by Dan Novakovich to approve the one time leak reduction request for Douglas Fick. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Leonard Niklauski 108 Village Drive

A motion was made by Dan Novakovich to approve the one time leak reduction request for Leonard Niklauski. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Curtis Rhine C/O Kimberly Messinger 90 W. Wesner Road

A motion was made by Dan Novakovich to approve the one time leak reduction request for Curtis Rhine's Estate. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

ROUTE 222 PROJECT

75% Funding Documentation – Greg Unger advised the Board that the documentation in regards to the Route 222 project has not changed from the scope of worked previously discussed. The total project is still to be expected around $4.3 million and the Authority is still responsible for around $2 million worth of work. The remaining amount would be eligible for the 75:25 split. September 17, 2015 is one of the milestone dates required for the 75:25 reimbursement. The Authority is required to present its feasibility and cost study.

A motion was made by Dan Novakovich to follow the Engineer's recommendations and approve the feasibility and cost study to be submitted. The motion was seconded James Nothwehr and hearing no questions on the motion, it passed unanimously.

MTA and SDE Contract – Mr. Unger asked the Board whether the Authority would like to enter into a contract or not with SDE Engineers regarding the Route 222 project. SDE is still looking into insurance policies that will cover the possibility of missing Route 222 project milestones. SDE is seeing that most insurance companies will not insure for anything greater than the Engineer's fee. Greg Unger would prefer not to enter into a contract with the Authority

at this time until he looks at the insurance policies further. The Board agreed with the Engineer and will not enter into a contract with SDE at this time.

MTA Letter to PennDot – Mr. Unger presented the letter from the MTA to PennDot authorizing SDE to do the engineering. The letter sets the date for when engineering began for this project so the Authority will be eligible for reimbursement. The letter is dated February 17, 2015 and will be sent to DEP. Mr. Unger is asking for approval from the Board and for the Chairman to sign the letter which sets the date for retroactive reimbursement for engineering costs.

A motion was made by Dan Novakovich to approve and authorize the Chairman to sign the letter. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

SOLICITOR'S REPORT

Mr. Becker reported the Mr. Donovan received a letter from the Department of Labor regarding independent contractors. The Authority uses SWIF (State Workers' Insurance Fund) for their workers compensation insurance. Independent contractors that do not have employees do not have to workers compensation insurance. SWIF wants to see an independent contractor agreement so it is clear that the contractor does not have employees otherwise they would be required to have insurance. The independent contractor would then hold the Authority harmless from any injuries in this situation.

A motion was made by Dan Novakovich to authorize the Solicitor to work with the General Manager to prepare an independent contractor agreement. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Mr. Becker asked for a brief executive session to discuss some personnel items.

ENGINEER'S REPORT

Well #6 and #7 Bids – Mr. Unger reported that the bids for the drilling of Well #6 and #7 bids were brought in and Eichelbergers, Inc. is the responsible low bid at $229,603.00. Mr. Unger would like a notice of intent to award and award a notice to proceed to go to Eichelbergers, Inc. in the amount of $229,603.00 based on the Engineer and Solicitor's final review of the contracts.

A motion was made by Dan Novakovich based on the recommendations of the Engineer to award to the apparent low bidder Eichelbergers, Inc. for $229,603.00 for the drilling of Well #6 and Well #7. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

RAS Pump Replacement Options - Bids were brought in for the replacement of Pumps 1 and 3 and came in around $22,000 per pump. A vendor has come in and talked to the General Manager about a different style of pump. The Engineer and the General Manager recommend trying the new style of pump. The vendor would give a complete 2-year warranty for parts and labor which includes the problematic seals.

A motion was made by James Nothwehr to reject all bids for the RAS/WAS pumps from last month. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize Patrick Donovan to proceed with the purchase and installation of one Frisco pump. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Blooming Glen Application #6 Final Payment – SDE has received the closeout documents for the Utility Water Project. Mr. Unger is asking for approval of the Final Payment No. 6 that releases the retainage in the amount of $4,930.36 conditioned upon the Solicitor's review and approval of the closeout documents.

A motion was made by Dan Novakovich to approve the Final Payment No. 6 to Blooming Glen in the amount of $4,930.36. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Hirneisen Electric Application #2 – Hirneisen Electric submitted Payment Application No. 2 in the amount of $18,867.15 with a 10% retainage being held in the amount of $8,385.40. The 10% retainage is still being held for a few minor reasons.

A motion was made by Marie Coraluzzi to approve Payment Application No. 2 in the amount of $18,867.15. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Renewal of NPDES Permit – The Authority's NPDES permit renewal is due in by September 2, 2015. The check and permit renewal are ready to be submitted to DEP.

A motion was made by Dan Novakovich to approve the submission of the permit renewal. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

GIS Project – Mr. Unger advised the Board that the GIS Project is moving smoothly. SDE will be providing the Authority and Township some training on how to input and use the GIS system.

Ground Water Withdrawal – SDE is in the process of preparing the information needed for the submittal of the renewal of the Ground Water Withdrawal Docket to DRBC. The renewal is due by September 27, 2015. The renewal check is ready for submission to DRBC and the renewal package will be submitted in the next week.

A motion was made by Marie Coraluzzzi to file the Ground Water Withdrawal Docket to DRBC and allow the Chairman to sign the docket. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

McCamley Hydrology Proposal – Mr. Unger presented a revised proposal from the hydrogeologist Michael McCamley of his estimated services to do one well. The scope has

changed and the Authority is now constructing two wells instead of one. McCamley's professional service estimate should be revised due to the drastic scope change. Mr. Donovan and Mr. Unger have looked over the proposal and believe it to be fair. Mr. Unger is looking for Board approval of Mr. McCamley's revised estimate of his services.

A motion was made by James Nothwehr to approve the revised McCamley Hydrology Proposal not to exceed $49,950.00. The motion was seconded by Marie Coraluzzzi and hearing no questions on the motion, it passed unanimously.

AUTHORITY REPORT

Patrick Donovan had nothing further to 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 James Nothwehr to authorize the following payments: Routine/Regular July Bill List - $19,468.16, Construction in Progress - $22,009.29, Reimbursable Expenses Paid by Developer - $0, Payroll Transfer from Operator Acct - $30,499.59, Validate Checks Signed Between Meetings - $14,532.83, Special Checks Requiring Special Handling - $57,014.19, Additional Checks after Board Book Delivery - $41,214.42, Engineer's Reimbursable Expenses - $122.18. 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 1:30 p.m. to 3:12 p.m. to discuss personnel.

PERSONNEL

Union Negotiations – The Board discussed the status of the union negotiations in executive session.

A motion was made by James Nothwehr to direct the MTA Manager, Patrick Donovan, to take disciplinary action against Dave Fox as instructed in executive session. Disciplinary action was taken for failure to renew his waste water operator license and thereby allowing his license to lapse for period of more than 30 days. The motion was seconded by Dan Novakovich and hearing no questions on the motion it passed unanimously.

Letter From Kutztown University – A letter was presented the Board from Kutztown University concerning Meagan Dompkowski's degree status. The Board discussed the letter in executive session.

A motion was made by Marie Coraluzzi to authorize the General Manager to give a raise to Meagan Dompkowski effective immediately. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Having no further business, the meeting was adjourned at 3:12 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