Maidencreek Township Authority
September 9, 2015

Present: Karl Bolognese, Marie Coraluzzi, Dan Novakovich, James Nothwehr, Jerry Hartman, 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 September 9, 2015 meeting of the Maidencreek Township Authority to order at 11:05 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 – Mr. Becker, Mr. Unger and Mr. Donovan discussed with the Board the public improvements for this property. The original plan was much more detailed for sewer than the final plan. Typically with big projects the Board enters into a municipal improvements agreement, financial security agreement, and a maintenance agreement with the respective party. Financial security would need to be posted under the Municipal Authorities Act to cover the amount of the municipal improvements using a letter of credit, cash, or a bond. In the past with smaller projects similar to this, the respective party posts the escrow for the amount in cash and the Authority goes out to do the work. The Authority does the work because it is our line and in our right of way. Mr. Donovan suggested following this procedure as the Authority has in the past with projects of this size. Mr. Donovan estimated a cash escrow of $19,250.00 for the improvements and a separate cash escrow of $3,500.00 for inspections.

A motion was made by Dan Novakovich to authorize Mr. Donovan to allow Brandywine to escrow the amount needed for the municipal improvements and the Authority do the work. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS – None.

APPROVAL OF THE MINUTES

A motion was made by Marie Coraluzzi to waive the reading of the minutes and approve the August 12, 2015 regular minutes as presented. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Pension Plan

A motion was made by Jerry Hartman to appoint Karl Bolognese as Pension Plan Administrator. The motion was seconded by Dan Novakovich and hearing no questions on the motion it passed unanimously.

A motion was made by James Nothwehr to approve the 2016 Minimum Municipal Obligation. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

216 Holiday Lane Lien

A motion was made by Dan Novakovich to authorize a municipal lien on 216 Holiday Lane. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Bank Online View Only – The Auditor recommended the General Manager have the ability to view the bank balances online. The policy right now is only signers on the accounts can have access to the balances, but the Auditor recommended signing up for view only access online.

A motion was made by Marie Coraluzzi to approve the Chairman to sign the Bank Online View form per the Auditor's recommendation. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Curb Box and Service Agreement Procedure – Tabled.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT

75% Funding Documentation – Mr. Unger has been working with Mr. Becker and Mr. Donovan on the 75% funding documentation. The documents for the letter of justification are ready to be signed and ask for the 75:25 percent reimbursement split. A resolution is required to be signed for this agreement.

A motion was made by Dan Novakovich to approve the letter of justification to be submitted and approve the resolution for the reimbursement. The motion was seconded by Marie Coraluzzi and hearing no questions on the motion, it passed unanimously.

MTA and SDE Contract – Mr. Unger was asked to look into special insurance to protect the Authority should SDE not meet the reimbursement deadlines. The insurance agent stated that errors and omissions are not going to going to handle this type of issue, but a specially written policy could be constructed. A special policy would be costly and time consuming. The Board has decided to forgo a contract between SDE and the MTA.

SOLICITOR'S REPORT

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

ENGINEER'S REPORT

Well #6 and #7 Update – The contract is ready to be signed by the Chairman.

Advanced Rehabilitation Payment Application No. 3 – Concrete work was performed including the lime building addition foundation walls and piers. Advanced Rehabilitation Technology is requesting Payment Application No. 3 in the amount of $110,565.00.

A motion was made by James Nothwehr to approve Payment Application No. 3 in the amount of $110,565.00 to Advanced Rehabilitation Technology. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

Surge Protection Project – A piece of equipment needs to be replaced at the Tree Tops Pump Station. A training webinar is being scheduled for the MTA staff and Manager concerning the surge protection system.

GIS Project – The GIS Project is proceeding smoothly. SDE is discussing with the Township Manager about inputting some of the Township's information into the GIS system.

Ground Water Withdrawal Permit – The renewal of the Ground Water Withdrawal Docket was submitted to DRBC. SDE has not received a response from DRBC for the Docket renewal submission yet.

AUTHORITY REPORT

Patrick Donovan advised the Board that the Authority televised the storm sewer based on the Township's findings in one of the developments recently. The Authority did not want to be pushing 2,000 gallons a minute through the storm sewer without televising it first. Everything appears to be in good condition and no damage will occur. A small reporting violation occurred resulting in a late reporting. The violation will appear on the 2015 Consumer Confidence Report and will state that the Authority was late reporting on a TTHM or Trihalomethanes test.

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 - $11,492.60, Construction in Progress - $149,414.13, Reimbursable Expenses Paid by Developer - $0, Payroll Transfer from Operator Acct - $27,694.70, Validate Checks Signed Between Meetings - $507.06, Special Checks Requiring Special Handling - $58,294.36, Additional Checks after Board Book Delivery - $12,245.10, Engineer's Reimbursable Expenses - $297.47. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None

The Board went into an executive session from 12:16 p.m. to 12:54 p.m. to discuss personnel.

Having no further business, the meeting was adjourned at 12:55 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