Maidencreek Township Authority
March 9, 2016

Present: Karl Bolognese, Daniel Novakovich, Jack May, 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, Russell Stoudt

Dan Novakovich called the March 9, 2016 meeting of the Maidencreek Township Authority to order at 10:01 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

Schwab Dental Office – Mr. Unger reviewed the plans and there is an existing water and sewer lateral. The only work that would be done is running their lateral to the Authority's right of way. Mr. Unger does not feel the Authority should be concerned and recommended the Authority accept the plan as if it were any other plan presented in the past.

A motion was made by James Nothwehr to approve and authorize the chairman to sign the Schwab Dental plan. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS

Melrose Place – Mr. Becker spoke with the attorney from Melrose Place to try to get the project wrapped up. Mr. Becker wrote an e-mail to the Melrose attorney detailing exactly where the project stood and that is where it stands now.

APPROVAL OF THE MINUTES

A motion was made by Jerry Hartman to waive the reading of the minutes and approve the February 10, 2016 regular meeting minutes as presented. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

MTA Vehicle Use Policy – Mr. Novakovich spoke with Mr. Donovan regarding the Authority's policy regarding vehicle use. The policy that was drafted up by Mr. Becker was actually a vehicle safety policy, not a use policy. The policy did not define who, when, or where could use the vehicle. Mr. Stoudt will draft something up regarding vehicle use and bring it to Mr. Donovan to pass onto the Board to review.

Schedule Tour of Well Sites – Mr. Donovan will talk with the Board on what dates work the best for a tour of the well sites.

Schedule Plant Tour – Mr. Donovan will talk with Mr. May to set up a tour of the plant facility.

Board E-mail Retention & MTA Business – The seminar the Board went to addressed e-mail retention and how one should keep personal and Authority business separate. Mr. Becker addressed the Board on the best way to handle keeping Authority business separate. The main reason to keep Authority business as separate as possible is to avoid potential legal issues. Mr. Becker gave a few examples of what could happen in these cases.

Right to Know Officer – The right to know officer is Mr. Donovan. If the request is within the bounds of the right to know act, then the information is given to the person who requested it.

Office Door Proposal – Diane Hollenbach presented the Board with a proposal to install a new door to join the two offices for safety reasons. Mrs. Hollenbach asked the Board if they wished to split the cost of installing the door.

A motion was made by James Nothwehr to approve the installation of the new door and to split the cost with the Township. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Plant Door Proposal – Mr. Donovan addressed the Board on replacing one of the doors down at the plant. He is working on getting a two more proposals and will address the Board at the next meeting.

Insurance Renewals – Mr. Novakovich wanted to look into bidding the insurance and found out that municipal insurance is very difficult. The biggest issue is the workers' compensation and the rates the Authority currently has are as good as the Authority can get.

A motion was made by Karl Bolognese to ratify the March 1, 2016 insurance renewals at the rates as follows: liability at $13,374.00, property at $33,000, workers' compensation at $25,301.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

ROUTE 222 PROJECT

Mr. Unger reported that SDE received comments on the General Permits for the two crossings of Willow Creek and SDE responded back to the Berks County Conservation District. Mr. Unger presented plans and profiles along with some draft easements for the Board to review. A meeting will be scheduled by SDE with PennDot and UGI regarding the gas line conflicts. A separate meeting will be scheduled with PennDot representatives and SDE to discuss draft specifications, details, and preliminary design.

UNFINISHED BUSINESS

Fiberglass Tank Issues – Mr. Unger reported that the fiberglass tank has been repaired and the manway has been installed. The tank has been inspected and registered. A solenoid valve is being installed due to a DEP mandate in regards to registering the tank. It will be hydro tested once installation is complete and then commissioning will begin.

Well #4 Deed Restrictions – Mr. Becker looked at the Well #4 deed restrictions and updated the Board on his findings. The property is two parcels with two separate deeds for a total of approximately three acres. One deed has a restriction and it must be followed by whoever purchases the property. The restriction states that no well digging, drilling, water pumping, mining, quarrying, or other subterranean activities shall be conducted on this tract by grantee or its heirs, successors and assigns. Grantee, its heirs, successors, and assigns shall have the continuing or perpetual duty to fill in, maintain and repair any sinkholes or other depressions that may occur on this tract. Mr. Becker is unsure of any separately recorded restrictions that are not contained in the deed. Any separately recorded transactions would come up in a title search that would be conducted by a title company at the request of the buyer when the property goes to sell.

A motion was made by Karl Bolognese to proceed with the sale of the property. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

A motion was made by James Nothwehr to authorize Mr. Donovan to work with Mr. Becker on the steps for the sale. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Well #6 Easement – Mr. Becker is working on some revisions to the easement. Mr. Donovan presented the proposal for the storm sewer work on Mr. Breidenstein's property from M&A Excavating.

A motion was made by Jerry Hartman to approve the proposal by M&A Excavating in the amount of $9,025.00 for the storm sewer line. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Authority Policy Review – Jerry Hartman and Dan Novakovich are going to begin the review of the Authority's policies. Mr. Hartman and Mr. Novakovich will work together and bring their findings back to the Board at the next meeting.

OTMA Capacity Request – The Authority discussed at length Ontelaunee's request for the Authority to re-purchase capacity. The Board denied Ontelaunee's request.

A motion was made by James Nothwehr to send a letter to Ontelaunee denying their request to re-purchase capacity. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

117 Lindbergh Sewer Cost Reimbursement – The cost of the bill was to be split, but the property owner only paid a portion of their half. The Board discussed their options at length and agreed to write the balance off and move forward.

A motion was made by James Nothwehr to write the balance off and move forward. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

LEAK REDUCTION REQUESTS – None.

SOLICITOR'S REPORT

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

ENGINEER'S REPORT

Eastern Environmental Payment Application No. 4 – Mr. Unger presented Payment Application No. 4 for Eastern Environmental for the Electrical Contract portion of the Phosphorus Removal Project.

A motion was made by Karl Bolognese to approve Payment Application No. 4 to Eastern Environmental in the amount of $9,791.29. The motion was seconded by Jack May and hearing no questions on the motion it passed unanimously.

Chapter 94 Report – Mr. Unger presented the Chapter 94 report. It is a guidance tool that is used each year to judge how the plant is doing. The two items that are looked at closely are the hydraulics which is the amount of water coming into the plant and the organic load. The organic load is the strength of the waste load coming into the plant. In the year 2015, the three month maximum on the hydraulic side was March, April, and May. The three month maximum figure is the highest three consecutive months. The three month maximum for 2015 was 616,000 and the annual average was 557,000 gallons per day. The plant is rated at 800,000 and a monthly maximum of 1 million gallons per day. The ratio between the annual average and the three month maximum is then used for projection purposes. The influent raw biological oxygen demand (BOD) is also studied in order to quantify the strength of the wastewater coming into the plant. The BOD test judges how much oxygen needs to be put into the wastewater in five days to reduce the BOD down to a dischargeable level. The Authority has a very low ratio which implies the Authority has a very tight system. The Authority has plenty of capacity at the plant at the moment. Mr. Unger will continue to work with the General Manager to monitor flows and begin televising some parts of the system to stay ahead of potential problems.

A motion was made by James Nothwehr to approve and authorize the General Manager to sign the Chapter 94 as presented by the Engineer. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

ART Payment Application No. 7 – Mr. Unger presented Payment Application No. 7 for Advanced Rehabilitation Technology.

A motion was made by Jerry Hartman to approve Payment Application No. 7 to ART in the amount of $37,192.50. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Annual DRBC Water Audit – Mr. Donovan completed and submitted the Annual DRBC Water Audit which was due by the end of March.

Revised Total Coliform Rule – Mr. Donovan completed and submitted to PA DEP the new Sampling Plan for the Revised Total Coliform Rule.

AUTHORITY REPORT

Mr. Donovan had nothing further to add to his report.

TREASURER'S REPORT & PAYMENT OF BILLS

Jerry Hartman reported that everything appears to be in good standing and had nothing further to report.

A motion was made by Karl Bolognese to authorize the following payments: Routine/Regular July Bill List - $18,970.22, Construction in Progress - $20,479.14, Reimbursable Expenses Paid by Developer - $0.00, Payroll Transfer from Operator Acct - $30,710.08, Validate Checks Signed Between Meetings - $48,950.28 Special Checks Requiring Special Handling - $26,526.82, Additional Checks after Board Book Delivery - $52,878.02, Reimbursable Expenses Paid by Solicitor in the amount of $0.00, Reimbursable Expenses Paid by Engineer in the amount of $0.00. James Nothwehr seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None

PERSONNEL – Personnel items were discussed in executive session.

The Board went into an executive session from 11:37 a.m. to 12:04 p.m. to discuss personnel.

Having no further business, the meeting was adjourned at 12:05 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