Maidencreek Township Authority
November 9, 2016

Present: Karl Bolognese, 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, Pamela Stevens, Russell Stoudt

James Nothwehr called the November 9, 2016 meeting of the Maidencreek Township Authority to order at 10:00 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 – None.

DEVELOPMENT CLOSEOUT STATUS – None.

APPROVAL OF THE MINUTES

A motion was made by Jerry Hartman to waive the reading of the minutes and approve the October 12, 2016 regular meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

**Rate Increase Resolutions & Five Year Plan** – Mr. Donovan presented the proposed rate increases to the Board. Mr. Becker has prepared a resolution in the form necessary to adopt in order to put the increases into effect. Three resolutions were created: one for water rates, one for sewer rates, and one for other miscellaneous rates such as engineering or legal. The water and sewer rates would be effective as of October 1, 2016 because the Authority bills in arrears on a quarterly basis. The rates will be in effect for the fourth quarter billing in January that covers October through December 2016.

A motion was made by Karl Bolognese to approve Resolution 01112016 to establish the other miscellaneous rate increases effective October 1, 2016. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Jerry Hartman to approve Resolution 02112016 to establish the 3% sewer rate increase effective October 1, 2016. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Jerry Hartman to approve Resolution 03112016 to establish the 3% water rate increase effective October 1, 2016. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Private Well Monitoring Concerns** – Mr. Donovan advised the Board about his concerns regarding several properties the Authority used as monitoring sites for Well 6 & 7. Mr. Donovan stated one site had some contamination and the probe got stuck in the well at another site which caused some issues. Mr. Donovan is suggesting a good will gesture of one quarter taken off their sewer bill for the property owners at 204 Holiday Lane, 204 Wales Way, 965 Park Road, and 336 Main Street.

A motion was made by Jack May to authorize a $100 credit to the homeowners Mr. Donovan suggested. The motion was seconded Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Old Pickup Truck** – Mr. Donovan informed the Board that there is a pickup truck within the Authority fleet that is no longer in service. It was taken out of service around six months ago and needs some work. Mr. Donovan would like to advertise and sell the truck.

A motion was made by Jerry Hartman to authorize Mr. Donovan to advertise the truck for sale on MuniciBid and post in the Reading Eagle. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

**Well #6 and Well #7 Status** – Pamela Stevens advised the Board that the 72 hour pump test and step tests are complete and the drillers will be back to clean the site up.

Mr. Unger advised the Board that the Authority may need to conduct a Surface Water Infiltration Protocol (SWIP) test for Well 6 & 7. The test proves to DEP that the surface water is not influencing the wells. If the surface water is influencing the well, then a filtration system must be installed on the well. The test is conducted over a six month period to prove whether the well is being influenced by surface water or not. The SWIP test used to be conducted while the well was online, but now DEP is saying the water must be wasted. The well would be run for around 7-8 hours a day for 6 months straight and all the water would be wasted instead of used. Mrs. Stevens informed the Board that the Delaware River Basin Commission (DRBC) may have an issue with the SWIP test as well and to talk to them about the Authority's concerns.

It was suggested the Board ask SDE to draft a letter up to DEP addressing the concerns of running the SWIP test. The Board agreed and asked SDE to draft a letter to DEP and to copy DRBC as well.

**Well #4 Appraisal** – Mr. Donovan will be meeting with Mr. Miller at the site to discuss a some particulars. Mr. Miller believes a February sale would be most beneficial.

**Asset Appraisal Proposals** – Mr. Donovan presented the two appraisals at the October meeting for the Board to decide. Asset Works was recommended by the Authority's insurance broker and their proposal was $3,780.00.

A motion was made by Jerry Hartman to approve Asset Works proposal in the amount of $3,780.00. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Keystone Villa Excess EDUs** – Mr. Donovan provided the Board with information pertaining to Keystone Villa's excess usage. Keystone Villa signed an agreement setting a certain limit for their usage and anything over that limit would be charged accordingly. Mr. Donovan sent a notice informing Keystone they owed us additional fees based on their last five quarters. After talking to Keystone, Mr. Donovan found out most of the usage was from the sprinkler systems. Keystone will be shutting down the sprinkler system to reduce their usage. Mr. Donovan recommended a compromise of paying for 925,000 gallons. Keystone's limit would be increased from 856,000 to 925,000. The Authority would invoice Keystone for $16,000.00 for the excess use.

The Board authorized Mr. Donovan to invoice Keystone for the excess use.

**Authority Policy Review** – Tabled.

**Plant Door Replacement Proposal** – Tabled.

**Curb Box Maintenance Procedures** – Tabled.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT
Mr. Becker received another easement agreement and is asking for the Board to authorize the execution of the agreement. The Authority is still waiting for a few more easements to be brought in.

A motion was made by Jerry Hartman to authorize and execute the agreement for a permanent water line easement and temporary construction easement for Russell and Marilyn Miller's property at 8380 Allentown Pike. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Mr. Becker advised the Board that Coca-Cola has reached out regarding the proposed easement for the Route 222 work. Mr. Becker will look the proposal over and update the Board next meeting if there are any concerns.

**Route 222 Sewer & Water Tie-Ins**
Pamela Stevens presented the Board with two aerial images of the area around the Tamarack roundabout. Along the SR 222 corridor there is a row of four homes that PennDot has authorized SDE to do a sewer extension to. The four property owners have their septic systems in their front

yards; therefore, they are negatively impacted by the roundabout. The Authority will be reimbursed 100% for this work by PennDot. The extension would run along the paved driveway formerly known as Paper Street and connect into the manhole on Hope Drive. The ownership of the paved driveway has reverted back to the property owners; therefore, an easement would be needed for access. PennDot will need to obtain the easement and the Authority will prepare the easement.

Mrs. Stevens addressed the next issue of the first three homes after the roundabout. The first three homes are sewer only customers with private wells. The water line is proposed to be stubbed along the other side of 222 to the vacant lot. The question is whether or not the Authority wants to extend water to the homes on the opposite side. It would be a betterment which means it would be at the Authority's full cost with no reimbursement from PennDot. Mrs. Stevens will talk to Dave Rader to get an idea of timing for when the Board would need to make a decision on this matter.

SOLICITOR'S REPORT

Mr. Becker informed the Board that the Authority received a right to know request from American Transparency for personnel information. Mr. Becker drafted up a letter denying the request and has sent it to back to American Transparency.

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

ENGINEER'S REPORT

**Sludge Hauler Contract** – Pamela Stevens informed the Board that the Authority's sludge hauling contract is expiring in February 2017. Mrs. Stevens is asking for Board approval to create and advertise a bid packet for the sludge hauling contract.

A motion was made by Jack May to create and advertise a bid package for the sludge hauling contract. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Change Order No. 5**

A motion was made by Jerry Hartman to approve Change Order No. 5 to Eichelbergers in the amount of $36,634.00. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Well 6 & 7 Engineering & Design** - Mr. Unger advised the Board that SDE is now at the point where designing and permitting the well houses can be started. SDE would come back at the next meeting with estimated costs and designs for well houses and transmission lines.

A motion was made by Jack May to authorize SDE to begin designing the conceptual engineering for Well 6 & 7. The motion was seconded by Karl Bolognese and hearing no questions on the motion it passed unanimously.

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 Jerry Hartman to authorize the following payments: Routine/Regular Bill List - $19,611.02, Construction in Progress - $23,296.00, Reimbursable Expenses Paid by Developer - $0.00, Payroll Transfer from Operator Acct - $24,745.66, Validate Checks Signed Between Meetings - $1,753.47, Special Checks Requiring Special Handling - $34,634.31, Additional Checks after Board Book Delivery - $42,806.23. Jack May seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into an executive session from 11:27 a.m. to 12:19 p.m. to discuss personnel.

The Board came out of executive session at 12:19 p.m. and made some personnel motions.

A motion was made by Jerry Hartman to ratify Patrick Donovan's rate increase. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Jack May to authorize the advertisement for an office assistant position. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

A motion was made by Jerry Hartman to authorize the advertisement for an operator trainee position. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Having no further business, the meeting was adjourned at 12:20 p.m.

Respectfully Submitted,

*Meagan Dompkowski*

Meagan Dompkowski
Recording Secretary

***Minutes are subject to change prior to approval of the Maidencreek Township Authority.***

cc:

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| 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 |