Maidencreek Township Authority
February 16, 2017

Present: Daniel Novakovich, 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, Karen Pollock, Russell Stoudt

James Nothwehr called the February 16, 2017 meeting of the Maidencreek Township Authority to order at 5:00 p.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
Stoney Creek Rental - Nothing to update.

DEVELOPMENT CLOSEOUT STATUS – None.

APPROVAL OF THE MINUTES

A motion was made by Karl Bolognese to waive the reading of the minutes and approve the January 11, 2017 reorganization meeting minutes and January 19, 2017 regular meeting minutes as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS
412 White Birch Lane

A motion was made by Dan Novakovich to approve a lien to be file against Xiao Joi Jei for outstanding water and sewer fees at 412 White Birch Lane. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Blank Check Corrective Action Plan – Mr. Donovan advised there would be no more blank checks signed at the meetings. He spoke with a few of the Board members and made sure they would be available to sign these checks when the amounts are known.

Long-term Disability to 65 – Diane Hollenbach advised the Board that there was an ordinance in place stating a person must retire at age 65. The ordinance has been repealed, but the long-term disability policy currently states a person will only be covered until age 65. The revised policy will now state the person will be covered until retirement. The change will result in an increase from 0.59 to 0.65.

A motion was made by Dan Novakovich to authorize changing the long-term disability policy to cover a person until retirement. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

Rate Increase for Engineer and Solicitor – The rate increases for the Solicitor and Engineer were presented for approval.

A motion was made by Jerry Hartman to approve the rate increase for both the Engineer and Solicitor. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Tree Tops Booster Pump – Mr. Donovan advised he spoke with the contractor about getting parallel pumps in. It was too tight and was more difficult to run a VFD on only one pump. Mr. Donovan is recommending only one pump and is looking for a motion to amend the prior motion made in January.

A motion was made by Dan Novakovich to accept the bid and replace the pump at the Tree Tops booster pump station. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Plant Door Replacement Proposal – Mr. Donovan discussed with Mr. Unger about replacing the fine screen room doors with fiberglass doors. Mr. Donovan was proposing to bid the door replacement out with the Well 2 upgrades bid. The scope of work for Well 2 has now changed and the doors will need to be bid out on their own.

Curb Box Maintenance Procedures – Mr. Becker advised the Board that Mr. Donovan and Mrs. Stevens put together a draft resolution for the curb box maintenance procedures. The resolution has a few issues that need to be addressed. Mr. Becker also found inconsistencies with the Authority rules and regulations, the service agreement the Authority has with its residents and the draft resolution. Mr. Becker will keep working with Mr. Donovan and Mrs. Stevens.

LEAK REDUCTION REQUESTS

310 Titus Road Pamela Getz – The Board discussed the reduction letter at length and Mr. Donovan will be contacting the homeowner to discuss the leak.

A motion was made by Karl Bolognese to approve a leak reduction for Pamela Getz at 310 Titus Road conditional on the leak in the home is proven to be repaired. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

ROUTE 222 PROJECT

Route 222 Sewer & Water Tie-Ins – Pamela Stevens presented a map of Route 222 from Maidencreek TV and Appliance to right around Tamarack Boulevard. The map displayed all the customers that do not have a water connection, a sewer connection or have one of the two. The Board will need to discuss the requirements on whether connections will be forced and who will be paying what costs. The Board may need to have a joint meeting with the Board of Supervisors down the road to discuss these requirements further.

Route 222 Water Extensions – Tabled.

Easement Agreements – Mr. Becker said there are two more easements, and he will be in touch with those people again.

SOLICITOR'S REPORT

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

ENGINEER'S REPORT

Well 6 & 7 Modeling Options – Karen Pollock presented to the Board four options on how to tie Well 6 and Well 7 into the Authority's existing system. The first option is coming out around the middle of Well 6 and 7, cutting through the cemetery and connecting to Park Road. Option 1 would be a newly constructed line starting at the end of Spirit Court and stopping at Route 73. The second option is coming across the property, crossing the empty lot and connecting at Cornerstone Drive. The third option is coming out from Well 6 and 7 along the property line straight to Route 73. The fourth option is a combination of the second and third option. Option 4 connects Well 6 and 7 to Cornerstone and Route 73. The Board discussed the options at length and decided to pursue the second and third option together. SDE will discuss with Mr. Donovan where the budget numbers stand and talk about the next step.

Sewer Rehab Project – Pamela Stevens advised the Board that next month she will try to have a presentation ready for the Sewer Rehab Project. The project would be presented and would then be ready for authorization to be bid out.

AUTHORITY REPORT

Mr. Donovan informed the Board he received the insurance premiums for 2017 from the Glatfelter Group. The premium is for the Authority's property, crime, auto physical damage, and PIRMA which is the Authority's liability insurance. Mr. Donovan is looking for permission to authorize the broker to enter into the agreements with Glatfelter provided the Selective Insurance proposal does not come in. The Authority has been with PIRMA for years and is still in the State Workers' Compensation fund for workers' compensation insurance.

A motion was made by Jerry Hartman to authorize the broker to enter into the agreement with Glatfelter Group and PIRMA. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

TREASURER'S REPORT & PAYMENT OF BILLS

Karl Bolognese reported that everything appears to be in good standing and had nothing further to report.

A motion was made by Dan Novakovich to authorize the following payments: Routine/Regular Bill List - $25,384.11, Construction in Progress - $22,574.94, Reimbursable Expenses Paid by Developer – $0.00, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $0.00, Special Checks Requiring Special Handling - $56,167.74, Additional Checks after Board Book Delivery - $70,400.63. 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 6:35 p.m. to 7:30 p.m. to discuss personnel.

Having no further business, the meeting was adjourned at 7:30 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
Patrick Donovan, Maidencreek Township Authority General Manager
Greg Unger, Systems Design Engineering, Inc., MTA Engineer
Daniel Becker, Kozloff Stoudt, MTA Solicitor
JoAnn Schaeffer, Maidencreek Township Authority Secretary
Maidencreek Township Authority Plant Operators
Maidencreek Township Board of Supervisors
Maidencreek Township Planning Commission
Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Diane Hollenbach, Maidencreek Township Manager
Ontelaunee Township
Kosmerl & Company

Maidencreek Township Authority
February 23, 2017

Present: Board Members James Nothwehr, Jack May, Karl Bolognese and Daniel Novakovich. Patrick Donovan, General Manager. Daniel Becker, MTA Solicitor arrived at 5:05 PM.

Mr. Jerry Hartman was absent.

The meeting was properly advertised in the Reading Eagle and started at 5:01 PM.

The purpose of this meeting was to discuss hiring a part time Office Assistant and Operator Trainee.

The Personnel Committee had conducted interviews for the position. Four candidates for the Office Assistant position and 3 candidates for the Operator (Trainee) position.
The Board reviewed the resumes of the candidates for the positions. Mr. Becker arrived at 5:05 PM and had discussions with the MTA Board members in attendance.

After reviewing and discussing the candidates, the Board took action as follows:

A **motion** was made by Daniel Novakovich, seconded by Karl Bolognese to authorize the General Manager to make an employment offer to Debra Kline to fill the position of a part time Office Assistant. The position shall be a part time position and shall not exceed 20 hours per week. The starting wage for this position shall be $15.50 per hour. There shall be no additional benefits offered for this position. A 120 day probation period shall apply. The motion passed unanimously.

No action was taken on the Operator Trainee position.

The meeting adjourned at 5:25 PM.

Respectfully Submitted,

Patrick R. Donovan

Patrick R. Donovan
General Manager

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