Maidencreek Township Authority
May 18, 2017

Present: Daniel Novakovich, Karl Bolognese, Jack May, James Nothwehr, Jerry Hartman, Patrick Donovan – General Manager, Pamela Stevens – Systems Design Engineering Inc., Daniel Becker – Kozloff Stoudt and Meagan Dompkowski – recording secretary

Guests: Diane Hollenbach, Russell Stoudt, Greg Unger

James Nothwehr called the May 18, 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 – None.

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 April 20, 2017 regular meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Nepotism Policy

A motion was made by Dan Novakovich to approve Resolution No. 02-05-18-2017 Nepotism Policy as presented. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Fraternization Policy

A motion was made by Jerry Hartman to approve Resolution No. 01-05-18-2017 Fraternization Policy as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

9-30-2016 Audit

A motion was made by Jerry Hartman to approve the 9-30-16 Audit, 2017 Engagement Letter, appoint Kosmerl & Company P.C. as auditor for the year. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Well 6 & 7 – The Authority Chairman would like to publicly thank the Township for all the help and assistance with the Well 6 and 7 project.

12 Inch Repair Parts – Mr. Donovan and Mr. Stoudt presented a proposal to the Board to purchase repair parts for the 12 inch lines within the water distribution system at a cost of $2,210.00.

A motion was made by Karl Bolognese to purchase 12 inch repair parts at a cost of $2,210.00. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

PA DEP Corrective Action Plan – Mr. Donovan advised the Board that everything had been completed that was asked for on the corrective action plan.

OTMA Meeting – The Board will have a meeting to discuss the OTMA billing on May 22, 2017 at 5:00 p.m.

Personnel Meeting – The Personnel Committee will converse with one another to decide when to have a personnel meeting to discuss a few matters.

5/16/17 Meeting – Mr. Unger spoke to the Board about the meeting with Giorgio on May 16, 2017. Giorgio has a large wastewater treatment plant that discharges effluent above the Authority's wastewater treatment plant. Giorgio's plant is rated at approximately a half million gallons per day. They have experienced significant issues over the years. The discharge permit for Giorgio has a temperature gradient which only allows wastewater that is 10 degrees warmer than the temperature of the existing stream to be discharged. Giorgio is struggling to meet their requirements that will hit in January 2019 and are now looking at significant and costly improvements. Giorgio approached the Authority and asked if the Authority would be interested in treating Giorgio's pre-treated effluent.

The Board discussed the proposal at length and decided to get more information from the other parties involved and table the discussion at the moment.

Disconnect Fee Request – The Board was presented a letter from the owners of 8600 Allentown Pike to waive the disconnect fee to remove their sewer meter from the property. The owners asked to have the meter removed due to the imminent 222 construction project.

A motion was made by Dan Novakovich to waive the disconnect fee for any owner impacted by the 222 construction project. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Well 6 & 7 – Pamela Stevens advised the Board they are waiting to schedule a meeting with DEP to determine whether a SWIP test was required or not.

Curb Box Maintenance Procedures – Tabled.

OTMA Quarterly Billing – The Board will be having a separate meeting to discuss the OTMA billing.

Well 2 Wall Repairs – The wall repair was completed and everything went well. The walls are going to sit for a year and then will be coated with stucco.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT
Hope Drive Sewer Extension Agreements – Tabled.

Route 222 Sewer & Water Tie-Ins – Tabled.

Route 222 Water Extensions – Tabled.

Easement Agreements – Tabled.

SOLICITOR'S REPORT
Mr. Becker asked for a brief executive session to discuss personnel.

ENGINEER'S REPORT
Pamela Stevens had nothing further to add to her report.

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

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 Jack May to authorize the following payments: Routine/Regular Bill List - $32,055.47, Construction in Progress - $24,540.93, Reimbursable Expenses Paid by Developer – $0.00, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $1,531.80, Special Checks Requiring Special Handling - $52,636.71, Additional Checks after Board Book Delivery - $11,746.57. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into an executive session from 6:03 p.m. to 6:47 p.m. to discuss personnel.

The following motions were made after executive session.
A motion was made by Jerry Hartman to authorize the appropriate Authority officials to execute documents to convey the Well #4 property to the Township. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize an agreement of sale for a property adjacent to Well #3 for the purpose of protecting source water contingent on the completion of a Phase I Study. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to accept the recommendation of the General Manager for the office staff. Effective June 1, 2017, Meagan Dompkowski shall be promoted to the position of Office Administrator at a salary of $46,000 per year. Effective June 1, 2017, the Office Assistant rate shall be $16.25 per hour. 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 6:58 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
Meagan Dompkowski, 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

MEETING MINUTES OF
May 22, 2017

Present: Board Members James Nothwehr, Jack May, Karl Bolognese, Daniel Novakovich and Jerry Hartman. Patrick Donovan, General Manager.
The meeting was properly advertised in the Reading Eagle and started at 5:00 PM.
There were two agenda items as follows:

1. Discuss Ontelaunee Township Municipal Authority (OTMA) reimbursement for the Phosphorus Removal Project.
2. Review area wide wage and benefits of Utility Operators.

OTMA REIMBURSEMENT

The Board provided direction to the General Manager to prepare a request for payment to OTMA. The Board's comments were incorporated into a letter dated June 12, 2017 that was hand delivered to OTMA on June 12, 2017 requesting payment.

REVIEW OF REGIONAL WAGES AND BENEFITS
The Board reviewed the regional wages and benefits being paid by surrounding municipalities/boroughs. The Board instructed the General Manager to contact the MTA Solicitor and update him on the Board's discussion.

There were no motions made at this meeting.

The meeting adjourned at 6:10 PM.

Respectfully Submitted,

Patrick R. Donovan

Patrick R. Donovan
General Manager

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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
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Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Diane Hollenbach, Maidencreek Township Manager
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