Maidencreek Township Authority
July 20, 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: Russell Stoudt, Diane Hollenbach, Greg Unger

James Nothwehr called the July 20, 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 – Two plans were presented to the Engineer for preliminary review and comment.

DEVELOPMENT CLOSEOUT STATUS – None.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the June 15, 2017 and June 21, 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

July 2017 Shut-Off List

A motion was made by Karl Bolognese to approve the July 2017 Shut-Off List as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Transfer of Funds from Operating to CIP – Mr. Donovan presented the Board with a proposal to begin the transfer of operating funds into the construction in process (CIP) fund. The transfers would ensure there is adequate funding in the CIP account for the costs associated with the 222 Project.

A motion was made by Jack May to authorize the transfer of $600,000.00 from the operating account to the CIP account. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Sewer Rehab Project – Mr. Donovan advised there was a preconstruction meeting with the contractors, the Township and Engineers to discuss some issues. The issues were resolved and the project is moving forward.

Well 6 & 7 – Pamela Stevens advised the Board that DEP has not contacted her at this time.

Curb Box Maintenance Procedures – Tabled.

OTMA Quarterly Billing – Mr. Donovan advised OTMA would like to meet with the Authority.

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 – Mr. Becker advised the Board that he is still waiting on Giorgio.

SOLICITOR'S REPORT
Well 3
Mr. Becker advised the Phase I test came back and there is a recommendation to conduct a Phase II test. The Phase II test would consist of testing some of the debris piles on the property. The proposal from ATC for the Phase II testing is $4,500.00.

A motion was made by Jerry Hartman to authorize to proceed with the Phase II test at a cost of $4,500.00. The motion was seconded by Karl Bolognese and hearing no question on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize asking the seller for a 30 day extension to conduct the Phase II test. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

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

ENGINEER'S REPORT
Giorgio Foods Inc.
Mr. Unger informed the Board that SDE reviewed the capacity and rate structure and sewer use fee to take the wastewater treatment plant from a nominal million gallons per day up to 1.3 million gallons per day. Giorgio is asking for 300,000 gallons per day as an annual average with the potential for more on any given day. The plant is not at full capacity and is currently running 575,000 gallons out of 800,000 gallons per day. The interceptor will not handle the additional flow from Giorgio and will need to be bigger.

Mr. Unger calculated and presented the Board with two ranges for the sewer use fee and the tap in fee per gallon. Mr. Unger stated Giorgio is on a schedule and it could take more time to complete this project than Giorgio has and the appropriate parties will need to speak to DEP as well to discuss some potential and existing issues before continuing with the project.

The Board authorized the appropriate personnel to meet with Giorgio and discuss the proposal.

Schaeffer Road Bridge
Ms. Stevens advised there was an update on the Schaeffer Road Bridge project. The first issue was the R-8 rock that was going to be dumped on top of the existing water line. The new proposal is to use R-4 rock gabion mats where the abutment spans the water line. The second issue was the new guide rail posts potentially puncturing the water line. The proposal is to structure the guide rail ribbon as more of a footer rather than stakes where the water line is.

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 Dan Novakovich to authorize the following payments: Routine/Regular Bill List - $27,252.54, Construction in Progress - $15,998.00, 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 - $5,994.96, Additional Checks after Board Book Delivery - $8,080.83. Karl Bolognese seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into an executive session from 6:53 p.m. to 7:55 p.m. to discuss personnel.

The following motions were made after executive session:

A motion was made by Karl Bolognese to approve the following changes to employee **wages and benefits effective July 29, 2017**:

1. A 10% increase in hourly wages for all utility operators.
2. Continue with weekend/holiday duty being paid at 1.5 times regular hourly rates.
3. Pay $100.00 per week for carrying the primary beeper, $50.00 per week to carry the secondary beeper, and to eliminate payment to operators to respond to SCADA calls at home.
4. Increase all employees' contribution rate from 5.0% to 7.5% for health care premiums and cost of HSA contributions made by the Authority to the employees HSA account.

The motion was seconded by Dan Novakovich, and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to accept the recommendation of the Personnel Committee to hire **Michael Berger as an Operator Trainee** and provide a starting wage of $18.22 per hour. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

A motion was made by Karl Bolognese to **renew the current HSA healthcare policy with Capital Blue Cross and increase the deductible to meet the new limits within the new plan by September 1, 2017**. The motion was seconded by Jerry Hartman and hearing no questions on the motion it passed unanimously.

A motion was made by Jacky May to **authorize the Harrison Group, Inc. to prepare a Section 125 Plan** that will allow MTA employees to pay for healthcare premium contributions on a pretax basis and to contribute to the employee's HSA, and to be acceptable to the Authority Auditor. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize the General Manager to **include a utility body on the Authority truck previously approved and to not exceed $4,872.00**. 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 8:10 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