Maidencreek Township Authority
September 21, 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

James Nothwehr called the September 21, 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 August 17, 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

Pension Plan Administrator

A motion was made by Dan Novakovich to appoint the current Chairman of the Authority as the Pension Plan Administrator. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

MMO Pension Obligation 2018

A motion was made by Jack May to approve the MMO Pension Obligation for 2017. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Commercial/Industrial Excess Use – Mr. Donovan presented the Board with a spreadsheet displaying the commercial and industrial users and their respective gallons used. The spreadsheet showed which users were over the amount of capacity purchased and which were under. A resolution was created stating the Authority cannot look at an individual's usage beyond the last five quarters for usage evaluation purposes. The user would purchase capacity needed in the form of EDUs (equivalent dwelling unit). One EDU was the equivalent of 12,500 gallons. If a user needed 25,000 gallons of capacity, then they purchased two EDUs. Mr. Donovan is proposing to add a time restriction as to how long the Authority has to take action against users that exceed their purchase capacity. Mr. Donovan is also proposing to add if there is a change of use, an intensification of processes, or a plan review arises that the Authority will step in.

The Board agreed to start fresh and going forward to have the Authority step in if there is a change of use, an intensification of processes, or a plan review arises. The Board also agreed a timeframe needs to be established as to how much time the Authority has to take action against a user for exceeding their purchase capacity.

Inactive Account Evaluation – Mr. Donovan advised the Board that he has reviewed the inactive accounts on the billing system. The evaluation showed an issue and the issue has been resolved and will not be a problem going forward.

Verizon Telematics – Diane Hollenbach presented the Board with a proposal for Verizon Telematics. The device is installed in a vehicle and provides GPS location and other vehicle management features. The program can provide diagnostic information such as check engine lights or other service indicators, show speed records for each vehicle, and whether the vehicle is keyed on/off, idling or running. The technology is web based with one login having full access to the fleet. The data is sent every 60 seconds. Geofences can be created to monitor whether a vehicle went outside their boundaries and send an alert as to which vehicle and when they went out of the area. Alerts such as power loss which means either the device was unplugged or the battery died can be set up. Various reports can be printed from the program such as speed, service, or utilization reports.

A motion was made by Jack May to authorize the approval of the proposal to purchase the Verizon Telematics technology. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Sewer Rehab Project – Mr. Donovan advised the project is moving smoothly and should be completed in a few weeks.

Well 6 & 7 – Pamela Stevens advised she has not heard from DEP as to when a meeting will be scheduled. Ms. Stevens believes DEP is waiting for one particular person to be a part of the discussion and then a meeting might be scheduled.

Water Rules & Regulations – Mr. Donovan advised the Board that he is working with Mr. Becker and Ms. Stevens to continue cleaning up the rules and regulations.

Curb Box Maintenance Procedures – Included in the rules and regulations discussion.

OTMA Quarterly Billing – Mr. Donovan put together a letter in response to OTMA's offer for payment. Mr. Becker looked the letter over and made a few minor changes.

The Board asked for a few changes be made to the letter and then agreed to authorize Mr. Donovan to send it to OTMA.

Park Rd & E. Wesner Parcel – Mr. Becker advised the Board that the contract expired. Mr. Becker touched base with the realtor and the seller is looking into cleaning the site up on his own. The site would have to be cleaned up to a certain standard as stated in the report compiled

by ATC and proper notification must be given to the Authority. The seller will be getting a licensed contractor in to clean the site up and will touch base when the cleanup is complete.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT

Route 222 Sewer & Water Tie-Ins – Doug Rose, Thelma Thomas's son, asked the Authority what the cost would be to connect to public water and sewer for 8485 Allentown Pike. The map currently shows 16 properties that will only need water, 1 property that only needs sewer, and 4 properties that will need both water and sewer. Three out of the four that need both utilities are vacant lots. Pamela Stevens will be asking PennDot about future connections and the reimbursement of tapping fees.

SOLICITOR'S REPORT

Mr. Becker asked for a brief executive session.

ENGINEER'S REPORT

Sewer Rehab Project Payment Application No. 2

A motion was made by Karl Bolognese to approve Payment Application No. 2 to Mr. Rehab in the amount of $201,832.36. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Well 6 & 7

DRBC contacted the Authority in regards to the request for approval of Well 6 & 7 and the renewal application. The fee is substantial and will need to be approved at a meeting once the application is complete.

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 - $26,261.99, Construction in Progress - $210,324.62, Reimbursable Expenses Paid by Developer – $0.00, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $11,358.52, Special Checks Requiring Special Handling - $70,477.48, Additional Checks after Board Book Delivery - $617,546.41. Jerry Hartman seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into an executive session from 6:50 p.m. to 7:37 p.m. to discuss personnel.

The following motion was made after executive session:

A motion was made by Dan Novakovich to authorize a 3% pay increase for Patrick Donovan, Russell Stoudt, Meagan Dompkowski, Debra Kline, Kevin Schade, and Christopher Shinn effective October 1, 2017. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

Having no further business, the meeting was adjourned at 7:37 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