Maidencreek Township Authority
October 19, 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

James Nothwehr called the October 19, 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

Folino Commercial Property – Pamela Stevens received an e-mail from the engineer on the project. The project appears to moving towards a preliminary plan and could be ready for review at the next meeting.

DEVELOPMENT CLOSEOUT STATUS

Melrose Place – Mr. Becker advised he has heard from Jill Nagey. Jill Nagey sent over the previously approved easements and asked for a status update. The check list still needs to be completed, and the items are being taken care of slowly. The Authority has received an as-built plan, which was one of the check list items. The easements received were reviewed back in 2013 by the Solicitor and Engineer, but Mr. Becker would like to review them once more to ensure nothing was changed. The easements are for the lines running through the streets and across properties. The lines would be conveyed over to the Authority and more often than not, a title insurance policy is required of the developer. Title insurance for the lines is one of the required check list items for closeout.

Mr. Becker took from the conversation with Ms. Nagey that the Authority needs to ensure we have the correct easements and go over the remaining items on the closeout check list.

APPROVAL OF THE MINUTES

A motion was made by Karl Bolognese to waive the reading of the minutes and approve the September 21, 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

October Shut-Off List

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

Televising Of Township Roads – Mr. Donovan and Ms. Stevens presented the Board with a table summarizing two inspection and televising projects that would coordinate with the Township road paving projects for 2018 and 2019. Project 1 is Schaeffer Road where the bridge is to be replaced in 2018 and the road is to be paved in 2019. Project 2 is The Crossings at Maidencreek and Tree Tops which are to be paved in 2018. The proposed quotes would include the inspection of both the sewer mains and manholes on Schaeffer Road, the streets within the Crossings at Maidencreek development, and the streets within the Tree Tops development.

Project 1 the lowest bidder is Berks Drain, Inc. for a total price of $8,577.00. Project 2 the lowest bidder is Berks Drain, Inc. for a total price of $11,122.50. The total of the two projects is below the bidding threshold.

A motion was made by Dan Novakovich to approve Project 1 and 2 to the lowest bidder Berks Drain, Inc. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

Professional Fees – Mr. Donovan presented the Board with both the Solicitor and Engineer's professional fee schedules for 2018. The Board agreed to table the discussion until the Engineer's fees were more defined.

Office Holiday Schedule – The office staff asked the Board if they would allow the office to be closed for the holidays starting December 25 (Christmas Day) until January 1 (New Year's Day) and reopen on January 2. The Township office will be closed the same days. The Board agreed to close the office from December 25 until January 1.

Sale of 2003 S10 Pickup

A motion was made by Karl Bolognese to authorize the Authority to sell the 2003 S10 Pickup to the highest bidder. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Renewal of Office Lease

A motion was made by Dan Novakovich to authorize Mr. Donovan to send a formal notice to the Township to renew the office lease for another 5 years. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Sewer Rehab Project – Mr. Donovan and Ms. Stevens advised the project is continuing to move forward with only a few minor complaints.

Well 6 & 7 – Pamela Stevens went over the e-mail between Mike McCamley and DEP. A meeting still has not been set up with the appropriate parties and Ms. Stevens will advise when and if there is any news.

Water Rules & Regulations – Ms. Stevens advised she received a packet from L/B Water showing all the products used by the Authority. The rules and regulations will include cut sheets of the product that show the specs, current code and the materials needed.

OTMA Quarterly Billing – The Authority received a letter from Ontelaunee Municipal Authority and the Board has agreed to schedule a separate meeting to discuss the matter further.

Telematics Vehicle Management – The GPS devices will be installed on October 31.

Electric Curtailment – Mr. Donovan advised the Authority received some information back from the curtailment company. The result was the Authority was not accepted into the program. The company advised there may be another program the Authority could go into, and Mr. Donovan is looking at the packets.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT

Route 222 Sewer & Water Tie-Ins – Mr. Donovan sent Mr. Rose the costs of connecting to the water and sewer for his mother's property. The question Mr. Rose had for the Authority is whether or not the Authority is going to mandate his mother connect to the public system. The Board discussed the answer to the question at length. The Board believes they are headed in the direction of requiring property owners within 150 feet to connect. The Authority will give the impacted property owners advance notice when the time is appropriate to allow the property owners enough time to prepare accordingly. Mr. Donovan will talk to the Township Manager further about where the Authority is headed on this subject.

SOLICITOR'S REPORT

Park Road Parcel – Mr. Becker advised that a copy of the Phase 1 and Phase 2 study were given to the property owner to show where and what on the property needed to be cleaned up. Mr. Becker advised he spoke to the property owner's realtor. The realtor advised his client was out of town and is still willing to clean up the property, but time is the issue.

Bid Packages - Mr. Becker advised the Board of a question he received from the office staff regarding how long a bid package must be kept. If it was a successful bid, then it must be retained for 6 years. If it was a construction contract, then it must be maintained for 12 years. If it was an unsuccessful bid, then it must be retained for 3 years.

ENGINEER'S REPORT

Sewer Rehab Project Payment Application No. 3

A motion was made by Dan Novakovich to approve Payment Application No. 3 to Mr. Rehab in the amount of $160,450.80. 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

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

A motion was made by Karl Bolognese to authorize the following payments: Routine/Regular Bill List - $33,383.34, Construction in Progress - $166,642.49, 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 - $12,717.74, Additional Checks after Board Book Delivery - $133,971.25. Solicitor's Reimbursable Expenses - $245.00. 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 6:43 p.m. to 7:15 p.m. to discuss personnel.

Having no further business, the meeting was adjourned at 7:15 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
October 26, 2017

Present: Daniel Novakovich, Karl Bolognese, Jack May, James Nothwehr, Patrick Donovan – General Manager, and Daniel Becker – Kozloff Stoudt

The October 26, 2017 meeting was called to order at 10:00 a.m.

The Authority discussed the Ontelaunee Township Municipal Authority's proposal and correspondence in response to their portion of the Authority's capital improvement project at the plant.

The Board directed Mr. Donovan to gather some more information regarding EDU costs and will bring the figures back for review.

Having no further business, the meeting was adjourned at 12:30 p.m.

Respectfully Submitted,

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