Maidencreek Township Authority
November 16, 2017

Present: Daniel Novakovich, Karl Bolognese, Jack May, Jerry Hartman, Patrick Donovan – General Manager, Tom Unger – Systems Design Engineering Inc., Alex Elliker – Kozloff Stoudt and Meagan Dompkowski – recording secretary

Guests: Diane Hollenbach

Jerry Hartman called the November 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 –
**Folino Commerical Property –** No update.

DEVELOPMENT CLOSEOUT STATUS
**Melrose Place** - Mr. Donovan advised SDE and Mr. Becker have reviewed some of the submittals, the as-builts and easements. The professional staff advised the developer what was submitted was not fitting and needed some improvements.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the October 19, 2017 regular meeting minutes and October 25, 2017 special meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS
**2018 Rate Increase** – Mr. Donovan advised the Board it is soon time to raise rates for 2018 and the Board previously authorized a 3% rate increase for the next 5 years. Mr. Elliker presented the Board with the resolutions to be signed to increase the rates for water and sewer for next year.

A motion was made by Dan Novakovich to authorize the signing of the resolutions to increase the water and sewer rates by 3% for the new year. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

**Renewal of Office Lease** – Mr. Elliker presented an addendum stating the CPI (consumer product index) increased just over 5%. The term is for five years beginning January 1, 2018 and expiring December 31, 2023. The total rent will be $78,810.00 and will be payable in monthly installments of $1,313.50.

A motion was made by Jack May to approve the mentioned terms of the lease and addendum as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

**December Meeting Change** – The Board is changing the December meeting from Thursday, December 23 to Thursday, December 14 and have a joint meeting with the Township Supervisors. The Authority needs to advertise the date change and the Township will advertise the joint meeting.

A motion was made by Dan Novakovich to authorize the December meeting date change from December 23 to December 14 and instruct the office staff to advertise the change. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

**Sale of 2003 Truck** – Mr. Donovan advised the Authority was able to find a bidder for the truck. The highest bid was $1,000.00. The notary needs a motion from the Board authorizing Russell Stoudt to sign and sell the truck on behalf of the Authority.

A motion was made by Jack May to authorize Russell Stoudt to sign and sell the truck on behalf of the Authority. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

**Well 6 & 7** – Mr. Donovan advised he spoke with Sue Werner at DEP concerning the SWIP test. The Authority is one of the first municipalities in Berks County to do the SWIP test prior to construction. The Authority needs to begin to plan as if the SWIP test is going to be required by starting to look at a testing plan and where the temporary pump stations will be set up.

**Water Rules & Regulations** – No report.

**OTMA Quarterly Billing** – Tabled.

**Verizon Telematics** – Mr. Donovan advised all the equipment is installed and running smoothly.

**Approval of 2018 Professional Fees** – SDE and Kozloff Stoudt presented the Board with their professional fee rates for 2018. The Board discussed and made a few comments and agreed the 3% increase was reasonable.

A motion was made by Jack May to approve SDE and Kozloff Stoudt's professional fee increase of 3% each for 2018. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT

**Route 222 Sewer & Water Tie-Ins** – Mr. Donovan advised a mistake was made in terms of the project dates. The contracts will be let in September 2018, the notice to proceed will be approximately December 2018, and the construction will begin in the spring of 2019 with a duration of 2 years. The Authority Board will be discussing the tie-ins and the Route 222 project impacts at a joint meeting with the Supervisors in December.

SOLICITOR'S REPORT

Mr. Elliker and Mr. Donovan gave a brief update on the Park Road and E. Wesner parcel property purchase.

ENGINEER'S REPORT

**Sewer Rehab Project Payment Application No. 4**

A motion was made by Karl Bolognese to approve Payment Application No. 4 in the amount of $176,431.76. The motion was seconded by Dan Novakovich 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 Dan Novakovich to authorize the following payments: Routine/Regular Bill List - $37,566.61, Construction in Progress - $194,143.96, Reimbursable Expenses Paid by Developer – $0.00, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $38,969.74, Special Checks Requiring Special Handling - $29,100.24, Additional Checks after Board Book Delivery - $7,806.46. Karl Bolognese seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

A motion was made by Jack May to recess the meeting at 5:40 p.m. until Tuesday, November 21, 2017 at 5pm to continue meeting discussions. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

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
November 21, 2017

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

The November 21, 2017 meeting was called to order at 5:00 p.m.

The Authority discussed further 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 and Mr. Becker to schedule a meeting with OTMA to discuss the matter further.

Having no further business, the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

*Meagan Dompkowski*

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