Maidencreek Township Authority
Reorganization Meeting
January 18, 2018

Attending: Karl Bolognese, Daniel Novakovich, Jack May, James Nothwehr, Jerry Hartman Meagan Dompkowski – Recording Secretary, Patrick Donovan – Manager, Dan Becker – Kozloff Stoudt/Solicitor, Pamela Stevens – Systems Design Engineering/Engineer

Guests: Diane Hollenbach, Russell Stoudt

Dan Novakovich was sworn in.

James Nothwehr called the January 18, 2018 reorganization 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.

Chairman Pro Tem and Secretary Pro Tem:

Dan Novakovich made a motion to appoint Dan Becker as Chairman Pro Tem, seconded by Karl Bolognese. Hearing no questions, the motion passed unanimously.

2018 Board Appointments:

A motion was made by Dan Novakovich to rotate the Board positions from Chairman to Assistant Secretary/Treasurer II. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

The Board positions were rotated for the year 2018. The officers for 2018 are Jerry Hartman as Chairman, Karl Bolognese as Vice Chairman, Jack May as Secretary/Treasurer, Dan Novakovich as Assistant Secretary/Treasurer I, and James Nothwehr as Assistant Secretary/Treasurer II.

Jack May made a motion to close the nominations and call for the vote. Hearing no questions, the motion passed unanimously.

Dan Becker turned the meeting over to the new Chairman, Jerry Hartman.

2018 Professional Appointments:

Solicitor

Dan Novakovich made a motion to appoint Kozloff Stoudt and Daniel Becker as the Solicitor at the proposed rate for Maidencreek Township Authority, seconded by Jack May. Hearing no questions, the motion passed unanimously.

Engineer Sewer & Water

Dan Novakovich made a motion to appoint Systems Design Engineering, Inc. and Greg Unger as Engineer at the proposed rate for Maidencreek Township Authority, seconded by James Nothwehr. Hearing no questions, the motion passed unanimously.

Pension Plan Administrator
The Board agreed that the Authority Chairman will be Pension Plan Administrator.

Dan Novakovich made a motion to appoint the acting Chairman as Pension Plan Administrator, seconded by James Nothwehr. Hearing no questions, the motion passed unanimously.

Auditor
Karl Bolognese made a motion to appoint Kosmerl & Co. as the auditor for the year ending 9-30-2018, seconded by Jack May. Hearing no questions, the motion passed unanimously.

Recording Secretary
James Nothwehr made a motion to appoint Meagan Dompkowski as the Recording Secretary for Maidencreek Township Authority, seconded by Dan Novakovich. Hearing no questions, the motion passed unanimously.

Depositories for Authority Funds
Jack May made a motion to retain Vist Bank, Commonwealth Financial and Geneos Wealth Management as the depository for Authority funds, seconded by James Nothwehr. Hearing no questions, the motion passed unanimously.

2018 Committee Assignments:
James Nothwehr made a motion to adopt the remaining appointments as presented, seconded by Dan Novakovich. Hearing no questions, the motion passed unanimously.
The following Board members were signed to committees: Personnel Committee – Dan Novakovich and Jerry Hartman with Karl Bolognese as an alternate; Administrative Committee – James Nothwehr and Jack May; Operations Committee – Jack May and Karl Bolognese.

2018 Meeting Dates:
The Board agreed to retain the Board meeting as the third Thursday of each month.
A motion was made by Jack May to authorize the advertisement of the 2018 meeting dates, seconded by Dan Novakovich. Hearing no questions, the motion passed unanimously.

2018 Compensation:
Dan Novakovich made a motion to retain the Authority Board monthly compensation at the current rate, seconded by Jack May. Hearing no questions, the motion passed unanimously.

Having no further business, the Reorganization Meeting adjourned at 5:15 PM.

Respectfully Submitted,

Meagan Dompkowski

Meagan Dompkowski
Recording Secretary

Maidencreek Township Authority
January 18, 2018

Present: Daniel Novakovich, Karl Bolognese, James Nothwehr, Jack May, 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

PUBLIC COMMENT – Diane Hollenbach advised the Schaeffer Road bridge project is set to start June 22, 2018 and end September 11, 2018.

PLAN REVIEW STATUS –
GSP Commercial Property – No update.

Folino Commercial Property – A planning module certification has been presented to the Board for approval. The Township signs the planning module exemption form, but a letter is needed from the Authority stating there is available sewer capacity in the collection system and at the plant.

A motion was made by Dan Novakovich to approve the planning module certification for Berkshire Building Services. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS
Melrose Place – Mr. Becker advised he tried to touch base with Jill Nagy for an update, but has not heard anything to date.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the December 14, 2017 regular meeting minutes as presented. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS
January 2018 Shut-Off List

A motion was made by James Nothwehr to approve the January 2018 shut-off list as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Donations for 2018

A motion was made by Karl Bolognese to approve the following donations: Blandon Fire Police - $300.00, Berks Conservancy - $500.00, and Northern Berks EMS (formerly Blandon Ambulance) - $500.00. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by James Nothwehr to remove the Fleetwood Library donation for 2018. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Authority Website – Mr. Donovan recommends eliminating the Authority's website. The Township's website reflects most of what the Authority has on their website already. Mr. Donovan has spoken with the Township to utilize the Township's website and eliminate the Authority's.

A motion was made by Dan Novakovich to approve the elimination of the Authority's website and to combine with the Township's website. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Township/Authority Computer System Upgrade – Mr. Donovan presented a proposal to upgrade the Township and Authority computer system. The proposal is approximately 50% hardware and 50% software.

The Board is asking for a second proposal and to speak with the representative from LYNX.

2018 Budget – Mr. Donovan handed out the 2018 budget spreadsheets and would like to have a separate meeting to discuss the spreadsheets. The Board will coordinate with Mr. Donovan to schedule a meeting.

UNFINISHED BUSINESS – None.

LEAK REDUCTION REQUESTS

Kamille Warkala 184 Faith Drive

A motion was made by Dan Novakovich to authorize a one-time leak reduction for Kamille Warkala 184 Faith Drive. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

ROUTE 222 PROJECT – Diane Hollenbach advised the project's bid date has been postponed to April 2019 now.

SOLICITOR'S REPORT

Mr. Becker gave a brief update on the purchase of the property adjacent to Well 3.

ENGINEER'S REPORT

Sewer Rehab Project Final Payment Application No. 6

A motion was made by James Nothwehr to approve Final Payment Application No. 6 in the amount of $64,706.24. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Pamela Stevens advised a 1 year warranty on all the completed work under the scope of the project has begun. Mr. Rehab is giving an additional 10 year warranty period for the lining of the laterals.

Phosphorus Removal DRBC Closeout Certificate

A motion was made by James Nothwehr to approve the additional fee of $918.42 to DRBC for the phosphorus removal closeout certificate. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

Well 6 & 7 Cost Estimates

Pamela Stevens advised the DRBC groundwater withdraw permit for Well 6 and 7 could be around $10,000.00. Mr. Donovan presented the Board with a proposal from the engineers for the SWIP phase improvements. The proposal includes permanent, temporary and throw away costs. If the Authority does everything DEP is requiring, then the Authority would incur approximately $114,000.00 in throw away costs.

Mr. Donovan is asking the Board to have a meeting with DEP. Mr. Donovan would ask DEP to build in two phases. One part is to build the permanent pump stations and put all the delicate equipment into the building. The second part is the Authority would be willing to commit and install the filtration system before connecting into the system. The Authority would not ask for a connection into the distribution system during the SWIP test. The only catch the engineers see with the proposal is that DEP may ask to see the design of the filtration system. The issue is trying to design a filtration system based on the unknown.

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 James Nothwehr to authorize the following payments: Routine/Regular Bill List - $42,784.79, Construction in Progress - $74,849.34, Reimbursable Expenses Paid by Developer – $771.01, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $1,603.67, Special Checks Requiring Special Handling - $36,136.49, Additional Checks after Board Book Delivery - $12,521.03. Jack May seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S REIMBURSABLE EXPENSES:

A motion was made by James Nothwehr to approve Developer Invoices dated 12-31-17 in the amount of $771.01. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

Having no further business, the meeting was adjourned at 6:34 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