Maidencreek Township Board of Supervisor Meeting
February 23, 2018

Present: Claude Beaver, Joseph Rudderow III, Heidi Fiedler, Diane Hollenbach – Township Manager

Guests: Tom Unger and Mark Kitzmiller of Systems Design Engineering, Inc., Ed Latshaw and John Webber of LTL Consultants Ltd., Ed Overberger, Brad Smith and Renee Watts of ARRO Engineering

Claude Beaver called the February 23, 2018 special meeting of the Maidencreek Township Board of Supervisors to order at 9:00 am in the Maidencreek Township Municipal Building. The purpose of the meeting was to interview firms for the position of Township Engineer.

System Design Engineering, Inc. – Tom Unger and Mark Kitzmiller
SDE was formed in 1988 to do municipal engineering and eighty percent of their business is from municipalities. They have about thirty municipal clients and ten authorities. SDE has a staff of thirty-five people with twenty-three professionals. Their staff has a good relationship with PA Department of Environmental Protection (PA DEP), Penn DOT and the Berks County Conservation District. Maidencreek Township has a long history with SDE. Mr. Unger has a master in civil engineering.

Mr. Kitzmiller discussed MS4. He believes that the program has a broader reach each permitting cycle. Pennsylvania is one of the few states that have put MS4 compliance in the hands of its municipalities. Most states do MS4 at the county level. Mr. Kitzmiller sees more streams being studied, more TMDL plans and Pollutant Reduction Plans needed as more streams are designated high quality. Mr. Kitzmiller did not believe testing would be expanded beyond testing dry weather discharges because of the expense.

Mr. Unger explained the firm's billing. Rates are increased no more that the CPI and SDE held rates in 2008-2009. Bills are time and material. Developer reviews and inspections are invoiced separately so the bills can be passed through. There is no charge for work that takes more time. Travel is not billed and if two engineers attend a meeting, the municipality is only billed for one person for one hour.

Mr. Unger added that SDE does not work for large developers in Berks County, but has in Lancaster and Montgomery Counties. They do work for breweries as well.

LTL Consultants LTD – Ed Latshaw and John Webber
LTL is twenty years old and located in Oley, PA. They perform engineering and code enforcement for municipalities only. There are ten on the staff; nine of which are professional engineers. Their clients are large and small. LTL focuses on communication with the client.

Mr. Latshaw stated that they do not bill for attending the township meeting and bill in 15-minute increments. Project numbers are assigned to each project and developer invoices are billed separately. Mr. Latshaw would be the Township's engineer and has a rate of $110 per hour. LTL charges mileage during the work day but does not charge travel time for evening meetings. The level of inspection on projects such as road work a township wants is up to the client.

LTL can handle all aspects of MS4 from the reports to the outfall inspections or work with the road crew and office staff and provide what assistance is needed. Mr. Latshaw felt that the PA DEP did not have enough staff to process all the information being submitted by Townships and the program may not be monitored that closely. The requirements for TMDL plans and PRP is getting more expensive. LTL can provide assistance planning projects for MS4 compliance in advance that can be used when applying for grants. They do not have a dedicated grant person but Linda Kluck attends seminars and can be of assistance with grants. Amity is the largest municipality LTL handles in Berks.

ARRO Engineering – Ed Overberger, Brad Smith and Renee Watts
Mr. Overberger would be the Township's client liaison. He is a township supervisor and road master. Brad Smith would be the Township's engineer. He has twenty-two years of experience and is familiar with Maidencreek Township. Renee Watts is trained in CADD and previously worked at Reading Area Water Authority with the GIS system with the public works department and the fire department. ARRO Engineering has been under its current ownership since 1990. It has been in Berks County under another name since 1970. Their forte is water and wastewater engineering. ARRO has seven locations and ninety employees. The Berks County office has eight employees. Eighty-five percent are municipal clients.

ARRO can pull support from the other offices. There is a bridge engineer in the Schuylkill Office and the MS4 person is in the Lancaster office. Twenty-two of ARRO's clients are MS4 communities. There is a full-time grant writer on staff in Lancaster.

Mr. Smith stated that billing is on fifteen-minute intervals. Meetings can be done through a retainer or charged hourly. There is no charge for travel. If two engineers are needed at a meeting, this is cleared with the Township first because there is a charge for both engineers to attend.

Mr. Smith stated that MS4 will continue to get more difficult. In his opinion we are headed for treatment plants for storm water. Mr. Overberger stated that PA DEP is focusing on documentation and wants specificity for each municipality. ARRO's largest client is Fleetwood Borough. The proposal ARRO submitted had a terms and conditions page with a termination clause that called for the municipality to pay reasonable costs after termination of service. Brad Smith explained as an example if a municipality asked for copies of their plans and records after termination of services, there would be a charge for the time and copies. Should Maidencreek Township choose ARRO, a professional service agreement can be entered into instead.

Discussion
Joseph Rudderow III commented that LTL seems to have more rural townships and ARRO seems to handle more water and sewer authorities and boroughs. Heidi Fiedler stated that LTL has municipalities in areas of population like Montgomery County. She asked what the Board felt the biggest issue facing the Township was. Mr. Rudderow III felt that zoning, planning and MS4 would be the big issues. Claude Beaver stated that SDE is quite aware of the Township's issues and he is satisfied with their work. Mr. Rudderow III agreed and added that SDE has a history with Maidencreek Township and has represented us well. Ms. Fiedler felt all three firms were well qualified.

A motion was made by Joseph Rudderow III to retain Systems Design Engineering, Inc. as Township Engineer of Maidencreek Township in 2018. Heidi Fiedler seconded the motion. The Chairman asked for questions and hearing none, all members voted, "Aye." Motion carried.

Public Comment - None

A motion was made by Joseph Rudderow III, seconded by Heidi Fiedler, to adjourn the February 23, 2018 meeting of the Maidencreek Township Board of Supervisors. Heidi Fiedler asked if the Board would consider adopting a resolution opposing the roundabouts. The 2012 Resolution only references one roundabout. Mr. Beaver suggested this be brought up at the next meeting. The Board asked the manager to revise the resolution from 2012 to include both proposed roundabouts. Hearing no further questions on the motion, all members voted "Aye". Motion carried. Meeting adjourned at 10:48 a.m.

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Township Secretary,