Maidencreek Township Authority
April 19, 2018

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

Guests: John Kosmerl, Diane Hollenbach, Russell Stoudt, Greg Unger, Tom Psarros, Steve Bensinger

Jerry Hartman called the April 19, 2018 regular 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

Audit for Year Ending 9-30-2017 - John Kosmerl of Kosmerl and Company presented the engagement letter and financial opinion letter for approval and signature. Mr. Kosmerl stated the office was well organized and the financial statements appeared to be in good standing. The staff was cooperative and helpful and there were no significant findings to report.

A motion was made by Jack May to approve and authorize the Chairman to sign the financial opinion letter. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

A motion was made by Karl Bolognese to approve and authorize the Chairman and General Manager to sign the 2018 engagement letter at a rate of $9,800.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

PLAN REVIEW STATUS

GSP Commercial Property – Steve Bensinger of Stackehouse Bensinger and Tom Psarros of GSP Properties addressed the Board about their concerns regarding the Authority's review letter. The Authority would prefer the water be connected using the easement off Independence Court instead of tapping into the main on Route 222. Mr. Psarros is working with Georgetown Village's homeowner's association regarding the easement and upgrading the line size. The easement currently only allows for a 1-inch water line, but the Authority is asking for an 8-inch water line.

Mr. Bensinger advised the other issue is the dedication of the sewer and water mains. The developer would like to dedicate the water and sewer to the Authority. Mr. Unger recommended the Board take into consideration that the area this property is surrounded by is prone to sinkholes due to the limestone in the ground. The chance of a sinkhole forming on this property is a higher than normal chance. If the Authority takes dedication of the lines, then the Authority is responsible to fix the sinkholes and any line damage. Mr. Unger recommends the Authority not take dedication of the lines.

Mr. Becker recommends the Authority take dedication where the line comes across the Independence Court easement, take the proposed 8-inch line to the fire hydrant and the second fire hydrant at the other end of the property.

A motion was made by James Nothwehr to take dedication of the second fire hydrant and the water main from Independence Court up to and including the first fire hydrant. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

Folino Commercial Property – Pamela Stevens advised the Folino Commercial Property plan is on hold for the moment. Pamela will be issuing her review letter to Folino.

Giorgio Foods – Mr. Unger advised the Board that Giorgio is proceeding with their improvements to their wastewater treatment plant. Giorgio has an existing line that runs over top of the Authority's interceptor, but Giorgio needs to replace the existing line. Giorgio has fulfilled the Authority's requirements to date. Mr. Unger and Mr. Donovan are asking Giorgio to provide an emergency action plan if something were to break, proper insurances be presented to the Authority and the right of inspection.

A motion was made by Karl Bolognese to approve the letter to Giorgio prepared by SDE. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Maidencreek TV & Appliance - Pamela Stevens reviewed the revised plans submitted to the Authority and made a few comments regarding the permanent water needed. Pamela Stevens will be issuing her review letter to Maidencreek TV & Appliance.

DEVELOPMENT CLOSEOUT STATUS

Melrose Place – Mr. Donovan advised Mr. Folino is working on the Authority's punch list and Sal Folino has made contact with the Authority. Mr. Donovan is going to bring Mr. Becker into the conversation and keep things moving.

APPROVAL OF THE MINUTES

A motion was made by James Nothwehr to waive the reading of the minutes and approve the March 15, 2018 regular meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Shut-Off Door Hanger Fee – Tabled.

Georgetown Village Draft Letter – Mr. Donovan presented the Board with a draft letter to the residents of Georgetown Village regarding the repair of their curb boxes. The Board discussed the letter and will approve for next month's meeting.

OTMA – Mr. Donovan advised he met with OTMA and toured their facilities. Mr. Donovan spoke to DEP what would be required of the Authority to maintain the pump stations. If the Authority would take over the pump stations, then the Authority becomes a circuit rider. A circuit rider is simply a contract operations company for a fee. A management plan must be submitted by the circuit rider.

Mr. Donovan advised the Board that the Authority should not engage OTMA at this point in time.

UNFINISHED BUSINESS

SWIP Pumping Bid – Mr. Unger advised SDE has prepared the bid for the electrical and mechanical contracts for the SWIP pumping test at Well 6 and 7.

A motion was made by Jack May to authorize SDE to bid out both the electrical and mechanical contracts for the SWIP pumping. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Met-Ed Payment – Mr. Unger advised the Authority will owe approximately $21,000.00 to Met-Ed to bring the electrical service in. Met-Ed needs to put in a pole and put a primary electric cable underground.

A motion was made by James Nothwehr to authorize a check to be issued not to exceed $25,000 to Met-Ed to bring the electrical service in. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

2018 Sewer Rehab Bids – Pamela Stevens advised the bids were opened for the 2018 Sewer Rehab Project. The low bidder was Abel Recon LLC at a cost of $32,577.00.

A motion was made by Karl Bolognese to authorize SDE to issue a notice of intent to award, notice of award, and notice to proceed to Abel Recon LLC at a cost of $32,577.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

VFD Bid – Mr. Unger reminded the Board about last month's discussion on the emergency repairs to some of the VFDs at the plant. SDE has prepared the bid for the remaining four VFDs that need to be replaced.

A motion was made by James Nothwehr to authorize SDE to bid out the repairs to the VFDs. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT

Pamela Stevens advised cost reimbursement documents were sent to PennDot for approval. The Authority submitted approximately $50,000.00 of reimbursable costs for the 222 Project.

SOLICITOR'S REPORT

Mr. Becker advised he spoke to the realtor regarding the property near Park Road and E. Wesner. The seller is working on cleaning the property up.

ENGINEER'S REPORT – No update.

AUTHORITY REPORT

Mr. Donovan had nothing further to add to his report.

TREASURER'S REPORT & PAYMENT OF BILLS

Jack May 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 - $46,329.87, Construction in Progress - $11,910.76, Reimbursable Expenses Paid by Developer – $952.91, Payroll Transfer from Operator Acct - $70,000.00, Validate Checks Signed Between Meetings - $384.21, Special Checks Requiring Special Handling - $70,918.78, Additional Checks after Board Book Delivery - $4,952.50. James Nothwehr seconded the motion and hearing no questions on the motion, it passed unanimously.

SOLICITOR'S REIMBURSABLE EXPENSES:

A motion was made by James Nothwehr to approve Developer Invoices dated 3-31-18 in the amount of $952.91. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into executive session from 6:58 p.m. until 7:16 p.m.

Operator Trainee – Mr. Donovan presented the Board with an offer of employment to Angel Roldan III for the position of the Operator Trainee. Mr. Donovan also presented a proposal for the operator trainee's wages and benefits.

A motion was made by Karl Bolognese to make an offer of employment to Angel Roldan III for the position of Operator Trainee and communicate the offer to Mr. Roldan. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Internal Controls Memo - A memo was presented to the Board regarding internal controls for the office staff and the Board discussed the topic at length.

A motion was made by James Nothwehr to approve the December 21, 2017 Internal Controls memo for the MTA office staff. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Karl Bolognese and seconded by Jack May to adjourn the meeting at 7:29 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