Maidencreek Township Authority
October 18, 2018

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

Guests: Alfred Ty Leinneweber, Jay Moyer, Erick Hardwick

Jerry Hartman called the October 18, 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 – Jay Moyer of 8509 Allentown Pike had a few questions regarding the timing of the project and the utility work. Greg Unger advised the Authority does not have a timeline of when the water and sewer work will begin or which direction the project will be starting from. The project is still set to bid in April 2019 and the Authority may get a better idea once the project is awarded to a contractor.

PLAN REVIEW STATUS
GSP Commercial Property – Mr. Unger advised the GSP review letter was included for review in the Board package. Mr. Leinneweber advised the main concern in regards to this project are what water and sewer services are going to be dedicated to the Authority. Mr. Leinneweber presented a highlighted map with the lines that would be dedicated to the Authority. The applicant had put together an agreement to change the water line size from 1 inch to 8 inch across an easement with the Georgetown Homeowners' Association. The core of the agreement deals with stormwater management.

The agreement references the Authority's water easement also. The Authority now has exclusive water and exclusive sewer easements instead of a blanket easement. The other concern was regarding the escrow required for this project. SDE is requesting a separate escrow for all water and sewer associated with this project including the work to be completed on 222. The escrow amount has not been determined yet and SDE is waiting for a few more pieces of information.

Mr. Becker stated he had a concern regarding the offsite easement with the Georgetown Homeowners' Association. The developer needs to make sure the Authority has an easement for access to the water line and a deed of dedication or bill of sale for the section of water line that crosses onto Independence Court.

A motion was made by James Nothwehr to authorize SDE to send the review letter with the changes for the offsite easement. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS
Melrose Place – Mr. Becker advised there was no update on the closeout.

APPROVAL OF THE MINUTES

A motion was made by James Nothwehr to waive the reading of the minutes and approve the September 20, 2018 regular meeting minutes as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

73 Water Line Repairs – Mr. Unger presented the Board with a proposal to replace the water line along Route 73 between W. Wesner Road and Grove Road for approximately $300,000. The last two breaks combined were around $50,000 and only the pieces that broke were replaced. Mr. Donovan is proposing the Board authorize SDE to design the project. The project could be bid in March and awarded after the Route 222 project is bid and the cost estimates are known. Mr. Donovan added the only downside is the Authority could be at risk to another break by waiting.

A motion was made by Dan Novakovich to authorize SDE, not to exceed $20,000, to design and bid the water line replacement project from W. Wesner Road to Grove Road. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Office Holiday Schedule – Mr. Donovan advised the Board the Township offices would be closed from December 24, 2018 to January 1, 2019 and reopen January 2, 2019. Mr. Donovan asked the Board if they would allow the Authority offices to close as well. Mr. Donovan advised the full-time office employees would have to take PTO or work and the part-time employee could work or go without pay. The operators would have to coordinate whether they would like to take time off that week or not.

A motion was made by Dan Novakovich to authorize the Authority office to be closed from December 24, 2018 to January 1, 2019. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Christmas Holiday – Mr. Donovan asked the Board for approval to grant the employees the day after Christmas off. The operators would be able to float the day off due to being short staffed currently. Mr. Donovan advised this has been past practice for the Board to grant the day after Christmas for the last few years.

A motion was made by Dan Novakovich to follow past practice and grant the day after Christmas off to the Authority employees. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Township Christmas Party – Mr. Donovan advised the Township Christmas party will be Friday, December 21, 2018 from 11am to 2pm at the Township building. Mr. Donovan asked if the Board would donate towards the Christmas party as they have in the past.

A motion was made by Karl Bolognese to authorize the Authority to donate $500.00 towards the Township Christmas party. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Grinders at WWTP – Mr. Donovan advised he had the fine screen room equipment inspected a year ago to see what needed to be replaced or upgraded. Mr. Donovan stated the grinder on the

fine screen failed and the bypass grinder failed also. The grinders have been ordered and should arrive in the next few weeks.

UNFINISHED BUSINESS

OTMA – Mr. Becker advised he spoke to Mr. Donovan regarding the original agreement with OTMA. The agreement needs some major changes in order for it to be in an appropriate form for the Township to review and approve. Mr. Becker spoke with Ontelaunee's attorney in regards to whether or not the Township would be opposed to this agreement. Ontelaunee's attorney advised they were expecting something and Mr. Becker asked to have a meeting to discuss the agreement changes. Ontealunee would like a meeting with Mr. Donovan, but no attorneys. Mr. Donovan will schedule a meeting with Ontelaunee to discuss the new agreement.

Met Management Apartments – Erick Hardwick is asking the Board for a waiver of the penalties on their accounts. The late fees are approximately $900.00 in total for all 92 accounts. The bill has been paid in full minus the late fee penalties. Erick presented his case that they have now changed how they mail their payment and stubs. The stubs are mailed in a big envelope separate from the check. The check is mailed in a regular envelope. Mr. Hardwick advised Met-Management stays current, has a good payment history and has corrected the problem. Mr. Bolognese asked Mr. Hardwick whether or not Met-Management checked their bank statements to see if the payment to the Authority had cleared. Mr. Hardwick stated they had not checked their statements to see if the check cleared. He advised they were only made aware the bill was unpaid when they received the delinquent notices. A stop payment was put on the outstanding check and a new check was reissued. The original check was never returned. Mr. Novakovich asked whether this was an issue in the past with Met-Management or another customer. Mr. Donovan advised there was an issue with Met-Management in the past. Met-Management was made aware the last time the payment and stubs were received damaged, but payment was received prior to the penalties being assessed. Mr. Hardwick advised in that instance they were told no check was in the damaged mail and a check was reissued. Mr. Donovan advised there was an instance of late payment and one-time penalty removal by the Board in 2007.

A motion was made by Jerry Hartman to waive the late fees on all 92 accounts with the condition that the Board will not approve any future fee waivers. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Health Insurance Policy Changes – Mr. Donovan advised the Authority only has two spouses on the plan and both spouses do not have the option of healthcare through their employer.

PMRS Excess Interest – Mr. Donovan advised PMRS awarded excess interest in the amount of $10,791.00. Mr. Donovan recommends the Authority keep the excess interest in the general pension fund. Mr. Donovan would like permission to ask PMRS what it will take for the Authority to bring the fund back up to 95% and to advise the Authority in advance when actuarial values have changed.

A motion was made by Karl Bolognese to follow Mr. Donovan's recommendations. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

LEAK REDUCTION REQUESTS – None.

ROUTE 222 PROJECT – Mr. Unger advised SDE has tried to touch base with PennDot in regards to the redesign plan schedule. Mr. Unger believes the Authority is on schedule for all plan submissions. Mr. Unger will provide a better update at November's meeting.

SOLICITOR'S REPORT

Paid Time Off (PTO) Policy

The Board members were given the revised PTO policy to review and make comments. Jerry Hartman had a few questions, but no changes other than those presented.

Mr. Becker advised he would finalize the changes and present for approval once completed.

Kozloff 2019 Rates – The Board was presented with Kozloff's 2019 rates. The Board had no additional comments.

ENGINEER'S REPORT

Eastern Environmental Payment Application No. 2

A motion was made by Dan Novakovich to authorize Payment Application No. 2 in the amount of $1,518.00 to Eastern Environmental to close out the project. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Well #6 & Well #7 – Mr. Unger advised there were some difficulties due to the contractor that won the SWIP test bid. The contractor had some additional conditions to meet for his bond requirements. The contracts are ready for Board approval and the contractor will be meeting with SDE to sign.

A motion was made by Dan Novakovich to authorize the award of the contract to Flow Data Industries in the amount of $93,320.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Flow Data Industries Change Order No. 1 – Mr. Unger is asking for Change Order No. 1 for Flow Data Industries for a time extension. The contract would be extended from 180 days to 365 days. The electric will be run and all the testing equipment will be ready. The pumps will be dropped in on or around April 1, 2019 depending on weather. The test will run for 180 days once the pumps are dropped in. The change order would bring substantial completion to October 19, 2019 instead of April 17, 2019. The final payment would be November 19, 2019 instead of May 17, 2019 and the contractor has no problem with the changes.

A motion was made by James Nothwehr to approve Change Order No. 1 for a time extension for Flow Data Industries. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

SDE 2019 Rates – Mr. Unger presented the Board with the 2019 engineering rates for SDE. The Board had no additional comments.

Water/Sewer Rules & Regulations – Mr. Unger has combined the water and sewer rules and regulations into electronic and hard copy forms for review. The only item missing is the specification sheets and Mr. Unger is working on these.

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 - $41,578.91, Construction in Progress - $14,171.08, Reimbursable Expenses Paid by Developer – $7,519.29, Payroll Transfer from Operator Acct - $80,000.00, Validate Checks Signed Between Meetings - $422.45, Special Checks Requiring Special Handling - $32,690.21, Additional Checks after Board Book Delivery - $201,283.74. James Nothwehr seconded the motion and hearing no questions on the motion, it passed unanimously.

SOLICTOR'S REIMBURSABLE EXPENSES:

A motion was made by Dan Novakovich to approve Developer Invoices dated 9-30-18 in the amount of $6,750.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

ENGINEER'S REIMBURSABLE EXPENSES:

A motion was made by Dan Novakovich to approve Developer Invoices dated 9-30-18 in the amount of $769.29. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board adjourned the meeting at 7:00 p.m.

Respectfully Submitted,

Meagan Boyer

Meagan Boyer
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 Boyer, 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