Maidencreek Township Authority
November 17, 2018

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

Guests: Steve Bensinger, Tom Psarros

Jerry Hartman called the November 17, 2018 regular meeting of the Maidencreek Township Authority to order at 8:00 a.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

GSP Commercial Property – Mr. Unger advised there is still an issue on fire hydrant placement, but once that is taken care of then everything should be good. Mr. Donovan has spoken to the fire chief and they are still discussing their options for where to finalize the placement of the fire hydrants.

Mr. Unger is recommending to the Board of Supervisors approval of the GSP Properties plan with the conditions as follows from the SDE review letter dated November 7, 2018:

1. An Improvements Agreement must be submitted for the proposed water and sanitary sewer improvements. The agreement must be approved by the Authority's Solicitor.
2. An escrow must be put in place by the developer for the on-site and off-site water and sanitary sewer improvements. It must be in an acceptable form for the Authority.
3. The Authority's Solicitor must approve the Amendment to the Right-of-Way Agreement for the water line located on Georgetown Village HOA property. The amendment must also be recorded with the plan in the Berks County Records Office.

A motion was made by Dan Novakovich to approve the GSP Properties Plan. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS

Melrose Place – Mr. Becker advised that Mr. Donovan contacted him regarding unpaid developer invoices for Melrose Place. Mr. Becker contacted Sal Folino regarding the unpaid invoices. Sal Folino gave the Authority a new address to send the invoices to. The invoices have been sent to the new address and the Authority is awaiting payment. Mr. Becker advised the bank releases are still being worked on, but will take some time.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the October 18, 2018 regular meeting minutes as presented. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Redner's Warehouse Sewer Billing Adjustment – Mr. Donovan advised Redner's Warehouse is asking for a reduction on their bill. Mr. Donovan researched the account further and was on site with one of the mechanics to see how the water flowed through the meters. Mr. Donovan believes the April and October billings were higher than normal due to the use of temporary sprinklers to cool down the cooling tower. The higher water usage created a false elevation in the sewer use because the water went through the main meter and not the deduct meter. Mr. Donovan is proposing a credit of $455.80 to Redner's account.

A motion was made by James Nothwehr to authorize a credit of $455.80 to Redner's Warehouse's account. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Wage Study – Mr. Donovan advised the Board a candidate was interviewed from East Penn Manufacturing. He advised the candidate is on mandatory overtime currently and his salary is more than the Authority operators are making. Mr. Novakovich suggested conducting a wage study to see where the Authority compares. Mr. Donovan is recommending a 25-mile radius to conduct a wage study within, and the Board agreed to conduct the study.

2019 Rate Increase – Mr. Donovan presented the Board with the 2019 rate increase. Mr. Donovan has looked at the revenues and costs for the current year and upcoming years and is suggesting a 3% rate increase for 2019.

A motion was made by Jack May to authorize a 3% rate increase for 2019. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

OTMA – Mr. Donovan advised he met with two representatives from Ontelaunee. The meeting went well and there was a level of cooperation. Mr. Donovan will touch base with Ontelaunee in the next week for an update.

Emergency Work Bidding Proposals – Mr. Unger advised SDE has put together an emergency bid specification as requested. The specification is mostly for water and sewer repairs. Mr. Unger asked whether the Authority could go out for proposals or would it have to be publicly bid. Mr. Becker advised a public bid for time and material would suffice. The specification is written for three one-year terms and there is a right for the Authority to renew in year two and three. Mr. Unger and Mr. Donovan need to work on a few more items such as response times before the specification is complete. Mr. Unger is asking for permission to advertise and bid.

A motion was made by Jack May to authorize SDE to advertise and bid the specification for emergency work. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Rules & Regulations – Mr. Unger presented the rules and regulations for review last month and Mr. Donovan has made his comments. Mr. Donovan has a few changes he would like to make

and will be working with Mr. Unger to add these changes. The Board will review the final copy prior to adopting the rules and regulations.

PTO Policy – Mr. Becker advised he had a final copy for the Board to review prior to final approval of the policy. The Board will look over the final copy and approve next month.

Health Insurance Policy Changes – The Board agreed to leave the policy as it is and make no changes.

LEAK REDUCTION REQUESTS

Grant Willingham 104 Hammond Street

A motion was made by Dan Novakovich to approve a one-time leak reduction for Grant Willingham of 104 Hammond Street. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Santo Giannotti 37 W. Wesner Road – Rear

A motion was made by James Nothwehr to approve a one-time leak reduction for Santo Giannotti for his property at 37 W. Wesner Road - Rear. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

ROUTE 222 PROJECT – The Authority through SDE has met all obligations for the Route 222 project. Mr. Donovan will be meeting with Karen Pollock of SDE and Russell Stoudt to go over some redesign items. The plan will then be finalized and submitted into PennDot for review. Mr. Donovan advised the project is now being let on July 11, 2019.

SOLICITOR'S REPORT

Mr. Becker had nothing to add to his report.

ENGINEER'S REPORT

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

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 James Nothwehr to authorize the following payments: Routine/Regular Bill List - $42,220.22, Construction in Progress - $10,086.23, Reimbursable Expenses Paid by Developer – $2,246.20, Payroll Transfer from Operator Acct - $0.00, Validate Checks Signed Between Meetings - $1,632.78, Special Checks Requiring Special Handling - $53,450.16, Additional Checks after Board Book Delivery - $31,774.90. Jack May seconded the motion 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 10-31-18 in the amount of $2,246.20. The motion was seconded by Jack May 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 10-31-18 in the amount of $2,478.00. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The Board went into executive session from 9:01 a.m. until 10:04 a.m.

The Board adjourned the meeting at 10:05 a.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	Maidencreek Township Board of Supervisors
Patrick Donovan, Maidencreek Township Authority General Manager	Maidencreek Township Planning Commission
Greg Unger, Systems Design Engineering, Inc., MTA Engineer	Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Daniel Becker, Kozloff Stoudt, MTA Solicitor	Diane Hollenbach, Maidencreek Township Manager
Meagan Boyer, Maidencreek Township Authority Secretary	Ontelaunee Township
Maidencreek Township Authority Plant Operators	Kosmerl & Company