Maidencreek Township Authority
January 17, 2019

Present: Karl Bolognese, Jack May, Dan Novakovich, James Nothwehr, Jerry Hartman, Patrick Donovan – General Manager, Ty Leinneweber and Greg Unger – Systems Design Engineering Inc., Daniel Becker – Kozloff Stoudt and Debbie Kline – recording secretary

Guests: Diane Hollenbach, Russell Stoudt

Karl Bolognese called the regular meeting of the Maidencreek Township Authority to order at 5:15 p.m.

PUBLIC COMMENT – None.

PLAN REVIEW STATUS

GSP Commercial Property – Dan Becker reported that Bill Colby, attorney for GSP Properties has all documents signed and will have them dropped off at the Authority office shortly.

A motion was made by Dan Novakovich to authorize the execution of the GSP Properties Improvement Agreement, Easement and Assignment of Easement upon receipt. Jim Nothwehr seconded the motion and hearing no questions on the motion, it passed unanimously.

DEVELOPMENT CLOSEOUT STATUS

Folino Commercial Property – Mr. Becker has been in contact with the developer's attorney's office and expects to hear from Mr. Folino soon.

APPROVAL OF THE MINUTES

A motion was made by Jack May to waive the reading of the minutes and approve the December 20, 2018 regular meeting minutes as presented. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Rate Resolutions

A motion was made by Jim Nothwehr to adopt and authorize for signature Rate Resolution 01-01-2019 Sewer Rates. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Jim Nothwehr to adopt and authorize for signature Rate Resolution 02-01-2019 Water Rates. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Hope Drive Reimbursement Agreement

Patrick Donovan explained that when the Route 222 project was being designed, Penn DOT had asked Systems Design Engineering to design a low-pressure system at the abandoned construction entrance that entered Route 222 from Hope Drive. SDE started the design and then

Penn DOT changed their plans to provide sewer to that area and stopped the design. SDE had incurred $8,000 in cost, but Penn DOT had never signed an agreement to reimburse 100% of the design cost. They are willing to cover 75% of the bill under the existing Route 222 Project Agreement. SDE is willing to waive 12.5% of the bill leaving the Authority to pay 12.5%. If the Authority wants to retroactively enter into an agreement for Penn DOT to cover 100% of the bill, they would incur attorney fees to create and review the document which would be close to the 12.5% cost.

A motion was made by Dan Novakovich to authorize the General Manager to submit the Hope Drive Sewer Design Bill to Penn DOT for 75% reimbursement. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

Park Place Apartments Metering

Patrick Donovan reported that the meters at the Park Place Apartments are not able to be read remotely anymore and the MXU manufacturer no longer offers a single MXU to read ten meters. The meters are in a pit that fills with water and must be pumped out in order to be read manually. Mr. Donovan is proposing installing a cabinet aboveground for new MXUs. The Board authorized the General Manager to prepare a detailed cost estimate and discuss the problem and proposed solution with the property owner, Metropolitan Management.

Biosolids Contract

A motion was made by Dan Novakovich upon the recommendation of the engineer to authorize Systems Design Engineering to send a letter to Potty Queen renewing the sludge hauling contract for one year. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously. This is the last renewal under the existing bid.

January 2019 Shut-Off List

A motion was made by James Nothwehr to approve the January 2019 shut-off list as modified. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Donations for 2019

A motion was made by Dan Novakovich 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 Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

Jim Nothwehr asked if our fire police are having the same issue the Townships along Route 78 have.

UNFINISHED BUSINESS
Wage Survey – Tabled.

OTMA Agreement – Tabled until a response from Ontelaunee Township is received.

Maidencreek Township Authority
January 17, 2019

Rules Regulations – Pat Donovan and Greg Unger are meeting to review the rules and regulations next week and should have something for the Board to review in February.

PTO Policy

A motion was made by Dan Novakovich adopting Resolution 03-01-2019 which repeals and replaces the existing Paid Time Off Policy in the Employee Handbook. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

LEAK REDUCTION REQUESTS

Deidre Taylor, 164 Millennium Drive, Blandon

A motion was made by Dan Novakovich to authorize a one-time leak reduction for Deidre Taylor, 164 Millennium Drive. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

SOLICITOR'S REPORT

Mr. Becker had nothing further to report.

ENGINEER'S REPORT

Well #6 & 7

Mr. Leinneweber reported that SDE has been inspecting the work at Well #6 & 7. The primary trench work is complete. Met Ed is marking out the last of the poles.

Penn DOT Route 222 Reimbursement

Pat Donovan and Karen Pollock of Systems Design Engineering, Inc. met with Penn DOT to discuss deleting parts of the betterment project on Route 73. Penn DOT stated that the deletions could be made now. No money will be due by the Authority until the project is complete in 2021 and the amount due will be based on actual cost and not the estimates. The Authority is still waiting to hear about the construction sequence. Mr. Donovan will find out if betterment items can be deleted after the bid is received but before the let date.

Emergency Repair Contract – The Board previously approved the Award and Notice to Proceed for the Emergency Repair Contract in December 2018. Mr. Leinneweber presented the contracts for the Authority Chairman and Secretary/Treasurer signatures.

AUTHORITY REPORT

Mr. Donovan stated that he had prepared the annual report on loading at the sewage treatment plant. The Authority exceeded their limits in February and November. Many plants in Berks County had similar results due to the historical amount of rainfall in 2018.

TREASURER'S REPORT & PAYMENT OF BILLS

Jack May reported that everything appears to be in good standing and Dan Novakovich, as the new Secretary/Treasurer had nothing to report.

Maidencreek Township Authority
January 17, 2019

A motion was made by Dan Novakovich to accept the Treasurer report and authorize the following payments: Routine/Regular Bill List - $45,052.71, Construction in Progress - $8,913.73, Reimbursable Expenses Paid by Developer – $889.90, Payroll Transfer from Operator Acct - $80,000.00, Validate Checks Signed Between Meetings - $0.00, Special Checks Requiring Special Handling - $61,839.84, Additional Checks after Board Book Delivery - $26,696.33. Jack May seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S REIMBURSABLE EXPENSES:

A motion was made by Jack May to approve Developer Invoices dated 01/17/19 in the amount of $889.90. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

EXECUTIVE SESSION FOR PERSONNEL 6:05 to 6:50 p.m.

A motion was made by Jim Nothwehr to promote Debra Kline effective November 29, 2018 to the position of Office Administrator with a rate of $21.60 per hour. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Having no further business, the meeting was adjourned at 6:52 p.m.

Respectfully Submitted,

Debbie Kline

Debbie Kline
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
Maidencreek Township Authority Plant Operators
Kosmerl & Company
Maidencreek Township Board of Supervisors
Maidencreek Township Planning Commission
Eugene Orlando, Esq., Orlando Law Firm, Solicitor
Diane Hollenbach, Maidencreek Township Manager
Ontelaunee Township