Maidencreek Township Authority
March 21, 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, Steve Bensinger – Stackhouse Bensinger, Inc.

Karl Bolognese called the regular meeting of the Maidencreek Township Authority to order at 5:00 p.m.

PUBLIC COMMENT – Steve Bensinger addressed the Board regarding the UGI/Berkshire Mechanical planning module and plan approval to connect to the sewer. It was his understanding after February's board meeting that the MTA, solicitor, and engineer agreed the planning module could be submitted. He has since received another review letter stating the planning module submission is being held up until the service area map gets revised. Patrick Donovan reiterated that there were two conditions to be met prior to submission. They included the service area map being revised and the adjustment being done on the account that the MTA did not know about. As of now, the map is complete and the adjustment of $1,681.96 was sent to OMTA. When OTMA agrees to the adjustment in writing, the MTA can sign the plan. Patrick Donovan will sign the certification in a timely manner when the letter is received from OTMA.

PLAN REVIEW STATUS

UGI Facility Plan Review - Ty Leinneweber provided copies of the service area map that was amended by the Ontelaunee Township engineer. The service area was changed to include the area of the UGI property and an additional property right next to it which is currently a storage area. The map does not show the lot lines of the properties that are actually included. If the Authority wants to pursue that it would have to be worked out with Ontelaunee Township. This would make it easier to look at the plan and determine the parcels that are included.

DEVELOPMENT CLOSEOUT STATUS

Melrose Place – Ongoing. Mr. Becker continues to work with the developer.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the February 21, 2019 regular meeting minutes as presented. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

April Shut-Off List

A motion was made by Dan Novakovich to approve the April Shut-Off list as presented. The motion was seconded by James Nothwehr and hearing no questions on the motion, it passed unanimously.

Crisis Management

The MTA does not currently have a crisis management communication plan in place. If a crisis occurs, Patrick Donovan will be the MTA spokesperson. In the absence of Patrick, Diane Hollenbach will be the MTA spokesperson, and our attorney will be contacted immediately. Jerry Hartman would like a Crisis Communication Plan documented and communicated to all employees and board members. Diane will provide the township's Emergency Management Plan for Patrick to review. Patrick will review and report back at the board meeting next month.

Route 73/Wesner & Grove

Greg Unger reported that the plan is about 95% complete on the drawing side. SDE is working on the specifications and bid form. In his opinion, SDE is well below the design curve. The project has grown to about a $350,000 project at this point from $300,000. This does not include design work. MTA has proceeded with this project because of multiple bad breaks. This project includes about 1,000 feet of bad pipe. In the future, The Authority needs to decide if they will keep repairing bad areas or if there should be a twenty-year plan to replace the cast iron in Old Blandon periodically.

April Board Meeting

A change to the April Board meeting date was discussed. The Board approved a change from Thursday April 18th to Tuesday April 16th at 5:00 p.m. in the MTA meeting room. This change will be advertised in the Reading Eagle.

A motion was made by James Nothwehr to approve a change of date for the Thursday April 18th board meeting to Tuesday April 16th at 5:00 p.m. in the MTA meeting room. The motion was seconded by Jerry Hartman and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Metering of Met Management Apartments – Patrick Donovan reported that he has contacted Met Management regarding this project. He is awaiting their response.

Wage Survey – Dan Novakovich stated he has a survey that should be provided to Patrick Donovan in the next few days.

OTMA – Patrick Donovan suggested that we send OTMA an invoice for $92,000.00 for the capital expense to be payable within 30 days. The MTA will also outline the amount to be charged for each EDU for the next five years. If payment is not received, the MTA will discuss adding interest charges.

Rules and Regulations – Greg Unger reported that the rules and regulations for water are ready for the Board to review. Patrick Donovan will look at the sewer details, and Greg Unger is confident they are in really good shape. Greg provided a set of the water rules and regulations for Patrick Donovan, Dan Becker, and The Board. Dan Novakovich will review for the Board. After a final review, the rules and regulations should be approved in the near future.

Greg Unger mentioned fire protection service. Currently, the MTA does not charge for fire protection water usage. Patrick Donovan will review the current rules and regulations and determine if fire protection requires any changes.

ROUTE 222 PROJECT

Ty Leinneweber reported the base plans provided to SDE by Penn DOT that SDE used to create the Route 222 water and sewer line plan have been revised by Penn DOT. SDE is awaiting updated drawings to determine if there are any conflicts with utilities. Tentatively, the project is scheduled for letting on July 11, 2019. Ty is unsure if the construction dates have changed.

SOLICITOR'S REPORT

Mr. Becker discussed the sludge hauling contract. The question is whether or not the MTA has been provided with proper proof of insurance. There are vehicles coming onto the MTA site that we believe are properly insured. They are Potty Queen trucks; however, the manifest says Russell Reid, Inc. The sludge hauling contract is with Rinehart's Sanitation Services, Inc., D/B/A Potty Queen. The certificate of insurance provided does not have the MTA listed as an additional insured. The MTA will hold payments until otherwise instructed by Dan Becker.

ENGINEER'S REPORT

Ty Leinneweber reported that SDE received plans for review to provide sewer and water connection for a proposed residence at 262 W. Walnut Tree Drive. This property has a long driveway crossing the Buckeye pipeline. It will require special accommodations for utilities. Ty requested authorization to issue the letter for the proposed residence plan.

A motion was made by James Nothwehr to authorize SDE to issue the letter regarding the property located at 262 W. Walnut Tree Drive. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

AUTHORITY REPORT

Mr. Donovan had nothing further to add.

TREASURER'S REPORT & PAYMENT OF BILLS

Dan Novakovich reported that everything appears to be in good standing and had nothing further to report.

A motion was made by James Nothwehr to accept the Treasurer's Report and authorize the following payments: Routine/Regular Bill List - $38,337.39, Construction in Progress - $1,542.70, Reimbursable Expenses Paid by Developer – $810.95, Payroll and Emergency Account Transfer from Operator Acct - $83,000.00, Validate Checks Signed Between Meetings - $300.50, Special Checks Requiring Special Handling - $8,056.93 Additional Checks after Board Book Delivery - $11,157.76. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S/SOLICITOR'S REIMBURSABLE EXPENSES:

A motion was made by Dan Novakovich to approve all Professional Staff Reimbursable Expenses as follows: SDE invoice #95071 in the amount of $60.95, SDE invoice #95076 in the amount of $750.00. 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 at 6:20 PM to discuss real estate and personnel. The Board reconvened the meeting at 7:05 PM and took action as follows:

A motion was made by James Nothwehr to authorize the professional staff to proceed with acquiring a property adjacent to Well # 3 for the purpose of wellhead protection. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Jerry Hartman to increase the hours Tim Mills is authorized to work from 29 hours per week to "less than 40 hours per week" with no benefits, provided this action satisfies all labor laws. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

A motion was made by Jack May to offer a seasonal summer helper position to a Thaddeus Stevens School of Technology student at a rate of $13.00 per hour and to comply with all seasonal help labor laws. The motion was seconded by Karl Bolognese and hearing no question on the motion, it passed unanimously.

A motion was made by Dan Novakovich and seconded by James Nothwehr to adjourn the meeting at 7:10 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