Maidencreek Township Authority
October 17, 2019

Attending Board Members: Karl Bolognese, Jerry Hartman, Jack May, Dan Novakovich, James Nothwehr

Also Attending: Greg Unger and Ty Leinneweber from SDE, Daniel Becker of Kozloff Stoudt, Patrick Donovan and Debbie Kline of the Maidencreek Township Authority.

Guests: John Kosmerl and Karla Pingatore of Kosmerl & Company, P.C.

Karl Bolognese called the October 17, 2019 meeting of the Maidencreek Township Authority to order at 5:00 p.m. at the Maidencreek Township municipal building.

PUBLIC COMMENT
Audit for Year Ending 9-30-2018 - 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.

Jerry Hartman brought to our attention that the audit report reflects a termination date for the Authority of 2021. Mr. Becker stated there is a 50-year life for Authorities. Mr. Becker will plan for the renewal as the termination date approaches.

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

A motion was made by Dan Novakovich to approve and authorize the Chairman and General Manager to sign the 2019 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 – None.

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

APPROVAL OF THE MINUTES
A motion was made by Jim Nothwehr to waive the reading of the minutes and approve the September 19, 2019 regular meeting minutes as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the October 3, 2019 meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS
Office Holiday Schedule

Mr. Donovan advised the Board the Township offices would be closed for December 24, 2019 to January 1, 2020 and reopen January 2, 2020. Mr. Donovan asked the Board if they would allow the Authority offices to close as well. After some discussion the Board decided to make the MTA office holiday schedule the same as the Township holiday schedule as the standard going forward.

A motion was made by Dan Novakovich for the MTA to follow Maidencreek Township's office holiday schedule this year and in subsequent years as the standard policy. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

Christmas Holiday

Mr. Donovan asked the Board for approval to grant the full-time Authority employees the day after Christmas off as a paid holiday. The operators would be able to float the day off based on staffing needs. Mr. Donovan advised this has been past practice for the Board to grant the day after Christmas off for the last few years.

A motion was made by Dan Novakovich to grant two paid days off to the full-time MTA employees for the Christmas Holiday as the standard policy. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

Township Christmas Party

The board was advised the Township Christmas party will be Friday, December 20, 2019 from 11 a.m. to 2 p.m. at the Township building. Invitations will follow from the Township.

Line of Credit

Mr. Donovan discussed the option to open a line of credit with Vist Bank for short-term financing purposes. After much discussion, the Board agreed to authorize the general manager to establish a line of credit with Vist Bank.

A motion was made by Dan Novakovich to authorize Patrick Donovan to establish a line of credit with Vist Bank. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

UNFINISHED BUSINESS

Rules and Regulations – Ongoing.

Well #7 Project – Discussed in Executive Session.

2020 Budget and Five-year Plan – Tabled until November Board meeting.

LEAK REDUCTION REQUESTS

None.

ROUTE 222 PROJECT

Dan Becker provided an update on the Rt 222/Coca-Cola easement.

A motion was made by Dan Novakovich to authorize the appropriate officials to execute the PennDot/Rt 222 Easement reimbursement agreement when completed to satisfaction of the engineer, solicitor and manager. 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 add.

ENGINEER'S REPORT
SDE submitted a written report.

Ty Leinneweber reported that the current 3-year sludge hauling and disposal contract with Potty Queen will expire on February 7, 2020. SDE is requesting to prepare and advertise for bids in November for sludge hauling and disposal for 2020, 2021 and 2022 with the contract ending 02/07/2023.

A motion was made by Dan Novakovich to authorize SDE to prepare and advertise for bids for sludge hauling and disposal for 2020, 2021 and 2022 with the contract ending 02/07/2023. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

A motion was made by Jim Nothwehr to authorize payment of the Flow Data Industries, Inc., invoice in the amount of $17,230.00 for the Supernatant/Filtration project. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize payment of the Dessco Design & Construction, Inc., invoice in the amount of $16,980 for the Supernatant/Filtration project upon review and approval of SDE. The motion was seconded by Jim Nothwehr 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 Jerry Hartman to accept the Treasurer's Report and authorize the following payments: Routine/Regular Bill List - $44,012.36, Construction in Progress - $26,549.84, Reimbursable Expenses Paid by Developer - $0, CIP Account Transfer from Operator Acct - $200,000.00, Validate Checks Signed Between Meetings - $18,000.00, Special Checks Requiring Special Handling - $20,998.53, Additional Checks after Board Book Delivery - $30,937.98. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

CORRESPONDENCE – None.

The board went into executive session to discuss personnel from 6:15 p.m. until 7:10 p.m.

A motion was made by Jerry Hartman to authorize an additional water leak reduction to 64 Mountain Spring in the amount of $256.04, thus bringing the account to zero at the end of the fourth quarter. Jack May seconded the motion and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich and seconded by Jack May to adjourn the meeting at 7:15 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