Maidencreek Township Authority
April 16, 2020

Attending Board Members Via Teleconference: Karl Bolognese, Jerry Hartman, Jack May, Jim Nothwehr, Dan Novakovich

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

Guests Via Teleconference: Robert Wood

Jack May called the April 16, 2020 meeting of the Maidencreek Township Authority (MTA) to order at 5:00 p.m. via Zoom video conference and asked everyone to rise for the Pledge of Allegiance to the Flag.

APPROVAL OF THE MINUTES

A motion was made by Jim Nothwehr to waive the reading of the minutes and approve the March 19, 2020 regular meeting minutes as presented. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Worker's Compensation

A motion was made by Dan Novakovich to approve the proposal for worker's compensation insurance received from Gallen Insurance Company and underwritten by AmTrust North America at a cost of $11,560.00. The motion was seconded by Karl Bolognese and hearing no questions on the motion, it passed unanimously.

Route 73 Bids

Greg Unger of SDE reported that three bids were received for the Rt 73 Water Line Replacement Project. The bids were received from Barrasso Excavation, Doli Construction and Wexcon, Inc. Mr. Unger provided a review of the three contractors and the bid costs. There was much discussion about the project as well as how to proceed. The recommendation of SDE at this time is to hold off on accepting any of the bids for at least thirty days. This will also allow the MTA to better understand the status of the COVID-19 National Emergency at that time. The Board was in agreement and will revisit at the May Board meeting.

Coronavirus Emergency

There was discussion regarding the COVID-19 National Emergency in regards to the MTA customers in this difficult financial time. The Board was in agreement for the following action:

a. Place a moratorium on shutoffs until emergency order is lifted.
b. Suspend or waive late charges or fees.
c. Continue to offer payment assistance plans to those in need.

Dan Becker of Kozloff Stoudt will draft a resolution outlining the above action approved by the Board.

A motion was made by Dan Novakovich to: a) place a moratorium on shutoffs, b) suspend or waive late charges or fees, and c) continue to offer payment assistance plans to those in need until the COVID-19 Emergency Order is lifted. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

UV System Project

Patrick Donovan requested permission for SDE to proceed with the engineering design of the UV system. Mr. Donovan discussed the possibility of federal government monies becoming available for infrastructure due to the COVID-19 National Emergency and the benefit of the MTA being prepared with the design of this project. Per Greg Unger of SDE, this is approximately a $650,000 project. As the project was started previously and then put on hold for a period of time, Greg estimated the engineering costs should likely not exceed $65,000.

A motion was made by Dan Novakovich to allow SDE to proceed with the engineering design of the UV System. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

PMRS Retirement Plan Agreement

Mr. Donovan reported that the MTA has received a new retirement plan agreement from PMRS. Mr. Donovan spent a great deal of time reviewing the agreement and spoke to PMRS regarding the changes within the new agreement. Mr. Donovan requested permission to allow Mr. Becker to review the agreement and provide his professional opinion regarding accepting the new agreement. The Board agreed to allow Mr. Becker to work with Mr. Donovan to review any areas of concern.

Summer Help Position

Mr. Donovan reported he has two candidates for the summer helper position. He would like to interview and hire one employee. Upon hiring, this employee will be notified his continued employment is contingent based on satisfactory performance. This position will have multiple responsibilities including painting fire hydrants and working with the township for ground maintenance.

A motion was made by Karl Bolognese to allow the general manager to hire a summer helper at a rate of $12.00 per hour with continued employment based on satisfactory performance. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

DRBC Permit Approval

Karen Pollock of SDE presented the completed DRBC Permit Application to Patrick Donovan to be signed by the Chairman. The Chairman, Jack May, will sign the application and it will be returned to SDE.

A motion was made by Karl Bolognese to authorize the DRBC Permit Application to be signed by the Chairman, Jack May, and for SDE to submit the completed application along with a payment of $8,988.60 to DRBC. The motion was seconded by Dan Novakovich 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. Mr. Unger had nothing further to add.

AUTHORITY REPORT
Mr. Donovan had nothing further to add.

PAYMENT OF BILLS

A motion was made by Karl Bolognese to accept the Treasurer's Report and authorize the following payments: Routine/Regular Bill List - $55,111.45, Construction in Progress - $17,030.65, Reimbursable Expenses Paid by Developer - $0, Payroll Account Transfer from Operator Acct - $80,000.00, Validate Checks Signed Between Meetings - $7,033.50, Special Checks Requiring Special Handling - $10,513.18, Additional Checks after Board Book Delivery - $36,496.20. Dan Novakovich seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S/SOLICITOR'S REIMBURSABLE EXPENSES – None.

COVID-19 – Jack May mentioned the PA Governor's office new mandate that all essential employees wear masks beginning on 04/20/2020 and asked if the MTA employees would be following this policy. Mr. Donovan stated all MTA employees will be provided with masks and will be wearing masks daily. He reported the MTA staff continues to diligently sanitize surfaces each day and continues to practice social distancing. Mr. Donovan will work with Mr. Becker to create policy guidelines for best practices to be followed by the MTA regarding the COVID-19 pandemic.

PUBLIC COMMENT – None.

Having no further business, the meeting was adjourned at 5:55 PM.

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