

Maidencreek Township Authority  
February 16, 2023

Attending Board Members: Dan Novakovich, Jack May, Joe Rudderow III, Jason Peters

Absent Board Members: Jim Nothwehr

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

Jack May called the February 16, 2023 meeting of the Maidencreek Township Authority (MTA) to order at 11:05 a.m. at the Maidencreek Township municipal building and asked everyone to rise for the Pledge of Allegiance to the Flag.

PUBLIC COMMENT – None.

PLAN REVIEW

**Giorgi Mushroom Company Project Titan C**

No action this month.

**Wolfson Group**

Mr. Donovan reported that SDE sent the approved revised letter to Maiden Creek Associates, L.P. Steve Wolfson called to discuss the letter with Mr. Donovan. Mr. Donovan reported that Mr. Wolfson seemed satisfied with the response letter. The MTA will await further correspondence from the developer.

**Redner's Quick Shop**

No action this month.

**Trinity Bible Fellowship Church**

Tabled signing of the plan.

**Forkin - 5704 Allentown Pike**

No action this month.

APPROVAL OF THE MINUTES

A motion was made by Joe Rudderow III to waive the reading of the minutes and approve the Reorganization minutes and the January 19, 2023 regular meeting minutes as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

**Auditor**

Mr. Donovan reported he received one proposal for auditing services from Campbell, Rappold & Yarasits LLP. Per the proposal dated February 6, 2023 the year ending September 30, 2021 audit cost will be \$9,100. In addition, CR&Y will perform the September 2022 audit at a cost of \$9,600.

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A motion was made by Dan Novakovich to accept the proposal from Campbell, Rappold & Yarasits LLP for auditing services at a cost of \$9,100 for fiscal year ending Sept 2021 and \$9,600 for fiscal year ending Sept 2022. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

**PIRMA Property and Liability Insurance**

Patrick Donovan reported that he received the 2023 invoice for Property, Liability and Auto insurance from PIRMA. The annual premium is \$30,516.00. Patrick stated PIRMA and the broker increased the MTA asset value by 10% based on changes in the economy. Patrick recommended retaining Industrial Appraisal to perform an appraisal of assets to confirm the MTA assets are properly insured.

A motion was made by Dan Novakovich to authorize payment of the 2023 PIRMA Property, Liability and Auto insurance policy in the amount of \$30,516.00. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

A motion was made by Dan Novakovich to authorize the general manager to obtain a quote from Industrial Appraisal to perform an appraisal of MTA assets. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

**Rules and Regulations**

Mr. Donovan and the Board discussed the current Rules and Regulations at length. The Board is in agreement to review the rules and regs and compare with Lehigh County Authority and finalize the MTA Rules and Regulations for approval and adoption. Mr. Becker recommended making the Rules and Regulations public by placing them online in a format that is searchable.

A motion was made by Dan Novakovich to review and finalize the Rules and Regulations for adoption and approval. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

**LEAK REDUCTION REQUESTS**

**William Groh III, 17 Mountain View Lane, Blandon**

A motion was made by Dan Novakovich to authorize a one-time leak reduction per MTA policy for William Groh III, 17 Mountain View Lane. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

**Village at Maidencreek, 101 Maple Leaf Drive, Blandon**

A motion was made by Jason Peters to authorize a one-time leak reduction per MTA policy for Village at Maidencreek, 101 Maple Leaf Drive. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

**SOLICITOR'S REPORT**

None.

**ENGINEER'S REPORT**

SDE submitted a written report.

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AUTHORITY REPORT

Mr. Donovan had nothing further to add.

PAYMENT OF BILLS

A motion was made by Dan Novakovich to accept the Treasurer's Report and authorize the following payments: Routine/Regular Bill List - \$128,777.99, Construction in Progress - \$6,748.49, Reimbursable Expenses Paid by Developer - \$5,080.20, Payroll Account Transfer from Operator Acct - \$80,000.00, Validate Checks Signed Between Meetings - \$2,615.34, Special Checks Requiring Special Handling - \$17,888.41, Additional Checks after Board Book Delivery - \$48,486.76. Jason Peters seconded the motion and hearing no questions on the motion, it passed unanimously.

RATIFY PAYMENT OF DECEMBER BILLS

A motion was made by Dan Novakovich to ratify the following payments made in December: Routine/Regular Bill List - \$46,096.40, Construction in Progress - \$21,699.23, Reimbursable Expenses Paid by Developer - \$4,910.85, Payroll Account Transfer from Operator Acct - \$80,000.00, Validate Checks Signed Between Meetings - \$306.09, Special Checks Requiring Special Handling - \$32,397.36, Additional Checks after Board Book Delivery - \$11,181.11. Jason Peters seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S/SOLICITOR'S REIMBURSABLE EXPENSES

A motion was made by Joe Rudderow III to approve Professional Staff Reimbursable Expenses for Kozloff Stoudt invoice #191350-079 in the amount of \$2,734.00. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

A motion was made by Joe Rudderow III to approve Professional Staff Reimbursable Expenses for Kozloff Stoudt invoice #191350-081 in the amount of \$1,135.00. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Joe Rudderow III to approve Professional Staff Reimbursable Expenses for SDE invoice #112188 in the amount of \$393.75. The motion was seconded by Jason Peters and hearing no questions on the motion, it passed unanimously.

A motion was made by Joe Rudderow III to approve Professional Staff Reimbursable Expenses for SDE invoice #112190 in the amount of \$175.00. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

A motion was made by Jason Peters to approve Professional Staff Reimbursable Expenses for SDE invoice #112191 in the amount of \$222.45. The motion was seconded by Joe Rudderow III and hearing no questions on the motion, it passed unanimously.

A motion was made by Joe Rudderow III to approve Professional Staff Reimbursable Expenses for SDE invoice #112192 in the amount of \$420.00. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

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**Executive Session** – The MTA Board went into executive session at 12:05 p.m. to 1:10 p.m. to discuss personnel items.

The MTA Board came out of executive session at 1:10 p.m. and took the following actions:

The MTA accepted a revised reduced hourly rate for the solicitor of \$225.00 per hour.

A motion was made by Dan Novakovich to approve a 3 % increase in the hourly rate of the Utility Operators and a 5.97 % increase in the hourly rate of the Office Manager. The motion was seconded by Jason Peters and hearing no question on the motion, it passed unanimously.

The Board made adjustment to the Utility Operators and the Office Manager positions based on the information received in the February 2023 Regional Wage and Rate Study.

A motion to adjourn was made by Dan Novakovich and seconded by Joe Rudderow III to adjourn the meeting at 1:15 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	Maidencreek Township Board of Supervisors
	Patrick Donovan, Maidencreek Township Authority General Manager	Maidencreek Township Planning Commission
	Greg Unger, Systems Design Engineering, Inc., MTA Engineer	Daniel Becker, Kozloff Stoudt, MTA Solicitor
	Maidencreek Township Manager	Maidencreek Township Authority Plant Operators
	Ontelaunce Township	