

Maidencreek Township Authority
November 16, 2023

Attending Board Members: Jack May, Dan Novakovich, Joe Rudderow III, Tom Evanosky

Absent Board Members: Jim Nothwehr

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

Jack May called the November 16, 2023 meeting of the Maidencreek Township Authority (MTA) to order at 11:00 a.m. at the Maidencreek Township municipal building and asked everyone to rise for the Pledge of Allegiance to the Flag.

PUBLIC COMMENT – None.

Jack May reported there was an executive session held on October 31, 2023 and November 10, 2023 to discuss personnel.

PLAN REVIEW

Crossing at Maidencreek

No action this month. Ty Leinneweber reported SDE received revised plans on November 3, 2023. The second plan review will be presented to the Board at the December 2023 meeting.

Wolfson Group

No action this month. The meeting with the developer and the professional staff on 10/20/23 to discuss the review letter sent by SDE went well and was productive. Ty Leinneweber reported SDE received revised plans on November 11, 2023. The third plan review will be presented to the Board at the December 2023 meeting.

APPROVAL OF THE MINUTES

A motion was made by Dan Novakovich to waive the reading of the minutes and approve the October 19, 2023 regular monthly meeting minutes as presented. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

A motion was made by Tom Evanosky to waive the reading of the minutes and approve the October 31, 2023 special meeting minutes as presented. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Board Member Resignation

Dan Novakovich submitted his letter of resignation to the Board today. Jack May read the letter aloud, and there was some discussion on the matter. The Board accepted his resignation with regrets effective December 31, 2023 and thanked Dan for his years of service. Mr. May will forward the resignation letter to the Township for their consideration for a new Board member.

A motion was made by Tom Evanosky to accept with regrets the resignation of Dan Novakovich effective December 31, 2023. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

PLGIT

Mr. Donovan reported the bond issuance should be complete by mid-December. All proceeds from the bonds will be deposited into the Pennsylvania Local Governmental Investment Trust (PLGIT). The current rate of interest is 5.5%.

A motion was made by Dan Novakovich to authorize Resolution 2023-11-01 for the purchase of shares of the Pennsylvania Local Governmental Investment Trust (PLGIT) and to authorize the appropriate Maidencreek Township Authority officials to execute the necessary documents for the purchase of shares. The motion was seconded by Tom Evansky and hearing no questions on the motion, it passed unanimously.

2024 Budget Review

Mr. Donovan provided an in-depth review of the 2024 budget, five-year projection and capital projects. The Board discussed the proposed budget at length. Based on a recent rate study of the area, Maidencreek Township currently has the lowest combined water and sewer rates. Mr. Donovan recommended the Board should consider increasing rates by 5% in 2024 and 2025, including a rate increase for Ontelaunee Township. The Board may want to consider future increases in later years if potential grant funds and future revenue sources do not materialize. If approved, Mr. Donovan asked the Board to authorize the MTA to post notice of the rate increase on the website.

A motion was made by Dan Novakovich to approve a 5% increase to all quarterly billing water and sewer rates for 2024, including increasing the quarterly billing rates to Ontelaunee Township, and to authorize Mr. Becker to prepare resolutions to increase water and sewer rates effective October 1, 2023 and authorize Mr. Donovan to post notice of the increase on the MTA website and in the upcoming newsletter. The motion was seconded by Tom Evansky and hearing no questions on the motion, it passed unanimously.

Township Holiday Party

Mr. Donovan reported the Township holiday party has been scheduled for December 15, 2023 and asked if the Board would like to donate towards the party as they have in the past.

A motion was made by Tom Evansky to donate \$600.00 to the Township for the holiday party. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

Township Cash Flow

The Board discussed the Township cash flow issue. The current term of the MTA office lease expires December 31, 2023. The current rent is paid in monthly installments of \$1,313.50. There was a lengthy discussion regarding the terms of a new office lease. The Board approved an increase of 10% for a lease term of ten years. The Board discussed the prepayment of rent to the Township for a period of time up to ten years.

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A motion was made by Dan Novakovich to authorize the solicitor and staff to prepare the necessary documents to enter into a lease agreement for up to the next ten years to prepay rent in a lump sum up to an amount not to exceed \$173,382.00. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

Snow Plow Purchase

Mr. Donovan reported the policy has been to outfit the MTA trucks to assist the Township in extreme snow conditions. Mr. Donovan recommended the purchase of a Boss V-plow to outfit the new Ford truck. This will make the plows for both the new MTA trucks interchangeable with the Township trucks.

A motion was made by Tom Evanosky to authorize the purchase a Boss V-plow per the quote from Levan Machine and Truck Equipment for a total cost of \$6,173.64. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

July 2023 Flood Damage

Mr. Donovan reported PIRMA has provided a value for the loss of the 2017 GMC and will issue a total of \$35,000.00 to the MTA for the loss of this vehicle. Mr. Donovan signed the claim documents for the 2015 GMC, 2017 GMC and equipment losses yesterday for a total of \$85,000.00.

Mr. Donovan reported the MTA insurance broker has provided a quote from Selective Insurance Company for flood insurance coverage for the three buildings and contents at the wastewater treatment plant for \$1,000,000.00 with a \$5,000.00 deductible.

Mr. Donovan made the recommendation to purchase the flood insurance as offered by Selective Insurance Company. His suggestion is to also maintain a self-insured flood reserve fund of \$100,000.00 per year until the amount reaches \$1,000,000.00. The Board was in agreement with this plan.

A motion was made by Tom Evanosky to authorize the purchase of flood insurance for the wastewater treatment plant with Selective Insurance Company per the proposed quote. The motion was seconded by Dan Novakovich and hearing no questions on the motion, it passed unanimously.

SDE is continuing to evaluate engineering options for stormwater mitigation for raising the berm at the treatment plant. The survey has been completed. SDE will review the physical features from the survey and prepare a plan to raise the berm and access driveway. Ty plans to have additional information for the next Board meeting.

SDE reported the UV project is in progress. Mr. Unger stated he reviewed the shop drawings extensively, and they have been returned to Trojan to go into production. Mr. Unger will be following through with the installation aspect of the project in the upcoming weeks.

UNFINISHED BUSINESS – None.

LEAK REDUCTION REQUESTS – None.

UPDATES

Bond Issuance

Mr. Donovan reported the bond has been locked in at a rate of 4.635%.

Valve Exercising Program

Mr. Donovan provided an update on the progress of the valve exercising pilot program.

Guarantee Revenue Bond

No further update.

Antenna Radio Read System

Mr. Donovan stated he received the proposal from L/B Water and will speak to the Township for an update on the status of the Verizon cell tower.

Muhlenberg Interconnection

Mr. Becker has communicated with the Muhlenberg Township attorney regarding proceeding with the interconnection project. Muhlenberg Township does want to move forward with the project. Mr. Becker will review the proposal from Muhlenberg Township with Mr. Donovan and SDE prior to scheduling a meeting with Muhlenberg.

Well 6 & 7 Construction Project

Ty Leineweber reported construction is tentatively scheduled to begin on December 4th.

SOLICITOR'S REPORT

None.

ENGINEER'S REPORT

SDE submitted a written report.

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 as presented: Routine/Regular Bill List - \$68,946.18, Construction in Progress - \$12,900.77, Reimbursable Expenses Paid by Developer - \$915.90, Payroll Account Transfer from Operator Acct - \$500.00, Emergency Account Transfer from Operator Acct - \$0, CIP Account Transfer from Operator Acct - \$15,000.00, Validate Checks Signed Between Meetings - \$0, Special Checks Requiring Special Handling - \$2,142.63, Additional Checks after Board Book Delivery - \$7,276.16 for a total amount of \$135,856.55. Tom Evanosky seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S/SOLICITOR'S REIMBURSABLE EXPENSES

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A motion was made by Dan Novakovich to approve Professional Staff Reimbursable Expenses for SDE invoice #115872 in the amount of \$915.90. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

Executive Session – The MTA Board went into executive session at 12:50 p.m. to 1:27 p.m. to discuss personnel items.

The MTA Board came out of executive session at 1:27 p.m. and took action as follows:

The MTA Board directed the General Manager to place advertisements with Indeed and various professional organizations for the position of General Manager, Utility Operator and Office Assistant.

A motion to adjourn was made by Dan Novakovich and seconded by Tom Evanosky to adjourn the meeting at 1:28 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
	Ontelaunee Township	