

Maidencreek Township Authority  
January 18, 2024

Attending Board Members: Jack May, Jim Nothwehr, Tom Evanosky, Dawn Geschwindt, Roger Sensenig

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

Jim Nothwehr called the January 18, 2024 meeting of the Maidencreek Township Authority (MTA) to order at 11:07 a.m. at the Maidencreek Township Municipal Building.

PUBLIC COMMENT – None.

#### PLAN REVIEW

##### **Crossing at Maidencreek**

Ty Leinneweber of SDE and Dan Becker of Kozloff Stoudt provided a historical review of the development plan. Mr. Donovan and the MTA professional staff met with the developer and their engineer last week. Our staff will be working with the developer in an attempt to secure off-site sewer easements. The Board authorized SDE to issue a Will Serve Letter.

A motion was made by Jack May to authorize the issuance of a Will Serve Letter to Crossing at Maidencreek. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

##### **Wolfson Group**

Patrick Donovan and Ty Leinneweber provided a historical review of the proposed development plan. Mr. Donovan updated the Board on a proposed new concept for the location to install the new water main adjacent to Allentown Pike northbound in lieu of water main construction on the Wolfson Group warehouse property. There was a lengthy discussion of the project, and all questions were answered. The Board directed the general manager and the professional staff to negotiate with the developer regarding the water line installation.

#### APPROVAL OF THE MINUTES

A motion was made by Tom Evanosky to waive the reading of the minutes and approve the December 21, 2023 regular monthly meeting minutes as presented. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

#### NEW BUSINESS

##### **Phillip's Farm Well House Construction Project**

Mr. Leinneweber provided a historical overview of the project. Mr. Leinneweber reported the contractor has been dealing with issues with soil compaction due to the recent heavy rains. The contractor will provide cost estimates to bring in additional soil. Mr. Leinneweber will provide this information at the next Board meeting.

Blooming Glen Contractors, Inc. submitted Pay Application No. 2 for payment. The request was for \$89,625.56 with a balance to finish of \$3,129,534.44, which includes 10% retainage for the amount of work completed to date.

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A motion was made by Roger Sensenig to approve and authorize payment of the Blooming Glen Contractors, Inc. Application for General/Mechanical Payment No. 2 in the amount of \$89,625.56 upon review and approval of SDE. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

Ty reported he received a preliminary change order yesterday for Blooming Glen Contractors, Inc. Contract A regarding changes in the brick for the well houses to match the brick of the control building as well as the installation of insulation in the well houses. It is the recommendation of SDE to install the insulation. These changes will cost an additional \$13,965.00.

A motion was made by Roger Sensenig to authorize SDE to move forward with the process for changes to the brick for the well houses and the installation of insulation in the well houses. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

Ty reported he also received a change order for Rogers Mechanical Company Contract C. This issue was tabled until next month.

**Mr. Withers EDUs**

The MTA received a request from Mr. Withers to remove one EDU from his account. The owner provided evidence that the trailer was removed. There are four active mobile homes on the property as of December 22, 2023.

A motion was made by Dawn Geschwindt to reduce the EDU billing units from 5 to 4 units for the Kenneth Withers trailer park account. The motion was seconded by Roger Sensenig and hearing no questions on the motion, it passed unanimously.

**Cornerstone Drive**

Mr. Donovan reported that during the recent heavy rain events Cornerstone Drive residents have been experiencing more frequent sewer backups. Three additional customers have contacted the MTA about basement sewer backups. Mr. Donovan will present recommendations for further discussion at the next Board meeting for remediation options. In the meantime, vents and cleanouts will be evaluated. The Board directed the staff to include information in the Township newsletter regarding sewer backups and the need for a rider for coverage on the homeowner's insurance policy.

**Christmas Holiday**

Debra Kline addressed the topic of an extra day after/before Christmas as a paid holiday. The minutes from October 17, 2019 reflect a motion was made to grant two paid days off to the full-time MTA employees for the Christmas Holiday as the standard policy. Mr. Becker stated this change should be included in the employee handbook as part of the holiday policy.

**Pension Plan Administrator**

A motion was made by Jack May to appoint Jim Nothwehr as Pension Plan Administrator. The motion was seconded by Roger Sensenig and hearing no question on the motion, it passed unanimously.

**Signature Cards for Bank Accounts**

A motion was made by Tom Evanosky to authorize the current Board members to sign new signature cards for the Maidencreek Township Authority Fleetwood Bank accounts. The motion was seconded by Dawn Geschwindt and hearing no questions on the motion, the motion passed unanimously.

**Security Cameras**

A motion was made by Jack May to authorize installation of interior and exterior security cameras at Well 2 and Well 3 for a cost of \$1,500.00 for each site. The motion was seconded by Roger Sensenig and hearing no questions on the motion, the motion passed unanimously.

**July 2023 Flood Damage**

Mr. Donovan reported the flood insurance policies with Selective Insurance Company for the waste water treatment plant are in effect as of 01/05/2024.

Ty Leinneweber provided a review of the engineering options for stormwater mitigation at the waste water treatment plant. SDE is continuing to evaluate engineering options to increase the berm elevation surrounding the treatment facilities, which will include raising the driveway entrance into the treatment plant grounds. Based on SDE's review of the physical features from the survey data, a retaining wall may be necessary between the WWTP and the neighboring property. SDE is looking to do this in multiple phases and to begin in the spring.

SDE reported the UV project is in progress. Mr. Leinneweber stated the UV equipment will be delivered at the end of April. Eastern Environmental will be performing the installation. SDE is working with the contractor for installation costs through COSTARS.

UNFINISHED BUSINESS – None.

LEAK REDUCTION REQUESTS – None.

UPDATES

**Muhlenberg Interconnection**

Mr. Becker stated Muhlenberg Township responded to the current MTA proposal, and they have agreed to the rate terms.

SOLICITOR'S REPORT

None.

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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 Roger Sensenig to accept the Treasurer's Report and authorize the following payments as presented: Routine/Regular Bill List - \$110,799.85, Construction in Progress - \$9,789.14, Reimbursable Expenses Paid by Developer - \$2,660.00, Emergency Account Transfer from Operator Acct - \$15,000.00, CIP Account Transfer from Operator Acct - \$5,000.00, Operator Acct transfer from Money Market - \$205,000.00, Validate Checks Signed Between Meetings - \$641.00, Special Checks Requiring Special Handling - \$26,496.55, Additional Checks after Board Book Delivery - \$122,894.44 for a total amount of \$273,280.98. Dawn Geschwindt seconded the motion and hearing no questions on the motion, it passed unanimously.

ENGINEER'S/SOLICITOR'S REIMBURSABLE EXPENSES

A motion was made by Tom Evanosky to approve Professional Staff Reimbursable Expenses for SDE invoice #116749 in the amount of \$1,540.00. The motion was seconded by Jack May and hearing no questions on the motion, it passed unanimously.

A motion was made by Tom Evanosky to approve Professional Staff Reimbursable Expenses for SDE invoice #116754 in the amount of \$1,120.00. The motion was seconded by Roger Sensenig and hearing no questions on the motion, it passed unanimously.

**Executive Session** – The MTA Board went into executive session at 1:05 to 1:30 p.m. to discuss personnel.

The MTA Board came out of executive session at 1:30 p.m. and took action as follows:

**Promotion of Chris Shinn to Lead Operator Position**

A motion was made by Jack May to promote Chris Shinn to the position of Lead Operator and to authorize a rate increase of \$2.00 per hour with an effective date of the increase to October 1, 2023. The Motion was seconded by Dawn Geshwindt and hearing no questions on the motion, the motion passed unanimously (PRD)

**Authorization of Additional PTO to the General Manager to Delay Retirement**

A motion was made by Thomas Evanosky to authorize additional P.T.O. to the General Manager in lieu of an increase in wages that was offered by the MTA Board to the General Manager to delay his retirement. No additional wage increases shall be granted to the General Manager for the remaining fiscal year ending September 30,2024.

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The General Manager shall earn a total of 50 hours per month of P.T.O effective January 1, 2024 and ending on September 30, 2024. The General Manager will be a full-time employee and receive all benefits currently offered to full-time employees. Upon final termination (retirement) of the General Manager any earned and banked P.T.O above 25 days shall be forfeited. The MTA Board and General Manager agree to work in good faith to pay out P.T.O. earned after January 1, 2024 and not yet taken. The MTA Board and General Manager have mutually agreed to give a 60-day written notice prior to the actual date of retirement. The motion was seconded by Roger Sensenig and hearing no questions on the motion, the motion passed unanimously. (PRD)

**Request from Russ Stoudt for Job Title Change to Operations Manager**

A motion was made by Dawn Geshwindt, upon the request from Russ Stoudt, to change his job title from Assistant Manager to Operations Manager. The motion was seconded by Roger Sensenig and hearing no questions on the motion, the motion passed unanimously. (PRD)

The MTA Board adjourned the meeting at 1:40 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	