

Maidencreek Township Authority
March 20, 2025

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

Also Attending: Ty Leinneweber of SDE, Daniel Becker of Kozloff Stoudt, Diane Hollenbach of Maidencreek Township, Nicolas Volk, Patrick Donovan, Russell Stoudt, Debbie Kline, Tania Beerman of the Maidencreek Township Authority.

Jack May called the March 20, 2025 meeting of the Maidencreek Township Authority (MTA) to order at 11:04 a.m. at the Maidencreek Township Municipal Building.

PUBLIC COMMENT – None.

DEVELOPMENT REVIEW

Crossing at Maidencreek

Ty Leinneweber of SDE Engineering has not received any revised plans and has nothing new to report.

Wolfson Group

Nicolas Volk confirmed all Agreements have been signed and executed by all parties and recorded with the Berks County Recorder of Deeds. Mr. Wolfson will come into the Township Office to remit payment of all required fees and posting of required financial security. After all required fees are received by MTA, a water and sewer permit will be issued.

Redner's Warehouse Markets

Ty Leinneweber reported he reviewed the Plans from Redner's Warehouse Markets for utility installations for new location for water service with fire protection and a new connection to the existing sewer lateral for food processing upgrades to the Redner's Warehouse. Ty Leinneweber reported work has begun inside the warehouse. Ty Leinneweber authorized no outside work to begin until Final Plan Approval. Ty Leinneweber will discuss with Daniel Becker and Nick Volk to implement a program for the first year to include quarterly testing in the event the Authority receives high BOD Loadings at the treatment plant.

A motion was made by Dawn Geschwindt to approve the Plan submission contingent upon the inclusions of the additions discussed and authorized Ty Leinneweber to send the updated review letter to Redner's Warehouse Markets. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

APPROVE MINUTES

A motion was made by Dawn Geschwindt to waive the reading of the minutes and approve the February 20, 2025 regular monthly meeting minutes as presented. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

NEW BUSINESS

Phillips' Farm Water Treatment Facility Construction Project

A motion was made by Roger Sensenig to authorize Requisition No. 23, Payment Application No. 11, to the General Contractor, Blooming Glen Contractors, in the amount of \$194,440.99. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, the motion was passed unanimously. After Payment Application No. 11, the balance to finish will be \$1,382,147.27.

A motion was made by Jim Nothwehr to approve Change Order #6 to the General Contractor, Blooming Glen Contractors, in the amount of \$5,552.06 for switching 8" inlet tops with 6" inlet tops. The motion was seconded by Tom Evanosky and hearing no questions on the motion, the motion was passed unanimously.

A motion was made by Tom Evanosky to approve Change Order #7 to the General Contractor, Blooming Glen Contractors, in the amount of \$6,867.80 for installation of ceiling and insulation in Well Buildings 6 & 7. The motion was seconded by Dawn Geschwindt and hearing no questions on the motion, the motion was passed unanimously.

A motion was made by Roger Sensenig to approve Change Order #8 to the General Contractor, Blooming Glen Contractors, in the amount of \$4,140.00 to stabilize the site per direction by the Berks County Conservation District. The motion was seconded by Dawn Geschwindt and hearing no questions on the motion, the motion was passed unanimously.

A motion was made by Jim Nothwehr to authorize Requisition No. 24, Payment Application No. 6, to the Electrical Contractor, Garden Spot Electric, in the amount of \$140,593.50. The motion was seconded by Tom Evanosky and hearing no questions on the motion, the motion was passed unanimously. After Payment Application No. 6, the balance to finish will be \$350,068.74.

Delaware River Basin Commission (DRBC)

Nicolas Volk reported SDE submitted the Docket Amendment Application on March 5, 2025, to DRBC to have the Authority's existing Docket amended to include the interconnection with Muhlenberg. Nicolas Volk will invoice Muhlenberg for the application and engineering fees once we receive SDE's final invoice of their work in preparing the application to DRBC.

A motion to ratify was made by Jim Nothwehr to approve submission of the DRBC Groundwater Withdrawal Docket Amendment Application. The Motion was seconded by Dawn Geschwindt and hearing no questions on the motion, it passed unanimously.

Chapter 94 Report

Greg Unger of SDE provided a detailed review of the 2024 Chapter 94 Report. Greg Unger stated the Chapter 94 report shows the waste water treatment plant is in good condition at this time. Greg Unger reported planning for a treatment plant expansion may be necessary in the near

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future based on growth and a potential increase in flows. SDE's recommendation is to accept the 2024 Chapter Report as presented and authorize SDE to submit the report by March 31, 2025.

A motion was made by Dawn Geschwindt to authorize the signing of the Annual Chapter 94 Report and submission of the report to PA DEP by March 31, 2025 as recommended by SDE. The motion was seconded by Roger Sensenig and hearing no questions on the motion, it passed unanimously.

Joint Safety Committee

Jack May announced Maidencreek Township Joint Safety Committee was certified for 2024. This means a savings of \$2,000.00 to the Township and \$500.00 to the Authority in Workman's Compensation premiums.

2001 GMC Utility Van

Jack May signed a letter to grant authorization to Nicolas Volk to act on behalf of the Authority to transfer the title and dispose of the 2001 GMC Utility Van.

A motion was made by Jim Nothwehr to authorize Nicolas Volk to take legal action to transfer the title and dispose of the 2001 GMC Utility Van for a price not to exceed \$500.00. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

PA WARN

Nicolas Volk explained the advantages of becoming a member of PaWARN to the Board. PaWARN is a statewide water and wastewater agency response network of utilities helping out publicly owned water and wastewater utilities. PaWARN can aid in responding to an emergency. The annual fee for Maidencreek Township Authority (based on population served) would be approximately \$43.00.

A motion was made by Roger Sensenig for Maidencreek Township Authority to become a member of PaWARN. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

Leak Reduction Request

None

PERSONNEL

General Manager's Retirement – Banked PTO Payout and Terms/Compensation for Transition Period Work

A motion was made by Dawn Geschwindt to make payment to Patrick Donovan in the amount of \$9,506.00 for 25 days of “Banked P.T.O.” payable with his final paycheck with a check issue date of April 18, 2025. The payout for payment of Banked P.T.O. is authorized under the Authority’s Employee Guidelines, Section 8 - Accumulation of P.T.O. The motion was seconded by Jim Nothwehr and hearing no question on the motion, the motion passed unanimously.

A motion was made by Jim Nothwehr, in addition to payment for “Banked P.T.O.,” an additional one-time payment shall be provided to Patrick Donovan in the amount of \$5,700.00 for 15 days of additional PTO that was granted to Mr. Donovan by way of a motion by the MTA Board at its December 19, 2024 Board meeting in consideration of Mr. Donovan extending his retirement date to March 31, 2025, payable with his final paycheck with a check issue date of April 18, 2025 and to provide and pay for a phone until December 31, 2025. This one-time payment of \$5,700.00 shall represent his final compensation. No other wages or benefits, except his pension benefits and payment of his phone, will be due or owing to Mr. Donovan including any accrued PTO. In consideration for the granting of the additional 15 days of PTO, Mr. Donovan promises that he will be available to assist, consult and provide historical information to the new General Manager, Nicolas Volk, when requested. Mr. Donovan will provide up to 10 hours per month, if needed, to assist Nicolas Volk at no charge to the Authority through March 31, 2026. The motion was seconded by Tom Evanosky and hearing no question on the motion, the motion passed unanimously.

Office Administrator's Retirement –Terms/Compensation for Transition Period Work

A motion was made by Roger Sensenig to provide a one-time authorization of 10 additional days of PTO to Debra Kline and to increase Debra’s earned monthly PTO days from 1.75 to 2.25 per month effective January 1, 2025. This will allow the Authority to transition and train a replacement for the Office Administrator position. In consideration of providing Debra Kline additional PTO, Debra Kline has agreed that she will be available to assist the new Office Administrator during the first two weeks of July and October with the quarterly billings regardless of her employment status with the Authority. Debra Kline will be compensated at her existing hourly wage rate for assisting with all future quarterly billings. The motion was seconded by Tom Evanosky and hearing no question on the motion, the motion passed unanimously.

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Hiring of Water & Wastewater Utility Operator – Motion to Ratify Authority’s Offer of Employment to Mr. Hertzog.

A motion was made by Jim Nothwehr to approve full time employment to Seth Hertzog as a Water and Wastewater Utility Operator at an hourly wage of \$27.00 per hour beginning Monday, March 3rd, 2025. Mr. Hertzog will be eligible for all other full-time benefits as outlined by the current MTA policies. The motion was seconded by Dawn Geschwindt and hearing no questions on the motion, the motion was passed unanimously.

Hiring of Office Administrator – Motion to Authorize Employment to Ms. Blatt.

A motion was made by Tom Evanosky to approve full time employment to Jennifer Blatt for the Office Administrator position at an hourly wage of \$30.50 per hour starting on Monday, March 24th, 2025. Ms. Blatt will be eligible for all other full-time benefits as outlined by the current MTA policies. The motion was seconded by Roger Sensenig and hearing no questions on the motion, the motion was passed unanimously.

UPDATES:

Ontelaunee Township Easement

No update.

Phillips’ Farm Water Treatment Facility Project

Ty Leinneweber reported Blooming Glen Contractors are completing the exterior brick work on the Water Treatment Building. Ty Leinneweber has no further update.

Reservoir Spillway

Ty Leinneweber reported he has received the clearance letter for bog turtles from DEP. SDE can now proceed with the design.

July 2023 Flood Damage

Ty Leinneweber explained SDE is proceeding with the permitting and preparation of the project drawings and bid documents for Phase 2 of the Dike Modifications Project.

WWTP UV Replacement Reimbursement

Nicolas Volk reported that he submitted a letter to Ontelaunee Township requesting reimbursement of \$43,188.79 for the UV Replacement Project that was completed in August of 2024.

Update from General Manager – Maidencreek Apartments

Nicolas Volk reported Metropolitan Services Group (Met Management) has not acknowledged MTA’s letter requesting payment of \$3,970.59 charged for the costs of materials and labor required for the MTA staff to replace the failed metering equipment in their meter pits. Daniel

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Becker suggested that he could contact Met Management's attorney to explain the situation and the need to respond to the items outlined in the letter sent to them on February 21, 2025.

UNFINISHED BUSINESS – None.

SOLICITOR'S REPORT

None.

ENGINEER'S REPORT

SDE submitted a written report.

AUTHORITY REPORT

Mr. Volk 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 - \$85,136.88, Construction in Progress - \$24,327.45, Reimbursable Expenses Paid by Developer - \$784.50, CIP Account Transfer from Operator Acct - \$25,000.00, Payroll Account Transfer from Operator Acct - \$55,000.00, Developer Review from Operator Acct. - \$0, Emergency Account Transfer from Operator Acct - \$0, Petty Cash Transfer from Operator Acct. - \$300.00, Operator Account Transfer from Money Market Acct - \$100,000.00, Validate Checks Signed Between Meetings – \$19,533.25, Special Checks Requiring Special Handling - \$12,141.37. Additional Checks after Board Book Delivery - \$123,948.00 for a total amount of \$265,871.45. Tom Evanosky seconded the motion and hearing no questions on the motion, it passed unanimously.

PROFESSIONAL STAFF REIMBURSABLE EXPENSES:

A motion was made by Jim Nothwehr to approve Professional Staff Reimbursable Expenses for SDE Invoice #122710 in the amount of \$225.00. The motion was seconded by Tom Evanosky and hearing no questions on the motion, it passed unanimously.

A motion was made by Dawn Geschwindt to approve Professional Staff Reimbursable Expenses for SDE Invoice #122713 in the amount of \$300.00. The motion was seconded by Roger Sensenig 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 #122714 in the amount of \$259.50. The motion was seconded by Jim Nothwehr and hearing no questions on the motion, it passed unanimously.

Executive Session – The MTA Board went into executive session at 12:20 to 12:50. No action was taken.

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A motion was made by Tom Evanosky and seconded by Dawn Geschwindt to adjourn the meeting at 12:50 p.m.

Respectfully Submitted,

Tania Beerman

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Recording Secretary

Minutes are subject to change prior to approval of the Maidencreek Township Authority.