

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF OCTOBER 20, 2016

Chairman Pam Monaco called the Meeting to order at 4:30 PM, with the Pledge of Allegiance. Those in attendance were:

**Board Members:** Dan Bensur, Nanci Lorei, Sue Busse, John DiPlacido, Cindy Spizarny, and Mary Styn

Absent:

**Advisor:** Solicitor Tim Wachter      **Staff:** Rob Rodemoyer and Dave Wright

**Millcreek Township:** Gary Snyder

**MINUTES:** The Minutes of the meeting of September 15, 2016 were approved as submitted upon motion by Sue Busse and seconded by Nanci Lorei.

**FINANCIAL REPORTS:** The September Financial reports were approved as submitted upon motion by John DiPlacido and seconded by Nanci Lorei.

**OLD BUSINESS:  
ADMINISTRATIVE**

- A. MANAGEMENT CONSULTANTS – No action was taken. The Authority has yet to receive the deliverables from J.L.Nick & Associates, Inc. and Strategy Solutions, Inc.
  
- B. CAPITAL PROJECTS - Mr. Rodemoyer reviewed the Capital Projects Report and made specific comment on the following:
  1. Route 8 Project – Phase I is nearing completion and only the fencing is remaining. Phase 2 of the project should be ready for bid and is hopeful for a bid opening next meeting.
  2. Wolf Road Pump Station – The contractor has provided submittals for the project and is waiting for materials.
  3. 2016 Grouting Project – Sewer Specialties Service Co., Inc. has completed more work and Pay Estimate Number 4 to be acted upon under New Business.
  4. Asset Management Software – Training was held on October 18th and 19th. Implementation of the software will take place early in November.

**NEW BUSINESS:  
ADMINISTRATIVE**

**A. PAY ESTIMATES**

1. 2016 Route 8 Project: Chivers Construction Company Inc. – Pay Estimate Number 8 in the amount of \$51,912.66 was approved upon motion by Cindy Spizarny and seconded by Sue Busse.
2. 2016 Route 8 Project: Geiger Electric – Pay Estimate Number 10 in the amount of \$4,475.30 was approved upon motion by Nanci Lorei and seconded by John DiPlacido.
3. 2016 Grouting Project: Sewer Specialties Service Co. – Pay Estimate Number 5 in the amount of \$41,850.00 was approved upon motion by Sue Busse and seconded by Cindy Spizarny.

**B. RESOLUTION 2016-05** - for the Utility Relocation Reimbursement Agreement for the PennDOT Millfair Road Project was approved upon motion by Sue Busse and seconded by Mary Styn.

**C. MANAGEMENT AGREEMENT** – Discussion was held regarding the need to update the Management Agreement between the Authority and the Township because of the changes to the Authority staffing and Sewer Revenue billing now being done by the Erie Water Works. The Authority staff was directed to provide the Authority board with updated costs and duties of staff regarding responsibilities to fulfill the agreement.

**D. ERIE WATER WORKS BILLING** - During the discussions of the Management Agreement it was brought to the boards attention of the cumbersome reporting from Erie Water Works and if the billing reporting is accurate. It was discussed to see if there were any other reporting options. The Authority would like to hire an outside accounting firm to review and analyze the reporting from Erie Water Works to determine accuracy and to review the accounting procedures.

The Authority board upon motion by Sue Busse and seconded by Nanci Lorei approved the Finance Committee to select a qualified accounting firm to do the analysis in an amount Not to Exceed \$8,000.00.

**SOLICITOR’S REPORT:** None

The meeting was adjourned at 5:47 PM upon motion by Sue Busse and seconded by Nanci Lorei.

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SECRETARY