

MILLCREEK TOWNSHIP SEWER AUTHORITY

MEETING MINUTES OF DECEMBER 15, 2016

Chairman Pam Monaco called the Meeting to order at 4:32 PM, with the Pledge of Allegiance. Those in attendance were:

Board Members: Dan Bensur, Nanci Lorei, Sue Euliano, John DiPlacido and Mary Styn

Absent: Cindy Spizarny

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

Millcreek Township: Gary Snyder and John Groh

MINUTES: The Minutes of the regular meeting of October 20, 2016, the minutes of the finance committee of December 5, 2016, and the minutes of the operations committee on December 12, 2016 were all approved as submitted upon motion by John DiPlacido and seconded by Sue Euliano.

FINANCIAL REPORTS: The November Financial Reports were approved as submitted upon motion by Dan Bensur and seconded by Nanci Lorei.

OLD BUSINESS:

A. ADMINISTRATIVE

1. 2016 AUDITORS ENGAGEMENT LETTER – The Authority board received the Engagement Letter from Buseck, Barger and Bleil. The Board reviewed the letter and their services for the 2016 audit in the amount of \$8,800.00. Their Audit services were approved upon motion by Sue Euliano and seconded by Nanci Lorei.

B. CAPITAL PROJECTS - Mr. Rodemoyer reviewed the Capital Projects Report and made specific comment on the following:

1. Route 8 Project – Phase I has been completed by Chivers Construction and the electrical work by Geiger Electric. The final Pay Estimate 6 to Geiger Electric will be acted on under New Business. Phase 2 of the project should be ready for bid and is hopeful for a bid opening next meeting. The Authority is also waiting on the wetlands permit. Greene Township's H2O Grant for the project does not expire until 2018.
2. Wolf Road Pump Station – Konzel Construction has started the project and has completed the outside work. Work on the inside of the station has begun. Pay Estimate #1 to Konzel Construction and will acted upon under New Business.
3. The remaining projects scheduled for 2016 will be carried over into 2017.

4. Asset Management Software – Training was held in November for the setup of the software. Additional training and setup for the employees will take place in early February.

NEW BUSINESS:

- A. OFFICERS CERTIFICATE - The Officers Certificate for the 2017 Debt Services, certifying payments to Wells Fargo, and authorizing the officer's signatures, was approved upon motion by Sue Euliano and seconded by Nanci Lorei.
- B. 2017 PROFESSIONAL APPOINTMENTS
 1. Greenman-Pederson Inc. was approved to be the consulting engineer for the Authority and;
 2. The Knox Law Firm was approved to be the solicitor for the Authority upon motion by Sue Euliano and seconded by Nanci Lorei.
- C. MEETING DATE ADVERTISEMENTS were set and approved upon motion by John DiPlacido and seconded by Dan Bensus.
- D. 2017 SLATE OF OFFICERS – The Nominating committee will meet to bring a Slate of Officers and committee assignments to the next meeting to be acted upon
- E. 2017 BOARD MEMBER APPOINTMENT – The Authority Board sent a letter to the Millcreek Board of Supervisors to request consideration to reappoint Mary Styn to the Millcreek Township Sewer Authority Board.
- F. PAY ESTIMATES
 1. 2016 Route 8 Project: Geiger Electric – Final Pay Estimate Number 6 in the amount of \$3,828.55 was approved upon motion by Sue Euliano and seconded by Dan Bensus.
 2. Wolf Road Project: Konzel Construction. – Pay Estimate Number 1 in the amount of \$69,808.45 was approved upon motion by Dan Bensus and seconded by John DiPlacido.
- G. DEVELOPER AGREEMENT – The Lateral Developer Agreement for the Temple Anshe Heshed was presented by Mr. Wright to the board. The Agreement was for 116 lineal feet of sewers and a Tapping Fee for 2 EDU's. The total developer fee is \$1,862.02. The Agreement was approved, under the condition of receipt of the developer fee, upon motion by Sue Euliano and seconded by Nanci Lorei.
- H. FINANCE COMMITTEE MEETING – The committee met on December 5, 2016 and reviewed the 2017 proposed budget. They have a tentative budget. The full board reviewed the proposed budget and made recommendation to add 10% engineering costs to the proposed 2017 capital projects except for the Route 8 project because the majority of engineering/design work has already been completed. The 2017 budget was then approved by the Authority Board upon motion by Dan Bensus and seconded by Sue Euliano.

- I. OPERATIONS COMMITTEE MEETING – The committee met on December 12, 2016 and reviewed the Township’s proposal including integrating the Authority employees to the Township, the management agreement and the restructuring of the Sewer Authority into a financing–only authority. The committee prepared a draft response letter requesting more information and asking more questions on how the authority business would get done without direct control of the employees. Have they engaged in a cash flow analysis of the debt service and how the obligations would be met. How and who would update the Act 537 plans. What agreements would need to be amended or eliminated. The board will review the draft letter and make appropriate edits and changes and then send a final letter to the Supervisors.

SOLICITOR’S REPORT: In regards to the Township’s integration proposal, the solicitor reviewed the proposed response letter with the Board.

The meeting was adjourned at 5:38 PM upon motion by John DiPlacido and seconded by Sue Euliano.

SECRETARY