

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF FEBRUARY 18, 2016

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

Board Members: Sue Busse, Pam Monaco, Leon Johnson, Cindy Spizarny, John DiPlacido, Nanci Lorei (4:32PM) and Dan Bensur (4:34PM)

Advisor: Attorney Tim Wachter **Staff:** David Sterrett, Rob Rodemoyer, Melanne Page and David Wright

MINUTES: The Minutes of the meeting of January 21, 2016 were approved as submitted, upon motion by Sue Busse and seconded by Leon Johnson.

FINANCIAL REPORTS: Ms. Page reported the following balances as of January 31, 2016:

OPERATING ACCOUNTS

Checking Account	@ 0.15%	\$ 746,114.26
FNB Money Market Account	@ 0.65%	<u>1,515,849.29</u>
		\$2,261,963.55

TRUST FUNDS

Bond Fund		\$ 190,823.29
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ASSESSMENT RECEIPTS

Principal		\$ 19,611.40
Interest		2,981.76
Lien Fee		<u>58.48</u>
		\$ 22,651.64

Cash Disbursements for the month of December were reported as \$211,066.83. Following review of the Revenue & Expenditures Budget vs. Actual Report, the Financial Reports were approved upon motion by Cindy Spizarny and seconded by John DiPlacido. Ms. Page noted that the reports included the Retention Agreement payments and 6 months pre-paid COBRA insurance.

OLD BUSINESS:

A. ADMINISTRATIVE

1. Management Consultant – The Joint Personnel and Finance Committees recommendation of December 10, 2015 was discussed. Ms. Spizarny reported upon calls she has made with Resource Development and Management, Inc. RDM, BDO and Decisions Associates. Preliminary estimates of costs and intended approaches to the work were presented. Board members also suggested that Ms. Spizarny contact J.L.Nick & Associates and also Strategy Solutions. A defined and detailed Scope of Work will need to be written. Inquiry on staffing, Martha Spear continued employment and the Erie City Water Authority contract on sewer billing and collection reporting was responded to by Ms. Page and Mr. Sterrett.

B. CAPITAL PROJECTS – Mr. Rodemoyer reported the following:

1. Route 8 – Greene Township – Electrical bid award for Route 8 Pump Station Project (Contract 2016-02) will be acted upon in New Business, Chivers Construction Co. to start field work the week of February 29, 2016. Staff continues to review Chivers Construction Co. shop drawing submittals. The Wetlands Permit Application is being prepared by Hill Engineering, Inc. and will include a Wetlands Study being acquired from Urban Engineers of Erie, Inc. The pipe line design activity continues.
2. GIS – Evaluating Asset Management software providers. A conference webinar is scheduled for February 24, 2016 with LUCITY.
3. 2016 Grouting Project – Will advertise for bids in the next few weeks with award anticipated at the March Board meeting.

NEW BUSINESS:

- A. Route 8 Pump Station Project – Award of Electrical Bid – Upon staff recommendation, Contract 2016-02 to award to Geiger Electric in the amount of \$25,411.00 was approved, upon motion by Nanci Lorei and seconded by Cindy Spizarny.
- B. Resolution 2016-03 – Condemnation Route 8 Project (Wendy's) – Upon staff recommendation, Resolution 2016-03 was approved, upon motion by Sue Busse and seconded by Cindy Spizarny. Solicitor Wachter will initiate contact with the property owner, Wendy's of Fort Wayne, Inc.

SOLICITOR'S REPORT – Mr. Wachter reported he has worked with Ms. Page on a recent Right-To-Know request.

Mr. Bensur made inquiry of the Millcreek Township Board of Supervisors actions since the meeting of January 21, 2016. Mr. Sterrett reported that no response has been received and that minimal discussions on matters affecting the Sewer Authority have taken place. Concerns of office space, the lease and rental, cost sharing elimination due to the Water Authority being dissolved as well as storm water management activities were discussed. Staff will draft a plan of action for future submission to the township.

There being no additional business to come before the Board, the meeting adjourned at 5:16 PM, upon motion by Cindy Spizarny and seconded by Sue Busse.

SECRETARY