

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF March 17, 2016

Vice Chairman Nanci Lorei called the Meeting to order at 4:36 PM, with the Pledge of Allegiance. Those in attendance were:

Board Members: Leon Johnson, Cindy Spizarny, John DiPlacido, Nanci Lorei

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

Township Supervisor / Liaison John Groh – teleconference call
Gary Snyder, Acting Director of Public Works

Nanci Lorei introduced Gary Snyder and a brief discussion of the Millcreek Township Board of Supervisors creation of the Public Works Department and the position of Director of Public Works took place. The Department includes the Sewer Department, Streets Department and Garage.

MINUTES: The Minutes of the meeting of February 18, 2016 were approved as submitted, upon motion by Leon Johnson and seconded by Cindy Spizarny.

FINANCIAL REPORTS: Ms. Page reported the following balances as of February 29, 2016:

OPERATING ACCOUNTS

Checking Account	@ 0.15%	\$ 731,303.93
FNB Money Market Account	@ 0.65%	<u>1,516,686.22</u>
		\$2,247,990.15

TRUST FUNDS

Bond Fund		\$ 8.67
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ASSESSMENT RECEIPTS

Principal		\$ 18,741.86
Interest		2,331.81
Lien Fee		<u>30.00</u>
		\$ 21,103.67

Cash Disbursements for the month of February were reported as \$41,655.81. Following review of the Revenue & Expenditures Budget vs. Actual Report, the Financial Reports were approved upon motion by John DiPlacido and seconded by Cindy Spizarny.

OLD BUSINESS:

A. ADMINISTRATIVE

1. environmentERIE – The Millcreek Township Board of Supervisors has requested the Millcreek Township Sewer Authority complete the Stormwater Feasibility grant funding application. Discussion ensued of the nature of the study and obligation of acceptance. John Groh spoke in favor on behalf of the Board of Supervisors. Solicitor Wachter provided additional information on the grant, its acceptance. Upon motion

by Leon Johnson and seconded by John DiPlacido, staff was authorized to complete and submit the application.

2. Management Consultant – The Board will address this matter at a later time when a full Board can be present. Leon Johnson stated his opposition to the need for a consultant to be hired. The Personnel Committee decided to meet March 23, 2016 to discuss this matter in advance of the meeting with the full Board membership.

B. CAPITAL PROJECTS – Mr. Rodemoyer, following a discussion on level of detail the Board desires on the Capital Projects Report, reported the following:

1. Route 8 – Greene Township – Site photos were projected for Board members to view; site work began February 22, 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. Pay estimates and a Change Order will be recommended in New Business.
2. Walnut Creek Stabilization – Potential grant funding source being researched, late 2016 project restoration anticipated.
3. Glenwood Pump Station – On-going work, May completion anticipated
4. GIS – Evaluating Asset Management software providers. A conference webinar was held February 24, 2016 with LUCITY.

NEW BUSINESS:

- A. 2016 Grouting Project – Award of Bid – Upon staff recommendation, the 2016 Grouting contract be awarded to Sewer Specialty Services Co., Inc., the lowest of 5 competitive bids received, in the unit priced amount of \$102,500.00 was approved, upon motion by Cindy Spizarny and seconded by Leon Johnson.
- B. Developers Agreement – Whispering Woods Phase 7B – Upon staff recommendation, authorization to enter into a Developers Agreement with Specialty Properties for Whispering Woods Phase 7B in the amount of \$6,888 was approved upon motion by Cindy Spizarny and seconded by John DiPlacido. Phase 7B includes 16 lots to be developed.
- C. Route 8 Project #2 – Chivers Construction Co., Inc. – Pay Estimate Number 2 – Upon staff recommendation, Pay Estimate Number 2 to Chivers Construction Co., Inc. in the amount of \$77,400.00 was approved upon motion by Leon Johnson and seconded by Cindy Spizarny.
- D. Route 8 Project #1 Electrical – Geiger Electric – Change Order Number 1 – Upon staff recommendation, Change Order Number 1 to Geiger Electric was approved upon motion by John DiPlacido and seconded by Cindy Spizarny.
- E. Route 8 Project #1 Electrical – Geiger Electric – Pay Estimate Number 1 – Upon staff recommendation, Pay Estimate Number 1 to Geiger Electric in the amount of \$6,404.90 was approved upon motion by Cindy Spizarny and seconded by Leon Johnson.

- F. PMAA Region 8 Spring Meeting – The Region 8 Spring Meeting is scheduled for April 29, 2016 at Riverside Inn at Cambridge Springs. The cost is \$30.00 per attendee and reservations are due by April 22, 2016.

SOLICITOR'S REPORT – Mr. Wachter reported on the Route 8 Project and the pending condemnation proceedings against the Wendy's of Fort Wayne, Inc. properties. No response has been received to earlier correspondence authorized by Resolution 2016-03 and the deadline date is March 22, 2016.

The Board recessed the meeting at 5:25 PM, upon motion by Cindy Spizarny and seconded by John DiPlacido. The meeting will reconvene March 29, 2016 at 4:30PM in the Authority office conference room.

The Board reconvened the March 17, 2016 meeting by a Call to Order by Chairman Pam Monaco on March 29, 2016 at 4:30PM. Present were Board members Pam Monaco, Nanci Lorei, Leon Johnson, Dan Bensur, Sue Busse, Cindy Spizarny and John DiPlacido. Also present were Tim Wachter, Solicitor, Melanne Page, Dave Wright and David Sterrett.

The March 17, 2016 Agenda Old Business, Item 2 – Management Consultant was the principal business addressed. In anticipation of the Board acting on a Management Consultant, the Personnel Committee had met on March 23, 2016. Nanci Lorei gave a report of the Committee and recommendations the Committee decided to bring forth to the Board as a whole. The first recommendation pertained to the Sewer Billing and Collection Agreement which Millcreek Township Board of Supervisors entered into with the Erie City Water Authority. A motion by Ms. Lorei that the Millcreek Township Sewer Authority recommend to the Millcreek Township Board of Supervisors to terminate the Sewer Billing and Collection Agreement was ultimately withdrawn by Ms. Lorei for lack of a second following further discussion on the scope of work the Management Consultant contract would include. It was also announced that Martha A. Spear had decided to end employment with the Authority effective March 31, 2016 rather than having a conditional employment continuation offer.

The Board heard from Cindy Spizarny on her efforts to identify qualified consultants to perform the Management Consultant contract. Ms. Spizarny reported on her conversations with four (4) firms and ultimately made recommendation for a collaborative effort of Strategy Solutions and J.L. Nick. Upon motion by Ms. Spizarny, seconded by Ms. Lorei, the collaborative team of Strategy Solutions and J. L. Nick was approved. The scope of work and price will be revisited so to include evaluation and recommendation of the potential that sewer billing and collection services are once again provided by the Authority. The approved action stated a Not to Exceed cost of \$8,500.00 subject to the possible revision to the scope of work.

The authorization to acknowledge and document the employment termination of Martha A. Spear and the payment per the Retention Agreement was approved by motion of Sue Busse and seconded by Nanci Lorei. The payment will be made on the next pay period.

Mr. Johnson excused himself and left the meeting at 5:00PM.

Sue Busse requested the Financial Report titled Revenues and Expenditures Budget vs. Actual be revised so to add a column titled Current Month Last Year Actual. It was reiterated that no budget was adopted for 2016 on recommendation of the Joint Finance / Personnel Committees

meeting of December 10, 2015 and that a Resolution of Continuation for 2016 to spend at 2015 limits was adopted at the December 17, 2015 Board meeting.

Nanci Lorei reported that during the Personnel Committee meeting, the matter of rent the Authority pays to Millcreek Township was discussed. The current lease, the quarterly payments and the fact that the Millcreek Township Water Authority will no longer cost share were discussed. This matter will be reviewed by the Board, staff and Solicitor and will be an agenda item in April.

The meeting was adjourned at 5:20PM upon motion by Cindy Spizarny and seconded by Nanci Lorei.

SECRETARY