

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF APRIL 21, 2016

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

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

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

Township Supervisor / Liaison John Groh  
Gary Snyder, Acting Director of Public Works  
Liz Sturgeon, CPA, Buseck Barger Bleil & Co., Inc.

**MINUTES:** The Minutes of the meeting of March 17, 2016 were approved with noted correction to Section B Capital Projects by Mr. Sterrett, upon motion by Sue Busse and seconded by Cindy Spizarny.

The Minutes of the Personnel Committee meeting of March 23, 2016 were approved as submitted upon motion by John DiPlacido and seconded by Cindy Spizarny.

Ms. Lorei arrived prior to the start of the 2015 Audit presentation.

**2015 FINANCIAL AUDIT:** Ms. Sturgeon, CPA presented the 2015 Financial Audit and supporting information. Following discussion and Board members inquiries, the 2015 Audit was accepted as presented upon motion by Sue Busse and seconded by Cindy Spizarny. Ms. Sturgeon then excused herself and the Board resumed the Agenda.

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

OPERATING ACCOUNTS

Checking Account	@ 0.15%	\$ 631,144.19
FNB Money Market Account	@ 0.65%	<u>1,517,523.41</u>
		\$2,148,667.60

TRUST FUNDS

Bond Fund		\$ 8.67
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ASSESSMENT RECEIPTS

Principal		\$ 20,386.51
Interest		4,328.92
Lien Fee		<u>30.00</u>
		\$ 24,745.43

Cash Disbursements for the month of March were reported as \$121,806.47. Following review of the Assessment Collection Report, 1<sup>st</sup> Quarter Tapping Fee Report, Revenue & Expenditures Budget vs. Actual Report and the Balance Sheet as of March 31, 2016, the Financial Reports were approved upon motion by Sue Busse and seconded by Cindy Spizarny.

## **OLD BUSINESS:**

### **A. ADMINISTRATIVE**

1. Management Consultant – The Board discussed the proposal and decided to meet on April 28, 2016 with the consultants to start the organizational / functional analysis. Upon motion by Sue Busse, seconded by Nanci Lorei, the Board in a 6-1 vote, approved a revised Not-To-Exceed cost of \$9,500.00, a \$1,000.00 increase to the amount previously approved on March 29, 2016. Leon Johnson stated his opposition of the need for a consultant to be hired. The motion also directed and authorized the staff to publicly advertise the meeting and arrange for a lunch to be provided.

### **B. CAPITAL PROJECTS**

1. Route 8 – Greene Township – Mr. Sterrett reported that Greene Township’s Consulting Engineer made inquiry of properties within Millcreek Township that front Morehouse Road south of Interstate 90 which could be served by the low pressure sewer proposed by Greene Township. A site map was projected for the Board members to orientate themselves. A similar situation occurred in 2009 with the Summit Township Sewer Authority and Millcreek properties along South Hill Road. It is staff recommendation that a similar agreement to that entered into in 2009 be utilized between Millcreek Township, Greene Township and the Millcreek Township Sewer Authority so that Millcreek properties fronting Morehouse Road south of Interstate 90 could have the option of becoming a Greene Township sewer customer if they so elect.

Mr. Wachter and Mr. Rodemoyer discussed the Wendy’s properties and the need for easements. To date, negotiations to acquire easements have not resulted in any agreement. The Board previously authorized condemnation in the event the negotiations did not produce satisfactory results. The Board reconfirmed upon motion by Nanci Lorei and seconded by Dan Bensur authorization for Solicitor Wachter to proceed with the Declaration of Taking and preparation of notification exhibits.

2. Glenwood Pump Station – Work by Geiger Electric on-going, May completion anticipated. Mr. DiPlacido made inquiry of the Odor Control project and how it has been working. Mr. Rodemoyer responded that no complaints have been received.
3. 2016 Grouting Project – Sewer Specialties is anticipated to start work in the next two weeks.
4. Asset Management Software – Staff has completed evaluating Asset Management software providers. A recommendation will be made to purchase software from LUCITY.
5. GIS Servers – Servers and work stations will be recommended to be purchased from Networking Technologies.

## **NEW BUSINESS:**

- A. 2015 Financial Audit – This was taken out of order and acted upon earlier in the meeting.

- B. Route 8 Project #2 – Chivers Construction Co., Inc. – Pay Estimate Number 3 – Upon staff recommendation, Pay Estimate Number 3 to Chivers Construction Co., Inc. in the amount of \$416,085.29 was approved upon motion by John DiPlacido and seconded by Sue Busse.

Route 8 Project #1 Electrical – Geiger Electric – Pay Estimate Number 2 – Upon staff recommendation, Pay Estimate Number 2 to Geiger Electric in the amount of \$13,097.58 was approved upon motion by Sue Busse and seconded by Cindy Spizarny.

Ms. Lorei excused herself from the meeting at 5:45PM.

- C. LUCITY – Asset Management software – Staff recommendation following evaluation of three software providers is the purchase of the Asset Management software from LUCITY.
- D. Networking Technologies – Staff recommendation, utilizing CoStars bidding prices, is the purchase of servers and work stations from Networking Technologies.
- E. ESRI – GIS Software – Staff recommendation is the purchase of ESRI GIS Software.

New Business Items C, D and E we reviewed as integral to one another and acted upon in one action. Following discussion and upon motion by Sue Busse and seconded by Dan Bensur, all three recommendations were approved.

- F. PMAA Region 8 Spring Meeting – The Region 8 Spring Meeting is scheduled for April 29, 2016 at Riverside Inn at Cambridge Springs. Ms. Monaco, Messrs. DiPlacido, Wright and Sterrett will be attending.

PMAA Annual Conference is scheduled August 28 – 31, 2016 in Pittsburgh. Mr. Sterrett stated that block of rooms will be opened in mid-May and requested members to indicate anticipated attendance so to reserve rooms immediately upon notice that room reservations would be accepted.

SOLICITOR’S REPORT – Mr. Wachter invited all present to attend the Knox Municipal Law Symposium on April 26, 2016. Mr. Wachter also reported that the Knox Law Firm is a sponsor of the April 29, 2016 PMAA Region 8 Spring meeting.

The meeting was adjourned at 5:57PM upon motion by Sue Busse and seconded by John DiPlacido.

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SECRETARY