

MILLCREEK TOWNSHIP SEWER AUTHORITY

MINUTES OF MEETING OF SEPTEMBER 15, 2016

Vice Chairman Nanci Lorei called the Meeting to order at 4:35 PM, with the Pledge of Allegiance. Those in attendance were:

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

Absent: Pam Monaco

**Advisor:** Solicitor Tim Wachter      **Staff:** Rob Rodemoyer, Dave Wright, Shawn McClelland and Sebastian Puda

**Millcreek Township:** John Groh, Gary Snyder and Mark Zaksheske

Vice Chairman Nanci Lorei introduced and welcomed new board member Mary Styn. Mary Styn indicated that she would be abstaining from voting.

**MINUTES:** The Minutes of the meeting of August 18, 2016 were approved as submitted upon motion by Sue Busse and seconded by Cindy Spizarny.

**FINANCIAL REPORTS:** The July Financial reports were approved as submitted upon motion by Sue Busse and seconded by Cindy Spizarny.

**OLD BUSINESS:  
ADMINISTRATIVE**

- A. Treasurer Election – Due to the resignation of Leon Johnson, the Nominating Committee’s recommendation of Sue Busse to be elected was approved upon motion by John DiPlacido and seconded by Cindy Spizarny.
- B. Assistant Treasurer Election – the Nominating Committee’s recommendation of Cindy Spizarny to be elected was approved upon motion by John DiPlacido and seconded by Sue Busse.
- C. Solicitor Tim Wachter reported the 2016 Bond Closing took place August 24, 2016. The available proceeds of \$413,911.67 would be used for the Wolf Road Pump Station and Route 8 Phase 2.
- D. Management Consultants - The Authority Board approved, upon motion by Sue Busse and seconded by John DiPlacido, to request JL Nick and Strategy Solutions to provide the work product and deliverables on the transfer knowledge and salary ranges for Millcreek Township Sewer Authority staff and then terminate engagement with JL Nick and Strategy Solutions.

- E. Solicitor Tim Wachter read into the minutes that an executive session was held on September 1, 2016 at noon at the offices of the Millcreek Township Sewer Authority for the purposes of personnel and another executive session was held on September 7, 2016 at 8:00 AM at the Knox Law Firm, also for the purposes of personnel.

**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 the lift station is anticipated to be in service within the next month. GPI finalizing engineering for Phase 2 of the project. Mr. Rodemoyer has received preliminary approval from Wendy's regarding the Easements through an e-mail and is waiting to receive the documents.
2. Pump Station Improvements – Some of the projects will be put on hold until next year. The list should be updated by next month.
3. Wolf Road Pump Station – Notice to Proceed issued to Konzel Construction Co., Inc. on August 1, 2016. Construction has not started as of today.
4. 2016 Grouting Project – Sewer Specialties Service Co., Inc. has halted work and will be back to complete work soon. The project should be finalized prior to the October Board meeting. Pay Estimate Number 3 to be acted upon under New Business.
5. Asset Management Software – Installation of the software to take place on September 20, 2016. Training to be held on October 18th and 19th.
6. Telog Data Recorders – The flow metering equipment installation for the Railroad Interceptor and Kearsarge and Wolf Road pump stations is still being worked on and should be finalized prior to the October Board meeting.

**NEW BUSINESS:  
ADMINISTRATIVE**

- A. Bank Signatures – The Authority Board, upon motion by Cindy Spizarny and seconded by John DiPlacido, for Pam Monaco, Sue Susse, Robert Rodemoyer, and David Wright to be signatories for authority checks and be placed on the Signature Agreement with First National Bank. The Authority approved upon motion by Dan Bensur and seconded by Cindy Spizary, for the requirement of two signatures on all checks.
- B. The Authority retroactively approved a motion by John DiPlacido and seconded by Sue Busse, for the elimination of the executive director position and the chief financial officer position and the Confidential Severance Agreements with David Sterrett and Melanne Page as are on file with the Authority.
- C. The Authority Board approved a resolution upon motion by Cindy Spizarny and seconded by Sue Busse, to appoint Shawn McClelland as the Open-Records Officer for the Millcreek Township Sewer Authority.

- D. The Authority Board approved upon motion by Sue Busse and seconded by John DiPlacido, to accept the resignation of David Sterrett as Authority Secretary.
- E. The Authority Board approved upon motion by Cindy Spizarny and seconded by Sue Busse, to appoint David Wright as Authority Secretary.
- F. The Authority Board approved upon motion by Sue Busse and seconded by John DiPlacido, to appoint Robert Rodemoyer as Interim Authority Manager.
- G. The Authority Board approved upon motion by Sue Busse and seconded by Cindy Spizarny, to allow David Sterrett to keep the cell phone that was previously assigned to him.

**2016 ROUTE 8 PROJECT:** Chivers Construction Company Inc. – Pay Estimate Number 7 in the amount of \$75,735.90 was approved upon motion by Sue Busse and seconded by Cindy Spizarny.

**SOLICITOR’S REPORT:** None

Vice Chairman Nanci Lorei reminded the board members of the PMAA Region 8 Fall Meeting to be held at the Silver Shore Restaurant on October 7<sup>th</sup> and that reservations should be submitted to staff by September 26<sup>th</sup>.

The meeting was adjourned at 5:55PM upon motion by John DiPlacido and seconded by Cindy Spizarny.

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SECRETARY