

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JANUARY 13, 2016**

By Board acclamation, Jack Wuerstle was appointed to be Acting Chairman for purposes of holding elections of officers for calendar year 2016. Thus, the January 13, 2016 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by Acting Chairman Jack Wuerstle. Members in attendance at the beginning of the meeting included Bruce Knipe, Frank Beck, Melvin Wright, and Keith Weiss. John Rankin arrived shortly thereafter. Staff members in attendance included Gary Weaver of Castle Valley Engineering, the Authority's Engineer, and Jack D. Wuerstle, Esquire, Authority Solicitor. Authority Manager, James Groff, was also in attendance. There were no visitors to the meeting.

Following the formal Roll Call and the Pledge of Allegiance to the Flag, the Acting Chairman noted that the meeting had been properly advertised in the Doylestown Intelligencer and that a Proof of Publication is on file with the Authority. The Acting Chairman further stated that the Authority staff had advertised a meeting schedule for calendar year 2016 with proposed meetings to be held at the Authority offices on the second Wednesday of each month at 7:30 P.M., with Work Sessions to be held, as needed, on the fourth Wednesday of each month; also at the Authority offices and also at 7:30 P.M. Mr. Beck made motion to adopt the schedule as proposed; Mr. Knipe seconded. The motion carried unanimously.

The Acting Chairman then called for the election of officers for calendar year 2016. Mr. Knipe made a motion to nominate Mr. Weiss as Chairman; Mr. Wright seconded. With no discussion, Mr. Beck made a motion to close the nominations. Following a unanimous vote to close the nominations; the vote to elect Mr. Weiss Chairman carried 3-0-1; with Mr. Weiss abstaining.

Mr. Beck thereafter made a motion to nominate Mr. Wright as Vice-Chairman; Mr. Knipe seconded. With no discussion, Mr. Knipe moved to close the nominations. Following a unanimous vote to close the nominations; the vote to elect Mr. Wright Vice-Chairman was 3-0-1; with Mr. Wright abstaining.

Mr. Knipe thereafter made a motion to nominate Mr. Beck as Secretary; Mr. Wright seconded. With no discussion, Mr. Wright moved to close the nominations. Following a unanimous vote to close the nominations; the vote to elect Mr. Beck Secretary passed 3-0-1; with Mr. Beck abstaining.

Mr. Wright thereafter made a motion to nominate Mr. Rankin as Treasurer; Mr. Knipe seconded. With no discussion, Mr. Beck made a motion to close the nominations. Following a unanimous vote to close the nominations; the vote to elect Mr. Rankin Treasurer was 4-0.

Mr. Beck thereafter made a motion to nominate Mr. Knipe as Assistant Secretary/Treasurer; Mr. Wright seconded. With no discussion, Mr. Wright made a motion to close the nominations. Following a unanimous vote to close the nominations; the vote to elect Mr. Knipe as Assistant Secretary/Treasurer passed 3-0-1; with Mr. Knipe abstaining.

The Acting Chairman then requested authorization and direction from the Authority Board on whether the Treasurer's Bond should remain the same for calendar year 2016. The bond had been set at \$250,000.00. Mr. Wright made a motion to keep the Treasurer's Bond in the amount of \$250,000.00. Mr. Knipe seconded the motion. The motion carried 4-0.

The Acting Chairman then turned the meeting over to Chairman Weiss. Chairman Weiss then called for nominations for appointment of staff personnel. Mr. Knipe made a motion to appoint Jack Wuerstle as Authority Solicitor at the hourly rate proposed in his engagement letter. Mr. Beck seconded. With no further nominations, the motion carried unanimously. Mr. Beck then made a motion to appoint Castle Valley Consultants, Inc. as Authority Engineer at the hourly rate proposed in their engagement letter. Mr. Wright seconded. With no further nominations, the motion carried unanimously. Mr. Knipe made a motion to appoint Molinari Oswald LLC as Authority Auditors at the hourly rate proposed in their engagement letter. Mr. Beck seconded. With no further nominations, the motion carried unanimously.

Having established the offices and appointments for 2016, the Chairman called for action on the minutes from the December meeting. Mr. Beck made a motion to approve the minutes as presented; Mr. Wright seconded. The motion carried 4-0. There was no public comment or confirmed appointments.

Chairman Weiss then called upon the Authority Manager. Mr. Groff began by submitting the 2016 budget for approval. Mr. Groff reminded the Board that there are no rate increases in the proposed budget. Mr. Knipe made a motion to approve the proposed budget as submitted; Mr. Wright seconded. The budget was approved 4-0.

Mr. Groff then requested action adopting the current version of the Authority specifications and guidelines for 2016. Mr. Beck made the motion; Mr. Wright seconded. The motion carried 4-0. Mr. Groff then addressed the Staff Report.

With respect to the water system, Mr. Groff reported that Wells #1 and #2 experienced normal operations for the month, with a combined pumping of 8.4 million gallons (or 52% of the capacity allowed by the Delaware River Basin Commission). Mr. Groff further reported that two (2) hydrants were repaired this month; \$8,300.00 of the cost to be reimbursed by insurance. There were also 10 meters replaced this month.

With respect to the sewer system, Mr. Groff reported normal operations at both the treatment plants. Mr. Groff further reported that PWTA expects to elect a new chairman this month. Joe Olenick will remain HTWSA's representative to PWTA.

Under capital projects, Well #5 is ready for start up, and HTWSA has contacted PaDEP requesting a walkthrough and testing prior thereto. As to the Route 113 water extension, the letters to the residents regarding connection will be hand-delivered as soon as practicable, the waterline has been flushed, and the force main will be tested sometime next week. As to the muffin monster, the project is complete with warranty in-hand. With respect to Well #3, a pump test will be conducted over the next week or so, and the results should be available for the Board's February meeting.

As to current projects, little has changed from last month. The Estates at Hilltown (Oskanian) have 23 homes connected (water only) with 3 homes under construction. The Preserves has 21 of its 24 homes connected and Hilltown Walk has 38 homes connected. The Hallmark project on Hilltown Pike has 2 of its 6 homes connected. As to the Regency at Hilltown, the water and sewer mains have been completed within the subdivision, a pump station wet well has been installed, and 90% of the force main is complete.

With respect to proposed projects, both the Envision project and the Hallmark project (Bethel College property) remain unchanged.

With no need for an Executive Session, Chairman Weiss called upon former-Treasurer Beck for the monthly Treasurer's Report and review of December's bills. Following Mr. Beck's presentation, Mr. Knipe made a motion to approve the Treasurer's report and payment of bills; seconded by Mr. Rankin. The motion carried 5-0. There no were escrow releases for the month.

Under Old Business, the Solicitor presented paperwork relating to the refinance of the 2011 water note with Univest, along with Resolution 2016-1 authorizing the same. The re-finance is expected to save the Authority approximately \$20,000.00 in interest charges over the first five (5) years. Following the Solicitor's presentation, Mr. Beck made a motion to approve Resolution 2016-1; seconded by Mr. Wright. The motion carried 5-0.

Under New Business, Mr. Groff discussed the Route 152 force main project, for which the Authority is awaiting bids. Mr. Groff also discussed the Hawkeye's Tavern sewer connection, explaining that the development agreement is nearly complete and will go out to the property owner shortly.

The Solicitor then presented Resolution 2016-2, which authorizes the destruction of certain files held by either the Authority or the former Authority Solicitor, all in accordance with the Municipal Records Act and the guidelines set forth in the Municipal Records Manual. The particular documents proposed for destruction consisted of various correspondence and other documents dating back to the early to mid 1990s. The Solicitor explained that the Authority is under no legal obligation to maintain any of the documents that have been targeted for destruction. Mr. Wright made a motion to approve Resolution 2016-2; seconded by Mr. Knipe. The motion carried 5-0.

With no further New Business before the Board, Mr. Beck made a motion to adjourn the meeting at 8:28 P.M., which was second by Mr. Knipe. The motion carried 5-0.

Respectfully submitted,

Frank Beck, Secretary