

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF MAY 13, 2015**

The May 13, 2015 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by Chairman Bruce Knipe. Members in attendance included Frank Beck, Keith Weiss, John Rankin and Melvin Wright. Staff members in attendance included Gary Weaver of Castle Valley Engineering, the Authority's Engineer; Jack D. Wuerstle, Esquire, Authority Solicitor; and James Groff, the Authority Manager.

Following the formal Roll Call and the Pledge of Allegiance to the Flag, the Chairman asked for action on the minutes from the April meeting. Mr. Beck made a motion to approve the minutes; Mr. Weiss seconded. The motion carried 5-0. There were no visitors, public comment or confirmed appointments.

Chairman Knipe thereafter called upon the Authority Manager for the monthly Staff Report. Mr. Groff reported that Wells #1 and #2 experienced normal operations for the month with a combined pumping of 9.3 million gallons (or 59% of capacity allocated by the Delaware River Basin Commission). The water meter replacement project continues, with 45 meters being replaced thus far. Mr. Groff also reported that water line flushing continues daily from 9:00 AM to 4:00 PM, with no issues thus far. Valve locating has been put on hold for two (2) weeks pending completion of the water line flushing.

As to the sewer system, Mr. Groff reported normal operations for the month at each treatment plant. In response to the Authority's request to purchase twenty-five (25) EDUs, Mr. Groff reported that PWTA has received two (2) offers: the first from East Rockhill Township at \$4250/EDU; the second from Telford Borough at \$3400/EDU. Mr. Groff advised the Board that the Authority is under no obligation to purchase EDUs from each entity if one entity has offered to sell the full amount requested at a lower rate. After some further discussion, and given the discounted rate at which Telford Borough had offered to sell the twenty-five (25) EDUs, Mr. Weiss made a motion, seconded by Mr. Rankin, that Mr. Groff pursue the possibility of purchasing another twenty-five (25) EDUs in addition to the twenty-five (25) EDUs already requested. The motion carried 5-0.

With regard to the proposed accessory building at the Highland Park property, a request for waiver of land development has been forwarded to the Township Planning Commission. The Authority has received a review letter from the Township Engineer that has just four (4) review comments; none of which are significant. The Authority Solicitor and the Authority Engineer will appear before the Planning Commission on May 18th and present the application and request for waiver.

There was nothing new to report regarding the Berry Brow plant.

In terms of capital projects, bids have been received and opened on the arsenic removal system for Well #5, and the low bid was from Blooming Glen Contractors at \$304,665.00. Blooming Glen's bid was significantly lower than the next highest bidder. The Authority Engineer and the Authority Manager have confirmed that the bid was neither a mistake by bidder nor based upon faulty assumptions by bidder. A motion was made by Mr. Weiss to accept the bid and award the project; seconded by Mr. Wright. The motion carried 5-0.

As to the leasing of upstairs office space at the Authority Building to a third party, a lease has been prepared and approved by Lessee. Mr. Groff intends to further discuss with Lessee prior to execution by the Authority. With respect to the Blooming Glen Road water line extension, Mr. Groff advised that a letter was released to the effected property owners offering terms of connection, and thus far the response from the residents has been favorable. As to the muffin monster, delivery of the equipment is expected within three (3) weeks.

On the development of Well #3, a land development plan was submitted to the Township and a review letter received from the Township Engineer dated May 5th. The Township Engineer's comments were few in total, with many of the comments being typical for a sketch plan review. The Authority Solicitor and the Authority Engineer will appear before the Planning Commission on May 18th and present the sketch plan.

As to current projects, all homes have been connected at Ashland Meadows. However, the developer still appears to be under the impression that all of the improvements have been dedicated already, which is incorrect. Mr. Weaver will pursue with developer. At the Estates at Hilltown (Oskanian), at which 21 homes have been connected but where the project has long laid dormant, one (1) house is now under construction. At the Penn Foundation, the Habitat for Humanity portion of the project is complete, and thus this project will be removed from the list. The Preserves now has 15 homes connected to water and sewer. Hilltown Walk still has just 18 homes connected.

Regarding proposed projects, the Regency at Hilltown development documents have all been executed, the bonds are in place, and all other financial security has been provided. With respect to the Envision project, the sewer route has been agreed upon. There has been no activity on the Witkowski project for yet another month.

With respect to the two (2) Hallmark projects, the project at 914 Hilltown Pike, a six (6) unit subdivision, is nearing construction phase. The developer has signed and submitted a Preliminary Escrow Agreement. The Solicitor has prepared draft development documents, but additional information on the cost estimate is still needed from developer's engineer in order to finalize these agreements. In addition, six (6) EDUs for the site still need to be obtained. Mr. Groff has contacted

North Penn Water Authority about securing the six (6) EDUs, and North Penn has expressed a willingness to sell, but those EDUs are not yet "in house". The other Hallmark project, located at 932 S. Perkasio Road, includes nine (9) homes in Hilltown Township extending by cul-de-sac from a larger development in Perkasio Borough. This project is further behind in the development process. The Authority is willing to serve, but the developer is looking to possibly secure service from Perkasio Regional Authority instead. At this time, the Board saw no justification for allowing Perkasio Borough Authority to serve this site.

There was no need for an Executive Session. Consequently, Chairman Knipe called upon Treasurer Beck for the monthly Treasurer's Report and review of monthly bills. Following Mr. Beck's presentation, Mr. Wright made a motion to approve the Treasurer's report and payment of bills. The motion was seconded by Mr. Rankin. The motion then carried by a 5-0 vote.

There were no escrow releases for the month and no Old Business before the Board.

Under New Business, the Solicitor presented Resolution 2015-1. This Resolution 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 certain correspondence, pleadings, motions and other documents relating to the litigation between the Authority, PWTA and certain other area municipalities. The litigation concluded approximately five (5) years ago. The Solicitor explained that the Authority is under no legal obligation to maintain the documents that have been targeted for destruction. Mr. Wright made a motion to approve Resolution 2015-1; seconded by Mr. Weiss. The motion carried 5-0.

With nothing further before the Board, Mr. Wright made a motion to adjourn the meeting at 8:26 P.M., which was second by Mr. Rankin. The motion carried 5-0.

Respectfully submitted,



Melvin Wright