

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP  
WATER AND SEWER AUTHORITY OF JUNE 10, 2015**

The June 10, 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, the 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 May meeting. Mr. Rankin 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 11.8 million gallons (or 74% of capacity allocated by the Delaware River Basin Commission). The slightly higher than normal volume was due to water line flushing, which accounted for approximately 7% of the overall figure. Mr. Groff further reported that the water line flushing project has produced no complaints from residents thus far. The water meter replacement project also continues without complications.

As to the sewer system, Mr. Groff reported normal operations for the month at each treatment plant. In response to the Authority's original request to PWTA to purchase twenty-five (25) EDUs, Mr. Groff reported that there have been no further offers from the member municipalities except the one from East Rockhill Township at \$4250/EDU and the one from Telford Borough at \$3400/EDU. PWTA has given all the member municipalities until July 10th to match East Rockhill's offer. Mr. Groff also sent a letter to PWTA requesting the possible purchase of another twenty-five (25) EDUs in addition to the twenty-five (25) EDUs already requested.

With regard to the proposed accessory building at the Highland Park property, the Township Planning Commission unanimously recommended waiver of land development. Thereafter, the waiver request was brought before the Board of Supervisors, who approved the waiver. The Authority Engineer will now pursue completion of the few items identified on the Township Engineer's review letter. As to the Berry Brow plant, Mr. Weaver reported on the installation of the UV system and landscaping efforts.

In terms of capital projects, the Notice to Proceed on Well #5 has been executed and sent to the contractor. The office renovations continue upstairs at the Authority Building; with the drywall now patched and finish work to begin shortly. On Well #3, the Solicitor reported that the presentation of the sketch plan to the Planning Commission went well. The Authority Engineer will continue to work on

the issues identified in the Township Engineer review letter. As to the muffin monster, construction is to begin in two weeks.

With respect to the Blooming Glen Road water line extension, Mr. Groff reported that a letter was released to the effected property owners advising of a public information session/meeting on June 24th at the Township Building to discuss the water line extension; including timelines, identification of curb stops, and payment options. The meeting will be attended by the Authority Manager, the Authority Engineer, and the Authority Solicitor, as well as certain Authority employees; all in an effort to better address any questions from residents regarding the construction and the process.

As to current projects, Mr. Weaver sent a letter to the developer of Ashland Meadows explaining that, contrary to what the developer believes, the internal roads have not yet been dedicated. Mr. Weaver has not received a response to his letter.

At the Estates at Hilltown (Oskanian), 21 homes have been connected with just one (1) house currently under construction. The Preserves now has 15 homes connected to water and sewer. Hilltown Walk has 23 homes connected. With respect to Regency at Hilltown, a construction timeline has been forwarded to the Authority. It is expected that the water line and force main will be installed by November.

Regarding proposed projects, the sewer route for Envision has been agreed upon and the Authority Manager will meet with Silverdale Borough to discuss removal/replacement of EDUs for the project. There has been no further activity on the Witkowski project for yet another month.

With respect to the two (2) Hallmark projects, the project at 914 Hilltown Pike is nearing construction phase. Mr. Groff expects to have the six (6) EDUs for the project secured from North Penn Water Authority in the near future. However, the developer has yet to comment on or to return the draft development documents forwarded by the Authority Solicitor in mid-May. The other Hallmark project, located at 932 S. Perkasio Road, remains in the sketch plan phase.

At this time, a brief Executive Session was held to discuss legal issues. Out of an abundance of caution, Mr. Groff elected not to be present for the Executive Session; cognizant of his dual roles of Authority Manager and Township Supervisor. It is further noted herein that the Board met in Executive Session with the Authority Solicitor on May 26th as well; again to discuss legal issues.

Following the Executive Session, Chairman Knipe called upon Treasurer Beck for the monthly Treasurer's Report and review of monthly bills. Following Mr. Beck's presentation, Mr. Rankin made a motion to approve the Treasurer's Report

and payment of bills. The motion was then seconded by Mr. Wright. The motion carried by a 5-0 vote.

There was one escrow release for the month – Release #17 on the Hilltown Walk project in the amount of \$980.38. Mr. Wright made a motion to approve the release; seconded by Mr. Weiss. The motion carried 5-0. There was no Old Business before the Board.

Under New Business, the Solicitor presented Resolution 2015-2. Similarly to 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 PWTA and to the litigation between the Authority, PWTA and certain other area municipalities. The litigation concluded approximately five (5) years ago. The documents date between 1979 and 2009, with the vast majority of these documents pre-dating year 2000. The Solicitor explained that the Authority is under no legal obligation to maintain the documents that have been targeted for destruction. Mr. Rankin made a motion to approve Resolution 2015-2; seconded by Mr. Beck. The motion carried 5-0.

With nothing further before the Board, Mr. Beck made a motion to adjourn the meeting at 8:11 P.M., which was second by Mr. Weiss. The motion carried 5-0.

Respectfully submitted,



Melvin Wright