

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF DECEMBER 9, 2015**

The December 9, 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 and Jack D. Wuerstle, Esquire, the Authority Solicitor. James C. Groff, the Authority Manager, arrived after the start of the meeting, following a speaking engagement before local Boy Scout Troop #67. Mr. Groff had advised the Board in advance that he might be arriving late.

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

Chairman Knipe then called upon the Authority Solicitor for the monthly Staff Report. With regard to the water system, Wells #1 and #2 experienced normal operations for the month with a combined pumping of 9.1 million gallons (equating to 57% of capacity allocated by the Delaware River Basin Commission). Water meter replacements continued, with seven (7) being installed during the past month. There were also two (2) damaged hydrants replaced during the past month.

As to the sewer system, normal operations continued at both treatment plants. Bids for the proposed accessory building at the Highland Park property are expected to go out next week. There were no issues at the Berry Brow plant.

In terms of capital projects, the temporary generator on the arsenic removal system for Well #5 is installed and operational. The generator pad has been poured and the arsenic unit pad will be completed this week. The dehumidifier has also been installed. However, the treatment vessels did not meet specifications. New and correct tanks will be sent in January at no cost to HTWSA.

As to the Route 113 water extension, the developer expects all water mains to be completed by end of year. The Authority will send letters to nearby residents by end of month reminding them that the time to connect is soon approaching.

With regard to the muffin monster installation, the project is complete. The Authority will be receiving a letter from the manufacturer verifying that the warranty remains in place.

As to Well #3, the Authority received proposals for the pump test and test sampling. Both of these tests are necessary before proceeding further with well development. The cost of the pump test from Buehler Well Drilling is \$6,410.00. The cost of the test sampling by DelVal Soils is \$1,990.00. Mr. Weiss made a motion to authorize said testing at the aforementioned costs; Mr. Rankin seconded. The motion carried 5-0.

With respect to current projects, Ashland Meadows is completed with all homes connected. Subject to the Engineer's Review Letter and the Solicitor's review, the project may begin the 18-month maintenance period. As to Estates at Hilltown/Oskanian (water only), 23 homes are now connected with three (3) homes currently under construction. The Preserves now has 19 homes connected to water and sewer and Hilltown Walk now has 38 homes connected. With regard to Regency at Hilltown, the sample house should be completed by Christmas. As to the Hallmark project at 914 Hilltown Pike, the water and sewer mains are complete.

Regarding proposed projects, the sewer route for Envision has been finalized and the Part 2 permit application has been submitted to PaDEP. Act 537 approval is still pending.

As to Hallmark development known as the Bethel College Property, the Solicitor presented the fee-in-lieu agreement to the Board for signature. As discussed at prior meetings, 11 of the homes in the proposed development are located in Hilltown Township, while the vast majority of the homes are located in Perkasio Borough. The fee-in-lieu agreement provides that the 11 homes located in Hilltown Township be served by the Perkasio Regional Authority (as are all the homes in Perkasio Borough). In exchange for the loss of these customers and service territory, the developer will pay HTWSA the water and sewer tapping fees for each unit of the 11 units, along with two (2) years of estimated water and sewer rents. As the Board had previously approved the fee-in-lieu agreement subject to Solicitor review, the Chairman thereafter signed the same.

No Executive Session was required. Chairman Knipe then 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, which was seconded by Mr. Rankin. The motion carried by a 5-0 vote.

As to escrow releases, Mr. Weaver presented administrative release No. 2 for Reserve at Hilltown II Subdivision, payable to HTWSA, in the amount of \$5,538.78. Mr. Beck made a motion to approve the release; the same being seconded by Mr. Weiss. The motion carried 5-0.

Under Old Business, the 2016 Budget has been prepared. There will be no rate increases for 2016. Mr. Groff invited the Board members to individually contact him regarding and questions or concerns.

Under New Business, the Authority is waiting for bids on the Route 152 force-main and the preliminary escrow agreement and preliminary escrow have been received for Hawkeye's Restaurant. In addition, the Solicitor has spoken with bank counsel for Univest regarding the re-finance of the water note of 2011, and bank counsel advises that all paperwork should be ready for execution at the Board's January 2016 meeting.

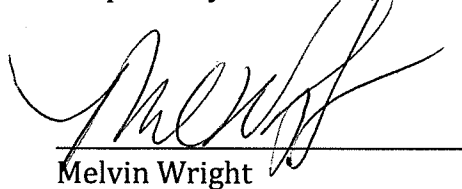
The Solicitor then presented Resolution No. 2015-5. Resolution No. 2015-5 provides for the destruction of certain files held by either the Authority or the former Authority Solicitor, all in accordance with the Municipal Records Act and the guidelines set forth in the Municipal Records Manual. The files in question all date from the 1990s. Mr. Rankin made a motion to approve Resolution 2015-5; seconded by Mr. Beck. The motion carried 5-0.

The Solicitor next presented Resolution No. 2015-6. This Resolution authorizes HTWSA to enter into a cooperative purchasing contract with the Houston-Galveston Area Council, 355 Timmons Lane, Suite 120, Houston, Texas 77027 ("H-GAC"), as allowed by Pennsylvania law. More specifically, the Pennsylvania Municipality Authorities Act empowers authorities such as HTWSA to make contracts of every name and nature, and to execute all instruments necessary or convenient for carrying on its business. The Pennsylvania Procurement Code authorizes municipal entities such as HTWSA to utilize cooperative purchasing as one of the means by which to contract for the purchase of materials and equipment. The Solicitor further advised the Board that over 50 Pennsylvania municipalities participate in cooperative purchasing with H-GAC; including water and sewer authorities such as HTWSA. Mr. Beck made a motion to approve Resolution 2015-6; seconded by Mr. Rankin. The motion carried 5-0.

Lastly, the Board decided to maintain the same meeting night and time for 2016.

With nothing further before the Board, Mr. Beck made a motion to adjourn the meeting at 8:36 P.M., which was second by Mr. Wright. The motion carried 5-0.

Respectfully submitted,



Melvin Wright