

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP  
WATER AND SEWER AUTHORITY OF JANUARY 11, 2023**

By Board acclamation, Jack Wuerstle, Esquire, Authority Solicitor, was appointed Acting Chairman for purposes of holding elections of officers for calendar year 2023. Thereafter, the January 11, 2023 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by the Acting Chairman.

Board members in attendance included Frank Beck, Bruce Knipe, John Rankin, Keith Weiss and Melvin Wright. The Authority Manager, James C. Groff and the Authority Engineer, Gary Weaver of Castle Valley Engineering, also attended.

Following the formal Roll Call and the Pledge of Allegiance to the Flag, the Acting Chairman called for the election of officers for calendar year 2023. Mr. Knipe made a motion to nominate Mr. Beck as Chairman; Mr. Weiss seconded. With no further nominations, Mr. Rankin made a motion to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Beck as Chairman carried 4-0-1 (with Mr. Beck abstaining).

Mr. Wright thereafter made a motion to nominate Mr. Knipe as Vice-Chairman; Mr. Weiss seconded. With no further nominations, Mr. Rankin moved to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Knipe as Vice-Chairman carried 4-0-1 (with Mr. Knipe abstaining).

Mr. Rankin next made a motion to nominate Mr. Wright as Secretary; Mr. Weiss seconded. With no further nominations, Mr. Knipe moved to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Wright as Secretary passed 4-0-1 (with Mr. Wright abstaining).

Mr. Knipe thereafter made a motion to nominate Mr. Weiss as Treasurer; Mr. Rankin seconded. With no further nominations, Mr. Wright made a motion to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Weiss as Treasurer carried 4-0-1 (with Mr. Weiss abstaining).

Mr. Wright thereafter made a motion to nominate Mr. Rankin as Assistant Secretary/Treasurer; Mr. Knipe seconded. With no further nominations, Mr. Weiss made a motion to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Rankin as Assistant Secretary/Treasurer passed 4-0-1 (with Mr. Rankin abstaining).

The Chairman next requested authorization and direction from the Board as to whether the Treasurer's Bond should remain at the same amount for calendar year 2023. The bond had been set at \$250,000.00. Mr. Knipe made a motion to keep the Treasurer's Bond in the amount of \$250,000.00. Mr. Wright seconded the motion. The motion carried 4-0-1 (with Mr. Weiss abstaining).

The Chairman then called for nominations 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. Wright seconded. With no further nominations, the motion carried unanimously. Mr. Rankin made a motion to appoint Castle Valley Consultants, Inc. as Authority Engineer at the hourly rate proposed in their engagement letter. Mr. Weiss seconded. With no further nominations, the motion carried unanimously. Mr. Wright made a motion to appoint Molinari Oswald LLC as Authority Auditors at the hourly rate proposed in their engagement letter. Mr. Rankin seconded. With no further nominations, the motion carried unanimously. The Authority Manager then asked for authorization to execute the engagement letters as submitted. Mr. Rankin made a motion to authorize execution of the engagement letters; Mr. Knipe seconded. The motion carried 5-0.

Thereafter, Mr. Wright made a motion to hold the monthly meetings of the Board on the second Wednesday of each month at 7:30 PM (thereby ratifying the advance advertising discussed below) and that Work Sessions be advertised and held as needed. Mr. Weiss seconded the motion. The motion carried 5-0. The Authority Manager thereafter confirmed that all regular meetings of the Authority for calendar year 2023 have been properly advertised in the Doylestown Intelligencer and that a Proof of Publication is on file with the Authority.

Mr. Groff next requested action on Resolution 2023-1. This Resolution establishes the water and sewer specifications, tapping fees and rate schedule for calendar year 2023. No rate increases were proposed in Resolution 2023-1. Mr. Rankin made a motion to approve Resolution 2023-1; Mr. Knipe seconded. The motion carried 5-0.

Chairman Beck then called upon the Authority Manager for presentation of the proposed Operation and Capital Budget ("Budget") for 2023. Following discussion by the Board, the proposed Budget was submitted for approval. Mr. Rankin made a motion to approve the proposed budget as submitted; Mr. Knipe seconded. The Budget was approved 5-0.

Next, the Chairman called for action on the minutes from the November 2022 meeting of the Authority (the December 2022 being cancelled for lack of business). Mr. Rankin made a motion to approve the minutes as presented; Mr. Weiss seconded. The motion carried 5-0.

As there was no public comment or any confirmed appointments, the Chairman then called upon Mr. Groff for presentation of the Staff Report.

Mr. Groff reported normal operations for the water system since the last meeting, with the wells combining to pump just over 11.5 million gallons (or 55% of the capacity allowed by the Delaware River Basin Commission).

Mr. Groff further advised the Board that the Authority may qualify for, and thus may want to pursue, a PaDEP waiver for bi-annual SOC testing. This waiver could save the Authority up to \$8,000.00 per year. Mr. Wright made a motion to pursue said waiver; Mr. Knipe seconded. The motion carried 5-0.

Mr. Groff went on to report normal sewer operations since the last meeting. The Board then discussed a potential additional EDU purchase from PWTa.

In terms of capital projects, work on the new well site continues, as does work on the Route 313 extension. In terms of latter, staff had a productive teleconference with PaDEP, and the remaining issues from the review letter and being actively addressed, with the hope of re-submitting to PaDEP before the next Board meeting.

As to current development projects, all homes have been completed at The Regency at Hilltown, and the developer is conducting monthly flushing of the sewer mains. Unfortunately, HTWSA had to send a letter to the residents of The Regency, as they continue to flush items into the system that cannot be processed. Otherwise, the Arbors remains in the 18-month maintenance period (due to expire 4/13/23) and the Hilltown Glen force main is now completed. PaDEP has expressed some planning concerns about the Lohin tract unrelated to HTWSA. Nothing further on the Johnson tract. The sewer lateral for the Buccafuri site is complete.

With respect to proposed projects, little progress has occurred regarding either the Sensinger property (3-lots) or the Weidner site.

There was no Executive Session.

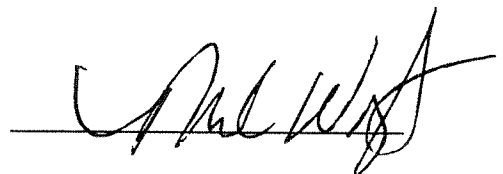
Chairman Beck thereafter called for the monthly Treasurer's Report and payment of bills. Following discussion, a motion was made by Mr. Knipe to approve payment of the bills; seconded by Mr. Wright. The motion carried 5-0.

There were no escrow releases and there was no old business.

As to new business, bidding threshold requirements have increased for calendar year 2023. The minimum purchase threshold requiring advertising is now \$22,500.00. The threshold for telephone quotes is now \$12,200.00.

With no further business before the Board, Mr. Wright made a motion to adjourn the meeting at 8:31 P.M., seconded by Mr. Rankin. The motion carried 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Wright", is written over a horizontal line. The signature is cursive and somewhat stylized.