

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JULY 8, 2015**

The July 8, 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, and John Rankin. 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 June meeting. Mr. Beck made a motion to approve the minutes; Mr. Rankin seconded. The motion carried 4-0. There was no public comment or confirmed appointments. There were no visitors.

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 71% of capacity allocated by the Delaware River Basin Commission). Mr. Groff reported that the water meter replacement project continues without complications. Summer help are assisting in hydrant painting and locating curb stops.

As to the sewer system, Mr. Groff reported normal operations for the month at both treatment plants. With regard to the proposed accessory building at the Highland Park property, permeability tests have been completed and the E&S permitting process is ongoing. The building permit application should be submitted within the next two (2) weeks. The bid package should go out in August. At Berry Brow, effluent is being used to help maintain the landscaping through the summer heat.

In response to the Authority's original request to PWTA to purchase twenty-five (25) EDUs, Mr. Groff reported that PWTA has now given the member municipalities until July 20th to produce offers. Mr. Groff's letter to PWTA requesting the possible purchase of an additional twenty-five (25) EDUs has not been responded to as of yet.

In terms of capital projects, the Notice to Proceed on Well #5 has been executed and sent to the contractor, and the actual system is expected to arrive in about 16-18 weeks. The office renovations continue upstairs at the Authority Building, with the drywall now patched and carpet expected shortly. As to the muffin monster, the electric should be ready by this coming Friday. On Well #3, the E&S permit has been received. The contractor will finish the clearing and then install a temporary driveway.

With respect to the Blooming Glen Road water line extension, Mr. Groff reported that the public information session/meeting on June 24th to discuss the water line extension went extremely well. Apart from Mr. Groff, the meeting was also attended by the Solicitor, the Engineer, and two (2) Board members (Mr. Beck and Mr. Weiss). Everyone reported that the meeting was highly productive and that the participating residents presented good questions and left the meeting appreciating the Authority's efforts to keep them informed.

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. The developer is checking his records to confirm. At the Estates at Hilltown (Oskanian), 21 homes have been connected (water only) with five (5) houses currently under construction. The Preserves has 15 homes connected to water and sewer; Hilltown has 23 homes connected. With respect to Regency at Hilltown, additional revisions to the construction timeline continue. Some work has initiated on Minsi Trail; nothing yet on Route 113.

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 still another month.

With respect to the Hallmark project at 914 Hilltown Pike, the same is nearing construction phase. Mr. Groff reports that the six (6) EDUs needed for the project have been secured from North Penn Water Authority. The developer has signed and delivered the developments agreements, which were then reviewed by the Solicitor in advance of the meeting. The developer requested that the Authority sign and then hold the agreements in escrow pending completion of certain outstanding items by developer. A motion was made by Mr. Knipe to sign and hold as requested; seconded by Mr. Rankin. The motion carried 4-0. The agreements were then signed and placed in escrow.

As to the Hallmark development located at 932 S. Perkasie Road (Bethel College Property), this project remains in the sketch plan phase. However, the newest version of the sketch plan indicates an additional (10th) unit. The Board indicated that it is willing to allow one (1) additional unit under the proposed fee-in-lieu arrangement. The Board also indicated that the arrangement regarding said fees-in-lieu must be reduced to a signed written agreement between the developer and the Authority.

At this time, a brief Executive Session was held 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. Weiss made a motion to approve the Treasurer's Report

and payment of bills. The motion was then seconded by Mr. Rankin. The motion carried by a 4-0 vote.

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

Under New Business, the Solicitor presented Resolution 2015-3. Similarly to Resolutions 2015-1 and 2015-2, 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 various correspondence, pleadings, motions and other documents relating to Authority matters extending back into the 1970s. The Solicitor explained that the Authority is under no legal obligation to maintain any of the documents that have been targeted for destruction. Mr. Rankin made a motion to approve Resolution 2015-3; seconded by Mr. Beck. The motion carried 4-0.

With nothing further before the Board, Mr. Beck made a motion to adjourn the meeting at 8:25 P.M., which was second by Mr. Knipe. The motion carried 4-0.

Respectfully submitted,



John S. Rankin, Asst. Secretary/Treasurer