

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF APRIL 13, 2016**

The April 13, 2016 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by Chairman Keith Weiss. Members in attendance included Melvin Wright, Frank Beck, John Rankin and Bruce Knipe. Staff members in attendance included Gary Weaver of Castle Valley Engineering, the Authority's Engineer; Jack D. Wuerstle, Esquire, the Authority Solicitor; and James C. Groff, the Authority Manager.

The formal Roll Call and the Pledge of Allegiance to the Flag then proceeded. Because the March meeting of the Board had been cancelled, Chairman Weiss asked for action on the minutes from the February meeting. Mr. Rankin made a motion to approve the minutes and Mr. Knipe seconded. The motion carried 5-0. There was no public comment, no confirmed appointments, and no visitors.

Chairman Weiss then called upon the Authority Manager for the monthly Staff Report. As to the water system, Wells #1 and #2 experienced normal operations for the month with a combined pumping of 8.8 million gallons (equating to 55% of capacity allocated by the Delaware River Basin Commission). A temporary pump was installed in Well #1 so that permanent pump, which has experienced some sluggish performance, could be better examined. The water meter replacement program continues to move forward, and one resident actually sent a letter complimenting the Authority, and more particularly Mike Aubertin, for his professional and courteous service. The Authority Manager also reported that the Fox View Hunt pump station has now been tied into the SCADA system, providing the Authority with even better real-time analytical and trouble-shooting capabilities.

As to the sewer system, normal operations continued at both treatment plants. The Authority also received an \$11,000.00 capital project refund from PWTa. The Authority Engineer reported that the Maintenance Building is going out to bid within the next week or so.

With respect to capital projects, the Well #5 start-up was successful, although there are still some punch list items to be addressed by contractor. As to the Route 113 water extension, the Authority Manager updated the Board on efforts to secure inspection services for determining whether the internal plumbing of those existing homes hoping to connect to the water system will not compromise the Authority's infrastructure or water quality. The Authority Manager also reported on upcoming discussions regarding a possible interconnect with Bedminster Municipal Authority, as a means by which to turn over water and provide emergency capacity for both authorities.

As to current projects, Ashland Meadows remains in the 18-month maintenance period. The Estates at Hilltown/Oskanian has 23 homes connected

with three (3) homes still under construction. The Preserves has 22 homes connected and Hilltown Walk has 40 homes connected. The Hallmark project at 914 Hilltown Pike has three (3) of its six (6) homes connected. As to the Regency at Hilltown, the pump and haul permit has been approved after several rounds of revisions with PaDEP. However, leaking issues continue with the force main.

With respect to proposed projects, draft development agreements have been forwarded to Pulte's legal counsel for review. There was nothing new to report on the Hallmark/Bethel College Property project, as the developer continues to address a lengthy review letter from the Township Engineer. Lastly, the Township Solicitor reported that the Witkowski project is being resurrected; being advised of such during a phone call with Mr. Witkowski's engineer.

The Authority Solicitor then asked for an Executive Session to discuss litigation issues. The Executive Session extended from 7:55 PM to 8:30 PM.

Following Executive Session, Chairman Weiss called upon Mr. Rankin for the monthly Treasurer's Report and review of monthly bills. Following Mr. Rankin's presentation, Mr. Knipe made a motion to approve the Treasurer's Report and payment of bills, which was seconded by Mr. Wright. The motion carried by a 5-0 vote. There were no escrow releases or Old Business to address.

Under New Business, the Authority Manager discussed the Consumer Confidence Report and the 2015 Audit. The Authority Solicitor then presented Resolution 2016-3 to the Board. Resolution 2016-3 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 particular documents proposed for destruction consisted of various correspondence, copies of reports, and other documents relating to Authority matters from 1991-1999. The Solicitor explained that the Authority is under no legal obligation to maintain any of the documents that have been targeted for destruction. Mr. Knipe made a motion to approve Resolution 2016-3; seconded by Mr. Rankin. The motion carried 5-0. Lastly, the Authority Manager and Authority Solicitor reviewed various topics discussed at the PMAA Workshop that they had attended earlier that day.

With nothing further before the Board, Mr. Beck made a motion to adjourn the meeting at 8:54 P.M., which was second by Mr. Knipe. The motion carried 5-0.

Respectfully submitted,

Frank Beck