

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JANUARY 8, 2020**

By Board acclamation, Jack Wuerstle, Esquire, Authority Solicitor, was appointed to be Acting Chairman for purposes of holding elections of officers for calendar year 2020. The January 9, 2020 meeting of the Hilltown Township Water and Sewer Authority was thereafter called to order at 7:30 P.M. by the Acting Chairman.

Board members in attendance included John Rankin, Frank Beck, Melvin Wright, and Bruce Knipe. Staff members in attendance (in addition to Jack Wuerstle) included Gary Weaver of Castle Valley Consultants, the Authority's Engineer, and the Authority Manager, James Groff. There were no visitors at the meeting.

Following the formal Roll Call and the Pledge of Allegiance to the Flag, the Acting Chairman noted that all regular meetings of the Authority for calendar year 2020 had been properly advertised in the Doylestown Intelligencer and that a Proof of Publication is on file with the Authority.

The Acting Chairman then called for the election of officers for calendar year 2020. Mr. Beck made a motion to nominate Mr. Rankin as Chairman; Mr. Knipe 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. Rankin as Chairman carried 3-0-1 (with Mr. Rankin abstaining).

Mr. Knipe thereafter made a motion to nominate Mr. Beck as Vice-Chairman; Mr. Rankin seconded. With no further nominations, Mr. Wright moved to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Beck as Vice-Chairman carried 3-0-1 (with Mr. Beck abstaining).

Mr. Beck thereafter made a motion to nominate Mr. Weiss as Secretary; Mr. Rankin seconded. With no further nominations, Mr. Beck moved to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Weiss as Secretary passed 4-0.

Mr. Rankin thereafter made a motion to nominate Mr. Knipe as Treasurer; Mr. Wright seconded. With no further nominations, Mr. Beck made a motion to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Knipe as Treasurer carried 3-0-1 (with Mr. Knipe abstaining).

Mr. Beck thereafter made a motion to nominate Mr. Wright as Assistant Secretary/Treasurer; Mr. Rankin seconded. With no further nominations, Mr. Knipe made a motion to close the nominations. Following a unanimous vote to close the nominations, the vote to elect Mr. Wright as Assistant Secretary/Treasurer passed 3-0-1 (with Mr. Wright abstaining).

The Acting Chairman next requested authorization and direction from the Authority Board as to whether the Treasurer's Bond should remain the same for calendar year 2020. The bond had been set at \$250,000.00. Mr. Wright made a motion to keep the Treasurer's Bond in the amount of \$250,000.00. Mr. Beck seconded the motion. The motion carried 3-0-1 (with Mr. Knipe abstaining). The Acting Chairman thereafter turned the meeting over to Chairman Rankin.

Chairman Rankin then called for nominations for the appointment 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. Beck seconded. With no further nominations, the motion carried unanimously. Mr. Wright made a motion to appoint Castle Valley Consultants, Inc. as Authority Engineer at the hourly rate proposed in their engagement letter. Mr. Knipe seconded. With no further nominations, the motion carried unanimously. Mr. Beck made a motion to appoint Molinari Oswald LLC as Authority Auditors at the hourly rate proposed in their engagement letter. Mr. Wright seconded. With no further nominations, the motion carried unanimously.

Thereafter, Mr. Knipe made a motion that the monthly board meetings of the Authority continue to be held on the second Wednesday of each month at 7:30 PM, and that Work Sessions be advertised and held as needed. Mr. Beck seconded the motion. The motion carried unanimously.

Chairman Rankin then called upon the Authority Manager for presentation of the proposed Operation and Capital Budget ("Budget") for 2020. Following discussion, the proposed Budget was submitted for approval. Mr. Wright made a motion to approve the proposed budget as submitted; Mr. Knipe seconded. The budget was approved 4-0.

Mr. Groff then requested action adopting the current version of the Authority specifications and guidelines for 2020. Mr. Beck made the appropriate motion; Mr. Wright seconded. The motion carried 4-0.

Next, the Chairman called for action on the minutes from the December 2019 meeting of the Authority. Mr. Knipe made a motion to approve the minutes as presented; Mr. Wright seconded. The motion carried 3-0-1 (Mr. Rankin abstaining).

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

Mr. Groff reported normal operations for the water system since the last Board meeting, with the wells combining to pump 9.3 million gallons in December 2019 (or 41% of the capacity allowed by the Delaware River Basin Commission). Mr. Groff also reported normal sewer operations for the month. Moreover, Telford Borough Authority has agreed to sell the Authority 50 EDUs at \$3,600.00/each. The purchase should be finalized after PWTA's next meeting.

Regarding capital projects, the pump test was conducted on the new well site and little drawdown was observed (just one existing well was marginally effected). The next step in the process is permitting.

As to current development projects, the Estates at Hilltown/Oskanian has 29 homes connected. The Regency at Hilltown has 114 units connected, Tice Estates has 21 homes completed, and the Arbors at Hilltown has two (2) homes connected. Hilltown Walk has all 40 homes connected and a walkthrough has been completed; however, multiple punch list items remain outstanding.

The Preserves is complete, all easements, bills of sale, and other required documents have been executed, and all punch list items have been addressed. Consequently, based upon the foregoing a motion was made by Mr. Knipe to release the Maintenance Bond. Mr. Wright seconded the motion. The motion carried 4-0.

As to proposed projects, the Wawa Part II permit has been received and all water/sewer installation is complete. Witkowksi remains unchanged. As to the Lohin Tract, Mr. Groff met with Chalfont-New Britain Joint Sewer Authority Manager, John Schmidt, to discuss possible paths forward.

There was no Executive Session.

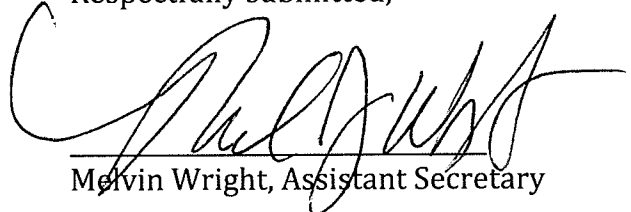
Chairman Rankin then called for the monthly Treasurer's Report and review of bills. Following discussion, Mr. Beck made a motion to approve the Treasurer's report and payment of bills; seconded by Mr. Wright. The motion carried 4-0.

There were no escrow releases.

As to Old Business, Mr. Groff discussed the waterline line access/walking trail project and the potential grant application process. Under New Business, the Solicitor discussed increases in the bidding thresholds for 2020, as well as some recently enacted legislation that affects intergovernmental cooperation and audit guidelines. Mr. Groff thereafter discussed certain personnel issues.

With no further business before the Board, Mr. Wright made a motion to adjourn the meeting at 8:24 P.M., seconded by Mr. Beck. The motion carried 4-0.

Respectfully submitted,



Melvin Wright, Assistant Secretary