

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JUNE 10, 2020**

The June 10, 2020 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 PM by Chairman John Rankin. Because of the ongoing COVID-19 pandemic, the Board, relying upon guidance from the Office of Open Records and General Counsel to the Pennsylvania Municipal Authorities Association, conducted the meeting via Zoom. More precisely, the Authority Manager and one Board member (Mr. Beck) were present at the Authority office (thereby allowing physical access to the meeting by the public) while the remaining Board members and staff participated remotely, so as to ensure adequate social distancing. Those persons participating remotely included Board Chairman John Rankin, and Board members Melvin Wright, Keith Weiss, and Bruce Knipe. Staff members attending remotely included Gary Weaver of Castle Valley Engineering (Authority Engineer) and Jack D. Wuerstle, Esquire (Authority Solicitor). No members of the public attended the meeting.

Although not required to do so because the meeting was open to the public had anyone wished to attend, the Authority elected to post the herein draft meeting minutes on the Authority website as a courtesy. Said minutes will be reviewed, discussed, and offered for approval at the next Authority meeting.

Following the formal Roll Call and the Pledge of Allegiance to the Flag, Chairman Rankin called for action on the minutes from the May 2020 meeting of the Authority. The May 2020 meeting minutes had been posted on the Authority website following the May meeting. Following a discussion of the May meeting minutes, Mr. Beck made a motion to approve. Mr. Wright seconded. The motion carried 5-0.

Chairman Rankin next called upon Mr. Groff for presentation of the Staff Report.

Mr. Groff reported normal operations for the water system last month, with the wells combining to pump just under 13.7 million gallons (or 65% of the capacity allowed by the Delaware River Basin Commission). Water usage remains higher than usual, as the full scope of the Commonwealth's stay at home order remained in effect throughout May. With that noted, operating costs have generally remained stable, and work in the field continues as necessary utilizing appropriate safety measures.

The sewer system experienced normal operations as well last month, with no significant issues to report. Enhanced phosphorus content continues to be observed and treated appropriately.

As to capital projects, Mr. Groff reported little movement over the last month, due largely to restrictions brought on by the stay at home order. He expects matters to begin to move forward again over the upcoming weeks.

In terms of current development projects, the Estates at Hilltown/Oskanian remains unchanged with 29 homes connected (water only). Tice Estates now has 34 homes built and a walk-through should take place over the new few weeks. All water and sewer mains at the Arbors at Hilltown have been tested and two (2) homes are connected.

Hilltown Walk has all 40 homes connected and the Developer has satisfactorily completed the punch list. At the Board's March meeting, a motion was unanimously approved to release the Maintenance Bond once the Developer has paid all outstanding bills owed to the Authority. The Developer has still not done so.

The Regency project experienced two (2) significant water leaks, both near the meter pit. As such occurrences are becoming more prevalent across projects, a new leak detection protocol was discussed. The new protocol would involve testing at the beginning, middle and end of the 18-month maintenance period. Mr. Weiss then made a motion to adopt this three-test protocol for all projects; Mr. Knipe seconded. The motion carried 5-0.

The Developer of the Wawa project is pursuing dedication. All work is complete, the Solicitor has received and reviewed the Affidavit of Title and Bill of Sale, but a few outstanding engineering invoices still need to be paid. So as to not unduly delay the project and the start of the 18-month maintenance period, it was proposed that dedication be approved subject to resolution of the invoice issue. Mr. Wright made a motion to this effect, specifying that the maintenance period should begin to run as of the date of the next Board meeting (provided the invoice issue is resolved). Mr. Weiss seconded. The motion carried 5-0.

Regarding proposed projects, the Witkowski plans have been modify to include just two (2) homes (one already existing), but little further progress has occurred. The single-lot project on Telegraph Road has been put on hold.

The inter-municipal agreement involving the Chalfont-New Britain Joint Sewer Authority ("CNBJSA") and the Lohin Tract (the property near the Berry Brow plant) has been returned to CNBJSA with the Authority's proposed revisions. Mr. Groff discussed the proposed revisions with CNBJSA's manager and we do not anticipate any issues at this time. As to the other inter-municipal agreement with CNBJSA involving the Assal Tract (Mill Ridge), that agreement has been finalized and approved by CNBJSA. Following some further explanation and discussion of the terms and conditions of the Assal agreement, Mr. Knipe made a motion to approve the agreement and execute same. Mr. Wright seconded. The motion carried 5-0.

Mr. Groff and the Solicitor then discussed the Lynn Builder project along Minsi Trail. A Grinder Pump Agreement was prepared and thereafter signed by the Developer, thus moving the Planning Module process forward. Draft development agreements have also been prepared.

Lastly, Mr. Groff reviewed with the Board the plan for the Weidner tract. The plan involves 21 home sites (17 in Hilltown Township plus 4 in East Rockhill Township) and multiple parcels. While HTWSA has capacity to serve all of the new homes with both water and sewer, it remains unclear at this time exactly how the Developer proposes to proceed.

There was no Executive Session.

Chairman Rankin next called for the monthly Treasurer's Report and review of bills. Following discussion, Mr. Weiss made a motion to approve the Treasurer's report and payment of bills; seconded by Mr. Wright. The motion carried 5-0.

There were no escrow releases.

Under old business, Mr. Groff updated the Board as to progress on the proposed service extension along Route 313.

In terms of New Business, Mr. Groff reviewed with the Board the status of the Authority's accounts receivables in light of the continuing public health crisis. The Authority has still not experienced any negative impact to its receivables profile. Staff will continue to monitor closely. On a related note, the Solicitor thereafter discussed a seminar that he had attended concerning collection of municipal receivables in difficult times, and advised the Board of the principal takeaways from that seminar.

With no further business before the Board, Mr. Weiss made a motion to adjourn the meeting at 8:17 P.M., which was second by Mr. Beck. The motion carried 5-0.