

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JANUARY 12, 2022**

By Board acclamation, Jack Wuerstle, Esquire, Authority Solicitor, was appointed Acting Chairman for purposes of holding elections of officers for calendar year 2022. Thereafter, the January 12, 2022 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by the Acting Chairman.

Because of a potential exposure to COVID-19, the Board, relying upon guidance from the Office of Open Records and General Counsel to the Pennsylvania Municipal Authorities Association, conducted a hybrid meeting via Zoom. More precisely, Board members Frank Beck, Bruce Knipe, and Melvin Wright attended in person, while Board members Keith Weiss and John Rankin participated remotely. The Authority Manager, James C. Groff, and the Authority Solicitor, Jack D. Wuerstle, also attended in person. The Authority Engineer, Gary Weaver of Castle Valley Engineering, participated remotely.

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 2022. Mr. Knipe made a motion to nominate Mr. Beck as Chairman; Mr. Wright 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. 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. Rankin seconded. With no further nominations, Mr. Weiss 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. Knipe seconded. With no further nominations, Mr. Weiss 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. Rankin thereafter made a motion to nominate Mr. Weiss as Treasurer; Mr. Wright 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. 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 Authority Board as to whether the Treasurer's Bond should remain at the same amount for calendar year 2022. 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. Knipe seconded the motion. The motion carried 4-0-1 (with Mr. Weiss abstaining).

The Chairman then called for nominations of staff personnel. Mr. Weiss 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. Wright 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. Knipe 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. Weiss 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 (thereby ratifying the advance advertising discussed below) and that Work Sessions be advertised and held as needed. Mr. Wright seconded the motion. The motion carried 5-0. The Authority Manager thereafter confirmed that all regular meetings of the Authority for calendar year 2022 have already been properly advertised in the Doylestown Intelligencer and that a Proof of Publication is on file with the Authority.

Mr. Groff then asked for action of Resolution 2022-1. This Resolution establishes the water and sewer specifications, tapping fees and rate schedule for calendar year 2022. No rate increases were proposed in Resolution 2022-1. Mr. Knipe made a motion to approve Resolution 2022-1; Mr. Rankin seconded. The motion carried 5-0.

Chairman Rankin then called upon the Authority Manager for presentation of the proposed Operation and Capital Budget ("Budget") for 2022. Following discussion, the proposed Budget was submitted for approval. Mr. Knipe made a motion to approve the proposed budget as submitted; Mr. Rankin seconded. The budget was approved 5-0.

Next, the Chairman called for action on the minutes from the December 2021 meeting of the Authority. 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 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 9.4 million gallons (or 45% of the capacity allowed by the Delaware River Basin Commission). Mr. Groff noted an unusual amount of PA-One calls for the preceding month, but no particular reason for the increase is yet known.

Mr. Groff also reported normal sewer operations for the month. Repairs on the meter damaged during the hurricane event several months ago should be completed next week. Thereafter, noting a series of small project in the pipeline, Mr. Groff sought authorization to purchase an additional 25 EDUs from the PWTA members. Mr. Rankin made a motion authorizing the EDU purchase; Mr. Wright seconded. The motion carried 5-0.

In terms of capital projects, permitting for the new well site is proceeding along, while work on the waterline access trail is complete.

As to current development projects, the Regency at Hilltown is nearing completion. Tice Estates remains in the 18-month maintenance period, as does the Arbors at Hilltown. The Fox Subdivision (Witkowski) is complete, as is the force main at Hilltown Glen. Plans have been received for the Lohin Tract and Castle Valley has forwarded its review to the developer. Engineering review has also been completed on the Johnson Tract, with comments forwarded to that developer as well.

With respect to proposed projects, little progress has occurred regarding either the Sensinger Tract (3-lots) or the Buccafari property (2 EDUs).

There was no Executive Session.

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

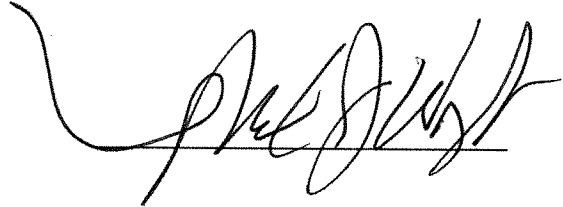
There was one (1) escrow release regarding Hilltown Glen (Release #5), payable to the Authority in the amount of \$3,845.05. Mr. Knipe made a motion to approve the escrow release; Mr. Wright seconded. The motion carried 5-0.

As to Old Business, the Solicitor will be sending out letters to the two (2) property owners along Route 313 requesting that they each sign the easements documents to allow for the water/sewer extension from the Wawa site down to Living Hope Church. If one or both of the landowners refuse, then condemnation proceedings will initiate.

Regarding new business, bidding threshold requirements have increased by 3% for calendar year 2022.

With no further business before the Board, Mr. Rankin made a motion to adjourn the meeting at 8:01 P.M., seconded by Mr. Wright. The motion carried 5-0.

Respectfully submitted,

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