

**MINUTES OF THE MEETING OF THE HILLTOWN TOWNSHIP
WATER AND SEWER AUTHORITY OF JANUARY 10, 2024**

By Board acclamation, Jack Wuerstle, Esquire, Authority Solicitor, was appointed Acting Chairman for purposes of holding elections of officers for calendar year 2024. Thereafter, the January 10, 2024 meeting of the Hilltown Township Water and Sewer Authority was called to order at 7:30 P.M. by the Acting Chairman.

Board members in attendance included Frank Beck, Bruce Knipe, John Rankin, Keith Weiss and Melvin Wright. The Authority Manager, James C. Groff and Gary Weaver of Castle Valley Engineering, also attended.

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 2024. Mr. Rankin made a motion to nominate Mr. Knipe as Chairman; Mr. Weiss 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. Knipe as Chairman carried 4-0-1 (with Mr. Knipe abstaining).

Mr. Wright thereafter made a motion to nominate Mr. Weiss as Vice-Chairman; 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 Vice-Chairman carried 4-0-1 (with Mr. Weiss abstaining).

Mr. Beck next made a motion to nominate Mr. Rankin as Secretary; Mr. Weiss 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. Rankin as Secretary passed 4-0-1 (with Mr. Rankin abstaining).

Mr. Weiss thereafter made a motion to nominate Mr. Wright as Treasurer; Mr. Rankin 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. Wright as Treasurer carried 4-0-1 (with Mr. Wright abstaining).

Mr. Wright thereafter made a motion to nominate Mr. Beck as Assistant Secretary/Treasurer; Mr. Rankin 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 Assistant Secretary/Treasurer passed 4-0-1 (with Mr. Beck abstaining).

The Chairman next requested authorization and direction from the Board as to whether the Treasurer's Bond should remain at the same amount for calendar year 2024. The bond had been set at \$250,000.00. Mr. Weiss made a motion to keep the Treasurer's Bond in the amount of \$250,000.00. Mr. Beck seconded the motion. The motion carried 4-0-1 (with Mr. Wright abstaining).

The Chairman then called for nominations of staff personnel. Mr. Rankin 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 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. Beck seconded. The motion carried 5-0.

Thereafter, Mr. Weiss made a motion to hold the monthly meetings of the Board 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 2024 have been properly advertised in the Doylestown Intelligencer and that a Proof of Publication is on file with the Authority.

Mr. Groff next requested action on Resolution 2024-1. This Resolution establishes the water and sewer specifications, tapping fees and rate schedule for calendar year 2024. No rate increases were proposed in Resolution 2024-1. Mr. Rankin made a motion to approve Resolution 2023-1; Mr. Weiss seconded. The motion carried 5-0.

The Chairman then called upon the Authority Manager for presentation of the proposed Operation and Capital Budget ("Budget") for 2024. Following discussion by the Board, the proposed Budget was submitted for approval. Mr. Rankin made a motion to approve the proposed budget as submitted; Mr. Beck seconded. The Budget was approved 5-0.

Next, the Chairman called for action on the minutes from the December 2023 meeting of the Authority. Mr. Beck made a motion to approve the minutes as presented; Mr. Weiss seconded. The motion carried 4-0 (with Mr. Wright abstaining).

As there was no public comment or any confirmed appointments, the Chairman then 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 10.4 million gallons (or 49% of the capacity allowed by the Delaware River Basin Commission). Mr. Groff went on to report normal sewer operations last month as well, and reviewed the potential additional EDU purchase from PWTa.

As to capital projects, further work on the new well site has been postponed. The Route 313 project is completed and the final payment is on the bills list.

Regarding current development projects, Regency is complete and, upon execution of a substitution agreement and receipt of financial security, the 18-month maintenance period will commence. Hilltown Glen remains in the 18-month maintenance period (expires September 2024) as does the Johnson Tract (expires June 2025). Nothing further has transpired on Lohin.

With respect to proposed projects, there has been no further progress on either the Sensinger subdivision or the Weidner Tract, the latter having provided the Township with an extension of the plan review period through May 2024.

An executive session then followed to discuss potential litigation.


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

There were no escrow releases and there was no old business.

As to new business, bidding threshold requirements have increased for calendar year 2024. The minimum purchase threshold requiring advertising is now \$23,200.00. The threshold for telephone quotes is now \$12,600.00.

With no further business before the Board, Mr. Wright made a motion to adjourn the meeting at 8:04 P.M., seconded by Mr. Rankin. The motion carried 5-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John S. Rankin", is written over a horizontal line.