



## MEETING MINUTES

January 15, 2019

7:30 PM

Approved

In Attendance: W. Quinn, Chairman, D. Carlson, Vice Chairman, H. Harper, Member, G. Matthew Brown, P.E., DEE, Authority Administrator

### Call to Order

W. Quinn called the meeting to order at 7:40 PM.

### 2019 Reorganization

W. Quinn requested M. Brown conduct the election of the Chairperson for 2019. M. Brown noted the memo from Gwen Jonik, Township Secretary, delineating the protocol normally followed for Chair succession. H. Harper moved that D. Carlson be named Chairman for 2019. W. Quinn seconded. It was so moved. New Chairman, D. Carlson, then asked for a single motion appointing the Vice-Chair and appointed staff. W. Quinn moved the following Vice-Chair and appointed staff be named for 2019:

Vice Chairman – Hal Harper

Authority Administrator – G. Matthew Brown, P.E., DEE

Authority Solicitor – Christopher Frantz, Esq.

Authority Engineer – ARRO Consulting, Inc.

Authority Operator – Clean Water, Inc.

D. Carlson seconded. It was so moved.

### Approval of Minutes

Draft minutes of the December 18, 2018 meeting were presented. Two corrections were noted. H. Harper made a motion to approve the minutes with the corrections; W. Quinn seconded. It was so moved.

### Approval of Payments

Following questions and a brief discussion, a motion was made by H. Harper to approve the payments with the exception of the PMAA dues. W. Quinn seconded. The consensus of the Board during discussion was that the membership in PMAA currently did not provide the needed value for the Authority but could be reinstated when it did. It was so moved. Following a brief discussion, H. Harper made a motion to accept in good

faith the Balance Sheet and Revenue and Expenses Reports as prepared by the Township Treasurer. W. Quinn seconded the motion. It was so moved.

**2019 Operating and Capital Budgets – Consider Approval**

M. Brown presented the draft 2019 Operating and Capital Budgets. He reviewed the budgets briefly and noted the capital financing for 2019 had closed on January 9, 2019 to complete the four large capital projects reviewed in previous meetings. Following several additional questions and comments, H. Harper moved to adopt the 2019 Operating and Capital budgets as submitted. W. Quinn seconded; it was so moved.

The Rate Resolution for 2019 was presented to the Board. No increase in rates was recommended. Following a brief discussion, W. Quinn moved, seconded by H. Harper to adopt the resolution as submitted. It was so moved.

**Authority Administration Reports**

M. Brown noted that all treatment facilities were operating well and within their permit requirements. He noted the four reports and asked if there were any questions related to them. Several questions and a brief discussion followed. M. Brown noted again that the bond closure for the capital projects occurred on January 9, 2019. With that, he noted that bids had been received for the repair of the effluent storage tanks and a recommendation for award would be offered at the February meeting. M. Brown asked for permission to advertise for bidding the Byers Road main extension project. He noted the actual advertisement wouldn't occur until final permits were received from PADEP. Those permits were expected within the month. W. Quinn moved, seconded by H. Harper to authorize advertisement for bids for the project. It was so moved. W. Quinn made a motion to approve the reports of the Authority Administrator. H. Harper seconded. It was so moved.

**Open Session**

A Mr. and Mrs. Romano were in attendance and asked about the plans to extend sanitary sewer further out Little Conestoga Road to serve residents west of the current pumping station. M. Brown noted that with the completion of Phase III of the Route 100 WWTF that a new Sewage Facilities Plan (Act 537) would be completed by the Township and that would be on the list of priorities for service. They thanked the Board for the information.

**Next Meeting Date: February 26, 2019 - 7:30 PM**

D. Carlson noted the date and time of the next meeting of the Authority.

**Adjournment**

There being no further business to be brought before the Authority, H. Harper moved, seconded by W. Quinn to adjourn the meeting at 8:33 PM.

Respectfully submitted,

G. Matthew Brown, P.E., DEE  
Authority Administrator