



## MEETING MINUTES

January 26, 2021

7:30 PM

Approved

In attendance via video teleconference: H. Harper, Chairman, D. Carlson, Member, L. Schack, Member, W. Quinn, Member, G. Matthew Brown, P.E., DEE, Authority Administrator, Cary Vargo, ARRO Consulting, Inc. and David Schlott, Jr, P.E., ARRO Consulting, Inc.

### **Call to Order**

H. Harper, Chairman, called the meeting to order at 7:30 PM.

### **2021 Reorganization**

H. Harper requested nominations for Chairman and Vice-Chairman for 2021. D. Carlson made a motion to name B. Watts as Chairman and L. Schack as Vice-Chairman for the new year. W. Quinn seconded the motion. It was so moved.

B. Watts was not present so the new Vice-Chairman, L. Schack chaired the meeting and asked for a motion to appoint the slate of professionals for 2021. D. Carlson made a motion to appoint the following:

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

Authority Solicitor – Christopher E. Frantz, Esq.

Authority Engineer – ARRO Consulting, Inc.

Authority Operator – Clean Water, Inc.

H. Harper seconded the motion. It was so moved.

### **Approval of Minutes**

Draft minutes of the December 22, 2020 meeting were presented. D. Carlson made a motion to approve the minutes as submitted. H, Harper seconded. It was so moved.

### **Approval of Payments**

Following a brief discussion and questions, a motion was made by D. Carlson to approve the payments for January 2021. W. Quinn seconded. It was so moved. Following a brief discussion and questions D. Carlson moved to accept the balance sheet and the statement of revenue and expenses as submitted in good faith by the Township Treasurer. W. Quinn seconded. It was so moved.

## **Authority Administration Reports**

M. Brown noted that all facilities were operating well and within permit.

M. Brown reported that six bids were received on January 15, 2021 for the Byers Road Sanitary Sewer Extension Project. The apparent low bidder is Highway Materials, Inc. with a total extended bid of \$637,504.30 including the cost of Alternative "A" – Sewer Extension across Route 100. M. Brown noted that since the project was partially funded by a DCED grant that agency approval of the bids was also necessary. M. Brown then noted that the low bidder had provided sufficient experience to qualify them as a bidder in the opinion of ARRO. D. Carlson expressed familiarity with the apparent low bidder but questioned their experience with similar work. M. Brown and D. Schlott noted they did the same with the contractor who did submit additional information illustrating that their experience met Authority requirements. Therefore, ARRO recommended that an Intent to Award Letter be issued. Following discussion over the apparent low bidder, H. Harper moved to authorize ARRO to issue an Intent to Award letter to Highway Materials, Inc. W. Quinn seconded the motion. It so moved.

M. Brown noted the letter in the packet from an engineer, Arcadis, regarding the installation of a transfer station and office on Fellowship Road in West Vincent Township. He noted the project would trigger the renegotiation of the intermunicipal agreement.

M. Brown reviewed a proposed development proposed for 100 Greenridge Road consisting of 78 single family homes for an active adult community. He noted that he and D. Schlott had met with the developer and the developer's engineer to discuss their project. M. Brown noted he would keep the Authority apprised of the progress of the project as he learned it. D. Carlson provided some background and information regarding the parcel.

Following several additional questions and a brief discussion on the reports, D. Carlson then moved to accept the Reports as submitted. H. Harper seconded. It was so moved.

D. Carlson noted the contract for the Authority Administrator position in the Board packet. He stated he had not had time to review it thoroughly and asked it to be tabled till a review was complete. M. Brown noted it was in response to a comment made in the 2019 Audit Report. D. Carlson briefed the Authority on the two issues from the previous year's audit report that the Authority agreed to address.

## **Open Session**

No members of the public joined the virtual meeting.

## **Next Meeting Date: February 23, 2021 - 7:30 PM**

L. Schack 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 8:20 PM.

Respectfully submitted,

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