



MEETING MINUTES

January 23, 2024

7:30 PM

Approved

In attendance (via video conference): W. Quinn, Chairman, B. Watts, Member, J. Samarco, Member, G. Matthew Brown, P.E., DEE, Authority Administrator and Karl Schmit, P.E. and David Schlott, Jr., P.E., ARRO Consulting, Inc.

Call to Order

W. Quinn called the meeting to order at 7:36 PM.

2024 Reorganization

L. Schack turned the meeting over to M. Brown to conduct the appointment of the 2024 Chairman. M. Brown noted the memo in the packet identifying the rotation process for the Chair as used by the Authority in the past. B. Watts then made a motion to appoint J. Samarco as Chairman for 2024. W. Quinn seconded; it was so moved. M. Brown turned the meeting back to the new Chair.

J. Samarco then noted the memo stating the next Vice-Chair per the rotation and considering the two pending vacancies on the Board would be B. Watts. W. Quinn then moved to appoint B. Watts Vice-Chair for 2024. J. Samarco seconded. It was so moved.

B. Watts then moved to appoint the professional staff for 2024. This included:

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

Authority Solicitor – Christopher E. Frantz, Esq.

Authority Engineer – ARRO Consulting, Inc.

Authority Operator – Clean Water, Inc.

W. Quinn seconded the motion. It was so moved.

Approval of Minutes

Draft minutes of the December 19, 2023, meeting were reviewed and discussed. It was determined that since they did not include the comments from the public attending, approval should wait until the January, 2024 meeting. The members attending unanimously agreed.

Approval of Payments

Following a brief discussion and questions, B. Watts moved to approve the payments for January 2024. W. Quinn seconded. It was so moved.

Treasurer's Report

Following a brief discussion and questions, B. Watts made a motion 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 provided a monthly update on land available for disposal. He noted there was no update from the developer looking to partner with the Authority for land procurement in West Vincent Township (WVT).

M. Brown noted he had contracted with an appraiser for the property owned by the Senn family. He said he had not received the name of an appraiser from the real estate agent for the family so he was using a certified appraiser the Authority had used in the past. He said once the appraisal was complete, negotiations with the family could begin.

M. Brown noted he had spoken with the Police Chief regarding a proposal for the cameras at the Route 100 WWTF. He said a proposal was forthcoming and would be tied into the new SCADA system for the facility.

M. Brown asked that the in-person meeting with the residents of Milord Farms and Meadow Creek be pushed back from the date of the February meeting of the Authority to the March date. He noted that the March meeting was to be an in-person meeting as it is and they could begin the in-person meeting at 6:30 pm allowing the discussion for the sewer extensions to go until 8:30 at the latest then conduct Authority business immediately afterward. The consensus of the Board was to make that change.

M. Brown noted that during the storms in December and January they saw a marked increase in Infiltration/Inflow (I/I) in the Lakeridge System. He asked for authorization to have the engineer initiate another I/I Analysis of the system to ascertain where the leakage originates. The Board by consensus authorized the work.

M. Brown noted he had interviewed Mr. Bob Maas for the Board position vacated by H. Harper and recommended his appointment to the Township. J. Samarco noted to Jack Shipe who was in attendance that he would be a bonus to the Authority. Mr. Shipe agreed to meet with M. Brown to discuss the details of being a Board Member. J. Samarco also noted he was looking to do a system tour to see the facilities first hand. M. Brown suggested scheduling the tour once the two new Board Members were appointed.

B. Watts then made a motion, seconded by J. Samarco to advertise for the position of Authority Administrator to replace M. Brown with his pending retirement. It was so moved.

Following several additional questions and a brief discussion on the reports, B. Watts made a motion to accept the Authority Administrators Reports as submitted. W. Quinn seconded. It was so moved.

Approval of 2024 Draft Capital and Operating Budgets

M. Brown noted the 2024 draft Capital and Operating budgets submitted in December and included in the January packet. He noted some revisions to the draft Capital Budget were still needed to reflect the grant monies awarded and the purchase of property for land disposal. He recommended approval with those modifications.

B. Watts then made a motion to approve the 2024 Operating and Capital Budgets with the noted modifications. J. Samarco seconded. It was so moved.

Open Session

Jack Shipe and Bob Maas were in attendance and engaged in a brief discussion with the Board Members regarding serving.

Next Meeting Date: February 27, 2024 - 7:30 PM

J. Samarco noted the date and time of the next meeting of the Authority. M. Brown noted that the meeting would be virtual.

Adjournment

There being no further business to be brought before the Authority, B. Watts made a motion to adjourn the meeting at 8:21 PM. J. Samarco seconded. It was so moved.

Respectfully submitted,

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