



## **MEETING MINUTES**

August 26, 2025

7:30 PM

Approved

In attendance: B. Watts, Chairman, R. Maas, Vice-Chairman, J. Shipe, Member, J. Samarco, Member, K. White, Member, G. Matthew Brown, P.E., DEE, Authority Administrator, Christopher Frantz, Esq., Authority Solicitor, and David Schlott, Jr., P.E., ARRO Consulting, Inc.

### **Call to Order**

B. Watts called the virtual meeting to order at 7:30 PM.

### **Approval of Minutes**

Draft minutes of the July 22, 2025 meeting were discussed. J. Samarco moved to approve the minutes as submitted. R. Maas seconded. It was so moved.

### **Approval of Payments**

Following a brief discussion, J. Samarco moved to approve the payments for July 2025. R. Maas seconded. It was so moved.

### **Treasurer's Report**

Following a discussion and several questions, J. Samarco then made a motion to accept the balance sheet and the statement of revenue and expenses as submitted in good faith by the Township Treasurer. R. Maas seconded. It was so moved.

### **2025 Township/Authority Bond Issue**

M. Brown shared that as part of the proposed 2025 General Obligation Bond of the Township/Authority the Articles of Incorporation of the Municipal Authority need to be amended because the duration of the bond will exceed the authorized life of the Municipal Authority. He noted that the Solicitor would discuss this in a minute but as part of that, the Authority would need to formally appoint a Secretary for the amendment documents. M. Brown recommended to modify the position of Vice-Chairman to Vice-Chairman/Secretary. K. White asked if the current Vice-Chairman felt comfortable with that change. R. Maas responded yes. J. Samarco then made a motion to modify the title of the Vice-Chairman as noted; K. White seconded. It was so moved.

C. Frantz then reviewed the resolution and the reason to amend the Articles of the Authority. He provided a timeline for the approval process moving forward and the needed resolution from the Board of Supervisors. He suggested reading the resolution into the record. M. Brown suggested that since the only attendees at the meeting were the Board members and consultants, all of whom had received a copy of the amendment, that the reading be waived for expedience. C. Frantz stated that would be acceptable. The Authority agreed by a show of unanimous consent.

R. Maas then moved to adopt the resolution for the Amendment to the Articles of Incorporation of the Authority and to Authorize the Chairman and Vice-Chairman/Secretary to execute the Amendment as required. J. Samarco seconded the motion. It was so moved.

### **Authority Administration Reports**

M. Brown noted that all facilities were operating well and within permit. He provided a monthly update on land available for disposal and shared that he was continuing to monitor the opportunity in West Vincent Township. No change over the past month.

M. Brown noted that work was continuing the planning and permitting process for the Senn Property. The Sales Agreement stated they had to be completed by December 30, 2025.

M. Brown noted he had reached out again to the management company for the HOA responsible for the Frame Property, Parcel C (Reserve at Chester Springs). He asked to set a meeting to begin negotiations for the Township to purchase. He was still waiting for a response of an acceptable meeting date.

M. Brown noted he had received a draft of the Community Update from ARRO. R. Maas noted he had not received it in the packet and the balance of the Authority agreed. M. Brown noted it required editing, but he would see that it was posted if the Authority agreed to allow him to move forward with it. He said it was submitted and should have been included in the packet. He said he would send it out and would make sure it was included as recommended for review in September.

M. Brown noted the odor issues that occurred during the very warm weather at Pump Station No. 1 at the Reserve. He stated that the engineer and he discussed resolving the issue with a carbon filter, but it was an expensive fix. He shared they would look at this as part of the 2026 Capital Budget process.

M. Brown asked K. Holman of ARRO to review the status of the Septage Management Ordinance audit. K. Holman shared it was complete and forwarded to the Authority Administrator. M. Brown noted that overall, about 80 to 85% of the Township was compliant. B. Watts asked what the next step was; M. Brown noted those not in compliance would be notified in writing and given an opportunity to cure as required in the ordinance.

K. White asked the status of the clean-up and safety concerns at the Route 100 WWTF. M. Brown shared he notified by telephone and in writing both the operator and the Public Works Department. He said he had not checked to see if they had been addressed. It is part of their tasks. M. Brown said he would follow up.

Following several additional questions and a brief discussion on the reports, R. Maas made a motion to accept the Authority Administrators' Reports as submitted. J. Samarco seconded. It was so moved.

### **Open Session**

No member of the public was in attendance.

### **Next Meeting Date: September 23, 2025 - 7:30 PM**

B. Watts noted the date and time of the next meeting of the Authority. M. Brown noted that would be a virtual meeting.

### **Adjournment**

There being no further business to be brought before the Authority, J. Shipe made a motion to adjourn the meeting at 8:15 PM. J. Samarco seconded. It was so moved.

Respectfully submitted,

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