



MEETING MINUTES

September 23, 2025

7:30 PM

Approved

In attendance: B. Watts, Chairman, R. Maas, Vice-Chairman/Secretary, J. Shipe, Member, J. Samarco, Member, K. White, Member, G. Matthew Brown, P.E., DEE, Authority Administrator, Mark Harman, P.G. 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 August 26, 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. Shipe moved to approve the payments for August 2025. J. Samarco seconded. It was so moved.

Treasurer's Report

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

Open Session

B. Watts suggested for the convenience of the public present to undertake the public comment period early.

Steve Egnaczyk of 64 Stonehedge Drive attended to discuss the aesthetic appearance of the new submersible pumping station at the corner of Milford and Font Roads. He asked if the Authority would be open to making some changes to the site that might present a facade that blended with the two historical structures nearby. A discussion then ensued regarding the possibilities of making site changes that included plantings, painting bollards and the possible construction of a stone wall. M. Brown noted that at the Board of Supervisors meeting Mr. Egnaczyk discussed a building that matched the two nearby structures and that simply may not be feasible for space, ordinance and financial reasons but that he had not considered a stone wall. The Authority asked Mr. Egnaczyk to submit a suggestion for the Board to review. M. Brown then shared he would review the ordinance requirements with the Township. The Authority asked that Mr. Egnaczyk coordinate ideas with M. Brown for the Authority to consider next month.

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 the management company for the HOA responsible for the Frame Property, Parcel C (Reserve at Chester Springs) finally responded to him and suggested meeting on a Friday after 1:00 pm. M. Brown said he shared several Friday dates with them, some had passed, but would be reaching back out to offer new dates.

K. White asked about the position of Authority Secretary that, at the recommendation of the Authority Solicitor, was added to the Vice Chair position the previous month. He wanted to know if there was a position description. M. Brown responded that in the 18 years he had worked with the Authority they had never needed a Secretary as many of the duties were already performed and the recent amendment to the Authority charter is what drove it this time. M. Brown said he had never seen a formal position description. K. White felt the position should be defined and suggested R. Mass probably would be more comfortable seeing one. R. Maas agreed and said he would like to see a description. M. Brown said he would contact the Solicitor to see if the Municipal Authorities Act defined the position or to develop a description.

M. Brown noted that the housekeeping and safety issues noted at the Route 100 WWTF had been addressed by Brian Norris, the operator, and the Public Works Department. He said there was still spare equipment on-site that had been moved to a much less intrusive area and they were working on where they could more safely store it. He noted that for the 2026 Capital Budget, they were looking at the possibility of recommending the construction of a storage facility for such equipment. M. Brown said the previous inspection by the Authority in 2024 did not have the safety concerns noted at the most recent visit and as it was a WWTF, it did not have much public traffic. He shared that he had met with K. White to discuss the safety concerns expressed by the two Board members in attendance at the most recent inspection. K. White offered to prepare detailed checklists to be completed by the operator monthly as part of his duties. M. Brown said he also spoke with the Authority Solicitor as the expressed concern was liability to the Township and Authority. He shared that in his discussion with the Solicitor that the idea of a checklist was not preferred as a mitigation for risk. A checklist did not abate any potential problem with the way the facility was maintained, on a day-to-day basis as a checklist could be ignored or missed. And, it could be a complication for the Township and Authority should a litigation occur. M. Brown shared that to make sure the facilities were maintained properly and safety issues were best addressed; he would undertake a quarterly inspection of the facilities with Public Works and the operator and detail any deficiencies that needed to be addressed directly.

K. White then noted in his meeting with M. Brown, there was a discussion of indemnification for the Authority by the operator. M. Brown offered that it was his intent to have the operator submit a contract with a proper indemnification for the Authority and Township as well as being named an additional insured on their liability insurance

certificate. J. Shipe asked about the operator's current contract. A long discussion occurred with M. Brown noting that he had not seen a new contract submitted by the operator in his tenure as Administrator. He noted that was not unusual for an operation or engineering service as many smaller municipal authorities recognized institutional knowledge and handled the service through the reappointment process. J. Shipe expressed his displeasure with the fact that the operator did not have a current contract with specific Terms and Conditions that would protect the Authority. M. Brown reiterated that it was not unusual but the intent was to see one was submitted this year to ensure the proper indemnification was provided. J. Shipe asked if these services were bid. M. Brown said they could be but that the state did not require the bidding of professional services. He also noted that bidding such services could be a problem because if the Authority did bid, they are obligated by law to take the lowest responsible bidder. And, if the low bidder is not your current operator, the Authority could lose a great deal of institutional knowledge critical to the proper operation of the system. M. Brown noted that while the operator could be "messy" in the way he maintained the facilities which in turn could create safety concerns, his knowledge of the system and his track record with meeting discharge permits was impeccable. He did then reiterate that an updated contract would be solicited from the operator.

M. Brown noted they had finally received a draft copy of an approval letter for the draft Act 537 Plan. He said the engineer had prepared responses, he had reviewed the responses and they had been forwarded to PADEP. He noted this was a key step in getting the Meadow Creek project underway.

M. Brown noted that the project manager for ARRO had made an error in the calculation relative to final paving of Font Road. He had utilized a quantity that was consistent with paving Font Road from Black Horse Road to the new pumping station. So, the previous change order was significantly short. He said the proper quantity would have the paving costs at \$121,195.75. M. Brown noted that even had the final quantity been correctly submitted initially, this would have been the cost as there was a unit cost provided in the bid documents so the contractor can not charge an inflated value today. After a brief discussion, J. Samarco moved to approve the additional costs; J. Shipe seconded. It was so moved.

M. Brown noted they had begun the Capital and Operating Budget process for 2026. He stated that if the Board had any questions about the process, he would be happy to review. K. White noted that he wanted to see contracts for all of our vendors. M. Brown noted that most of our vendors were suppliers and that it was not appropriate for contracts but it could be done through Purchase Orders. He noted that for our operator and engineer, new contracts could be prepared as previously discussed. M. Brown noted that the current Township purchasing process was informal and the Authority followed suit. He also noted that J. Bukata, Township Treasurer, shared with K. White previously that the process was informal and controlled by the department heads. M. Brown again shared this informal process was common for small municipalities in PA.

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

Next Meeting Date: October 28, 2025 - 7:30 PM

B. Watts noted the date and time of the next meeting of the Authority. M. Brown noted that would be an in-person meeting.

Adjournment

There being no further business to be brought before the Authority, J. Shipe made a motion to adjourn the meeting at 9:10 PM. J. Samarco seconded. It was so moved.

Respectfully submitted,

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