



WORKSHOP MEETING MINUTES

November 19, 2025

7:00 PM

Approved

In attendance: B. Watts, Chairman, R. Maas, Vice-Chairman/Secretary, J. Shipe, Member, J. Samarco, Member, K. White, Member, S. D'Amico, Township Supervisor, and G. Matthew Brown, P.E., DEE, Authority Administrator

Call to Order

B. Watts called the virtual meeting to order at 7:00 PM.

Senn Property Update

M. Brown provided an update to the questions posed at the October meeting of the Authority. He noted he had reached out to the Township Manager, Township Solicitor, Authority Solicitor and PADEP to confirm the answers. S. D'Amico emphasized that purchase of this property was an important action for the Township and the Board of Supervisors were in full support. Following further discussion and questions, J. Samarco made a motion to authorize the purchase of the 33.7acre Senn Property (161 Township Line Road), B. Maas seconded. It was so moved.

M. Brown outlined again the proposal for purchase of the additional capacity (4,000 gpd/17.778 EDUs) from the Senn Trust. He noted the cost to be \$280,003.50. After a brief discussion of the merits and the price, J. Samarco moved to purchase the additional capacity from the Senn Trust; B. Maas seconded. It was so moved. K. White abstained from the vote.

Workshop opening remarks

J. Shipe introduced three key drivers for the workshop:

- Opportunity to be prepared for a 2026 Administrator transition upon Matt's anticipated retirement.
- Opportunity for a Board self-assessment
- Set us up, proactively, to ensure continued success.

Board Level Self Assessment

Board members were challenged with writing down their thoughts on "sticky notes" regarding what is working and where they see opportunities for improvement. All notes were posted up front for all to see. Limited instruction was provided to allow for creative thinking. Several themes emerged:

What is working

- Relationship with Township Administration
- Continuity of Board Members
- Committed volunteers
- Attendance at Board meetings
- Focused on immediate and future needs of residents

Opportunities for Improvement

- Monthly meeting structure (broader input on agenda)
- Review of old business and new business. (follow up on action items)
- Distribute draft minutes for internal review sooner.
- Other ideas were discussed. Some added to Parking Lot or Action Items

Expectations and responsibilities of Board members and Authority Administrator.

K. White facilitated an open discussion using general activities to guide the discussion. The output was captured in a table completed during the discussion:

	Board			Auth Administrator	
Activity	Accountable	Responsible		Accountable	Responsible
Meeting Agenda	B-C				Admin
Signature on Checks	B-M	B-M			
Review Bills					Admin
Review Audit/Financials	B-M	B-M			
Budget		B-M			Admin
Operating Results		B-M			B-M
Third Party Services				Admin	Admin
Regulatory Compliance				Admin	Admin

(TM Acct.)

(TM Acct.)

Key- B=Board, C=Chairman, M=Member, Admin= Authority Administrator

The open discussion was helpful to understand differing perspectives. Township Supervisor, S. D'Amico, gave insight on how other UUT Boards operate and reinforced the concept of providing guidance to the Authority Administrator rather than specific direction.

Risk Assessment

This discussion was curtailed due to timing. No risks within the Board's direct control were identified.

Action Items

It was agreed that making firm decisions was out-of-scope for this workshop. The following action items were identified for further evaluation and flushing out more details:

- Process for setting Board Meeting Agenda.
 - o Move open discussion for public earlier in the agenda.
 - o Include more details regarding what is to be discussed.
 - o Consider including a receivables aging report.
- Offer in-depth education/instruction to Board members on the 537 Plan purpose, process, and status reporting.
- Institute routine, scheduled WWTF site visits.

Parking Lot Items

Some items were mentioned but either not within the scope of the workshop or did not have consensus to make them an action item at this time.

- Evaluate frequency of in-person board meetings.
- Create an on-boarding program for new board members.
- Use of AI for summarizing project status reports.
- Enhanced project reporting to increase Board level visibility

Adjournment

There being no further business to be brought before the Authority, B. Maas made a motion to adjourn the meeting at 9:12 PM. K. White seconded. It was so moved.

Respectfully submitted,

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