



MEETING MINUTES  
December 19, 2023  
7:30 PM  
Approved

In attendance: W. Quinn, Chairman, H. Harper, Vice-Chairman, L. Schack, Member, J. Samarco, Member, B. Watts, Member, G. Matthew Brown, P.E., DEE, Authority Administrator and Karl Schmidt, P.E., ARRO Consulting, Inc.

The meeting was held at the Township Building, 140 Pottstown Pike, Chester Springs PA 19425.

**Call to Order**

W. Quinn called the meeting to order at 7:30 PM.

**Approval of Minutes**

Draft minutes of the October 24, 2023, meeting was reviewed. B. Watts moved to approve the minutes as submitted. L. Schack seconded. It was so moved.

**Approval of Payments**

In that there was not a November meeting and following a brief discussion and questions, J. Samarco moved to approve the payments for November 2023. B. Watts seconded. It was so moved. Following a brief discussion and questions, B. Watts moved to approve the payments for December 2023. L. Schack seconded. It was so moved.

**Treasurer's Report**

Following a brief discussion and questions, L. Schack 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. Samarco seconded. 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. 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 would continue to monitor the progress of the project.

M. Brown noted he had spoken further with the Authority Solicitor regarding the Senn Property. He said another option suggested by the Solicitor was an Agreement of Sale with specific conditions relative to the PADEP approval of the property as a disposal site. He also offered that he would be sending Mr. Senn a letter on behalf of the Authority expressing their interest to purchase the property. And he would be discussing with the Engineer the need to have a formal appraisal done for the property.

M. Brown announced the Township secured two H2O Grants for the Milford Farms Sewer Extension and Eaglepointe conversion projects. He noted that the Township Manager, Tony Scheivert, was instrumental with his work with the state representative's office in securing the grant monies. The total amount of the grant funds was approximately \$1.35MM. He said they would be securing the necessary state bidding and procurement language so that the projects could be publicly bid as soon as possible.

M. Brown noted that the December meeting would be the final one for H. Harper and that he had spoken with the Township Manager and Township Secretary about advertising for a replacement. W. Quinn then shared that due to a new assignment at his workplace, he would also be leaving the Authority but said he would continue to participate as possible until a replacement was found.

M. Brown noted a copy of the draft 2024 Operating and Capital Budgets were provided to the Authority for their review. He asked that if any member had any questions to reach out to him during the course of the month. He noted the Operating Budget was done assuming no increase in user rates for 2024. He also noted that with the procurement of the grant funding for two of the projects, there was even less need to make a rate adjustment than illustrated in the budget. He said he would look to have the Authority adopt the budgets at the January 2024 meeting along with the reorganization.

Following several additional questions and a brief discussion on the reports, L. Schack made a motion to accept the Authority Administrators Reports as submitted. H. Harper seconded. It was so moved.

### **Open Session**

Mr. Prasad Basana requested from the Authority relief of the penalty fees for non-payment of his sewer bills for his residence at 123 Ginkgo Lane. He presented that he never received the bills as the Authority had switched to an electronic billing system. M. Brown (M. Brown then left the meeting) shared that a paper bill was mailed at the same time the e-bills were sent for several quarters so he would have received a mailed bill. He had made payments to the mailed bills in the past. After a number of questions from the Board the consensus of the Board was for Mr. Basana to work out a settlement of the penalty fees with the Authority Administrator following the meeting.

Mr. Jack Shipe, a resident of the Meadow Creek Development, was present. He requested information regarding the Meadow Creek sewer extension project. The Board and K. Schmit from ARRO responded to his questions and engaged in the discussion.

### **Next Meeting Date: January 23, 2024 - 7:30 PM**

W. Quinn 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, L. Schack made a motion to adjourn the meeting at 8:00 PM. J. Samarco seconded. It was so moved.

Respectfully submitted,

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