In Attendance (as listed below):

Members:
- Martin McGann - Chair
- Donald Hartzell – Vice-Chair
- Richard Harris - Treasurer
- Raymond Liddick, Jr. – Assistant Treasurer
- Michael Grutzeck, Secretary
- Douglas Baxter - Alternate

Staff:
- Robert Long, Finance Director
- Kim Patishnock, Assistant Secretary
- Michael Daschbach, Entech Engineering
- Cristin Long, McQuaid Blasko
- Joseph Fedeli, CPA Firm
- Jeremiah Northridge, Assistant Engineer

Absent:
- Adam Brumbaugh, Recording Secretary

Call to Order:

Chair McGann called the meeting to order at 7:01 pm.

Public Comment:

Two journalism majors from Pennsylvania State University, Sophia Ambrosima from Boston, Massachusetts and Kayla Dembrok from Malvern, Pennsylvania, were present to observe the meeting for one of their journalism classes.

Approval of Minutes:

1. Reorganizational Meeting Minutes January 3, 2024 – Approval

Treasurer Harris made a motion to approve the Reorganizational meeting minutes from the January 3, 2024 meeting. Assistant Treasurer Liddick seconded the motion. The motion passed.

2. Regular Meeting Minutes January 3, 2024 - Approval

Vice-Chair Hartzell made a motion to approve the Regular meeting minutes from the January 3, 2024 meeting with the date correction to January 3, 2024 on the meeting header. Secretary Grutzeck seconded the motion. The motion passed.
**Operations Update – Staff:**

Mr. Long noted; 1) the monthly billing analysis report captures the January 2024 billings for water which the number of accounts billed, total usage and summary amount billed; 2) the fire route monthly readings which should be zero but are billed for usage on two fire lines show low usage for January 2024; 3) the inventory report shows a small leak was found at Shady Drive; 4) there were 17 new residential water connection made as of December 2023.

Treasurer Harris noted that there was a large leak found that began around January 15, 2024 near Dalevue that has since been repaired.

**Finance Report – Staff:**

**FR-1. Financial Report**

Mr. Long noted; 1) a summary of year end has been compiled for December 31, 2023 with minor adjustments made after the final audit is completed; 2) the cash and investment balance decreased due to payment of the new loan with Jersey Shore State Bank at the end of December 2023; 3) the interest income on investments improved the bottom line for the 2023.

**FR-2. Ratification of Disbursements**

Assistant Treasurer Liddick noted that a substantial payment was made for the Radio-Read project regarding how often the radio-read meters are purchased. Treasurer Harris noted that the radio-read meter are purchased as they become available from the vendor with no set schedule of purchase.

**Vice-Chair Hartzell made a motion to ratify the January 2024 disbursements. Treasurer Harris seconded the motion. The motion passed.**

**Old Business:**

No new business was presented.

**New Business:**

1. First Avenue Waterline Replacement Project Work Order/Entech – Approval

Mr. Daschbach noted; 1) the First Avenue Waterline replacement project is one of the projects that will be funded through a grant awarded to the College Township Water Authority; 2) the project will be designed this year with the bid process and construction scheduled for 2025.

**Treasurer Harris made a motion to approve Entech work order P240029.000 for the First Avenue Waterline Replacement Project for $45,600.00. Vice-Chair Hartzell seconded the motion. The motion passed.**
Consulting Engineer Report:

1. Engineers Report – Verbal

Mr. Daschbach highlighted; 1) the response report was compiled, completed and submitted electronically by Aqualith and Dr. Parizek for the Oak Hall Well permit to the Pennsylvania Department of Environmental Protection and the Susquehanna River Basin Commission by the deadline; 2) Staff and Entech will meet tomorrow to discuss four upcoming projects that will require location on-site visits to ascertain predesign; 3) requested any questions regarding the completed 2023 Engineer’s Report.

2. 2023 Engineer’s Report

Vice-Chair Hartzell commended Entech for their work on the compiling the informative and beneficial report.

Solicitor Report:

Solicitor Long noted that enough information has been compiled from Entech and Staff to assemble a proposal to the Walmart Store on the Benner Pike for easement areas in and around the store for waterline repair and/or replacement with clarified liability for the specified areas.

Sub-Committee Reports:

Engineering Committee:

Treasurer Harris and Vice-Chair Hartzell noted; 1) the Struble Tank Exterior maintenance contract has been submitted to Mid Atlantic Systems; 2) the Maxwell Subdivision plans have received recommendations and comments to mitigate the original proposed blasting near the Rogers Well Head; 3) the Senior Engineer’s at Penn Terra have worked on the original plans to accommodate the changes compiled by Staff.

College Township Assistant Engineer, Jeremiah Northridge highlighted; 1) the original Maxwell plans proposed a sanitary sewer line at 26 feet underground which would have required blasting to install; 2) Staff requested that the sanitary sewer construction could be placed closer to the well but a shallow depth which would pose a lower risk; 3) other risks with blasting included a high pressure gas line owned by Columbia Gas; 4) the submitted redesign plan for the Maxwell project was changed to not include blasting as part of construction by Senior Staff at Penn Terra.

Other Matters:

No other matters were presented.
Informative:

1. Reappointment letter Martin McGann

Chair McGann noted that he has been reappointed for another four years for a term from January 1, 2024 to December 31, 2028.

Adjournment:

Hearing no more business Chair McGann moved to close the meeting. Seconded by Vice-Chair Hartzell. The meeting adjourned at 7:32 pm.

Respectfully Submitted,

Adam Brumbaugh

Adam Brumbaugh, Recording Secretary