

**COLLEGE TOWNSHIP WATER AUTHORITY
1481 East College Avenue
State College, PA 16801**

Hybrid Meeting (In-person, Virtual and by Phone)

REGULAR MEETING MINUTES

Wednesday, January 5, 2022

Immediately following the Reorganizational meeting at 7:00 pm

In Attendance (as listed below):

Members:

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

Staff:

Adam Brumbaugh, Recording Secretary
Kim Patishnock, Assistant Secretary
Michael Daschbach, Entech Engineering
Cristin Long, McQuaid Blasko
Joseph Fedeli, CPA Firm

Absent:

Robert Long – Finance Director

Call to Order:

Chair McGann requested that Vice-Chair Hartzell conduct the meeting. Vice-Chair Hartzell called the meeting to order at 7:09 pm.

Public Comment:

No comments were presented.

Approval of Minutes:

Assistant Treasurer Liddick made a motion to approve the Regular Meeting Minutes from November 3, 2021. Seconded by Chair McGann. The motion passed.

Operations Update – Staff:

Mr. Brumbaugh noted; 1) since the December meeting was cancelled due to lack of a quorum there are two months of reports November and December 2021; 2) the Fire Route Monthly Readings have continued to show low usage at the Nittany Mall meter pits; 3) the Inventory Report showed one leak at Lexington Circle for November and two leaks at Squirrel Drive, one on the steel line and one on the fire line caused by construction for the Aspen Heights project; 4) for new service connection 24 had been made for 2021 which is as many as 2017.

Chair McGann questioned the meter pit names on the Fire Route Monthly Readings Report because it does not reflect the new names of the new businesses that currently reside at the old name locations. Mr. Brumbaugh and Treasurer Harris explained that the meter pits are not exclusive to the businesses but one consistent loop with meters at both ends.

5. Water Bill Overpayment Refunds

Mr. Brumbaugh wanted to bring to the boards attention from Staff the cost to the Authority of nominal refunds to customers due to final read close-outs and or estimated payments from customers and request an approved administrative policy for nominal refunds of two dollars or less.

Assistant Treasurer Liddick made a motion to approve that customer refunds of less than \$2.00 will not require processing by Staff. Secretary Grutzeck seconded the motion. The motion passed with Chair McGann opposed.

Finance Report – Staff:

FR-1. Ratification of the November and December 2021 Disbursements

Treasurer Harris made a motion to ratify the November 2021 disbursements. Seconded by Secretary Grutzeck. The motion passed.

Chair McGann requested further information regarding a refund of \$10,147.86 to Lance Boone in November 2021 disbursements. Mr. Brumbaugh notes that he had no information regarding the refund and would provide the information at a later time.

Treasurer Harris made a motion to ratify the December 2021 disbursements. Seconded by Secretary Grutzeck. The motion passed.

2. Projected Cost Reimbursement Requisition CF-08

Treasurer Harris made a motion to approve the Cost Reimbursement Requisition CF-08 from the CNB Bank draw down loan note from 2015 of \$367,433.00 for costs incurred in 2021. Secretary Grutzeck seconded the motion. The motion passed

Old Business:

No old business was presented.

New Business:

1a. 2022 CTWA Budget – Resolution R22-01

Treasurer Harris made a motion to approve Resolution R22-01 for the 2022 Budget. Secretary Grutzeck seconded the motion. The motion passed.

1b. 2022 Water Rates – Resolution R22-02

Treasurer Harris made a motion to approve Resolution R22-02 for the 2022 Water Rates. Assistant Treasurer Liddick seconded the motion. The motion passed.

Project Management Team:

Chair McGann highlighted; 1) the most current meeting was cancelled and rescheduled as a zoom meeting for January 11, 2021; 2) agenda topics include defining the specific concerns of beneficial reuse water, terminating the contract with current assessment company Dewberry and contracting a new company to begin the assessment.

Consulting Engineer Report:

1. Engineers Report 226

Mr. Daschbach noted; 1) the plans for the Oak Hall Well facility and Booster Station have been submitted to the Department of Environmental Protection (DEP) for approval; 2) a call will be made by Entech to assess the status of the plans submitted to DEP; 3) the Penn Hills Pressure reducing vault will be installed 1/6/2022 after a few delays but within the deadline; 4) the design and permits should be obtained in 2022 for the College Avenue Waterline Crossing at Houserville Road and Pike Street for the 2023 project.

2. College Avenue Waterline Crossing at Pike Street/Houserville Road Work Order for Approval

Treasurer Harris made a motion to approve Work Order 4130-EWO-11590 College Avenue Waterline Crossing at Pike/Houserville Project. Secretary Grutzeck seconded the motion. The motion passed.

Solicitor Report:

Solicitor Long noted that an email was received from Assistant Township Engineer Northridge in conjunction with Entech Engineer Daschbach to amend an easement agreement with Centre Region Parks and Recreation with an updated exhibit of the easement area.

Sub-Committee Reports:

Engineering Committee:

Vice-Chair McGann noted; 1) a discussion was initiated regarding the charge for meter depreciation (\$1.00) that is currently charged to customers quarterly; 2) a memo was received from the Public Works Director Kerner and Assistant Township Engineer Northridge breaking

down the actual cost of meter replacement over the life span of the meter including inflation; 3) the question is how do we want to handle the current depreciation charge.

After several ideas and discussion, the Board decided to defer the discussion until the February 2022 meeting for further analysis by the members.

Other Matters:

The consensus was to except the listed CTWA meeting dates with a one change. The July 6, 2022 meeting will be held July 13, 2022 instead.

Informative:

1. Entech Donation to the Local Food Pantry for CTWA

The Board thanked Entech for their thoughtful donation.

2. Dr. Parizek – Oak Hall Well/SRBC

Vice-Chair Hartzell asked Entech Engineer Daschbach if any of the easements for the project had been obtained. Mr. Daschbach noted that the residents had been notified and seemed amenable to the easements for the project.

Adjournment:

Hearing no more business, Vice-Chair Hartzell moved to close the meeting. Seconded by Assistant Treasurer Liddick. The meeting adjourned at pm.

Respectfully Submitted,

Adam Brumbaugh

Adam Brumbaugh, Recording Secretary