

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

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

REGULAR MEETING MINUTES

Wednesday, February 2, 2022

7:00 pm

In Attendance (as listed below):

Members:

Martin McGann - Chair
Donald Hartzell – Vice-Chair
Michael Grutzeck, Secretary
Richard Harris - Treasurer
Doug Baxter - Alternate

Staff:

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

Absent:

Raymond Liddick, Jr. – Assistant Treasurer

Call to Order:

Vice-Chair Hartzell called the meeting to order at 7:01 pm.

Public Comment:

No comments were presented.

Approval of Minutes:

Treasurer Harris made a motion to approve the Reorganizational Meeting Minutes from January 5, 2022. Seconded by Secretary Grutzeck. The motion passed.

Operations Update – Staff:

Mr. Brumbaugh noted; 1) the inventory report showed small leaks at Gas Light Circle, Hillview Avenue and Shady Drive; 2) a currently repaired leak on Squirrel Drive has restored full service to Oak Ridge Avenue; 3) a slip and fall suit over a hydrant valve cover at the Benner Pike Walmart was brought against College Township Water Authority a year or two ago; 4) during a review of the easement agreement, it has been discovered that the area in question is solely owned by Walmart.

Finance Report – Staff:

FR-1. Financial Statement December 2021

Mr. Long highlighted; 1) for year ended 2021 the audit is scheduled to be conducted March 2022; 2) the authorization to conduct the audit was signed at the January 2021 regular meeting; 3) revenues captured 93% of the budgeted total; 4) expenses captured 104% of the projected budget; 5) a small capital margin was observed for 2021; 6) as anticipated the pandemic environment reduced revenues and expanded expenses.

FR-2. Ratification of the January 2022 Disbursements

Treasurer Harris made a motion to ratify the January 2022 disbursements. Seconded by Secretary Grutzeck. The motion passed.

Old Business:

1. Memo Meter Replacement & Depreciation

After several different discussions with no common solution, the Authority Members agreed to defer the discussion until the July 13, 2022 meeting.

New Business:

No new business was presented.

Project Management Team:

Chair McGann highlighted; 1) a zoom meeting was held January 11, 2022; 2) a letter was sent to Dewberry to disengage the contract agreement; 3) a new Request for Proposal (RFP) will be constructed for engagement of a new company; 4) all members were in agreement with the decision.

Consulting Engineer Report:

1. Engineers Report 227

Mr. Daschbach noted; 1) the Oak Hall permit for the stream crossing has been obtained; 2) the Highway Occupancy Permit (HOP) has been secured; 3) we are still waiting on the National Environmental Standard review for the Public Water Supply permit; 4) the Department of Environmental Protection (DEP) and the Susquehanna River Basin Commission (SRBC) have been contacted to assess progress on the previous submissions ; 5) comment from DEP and SRBC noted that the items are still under review and a response should be received within the next 30 days; 6) the Penn Hills PRV project was completed, inspected and is in operation; 7) the Matilda Interconnect project is underway with Penn Terra setting the project area markers for

sampling with approval from owner Mr. Songer; 8) the Annual Engineers Report was completed; 9) Unaccounted for Water was approximately 16%; 10) a request was made to Entech to update the Authorities Rules, Regulations and Specifications.

Solicitor Report:

Solicitor Long noted; 1) the easement with Centre Region Parks and Recreation has been amended to accommodate the Oak Hall Park waterline relocation essential to engage the new Oak Hall Well; 2) the Hendricks easement required for the Mitchel Lane project is in process and should be resolved soon for the Aspen Heights project.

Sub-Committee Reports:

Engineering Committee:

Vice-Chair McGann noted; 1) the members agreed to engage Entech to update the Rules, Regulations and Specifications for the Authority; 2) a Master Meter will be installed at the Nittany Mall to resolve the wasted labor hours by employees tasked with reading meters in the individual suites in the mall.

Other Matters:

No other matters were presented.

Informative:

1. Reappointment letter-Donald Hartzell

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