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The Regular Monthly Meeting of the Blair Township Water and Sewer Authority
377 Cedarcrest Drive
Duncansville, PA 16635

Wednesday, February 4, 2026

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority, held on Wednesday, February 4, 2026, was called to order at 7:00 p.m. by Chairman Jacob Wible.

In attendance were 4 Authority Members as follows: Jacob Wible, Edward Silvetti, Robin Cadwallader, and Ronald Sommer. (Rodney Patterson was absent.)

Also in attendance were Tim McGaw, Manager; Katie McGaw, Administrative Assistant; Pat Fanelli, Solicitor; and Dave Cunningham, Engineer.

VISITORS:	Brad Germaux	Patti Cavalet	Dorothy Cavalet
	Kathleen Wyles	Alexander Smith	Nicole Smith
	Carol Ingram	Paul Amigh	

Jacob recognized the visitors and asked if any of them wanted to speak to the Board. Kathleen Wyles is a resident within the Reservoir Road Wastewater Expansion Project area. She spoke about how the powerline and railroad already have easements through her property. She has 4 springs that need to be avoided, and the proposed sewer easement is taking ¾ acre. She wanted to know if the sewer main could possibly be relocated. Dave Cunningham explained to her that she'd previously had an objection to the planned location of the line and Keller Engineers had redesigned it at her request. He offered to meet with her after the meeting so they could discuss possible options.

Next, Patti Cavalet asked about restoration of her private lane (Anna Drive) after the sewer project goes through. Dave explained that the contractor will return the disturbed ground to pre-construction conditions.

Nicole Smith stated that she had just put in a sand mound and wanted to know what would happen if she did not sign her easement. Pat Fanelli answered by saying if an easement is not signed, the BTWSA will take the easement by eminent domain. Board Member Robin Cadwallader stated that she is a customer from the Fort Fetter area. Whenever BTWSA put the sewer lines in Fort Fetter, everyone was required to hook on. Everyone had to pay for a permit, pay to have their septic tank pumped and disabled, and pay for the connection from the main to their residence. Robin also stated that whenever this Reservoir Road Project goes through, everyone on the existing system will have to pay higher sewer rates to cover the cost of the sewer expansion along Reservoir Road.

Brad Germaux, Blair Township Supervisor, asked how long a resident has to hook onto the system. Dave stated that upon completion of the wastewater main, residents will receive a Notice to Connect letter, which generally gives them 60 days to obtain their permit, have their septic tank pumped and disabled, and connect from the house to the main. Depending upon the time of year, sometimes this timeframe goes up to 120 days. Jacob Wible stated that he feels this expense is too much of a burden for the residents and that he would have no problem waiving the permit fee. Jacob stated that it would be

cheaper for the BTWSA to put in sand mounds than to install a sanitary sewer line. Dave explained that some homes don't have enough land for an on-lot sand mound and that the only alternative for them is a holding tank that has to get pumped every month or so. Jacob stated that he has a holding tank and that he gets it pumped about once per month at a cost of $200.

Dave added that there is $166,552 of CDBG money that will be available through Blair Township for low-to-moderate income residents to help defray the cost of their laterals.

Dave is coordinating with the Blair Township Supervisors to amend the 537 Plan to include only the parcels in Contract 1 and 2.

No other visitors wished to speak, so Jacob returned to the agenda and asked for motions on the minutes from the January meetings.

Motion was made to approve the Minutes of the Reorganization Meeting of January 7, 2026. MOTION: Cadwallader SECOND: Silvetti VOTE: 4 Yes.

Motion was made to approve the Minutes of the Regular Monthly Meeting of January 7, 2026. MOTION: Wible SECOND: Sommer VOTE: 4 Yes.

While the Board Members were looking over the Financial Reports, Katie pointed out that BTWSA acquired the Kern property for the future Pump Station #2 in the Reservoir Road Wastewater Expansion Project area. Motion was made to approve the Payroll & Bills for January 2026. MOTION: Silvetti SECOND: Wible VOTE: 4 Yes.

Pat Fanelli, Solicitor, suggested, and that the Board discussed, depositing funds into a client trust account for purposes of addressing recording fees. Motion was made to provide Pat with $4000, which will be deposited into the Fanelli Legal trust account, to be used for fees associated with recording easements for the Reservoir Road Wastewater Expansion Project. MOTION: Cadwallader SECOND: Wible VOTE: 4 Yes.

Dave stated that the Commonwealth Financing Authority held a meeting in mid-January that resulted in BTWSA being passed over for the Small Water and Sewer Grant for the Sanitary Sewer Line Replacement from the Stowell Flow Meter to upstream of our Office.

Dave has not heard anything from John Sepp of PennTerra Engineering regarding the preliminary plans for the 13 single family homes over in the Brentwood Phase V section of Penn Farms.

Dave reported that he was asked to do a preliminary design of the Gordon Lane and Alba, Mariana, and Rubra Circles Water Rehab Project. BTWSA is considering increasing the size of the water mains in these areas from 2-inch to 8-inch as a Capital Improvement Project for 2026. Tim McGaw said there may be a greater need to replace the water lines on Orchard Drive. He took some measurements and stated it is approximately 1355 ft from Cedarcrest to the fire hydrant of Peachview Lane, which would be a good start to replacing all the water lines on Orchard Drive. Motion was made to authorize Keller Engineers to draft plans for a Water Main Replacement Project on Orchard Drive between Cedarcrest Drive and Peachview Lane. MOTION: Cadwallader SECOND: Wible VOTE: 4 Yes.

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Jacob stated that last month Ed Silvetti distributed copies of a proposed Hiring Procedures Policy for newly created positions and previously approved positions at BTWSA. Motion was made to adopt Resolution 2026-1, which sets guidelines for hiring procedures within BTWSA. MOTION: Wible SECOND: Sommer VOTE: 4 Yes.

Yesterday, Barry Wolfe of Argos HR Solutions, LLC (referred to us by the Pennsylvania Municipal Authorities Association) met with Tim McGaw, Ed Silvetti, and Katie McGaw regarding our current Employee Handbook. Barry spoke of mandatory employee handbook language and advised on suggested language. After the meeting, Katie emailed him a Word version of our current Employee Handbook. Once Mr. Wolfe reviews it, he will prepare a draft that will indicate required policies and other suggestions and will provide BTWSA with a quote for a revised BTWSA Employee Handbook.

Jacob stated the Office currently conducts business only at the Drive-Up Window. Motion was made to unlock the office doors to allow the public inside the BTWSA building during business hours. MOTION: Wible SECOND: Sommer. VOTE: 3 Yes. 1 Abstain (Silvetti). This motion prompted Katie to ask for clarification of the statement "unlock the office doors" because the BTWSA paid to have security locks installed on the doors for the safety of the office staff. After discussion, motion was made to rescind the previous motion and to place signs at the front and rear doors stating that customers and visitors may gain access to the building during regular BTWSA Office Hours after being identified by office staff and buzzed in. MOTION: Wible SECOND: Sommer. VOTE: 4 Yes.

Jacob Wible made a motion that the evening's Agenda be amended to include an additional item: BTWSA Meeting Minutes. MOTION: Wible SECOND: Sommer VOTE: 4 Yes.

After a short discussion, motion was made to post a pdf of the BTWSA Meeting Minutes on our website after formal approval by Board vote. MOTION: Wible SECOND: Cadwallader VOTE: 4 Yes.

In his monthly update, Tim McGaw stated that he had nothing further to say since everything had already been covered earlier at the appropriate times.

Katie reported that we are updating our list of signatories for our 4 BTWSA Bank Accounts. With the death of Ted Ventre, we were down to three signers, but with this update, we will have five signatories: Jacob Wible, Edward Silvetti, Rodney Patterson, Ron Sommer, and Tim McGaw.

Motion was made (at 8:18 p.m.) to recess into Executive Session to discuss Personnel matters. MOTION: Cadwallader SECOND: Silvetti VOTE: 4 Yes.

Jacob Wible reconvened the Regular Meeting at 9:03 p.m.

Jacob reported that a letter is going to be sent to Gingrich Insurance stating that the BTWSA wants a special meeting with our agent as soon as 2027 health insurance quotes are available so that the Board can consider all Healthcare Plan options before the BTWSA contract is renewed at the December meeting.

Jacob announced the next BTWSA Meeting will be held on March 4, 2026, at 7 p.m.

Motion was made (at 9:08 p.m.) to adjourn the Meeting. MOTION: Cadwallader SECOND: Sommer VOTE: 4 Yes.

Signed as Secretary/Treasurer,

Robin L. Cadwallader

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BTW&SA Board Resolution 2026-1

The Blair Township Water and Sewer Authority Board has adopted certain hiring procedures intended to define an open and discrimination-free recruitment and hiring process. Procedural steps are as follows:

Newly-Created Positions:

1. To initiate the process of adding a position to the Authority staff complement, the Manager shall provide to the Board a written request, including a proposed position title and justification/necessity.
2. Upon Board approval to proceed, the Manager prepares a job description and proposes a starting wage or salary for Board review and approval.
3. Board reviews request and position description. If approved, the Board will then authorize recruitment of candidates.
4. Position opening must be advertised with the PA CareerLink (or subsequent Commonwealth entity), and, if deemed necessary, the Altoona Mirror. Additionally, the opening shall be listed on the Authority's and Township's websites and the next Authority customer billing.
5. Applicants must complete the approved employment application.
6. Applicant applications will be reviewed by the Authority Manager and Board President or his/her designee.
7. The top three candidates will be interviewed by the Authority Manager and Board President or his/her designee.
8. Upon Board notification, reference checking and successful pre-employment testing, the preferred candidate will be presented with a written offer of employment, including starting salary or wage, and deadline for responding to the offer of employment.
9. If the position is accepted by the candidate, and all pre-employment administrative actions are satisfactorily completed, a start date for employment will be established between the Authority Manager and selected candidate.

Previously Approved Positions (Upon Becoming Vacant):

The Authority manager and the Board will review the job description and wage/salary for consistency with current policy and position expectations. Following any changes being made, the position will then be filled by following Steps 4 through 9 as for newly created positions.

Adopted: February 4, 2026

Robin L. Cadwallader

BTW&SA Board Secretary