

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

The Regular Monthly Meeting, held on Wednesday, October 6, 2021, at 7:00 p.m., was called to order by Chairman Ted Ventre.

In attendance were 5 Authority members as follows: Ted Ventre, Brendan Peterson, Robin Cadwallader, Mary Bolt, and Edward Silveti.

Also in attendance were Tim M<sup>c</sup>Gaw, Manager; Katie M<sup>c</sup>Gaw, Administrative Assistant; Matt Gieg, Solicitor; Dave Cunningham, Engineer.

Motion was made to approve the Minutes of the Regular Monthly Meeting of September 15, 2021. MOTION: Silveti SECOND: Peterson VOTE: 4 Yes. 1 Abstain. (Mary Bolt)

Motion was made to approve the Payroll & Bills for September 2021. MOTION: Silveti SECOND: Peterson VOTE: 5 Yes.

Matt Gieg stated we will be meeting with Bond Counsel from BNY Mellon at next month's Authority Meeting to discuss refinancing options.

Last month Matt checked into the legal obligations of the Authority with respect to the maintenance of grinder pumps. Based upon the Right-of-Way, Easement, and License Agreements provided to Matt, his professional opinion is that these facilities are privately owned and that the maintenance and all other responsibilities for the operation lie with the homeowner. Matt recommends a Cover Contract be prepared that BTWSA has homeowners sign whenever they are requesting BTWSA to make a repair to their Grinder Pump System. Tim prepared a letter he will send to all Grinder Pump customers letting them know it is their responsibility for maintenance and repair. Homeowners may still call BTWSA to make a repair or they can call a licensed plumber. A copy of that letter was provided to each Board Member along with the Current Labor Charges. Motion was made for Gieg Law Offices to prepare a Cover Contract template to be signed by the Grinder Pump customer at the time of a repair by BTWSA. MOTION: Cadwallader SECOND: Silveti VOTE: 5 Yes.

Dave Cunningham presented a Proposal of Service/Contract for Reservoir Road Wastewater Extension (Phases I, II, and III) and a Proposal of Service/Contract for Reservoir Road Wastewater Extension East View Street and Middle Subsections Only (Phases I and II), as requested by the Board at last month's meeting. These Service/Contracts outlined the engineering tasks required to submit an application to PennVEST for a Funding Package and also for the entire project. It would cost the Authority \$302,500.00 in engineering work and fees to be ready to submit an application to PennVEST for Phases I, II, and III. Scaling the Sewer Extension Project Area back to only Phases I and II, the engineering costs would be \$224,500.00. Robin Cadwallader pointed out it has already been established that our current customer base does not want this Wastewater Extension if the burden of debt repayment must be spread over the entire system. Dave stated that PennVEST would calculate an "affordable monthly rate" based

upon median household income and then the decision could be made whether to proceed or to not proceed with the Project. Motion was made to accept limited tasks included within the Proposal of Service/Contract Reservoir Road Wastewater Extension, as proposed to the BTWSA Board by Keller Engineers, Daniel J. Carbaugh, PE, and dated July 21, 2020. The limited tasks covered by this motion include those identified in the Proposal of Service/Contract as required for PennVEST submittal, the total cost being \$302,500.00 dollars. It is further resolved that prior to the Proposal of Service/Contract being executed by the BTWSA Board, a revised Proposal of Service/Contract shall be prepared by Keller Engineers which splits the Task Descriptions identified in the July 21, 2020, proposal into two components, each requiring separate BTWSA Board action. The first, covered this date by this Board resolution, includes Tasks A111, A301, A203, A207, A919, A701, A067, A609, A611, A617, A625, A621, A619, and A620, the associated total cost of which is \$302,500.00 dollars. The second Proposal of Service/Contract component shall require separate BTWSA Board action and include the remaining Task Descriptions, as listed in the July 21, 2020, Proposal of Service/Contract. This action, as outlined in the Motion, will ensure that a thoughtful process is undertaken in determining when and under what set of financial circumstances the BTWSA Board will move to bidding and construction. MOTION: Silvetti SECOND: Peterson VOTE: 4 Yes. 1 No. (Robin Cadwallader).

Brendan Peterson brought up the topic of engineering services and suggested that BTWSA should develop an RFP (Request for Proposal) for "in house" consulting engineering services. Motion was made for the BTWSA Board to commence development of a Public Request for Proposal (RFP) for "in-house" consulting engineering services. Components of this planned future engineering services contract will include, but not be limited to, the following: maximum contract duration of 5 years and restriction on the size of design services self-performed by the "in-house" engineer to a maximum amount per proposed project, to be determined and specified in a final RFP to be brought to the Board for consideration. Once agreed upon and adopted by the Board, the RFP will establish a hierarchy for securing engineering services related to the BTWSA providing for reliable water and wastewater services within its service area. The services likely to be discussed and included are, but not limited to, assessing service needs, including maintenance, capital improvements and new expansions; limited preliminary design; evaluation of some preliminary and final design proposals; bid document preparation; and construction oversight. MOTION: Peterson SECOND: Bolt VOTE: 4 Yes. 1 No (Ted Ventre).

Tim McGaw stated that budget time is quickly approaching and asked the Board to begin thinking about Employee Compensation for 2022. Ed Silvetti stated that will be held during an Executive Session, probably after next month's meeting is adjourned. Dave commented that he generally gets his figures in mid-November and prepares the Annual Report and Budget for presentation at the December meeting. The Board Members will be invited to attend budget meetings with Dave and Tim. Robin requested they be scheduled for a Tuesday or a Thursday so that she can attend.

Mary Bolt left the meeting at 8:14 p.m.

Ted announced the next Regular Monthly Meeting will be held on November 3, 2021, at 7 p.m.

Motion was made (at 8:18 p.m.) to adjourn the Meeting. MOTION: Cadwallader  
SECOND: Silvetti VOTE: 4 Yes.

Signed as Secretary/Treasurer,

*Robin L. Cadwallader*

Robin L. Cadwallader



**Addendum to October 6, 2021 Meeting Minutes to reflect Corrections to Minutes**

The Regular Monthly Meeting of the:

Blair Township Water and Sewer Authority  
377 Cedarcrest Drive  
Duncansville, PA 16635

The Regular Monthly Meeting, held on Wednesday, November 3, 2021, at 7:00 p.m., was called to order by Chairman Ted Ventre.

In attendance were 4 Authority members as follows: Ted Ventre, Brendan Peterson, Robin Cadwallader, and Edward Silvetti. (Mary Bolt arrived late to the meeting as noted below.)

Also in attendance were Tim M<sup>c</sup>Gaw, Manager; Katie M<sup>c</sup>Gaw, Administrative Assistant; Chris Jancula, Solicitor; Dave Cunningham, Engineer.

<p>VISITORS: Lisa Chiesa, Clark Hill Clay Gingrich, Gingrich Agency Connie Heininger Hunter Wierman</p>	<p>Mike McCaig, RBC Capital Markets Richard Heininger Rick Detwiler Steve Rhine</p>
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Mary Bolt entered the meeting at 7:05 p.m.

Chris Jancula stated that a motion from the October 6, 2021 Regular Monthly Meeting needed to be rescinded to be in compliance with the Sunshine Law. A topic must be listed on the Meeting Agenda and open to discussion before it can be voted upon. Motion was made to rescind the motion made at the 10/6/2021 meeting which stated: "Motion was made for the BTWSA Board to commence development of a Public Request for Proposal (RFP) for "in-house" consulting engineering services. Components of this planned future engineering services contract will include, but not be limited to, the following: maximum contract duration of 5 years and restriction on the size of design services self-performed by the "in-house" engineer to a maximum amount per proposed project, to be determined and specified in a final RFP to be brought to the Board for consideration. Once agreed upon and adopted by the Board, the RFP will establish a hierarchy for securing engineering services related to the BTWSA providing for reliable water and wastewater services within its service area. The services likely to be discussed and included are, but not limited to, assessing service needs, including maintenance, capital improvements and new expansions; limited preliminary design; evaluation of some preliminary and final design proposals; bid document preparation; and construction oversight." MOTION: Cadwallader SECOND: Bolt VOTE: 5 Yes.

Motion was made for the BTWSA Board to commence development of a Public Request for Proposal (RFP) for "in-house" consulting engineering services. Components of this planned future engineering services contract will include, but not be limited to, the following: maximum contract duration of 5 years and restriction on the size of design services self-performed by the "in-house" engineer to a maximum amount per proposed project, to be determined and specified in a final RFP to be brought to the Board for consideration. Once agreed upon and adopted by the Board, the RFP will establish a

hierarchy for securing engineering services related to the BTWSA providing for reliable water and wastewater services within its service area. The services likely to be discussed and included are, but not limited to, assessing service needs, including maintenance, capital improvements and new expansions; limited preliminary design; evaluation of some preliminary and final design proposals; bid document preparation; and construction oversight. MOTION: Peterson SECOND: Bolt VOTE: 5 Yes.

Signed as Secretary/Treasurer,

*Robin L. Cadwallader*

Robin L. Cadwallader

