

**CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY**

**BOARD MEETING MINUTES**

**January 10, 2012**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, January 10, 2012, in the Authority's meeting room.

**Present:** Board Members Joseph Bonner, William Rissinger, Timothy Hagey, and Gustave Haun. Also present were Joseph Bagley, Solicitor; John Schmidt, Executive Director; Joseph Nolan, Engineer; and Thomas Hauser, Superintendent. William Evans was absent. Donald Cameron arrived during the meeting.

Mr. Bonner called the meeting to order at 4:00 p.m. He introduced the new appointee from New Britain Township, Timothy Hagey.

**ELECTION OF OFFICERS**

The Solicitor temporarily chaired the meeting. Mr. Bagley called for nominations for the office of Chairman. Mr. Rissinger nominated Mr. Bonner as Chairman. Mr. Haun seconded the nomination. Mr. Bagley called for any other nominations – there were none. Mr. Bagley asked for a Motion to close the nominations. Mr. Rissinger moved to close the nominations which was seconded by Mr. Haun. The Motion carried 3-0. Mr. Bonner assumed the Chairmanship by acclamation.

The Chairman called for a Motion to appoint the other officers for 2012 to the same positions as they were in 2011. There was a discussion about the vacancy of the Office of Assistant Secretary since Mr. Campbell was no longer serving. Mr. Haun made a Motion that the same officers be appointed for 2012 as in 2011 with the exception that Mr. Hagey be elected Assistant Treasurer and Mr. Cameron be elected Assistant Secretary. Mr. Rissinger seconded the Motion. The Motion carried 4-0.

**APPOINTMENT OF COMMITTEES**

The Chairman appointed the following Board members to the Board Committees as follows:

- Facilities - Cameron (C), Hagey, Rissinger
- Finance - Haun (C), Bonner, Hagey
- Personnel - Evans (C), Rissinger, Hagey
- Executive - Bonner (C), Rissinger, Evans

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Rissinger to ratify the Chairman's appointments to the Board Committees and the appointment of Chairs. The Motion was adopted 4-0.

## **APPOINTMENT OF PROFESSIONALS**

**MOTION:** It was **MOVED** by Mr. Bonner and **SECONDED** by Mr. Rissinger to re-appoint the Solicitor, Special Projects Attorney, Consulting Engineer and Auditor for the Authority. The Motion was adopted 4-0.

## **MEETING DATES AND TIMES**

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Haun to adopt the meeting dates and times as distributed to the Board. The Motion was adopted 4-0.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to adopt the 2012 Fee Schedule. There was a discussion regarding the fixing of interest in a proposed Resolution that will be considered by the Board later in the meeting. The Fee Schedule, as distributed to the Board, was adopted 4-0.

## **ADOPTION OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Haun to approve the minutes of the meeting of December 13, 2011 as distributed to the Board. The Motion was adopted 3-0 with Mr. Hagey abstaining due to his absence from the meeting.

Donald Cameron, Assistant Secretary entered the meeting at this point.

## **PUBLIC COMMENT**

No members of the public were present.

## **REPORTS OF OFFICERS**

There were no reports from officers.

## **COMMITTEE REPORTS**

There were no Committee reports delivered.

### **EXECUTIVE DIRECTOR'S REPORT – John E. Schmidt**

Mr. Schmidt reviewed the Six-Month Budget as distributed to the Board. Mr. Schmidt discussed: the various funds, payments on the second loan, the fact that there were 27 pay periods in 2012, purchase of an emergency backup pump and an employee being on leave temporarily. Mr. Schmidt also discussed the slip lining project. Mr. Schmidt reported on the conversion of the dryer from oil to gas and the installation of the gas line by PECO onto Authority property. Mr. Schmidt also discussed Fund Three regarding transfers from the loan to reimburse costs expended by the Authority, and tapping fees received.

Mr. Schmidt discussed the conclusion of the installment payment plan for Phase II of the Cedar Hill Road Expansion Project, and generally discussed the termination of the offers of installment terms for connections in Phase I and Phase II of the Cedar Hill Road Extension.

Mr. Schmidt reported on the Bristol Road Extension. No invoice has been received from PennDOT thus far.

Mr. Schmidt briefly discussed how to categorize the proposed Silo Project as an expense. No conclusion has yet been reached or recommended.

Mr. Schmidt discussed the Curtailment Program offered by Constellation Energy. He reported on the implementation of this project by PECO during the last three (3) years and its assignment to Constellation Energy by PECO. Mr. Schmidt reported that there

was only one (1) day of curtailment last year. Documentation was distributed to the Board which projected revenues of approximately \$73,000.00 by the Authority over a three (3) year period through 2015 through the Curtailment Program.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to authorize Mr. Schmidt to execute a contract with Constellation Energy for the Emergency Demand Response Program. The Motion was unanimously adopted.

Mr. Schmidt briefly reviewed a December 9, 2011 letter sent by the Solicitor to Mr. Garton who represents Bucks County Water and Sewer Authority. There was a brief discussion regarding this letter.

Mr. Schmidt noted that a PMAA book containing the Municipality Authorities Act was distributed to each member of the Board.

Mr. Schmidt reviewed the fact that Board payments for 2011 included payment for a meeting in September for which a payment was not initially made.

Mr. Schmidt circulated a Board information sheet to the members for any updates of their contact information for 2012.

#### **ENGINEER'S REPORT – Joseph Nolan, P. E.**

Mr. Nolan reported that the Doli contract for the Elimination of Pump Stations Nos. 1 and 5 Project was complete.

Mr. Nolan reported that the Part II Water Quality Management Permit had been submitted to DEP on December 23. He indicated that DEP typically sends out a letter as to whether the submission is or is not administratively complete. Mr. Nolan described the systems that are under design in connection with the Expansion and Upgrade Project.

Mr. Nolan reported on the evaluation of a silo replacement. Mr. Nolan reported that he has met with staff about the silo. The silo is unusable and the conveyor that feeds the silo is now not working. Mr. Nolan discussed the potential replacement of the silo with different construction materials. He also mentioned the option of eliminating the silo altogether and utilizing a new building to store the dry sludge material. Mr. Nolan proposed concrete or steel plate as possible construction materials. The dry sludge is temporarily being stored outside but is being covered. Mr. Nolan and Mr. Hauser also discussed a broken conveyor drive shaft at the top of the silo.

Mr. Nolan presented Requisition No. 109 for Capital Expenditures in the amount of \$4,610.90, representing engineering fees for the elimination of the Pump Stations Nos. 1 and 5 and materials in connection with the Backup Pump Project for Pump Station No. 6. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to approve Requisition No. 109 for Capital Expenditures in the amount of \$4,610.90. The Motion was unanimously adopted.

Mr. Nolan further presented Requisition No. 152 for Capital Improvements in the amount of \$30,259.39, representing engineering services in connection with the UV System, Phase II Plant Expansion design work, and the West Branch Interceptor Project, and legal services in connection with the 2008 Uninvest loan. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Rissinger to approve Requisition No. 152 for Capital Improvements in the amount of \$30,269.39. The Motion was unanimously adopted.

#### **SOLICITOR'S REPORT – Joseph M. Bagley, Esquire**

Mr. Bagley discussed proposed Resolution 2012-1, the *Dennis v. Borough of Walnutport* case and the need to adopt a resolution to fix the interest rate for which the Authority is authorized to collect from delinquent account holders and others.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Rissinger to adopt proposed Resolution 2012-1 fixing the interest rate for the Authority to collect from delinquent account holders and others at 10% per annum. The Motion was unanimously adopted.

Mr. Bagley also reported on his reaching out to Mr. Garton in regards to Doylestown Township and the request from the Township for a bike path through Authority property.

#### **TREASURER'S REPORT – Gustave Haun, Treasurer**

Mr. Haun reviewed the general operating expenses and the previously-approved Capital Expenditures and Capital Improvements and miscellaneous extraordinary expenses and payments to loan totaling \$325,695.58. Mr. Haun recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Rissinger to approve payment of the total expenditures for the month amounting to \$325,695.58. The Motion was unanimously adopted.

Mr. Haun reviewed the escrow disbursements totaling \$250.00. He recommended disbursement of the funds.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Rissinger to disburse \$250.00 from the escrow account to the Authority. The Motion was unanimously adopted.

#### **OTHER BUSINESS – January 24, 2012 Agenda**

The Chairman noted that cost information for the silo and the Superintendent's report will be presented at the January 24, 2012 meeting.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Rissinger to adjourn the meeting. The Motion was unanimously adopted.

The meeting was adjourned at approximately 5:01 p.m.

Respectfully submitted,

*Approved by the Board with no changes 2/14/12*

Joseph M. Bagley, Solicitor