

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

October 9, 2012

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, October 9, 2012, in the Authority's meeting room.

Present: Joseph Bonner, Chairman; Timothy Hagey, Assistant Treasurer; William Rissinger, Vice Chairman; Gustave Haun, Treasurer; Donald Cameron, Assistant Secretary; and William Evans, Secretary. Also present were Joseph Bagley, Solicitor; John Schmidt, Executive Director; Joseph Nolan, Engineer; and Thomas Hauser, Superintendent.

The Chairman called the meeting to order at 7:30 p.m.

ADOPTION OF MINUTES

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the minutes of the meetings of September 11 and September 25, 2012, as distributed to the Board. The motion was adopted 5-0 with Mr. Hagey abstaining due to his absence from the meeting of September 25.

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

Mr. Evans requested that the Authority consider making a donation to the Chalfont Fire Company Building Fund.

MOTION: It was **MOVED** by Mr. Bonner and **SECONDED** by Mr. Hagey for the Authority to make a donation of \$200 to the Chalfont Fire Company Building Fund. The Motion was unanimously adopted.

COMMITTEE REPORTS

It was announced that the Personnel Committee does not have a report at this time.

EXECUTIVE DIRECTOR'S REPORT – John E. Schmidt

Mr. John Ramey of Bee Bergvall & Company reviewed the 2012 Financial Analysis with the Board. Mr. Ramey discussed 2012 revenues, expenses and net income.

In response to a question, there was a discussion regarding depreciation including depreciation added in 2012. There was further discussion regarding fixed assets.

Mr. Ramey left the meeting following his presentation.

Mr. Schmidt reviewed the 2011-2012 budget which was handed out in a different format than had been distributed to the Board previously. Mr. Schmidt reviewed those projects completed in 2012.

Mr. Schmidt then reviewed the 2012-2013 revised budget with the Board. Mr. Schmidt reviewed the figures which had changed since the Board had reviewed the budget three (3) months ago.

Mr. Schmidt discussed the Phase III Plant Project, and also repairs needed to the existing generator which would be handled as a Fund 2 repair item. There was a discussion regarding a proposal to convert the plant generator to natural gas, a proposal which was eventually shelved by the staff.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Rissinger to approve the revised budget for fiscal year 2012-2013. The Motion was unanimously adopted.

Mr. Schmidt reminded the Board that he will not be present for the next meeting as he will be out-of-state for a training session.

Mr. Schmidt updated the Board on the silo demolition project.

Mr. Schmidt requested reservations for those interested in attending the PMAA dinner on November 1st.

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

Mr. Nolan discussed project updates. Demolition of the silo has commenced. Mr. Nolan expects it to be completed by the end of this week. Mr. Nolan expects revised shop drawings for the new silo by this week. He expects 6-8 weeks for delivery of the new silo after receipt of the shop drawings. With regard to the Phase II Expansion and Upgrade Project, a construction trailer has been delivered and the contractor has started work including removal of some of the old effluent troughs.

Mr. Nolan reviewed with the Board that engineering for the installation of the SCADA system was included within the original scope of work and budget for the Phase II Project. The entire budget for the SCADA system was \$500,000. Mr. Nolan has received a proposal from Keystone Engineering for engineering the SCADA system for a not-to-exceed price of \$130,000. Keystone Engineering has been involved with the design of the project since the beginning. Mr. Nolan reviewed the proposal from Keystone Engineering and recommended approval.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the proposal from Keystone Engineering dated October 5, 2012 for a not-to-exceed price of \$130,000 for engineering in regards to the SCADA system. The Motion was unanimously adopted.

Mr. Schmidt, Mr. Hauser, Mr. McRee of CKS Engineers and Mr. Nolan met recently to discuss the project that has heretofore been referred to as Phase III of the Expansion and Upgrade Project. Mr. Nolan discussed the various stages of planning and design for Phase III. Mr. Nolan expects to prepare a scope of work which involves converting the digesters to holding tanks, installing aeration and installing pumps. Mr. Schmidt invited the Facilities Committee to tour the plant, in regards to the Phase III proposals, to which Mr. Cameron responded the Committee would do. Mr. Schmidt indicated that the staff would like to get an estimate for the Phase III part of the project so that the Authority can get an estimate to BCWSA for costs. Once an estimate for the Phase III part of the project exists, the Authority will close on the loan before construction commences.

Mr. Nolan presented Requisition No. 118 for Capital Expenditures in the amount of \$9,132.18 representing engineering expenses in regards to the Silo Project and the Pump Station Nos. 1 and 5 projects, as well as expenses in regards to the Natural Gas Conversion Project.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve Requisition No. 118 for Capital Expenditures in the amount of \$9,132.18. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 161 for Capital Improvements in the amount of \$11,474.61 representing legal and engineering expenses for the Phase II part of the Expansion and Upgrade Project. Mr. Nolan recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Rissinger to approve Requisition No. 161 for Capital Improvements in the amount of \$11,474.61. The Motion was unanimously adopted.

SOLICITOR'S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley presented the final draft of the Operating Agreement executed by Bucks County Water and Sewer Authority. Mr. Bagley reviewed the history of the negotiation and drafting of the Operating Agreement and highlighted the final significant change to the document.

MOTION: It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to adopt the Operating Agreement with Bucks County Water and Sewer Authority. The Motion was unanimously adopted.

TREASURER'S REPORT – Gustave Haun, Treasurer

Mr. Haun reviewed the bills. Questions were asked regarding lawn cutting services. Mr. Haun presented the General Operating Expenses of \$197,948.76, along with a previously-approved Capital Expenditures and Capital Improvements for total expenditures for the month of \$240,598.37. Mr. Haun recommended approval to pay the bills.

MOTION: It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to pay the total Expenditures for the month of \$240,598.37. The Motion was unanimously adopted.
Mr. Haun next presented the escrow disbursements for the month totaling \$1,974.85 and recommended approval.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to authorize escrow disbursements for the month amounting to \$1,974.85. The Motion was unanimously adopted.

OTHER BUSINESS

The Chairman called for any other business to be presented.

The Board recessed into Executive Session at approximately 8:35 p.m. to discuss a personnel matter. The Board returned to its regular session at approximately 8:46 p.m.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to change the classification of employee Sue Constable from temporary part-time to regular part-time. The Motion was unanimously adopted.

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

The meeting was adjourned at approximately 8:47 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor

William T. Evans, Secretary