

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

**BOARD MEETING MINUTES**

**March 12, 2013**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, March 12, 2013, in the Authority's meeting room.

**Present:** Timothy Hagey, Assistant Treasurer; William Rissinger, Vice Chairman; Joseph Bonner, 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.

**APPROVAL OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the minutes of the meetings of February 12 and February 26, 2013 as distributed to the Board. The motion was unanimously adopted.

**PUBLIC COMMENT**

No members of the public were present.

**REPORTS OF OFFICERS**

There were no reports from officers.

**COMMITTEE REPORTS**

On behalf of the Personnel Committee, Mr. Evans stated that although it was originally discussed that there would be a meeting of the Personnel Committee in March, the current thought is that it would be better to instead have the meeting in April by which time information on insurance renewals should be received and a discussion on the employee handbook and policies will take place.

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

Mr. Schmidt reported that the updated preliminary expense budget had been distributed to the Board containing projections for the coming year. Mr. Schmidt indicated that the Board should wait until the next meeting, when final numbers will be provided, before giving approval. The handout includes up-to-date information for the first nine (9) months of the year. The remaining figures are estimated for the end of the year and also include a projection for next year. Mr. Schmidt reported that he bumped up expenses for maintenance and chemicals for next year due to the expansion project and the targeting of certain areas in the coming year for televising and repair. Questions were asked regarding insurance for the plant and for medical insurance.

There was a question regarding when the fiscal year ends (May 31) and a discussion regarding expenses in the collection system are not shared with Bucks County Water and Sewer Authority.

Mr. Schmidt reported on the offer of a fleet card for gasoline purchases by Sunoco and Wex (formerly Wright Express). The offer includes a 1.6% rebate on total costs. The proposal also includes a reduction in paperwork for the Authority as the card company submits records with regard to taxes directly to the state government. The proposal would be for every vehicle to get a card and each employee to receive a pin number. Mileage would be tracked. A suggestion was made by the Board for the administration to independently track mileage.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to adopt the proposal to obtain fleet cards from Sunoco and Wex on the terms discussed by the Board. The Motion was unanimously adopted.

Mr. Schmidt reported that the heat pump in the office building of the Authority is not working. Mr. Schmidt has received one (1) price for a replacement heat pump and is getting a second price from another vendor. The heat pump is at least fifteen (15) years old. The total age of the building is thirty (30) years. The building includes two (2) heat pumps. Heat is currently being provided by an electric backup system.

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

Mr. Nolan reviewed the Fund No. 2 Capital Improvements.

Mr. Nolan next presented Requisition No. 166 for Capital Improvements in the amount of \$197,137.19 representing expenses for the Phase II Upgrade and Expansion Project and engineering expenses. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Requisition No. 166 for Capital Improvements in the amount of \$197,137.19. The Motion was unanimously adopted.

Mr. Nolan reviewed the progress on the Phase II Upgrade and Expansion Project. He reported that the general contractor is one-third (1/3) of the way completed. Tanks A and B are scheduled by the contractor to be online in December, though Mr. Nolan believes the tanks will be completed by the Fall. In response to a question, Mr. Nolan indicated that he had not yet received a pay estimate from the electrical contractor. The electrical contractor is onsite and the electrical work is progressing. In response to a question, Mr. Nolan indicated that three (3) of the four (4) motor control centers are provided by Siemens in a package. All custom work is received from Siemens, including pilot lights, automatic switches and actuators.

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

Mr. Bagley reported that documents had been received from Doylestown Township late this afternoon, but they couldn't be opened on the computer. Mr. Bagley will provide a report to the Board at the next meeting on the status of the bike trail and documentation for same.

The Board recessed into Executive Session at approximately 8:06 p.m. to discuss pending litigation with a former employee (Court of Common Pleas of Bucks County).

The Board returned to its regular session at approximately 8:26 p.m.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to authorize execution of the Consent to Settle with the Authority's insurance carrier. The Board vote was 3-3.

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

Mr. Haun presented the General Operating Expenses amounting to \$192,705.27 and he reviewed the previously-approved Capital Improvements of \$197,137.19, as well as the Loan-Fund 3 payments of \$22,042.82, resulting in total expenditures for the month amounting to \$411,885.28 and he recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to approve the total expenditures for the month of \$411,885.28. The Motion was unanimously adopted.

Mr. Haun also reviewed the escrow disbursements amounting to \$4,136.25 and recommended approval to pay the escrow disbursements.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to approve the total escrow disbursements of \$4,136.25. The Motion was unanimously adopted.

The Board recessed into Executive Session again at approximately 8:36 p.m. to discuss the same former employee litigation.

The Board returned to its regular session at approximately 8:38 p.m.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the Consent to Settle for the insurance carrier of the Authority with a requirement of a nondisclosure and confidentiality agreement by the former employee. The Motion was adopted 3-2 with Mr. Evans abstaining.

**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 8:38 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor

William T. Evans, Secretary