

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

**BOARD MEETING MINUTES**

**November 13, 2018**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, November 13, 2018, in the Authority's meeting room.

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

The Chairman called the meeting to order at 5:00 p.m.

**ADOPTION OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve the minutes of the meetings of October 9 and October 23, 2018. The Motion was unanimously adopted.

**PUBLIC COMMENT**

No members of the public were present.

**REPORTS OF OFFICERS**

No reports of Officers were presented.

**COMMITTEE REPORTS**

No Committee reports were presented.

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

Mr. Schmidt reported on the reference in the Minutes of November 17, 2017 to the recommendation of the Finance Committee to consider a rate increase of 5% effective January 2019. Mr. Hagey suggested that Mr. Schmidt review and report on the adequacy of payment of the debt service before the next Board meeting. Mr. Schmidt stated that he is preparing a long-term capital plan which would include the PS#4 project and a new dryer. There was a general discussion regarding the finances of the Authority, the recently-completed projects of the Authority and the necessity of having reserve for the benefit of the Authority. There was a brief discussion regarding the nature of machinery and equipment at the Authority in regards to replacement, the dryer being one of the larger items. Mr. Schmidt said that long-range projections for capital projects would be provided at the next meeting as well as a rate chart that was requested by a Board member.

There was a discussion regarding scheduling of the Authority holiday party in January. The party will be held on Thursday, January 10.

Mr. Schmidt reported that the PMAA dinner scheduled for November has been cancelled. There was a brief discussion regarding cancellation of the dinner.

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

Mr. Nolan reported that he had received the two final pay estimates for Phase III. A partial payment is being made to the paving contractor. Some final paving has been completed (in front of the Administration Building). Mr. Nolan reported that temperatures (in relation to paving) are currently a problem because the temperatures fluctuate at this time of year. The paving contractor is going to attempt to finish the final paving in the next two weeks if the weather cooperates. If not, final paving will be put off until next year. Mr. Nolan reported that the paving contractor is doing a good job.

Mr. Nolan presented Requisition No. 191 for Capital Expenditures in the amount of \$27,765.44 representing costs for fencing at the Plant and replacement of a day tank for the generator. There was a brief discussion regarding work on the generator as part of Phase III but was undertaken directly by the Authority. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Requisition No. 191 for Capital Expenditures in the amount of \$27,765.44. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 234 for Capital Improvements in the amount of \$19,946.69 representing permits and engineering for Phase III work. There were questions asked about the permits required from Doylestown Township (stormwater and building permit for the Administration Building).

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve Requisition No. 234 for Capital Improvements in the amount of \$19,946.69. The Motion was unanimously adopted.

Mr. Nolan presented the Annual Report of the Authority Engineer. He reviewed with the Board the history of Authority construction programs, the historical upgrades to the Plant, historical expansion and permitting including the projects recently completed such as Phase III which was substantially completed in 2017-18. Mr. Nolan also reviewed wastewater treatment plant operations, recent conversion of facilities to sludge holding tanks, the new building construction, the new conveyor belt system and the new odor control system. Mr. Nolan also reviewed other plant operations, issuance of reports to DEP and the cost sharing with Bucks County Water and Sewer Authority. Mr. Nolan reported that it costs on average \$1.28 per 1,000 gallons of wastewater treated at the Plant. There was a discussion regarding the procedure for excess charges under the Operating Agreement between the Authority and BCW&SA.

Mr. Nolan also reviewed the payments estimated for 2018-19, sewer rental rates and insurance for the Authority.

Mr. Nolan will finalize and issue the Annual Report of the Engineer.

**SOLICITOR’S REPORT – Joseph M. Bagley, Esquire**

The Board recessed into Executive Session at approximately 5:35 p.m. to discuss pending litigation in the local Magisterial District Court with certain property owners over a tapping fee installment payment contract.

The Board returned to its public meeting at approximately 5:40 p.m.

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

Mr. Evans inquired about an expense for George’s Tool Rental on the Bill List. The rental was for a mini-excavator for work at the Plant that could not be performed by the Authority’s backhoe.

Mr. Haun presented the General Operating Expenses for the month of \$228,824.81. He reviewed previously-approved Capital Expenditures and Capital Improvements, along with Loan payments in the amount of \$73,304.25, making the total expenditures for the month \$346,841.19, and he recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the total expenditures for the month of \$346,841.19. The Motion was unanimously adopted.

Mr. Haun next presented the escrow disbursements in the amount of \$704.26 and he recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the escrow disbursements in the amount of \$704.26. The Motion was unanimously adopted.

**OTHER BUSINESS**

The Chairman announced that the next meeting of the Board is Tuesday, November 27 and he called for items for the agenda. None were suggested.

**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 5:44 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor  
and Recording Secretary