

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

**BOARD MEETING MINUTES**

**November 27, 2018**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, November 27, 2018, in the Authority's meeting room.

**Present:** Joseph Bonner, Chairman; Donald Cameron, Vice Chairman; Gustave Haun, Treasurer; Lawrence Nuesch, Assistant Secretary. Also present were: John Schmidt, Executive Director; Joseph Nolan, P.E., Authority Engineer; Joseph Bagley, Authority Solicitor; Thomas Hauser, Superintendent, Jennifer McHugh, C.P.A. and Sue Moran, C.P.A. of Bee Bergvall & Co. William Evans, Secretary was absent. Timothy Hagey, Assistant Treasurer entered later during the meeting.

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

**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.

**SUPERINTENDENT'S REPORT – Thomas Hauser**

Mr. Hauser reported that treatment plant operations for the month of October were considered normal despite 12 days of measurable rainfall during the month. Some dryer alarms were dealt with.

Precipitation: 4.10 inches

Average Daily Flow: 4.25 MGD

Peak Day Flow: 6.4 MG

All process performance was within parameters. Mr. Hauser commented on the fecal coliform geometric mean being high but within limits but he reported that personnel worked on the UV System and the mean was dropping by the end of the month.

Routine maintenance was performed as scheduled at the Plant. The installation of new wheels on the grit and grease bridge was completed. The support wheel on the circular clarifier failed. The wheel got caught and tripped the drive. This occurred on a Friday afternoon and was put back online by Saturday. Mr. Hauser reported on a reoccurring problem in the SCADA System which was finally corrected. A complete map of the Plant's fiber optic system was finished through the SCADA System is still plagued with a few communication problems. The Plant staff repaired the grit and grease SCADA panel backup power supply. There were intermittent dryer alarms. The Authority tried to get BSI out to examine the dryer problem but the person most familiar with it was tied up on another job. Mr. Hauser is currently waiting for BSI to find

the problem in the program. The gear reduced on the rectangular clarifier broke. A new gear reducer was on order and was delivered last week.

In the collection system, weekly pump station maintenance was completed, landscaping prep work was undertaken as well as prep work for the paving. Personnel raised manholes for the Highlands paving project and performed other maintenance.

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

Mr. Schmidt presented two (2) checks for consideration, one for Marino Corporation in the amount of \$121,580.07 for partial completion of the paving project and one for DEP regarding laboratory certification.

**MOTION:** It was moved by Mr. Cameron and **SECONDED** by Mr. Haun to approve the checks for Marino Corporation and DEP. The Motion was unanimously adopted.

The discussion regarding rates and budgeting was temporarily postponed until Mr. Hagey appeared.

Mr. Schmidt brought the Board's attention to a form for direct deposits for fees for meeting attendance which is strongly encouraged by the Administration.

Mr. Schmidt confirmed that the Holiday Party will be held on January 10.

Mr. Schmidt inquired whether there were any changes to the November 13 Meeting Minutes. None were suggested.

Mr. Schmidt reported that the employee manual has been revised and will be provided to the Chairman of the Personnel Committee for review.

Mr. Hagey entered the meeting at this time.

Mr. Schmidt presented several documents for the Board's review, including the Budget for the 2018-2019 fiscal year highlighting net cash from the Operating Fund, Total Fund to Expenses and Total Fund III expenses (loans). There was an extensive discussion regarding the previous year's expenses versus net cash received from the Operating Fund. Mr. Schmidt also presented and discussed the chart projecting total revenue and expenses for the next ten (10) years. As part of that discussion, the Pump Station No. 4 proposed replacement and the proposed dryer replacement were discussed. Mr. Schmidt discussed the inflation factor he usually utilizes in budgeting. Mr. Schmidt also reported upon the 2018 average annual bill comparison among regional sewer authorities and municipalities demonstrating Chalfont-New Britain being at the lower end of average bill prices (\$108.85 based upon usage of 15,000 gallons).

There was an extensive discussion by all Board members and the Executive Director regarding a proposed rate increase. After extensive discussion, a motion was made.

**MOTION:** It was moved by Mr. Haun and **SECONDED** by Mr. Hagey to raise the sewer rental rate by 5% effective January 1, 2019. The Motion was unanimously adopted.

There was a brief discussion regarding receipt of tapping fees over the last ten (10) years. The Authority has received 2.21 million dollars in tapping fees over the last ten (10) years, an average of \$215,000.00 per year with the lowest year being \$14,000.00 and the highest year being \$900,000.00.

There was also a brief discussion regarding a figure used in the 2018 Report Card for Pennsylvania Infrastructure, produced by ASCE, which suggests that a standard affordability ceiling for sewer user fees is 1.5% of median household income. Based on such a figure, the sewer rental fee for Chalfont-New Britain would be \$250.00 quarterly.

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

Mr. Nolan reported that the paving project is shut down for the winter because of weather. The close out of the Phase III projects except for the paving may be on December’s agenda. Mr. Nolan reported that there may be another partial pay estimate from Marino Corporation for December.

In response to a question, Mr. Nolan stated that he is still working on the Pump Station No. 4 project by following up on a letter he sent to Bucks County. There was a brief discussion regarding obtaining authorization from Bucks County before proceeding with design of the project or obtaining further authorization from the Board for the project.

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

Mr. Bagley reported that he had received a signed Settlement Agreement from the Scotti’s of 86 Cedar Hill Road, the Authority had received the necessary fees called for under the proposed Settlement Agreement and among other things, the Settlement Agreement changed the payments for the tapping fee to annual payments for the Scotti’s.

**MOTION:** It was moved by Mr. Haun and **SECONDED** by Mr. Nuesch to authorize the Executive Director to execute the Settlement Agreement with the Scotti’s.

The Chairman called for items for the next meeting. None were proposed.

**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 5:35 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor  
and Recording Secretary