

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

## **BOARD MEETING MINUTES**

**March 13, 2012**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, March 13, 2012, in the Authority's meeting room.

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

The Vice Chairman opened the meeting at 7:30 p.m.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the minutes of the meeting of February 14, 2012. The Motion was adopted 4-0 with Mr. Haun abstaining due to his absence from the meeting.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the minutes of the meeting of February 28, 2012. 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**

Mr. Evans delivered the report on behalf of the Personnel Committee. A copy of an addendum to the Employee Manual has been distributed to the Board with regard to the existing language and the proposed language regarding after hours on-call responsibility. Mr. Evans briefly discussed the proposed language change and stated that the Committee recommends the proposed revision.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to revise Section 3.6 of the Employee Manual as proposed by the Personnel Committee. The Motion was unanimously approved.

Mr. Evans mentioned that the Personnel Committee will need to meet in the near future with regard to medical insurance. There was a brief discussion that the Authority and employees had received notices that Aetna is going to be changing plans. The Personnel Committee will meet with regard to plan options.

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

Mr. Schmidt referenced the preliminary expense budget for fiscal year 2012-2013 which was distributed to the Board prior to the meeting. Mr. Schmidt reminded the Board that the budget must be sent to Bucks County Water and Sewer Authority at the beginning of April in the form of a quarterly invoice. The Board has two (2) weeks to review the 2012-2013 operations budget before acting on it.

Among the items highlighted by Mr. Schmidt were the Operating Fund, the debt service expenses, a change in the sewer rental rate for Hatfield Township, the fuel oil expense, a new line item for natural gas, plant insurance and medical insurance. Mr. Schmidt also reviewed the Equipment Additions and Replacement Fund including a conversion to gas, the silo replacement and a new emergency backup pump for Pump Station No. 7. Mr. Schmidt then reviewed the Capital Projects Fund including bond and loan proceeds, and other revenues, the pay down of the Univest loan and the Tower Hill Sewer Rehabilitation Project. A question was asked regarding the slip-lining project and its inclusion in this year's budget. Mr. Schmidt responded that Insituform will be starting the slip-lining project next week.

Mr. Schmidt recommended the closing of an escrow account for Chalfont Mills, the former Paramount Packaging property. There was a discussion that this property has been fully occupied.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to authorize the closing of Escrow Account No. 26. The Motion was unanimously approved.

There was a brief discussion regarding the Chalfont Mills property.

Mr. Schmidt updated the Board with regard to the installation of the PECO gas line.

Mr. Schmidt stated that the slip-lining project would begin next week and was informed that it would take three (3) days. The project includes lining about 2,200 linear feet of sewer line and cutting in connections for 36 laterals.

Mr. Schmidt reported on an apartment project at County Line Road and Route 202 known as Madison at New Britain. The project includes 232 units. The developer was denied an exemption from sewer planning by DEP. The developer will be using 78 CBS II EDUs for the apartments, resulting in the purchase of 154 EDUs from the Authority. Mr. Schmidt and Mr. Nolan will meet with representatives of the developer this week.

Mr. Schmidt reminded the Board that they will be paying down part of the Univest loan through the payment of Capital Improvement Funds this evening.

Mr. Schmidt announced to the Board that the Region One Spring Dinner for the PMAA will be held on Thursday, April 26.

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

Mr. Nolan stated that the final payment for the West Branch Interceptor Project is included in the Capital Improvement Requisition for this evening. That project is now complete.

Mr. Nolan also indicated that the final payment for the contractor for the UV System is also included in the Capital Improvement Requisition for this evening. That project is also completed.

Mr. Nolan reminded the Board that a dust explosion test is being conducted for the Silo Replacement Project.

In regards to the Phase II design work, Mr. Nolan reported that a Siemens consultant was at the plant and that the design is under review by the regulatory agencies.

The Chapter 94 Report is due by March 31. Mr. Nolan is waiting to receive from Bucks County Water and Sewer Authority before completing the report.

Mr. Nolan presented Requisition No. 111 for Capital Expenditures (Fund Two) in the amount of \$3,450.00 representing engineering services and dust analysis for the Silo Project. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve Requisition No. 111 for Capital Expenditures in the amount of \$3,450.00. The Motion was unanimously adopted.

Mr. Nolan further presented Requisition No. 154 for Capital Improvements in the amount of \$196,607.76 representing engineering services for the for Phase II design and the West Branch Interceptor Project and final contractor payments for the West Branch Interceptor Project and the UV System. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve Requisition No. 154 for Capital Improvements in the amount of \$196,607.76. The Motion was unanimously adopted.

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

Mr. Bagley reported that he has contacted a title company to obtain a report regarding 16 Marshall Circle.

Mr. Bagley also reminded the Board that no word has yet been received from the Supreme Court on the status of the litigation pending against DEP for attorney's fees.

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

Mr. Hagey asked a question with regard to the expense item for C.E.T. Mr. Hauser informed him that it was for polymer.

Mr. Haun reviewed the General Operating expenses, the previously-approved Capital Expenditures and the previously-approved Capital Improvements Requisitions, as well as the Capital Improvements (Loan-Fund Three) payment to Uninvest National Bank totaling \$2,927,499.80. Mr. Haun recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the total expenditures for the month of \$2,927,499.80. The Motion was unanimously adopted.

**OTHER BUSINESS –**

The Vice Chairman announced that the next meeting is scheduled for March 27 at 7:30 p.m.

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

The meeting was adjourned at approximately 8:36 p.m.

Respectfully submitted,

*Approved by the Board with no changes 4/10/12*

Joseph M. Bagley, Solicitor