

# CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

## BOARD MEETING MINUTES

**September 11, 2012**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, September 11, 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 Andrew Freimuth, 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. Rissinger and **SECONDED** by Mr. Cameron to approve the minutes of the meeting of August 14, 2012, as distributed to the Board. The motion was adopted 5-0. Mr. Haun abstained due to his absence from that meeting.

### **PUBLIC COMMENT**

Mr. Cameron congratulated Mr. Rissinger on his receipt of an award and recognition from the Pennsylvania Municipal Authorities Association for his 40 years of service with the Authority. Mr. Rissinger thanked Mr. Cameron and announced that Mr. Schmidt had done a great job organizing the Authority's attendance at PMAA's annual dinner. Mr. Rissinger thanked Mr. Cameron for his company at the event and informed the Board that it was a great evening.

### **REPORTS OF OFFICERS**

There were no reports from officers.

### **COMMITTEE REPORTS**

There were no Committee reports presented. Mr. Evans asked Mr. Schmidt how the office has been operating recently. There was a general discussion regarding Authority staff operations.

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

Mr. Schmidt reported that a final version of the Operating Agreement with the Bucks County Water and Sewer Authority had been sent to the Solicitor for BCWSA for execution. An agreement signed by BCWSA had not yet been received by the Authority. A general discussion ensued regarding the history of the Authority's relationship with BCWSA.

Mr. Schmidt informed the Board that the Authority's website was up and running. He has sent messages to the Borough and the Township requesting that links to the Authority's website be placed on their websites, and also for a short article to appear in their respective newsletters. The website currently does not show up following a Google search, but our web developer has sent

information to Google for processing, which takes a few weeks. Mr. Haun asked whether the total number of website hits can be counted. Mr. Schmidt answered in the affirmative but indicated that such information was not readily available to him. There was a general discussion about website access.

Mr. Schmidt reported that Mr. Bagley had received suggested revisions to the Authority's proposed amendment to the existing easement agreement with Mr. and Mrs. Lemek of 17 Marshall Circle for the Authority's access to Pump Station No. 6. Mr. Schmidt stated that Mr. Bagley would discuss the Authority's options with regard to such negotiations at the next regularly scheduled meeting of the Board.

Mr. Schmidt noted that a letter had been sent from Mr. Bagley to the Solicitor for Doylestown Township confirming that all permit fees in connection with the Phase II Expansion and Upgrade Project would be waived by the Township in exchange for an easement to the Township for a bike trail over Authority property.

Mr. Schmidt announced that the Veterans' Committee of New Britain Township's Fall Festival is scheduled for September 29, 2012. Mr. Schmidt has volunteered to provide the Authority's TV Truck for use at the "Touch-a-Truck" exhibit at the Festival.

A draft of the Financial Statements should be available by the next Board meeting, and Bee Bergvall will be scheduled to attend the first regular meeting of the Board in October to review them.

Mr. Schmidt reported that a revision has been made to the July bill list. The expenses were increased by about \$5,000 due to a payroll transfer correction.

Mr. Schmidt concluded his report by informing the Board that a letter had been sent to the Borough Manager for Chalfont Borough regarding the possibility of the Borough overlaying a walking trail on the Authority's existing sanitary sewer easement on the property of Chalfont United Methodist Church. Mr. Schmidt informed the Borough that the Authority was generally agreeable to such an easement. However, the Borough has been informed that it must work with the Church to secure such an easement.

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

Mr. Nolan reported that documents requesting quotes for demolition of the old silo had been set out. Mr. Nolan informed the Board that he hopes to report the results of the quotes to the Board at the next regular meeting.

Mr. Nolan also reported that a pre-construction meeting for the Phase II Expansion and Upgrade Project is scheduled for September 12, 2012. Mr. Nolan is hopeful that a Notice to Proceed can be issued immediately after the meeting. Mr. Nolan indicated that the general contractor is already having equipment delivered to the Authority. Mr. Haun asked how long it would take to complete the project. Mr. Nolan stated that the total project should be completed in 18 months. The additional treatment tank must be on-line within 15 months.

Mr. Nolan presented Requisition No. 117 for Capital Expenditures in the amount of \$16,734.20 including items related to the Silo and natural gas projects. Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to approve Requisition No. 117 for Capital Expenditures in the amount of \$16,734.20. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 160 for Capital Improvements in the amount of \$9,368.07 and he recommended approval.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve Requisition No. 160 for Capital Improvements in the amount of \$9,368.07. The Motion was unanimously adopted.

#### **SOLICITOR’S REPORT – Andrew R. Freimuth, Esquire**

There was no Solicitor’s Report.

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

Mr. Haun reviewed the General Operating Expenses, the Capital Expenditures, the Capital Improvements previously approved and the Capital Improvements associated with a loan also known as Fund 3 in the amount of \$22,042.82 resulting in total expenditures for the month of \$252,323.86. Mr. Haun recommended approval to pay the bills.

Mr. Evans asked about the Home Depot bill. Mr. Hauser indicated that it is sometimes easier to make one trip to Home Depot where many different supplies are needed. Mr. Hagey indicated that the Home Depot bill appears to be mainly for roofing materials.

Mr. Evans also asked about the Superior Plus Energy Services bill. There was a general discussion about the status of the project changing the operation of the dryer from oil to gas.

Mr. Schmidt confirmed that the wire required for Pump Station No. 4 as discussed at the last meeting appears on the current bill list.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Rissinger to approve payment of the total expenditures for the month amounting to \$252,323.86. The Motion was unanimously adopted.

Mr. Haun next presented the escrow disbursements for the month totaling \$3,122.25 and he recommended disbursement of the funds.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve the escrow disbursements for the month amounting to \$3,122.25. The Motion was unanimously adopted.

**OTHER BUSINESS**

Mr. Evans inquired about his execution of the minutes as Secretary. A general discussion about the minutes ensued.

There was also a general discussion regarding bid requirements.

**SEPTEMBER 25, 2012 MEETING AGENDA**

It was inquired whether there were any special items to be placed on the agenda. None were indicated.

**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 8:05 p.m.

Respectfully submitted,

Andrew R. Freimuth, Solicitor

William T. Evans, Secretary