

# CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

## BOARD MEETING MINUTES

December 11, 2012

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, December 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 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.

### **ADOPTION OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the Board meeting minutes of November 13 and November 27, 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 reported on behalf of the Personnel Committee a recommendation of the Committee that the Board consider setting some yearly goals and long-range goals. Some samples of goals in the past were the establishment of an Authority website and getting the silo project completed. A consensus was reached that the Executive Committee will meet at the end of March to determine some yearly goals and long-range goals for the Authority.

The Personnel Committee recommended that the Authority pay for the dinner of retirees, employees and Board members, while the spouses of each such person would be paid for by the employee, retiree or Board member. A consensus was reached by the Board that payment of the dinner would be in accordance with the Personnel Committee's recommendation.

The Board recessed into Executive Session at approximately 7:38 p.m. to discuss personnel issues pertaining to compensation. The Board returned to its Regular Session at approximately 7:42 p.m.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the recommendation of the Personnel Committee concerning salary increases for employees as distributed to the Board. The motion was unanimously adopted.

## **SUPERINTENDENT'S REPORT – Thomas Hauser**

Mr. Hauser reported that operations for the month of November were normal, precipitation was light.

Precipitation: 1.5 inches

Average daily flow: 2.76 MGD

Peak day flow: 4.63 MG

Process performance for suspended solids, CBOD and ammonia were in the upper 90% removals. Phosphorous was under a seasonal limit.

A representative from the manufacturer Ozonia was onsite to perform warranty work on the UV System.

Routine plant maintenance was performed as scheduled. In the collection system, the Authority inspected the construction of sewers in the Madison Apartment Complex. Two (2) runs on Skyline Drive were televised.

A Board member asked a question about televising the collection system. Mr. Hauser answered that most of the system has not yet been televised since the new televising truck was purchased. Brittany Farm will be worked on in the future because roads in that vicinity will be paved next year.

In the plant, the No. 1 thickened sludge pump was not pumping at all. Mr. Hauser recommended replacement. The cost of the replacement of the other, older sludge pump was approximately \$13,000-14,000. After a discussion, it was the consensus of the Board to replace the pump.

In the collection system, vents were plunged on Rocky Court West at which location a trap was also repaired.

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

Mr. Schmidt reported on a webinar demonstration of the MuniPAY credit card billing system. Mr. Schmidt indicated that he wanted to see simplicity for customer and staff in using the system. Mr. Haun asked a question about maintenance of customers' credit information, the answer to which was that the Authority would not maintain credit information from customers. Information would go to MuniPAY's third party's site. Mr. Cameron asked questions about the price charged to customers. Mr. Hagey discussed the fairness of the price of the MuniPAY website.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Rissinger to authorize use of the MuniPAY credit card payment system. The motion was unanimously adopted.

Mr. Schmidt reviewed the 6-month budget report with Board members. Mr. Schmidt reviewed Fund 1, the operating revenues and miscellaneous income from scrap metal emerging from Phase II construction. Mr. Schmidt also reviewed expenses, including the reduction of expenses expected for electricity and fuel oil and the potential use of less natural gas than as budgeted. Mr. Schmidt also reviewed administrative expenses and the projects listed for Funds 2 and 3.

Mr. Schmidt reported that the Silo Project is nearly complete. Mr. Schmidt also reviewed Bond proceeds borrowed from Quakertown National Bank. There was a discussion regarding the item of the purchase of a portable flow meter.

Mr. Schmidt reminded the Board to submit pay sheets for recent meetings.

Mr. Schmidt and Mr. Bagley discussed a Sewer Use Ordinance the Solicitor is working on. Mr. Bagley reported that it is almost complete, and contains chapters on connections, inspections in regards to sales of properties, regulation of the disposal of fats, oils and grease and holding tanks.

Mr. Schmidt mentioned that a new vehicle was purchased as authorized at the last meeting and that it will appear on the bill list this evening. Mr. Schmidt reported that an interim bill list had been mailed to the Board.

Mr. Schmidt reviewed with the Board the mechanical permit received from Doylestown Township which noted a waiver of permit fees pending negotiation of a trail easement with the Authority.

Mr. Schmidt reviewed with the Board the request from the Solicitor for an increase in hourly rates for 2013.

Mr. Rissinger asked about any contact by the Borough with regard to Unami Park Trail. Mr. Schmidt indicated that he had not been contacted by the Borough about the Trail. Mr. Rissinger indicated that he had walked along the proposed Unami Park Trail with Borough representatives who indicated that they wished to use part of an Authority easement for part of the trail. Mr. Rissinger indicated that it was pretty obvious where the trail should go. Mr. Schmidt indicated he would reach out to Melissa Shafer.

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

Mr. Nolan reported that the Silo Project is nearly complete and that payment is being requested for approximately 90% of the project.

The Phase II Project is proceeding. All of the interior walls have been removed and all work is proceeding on schedule.

Mr. Nolan also reported that a meeting had taken place finalizing the Phase III Project and that Mr. Nolan will report on the project to the Board in an upcoming meeting. Mr. Schmidt discussed walking around the site with the Facilities Committee to report on the proposed Phase III Project.

Mr. Nolan presented Requisition No. 120 for Capital Expenditures in the amount of \$199,348.79 and he recommended approval. The Requisition consists mostly of payment for the Silo Project, the Executive Director's vehicle (previously approved), and a pump for the Pump Station No. 7 Emergency Pump Project.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve Requisition No. 120 for Capital Expenditures in the amount of \$199,348.79. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 163 for Capital Improvements in the amount of \$255,856.11, consisting mainly of requests for payment No. 2 from the General Contractor for the Phase II project and Mr. Nolan recommended approval.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Rissinger to approve Requisition No. 163 for Capital Improvements in the amount of \$255,856.11. The Motion was unanimously adopted.

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

Mr. Bagley viewed the status of completion of the first draft of the Sewer Use Ordinance.

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

Mr. Haun reviewed the General Operating Expenses, the previously-approved Capital Expenditures and Capital Improvements and payment of the interest in the Loan Fund with total expenditures for the month of \$735,889.45 for which he recommended approval.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Rissinger to approve the total expenditures for the month of \$735,889.45. The Motion was unanimously adopted.

Mr. Haun also reviewed the escrow disbursements for the month for BOVA Foods, a partial completion for Oxford Land Development and for a building at New Britain Corporate Center.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to disburse escrows amounting to \$17,359.76. The Motion was unanimously adopted.

**OTHER BUSINESS**

It was reviewed that the holiday dinner at Borghi’s will be at 5:00 p.m. on January 6, 2013.

There was a brief discussion of the Silo Project.

The agenda for the January 8, 2013 meeting was discussed. Mr. Schmidt reminded the Board that it is a reorganization meeting and that the adoption of the fee schedule would also take place.

**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 8:37 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor

William T. Evans, Secretary