

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

January 8, 2013

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, January 8, 2013, 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 Past Chairman called the meeting to order at 7:30 p.m.

It was announced that Board Member Don Cameron was reappointed by Chalfont Borough. Mr. Cameron was congratulated.

In accordance with the By-Laws of the Authority, the Solicitor opened the floor for the election of Chairman and indicated that he would accept nominations for the office of Chairman. Mr. Hagey nominated Mr. Bonner for the office of Chairman which was seconded by Mr. Haun. No further nominations for the Chairman of the Authority were made. Mr. Bagley requested a motion to close the nominations for Chairman.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Evans to close the nominations for the office of Chairman. The motion was unanimously adopted. By acclamation, Mr. Bonner was elected Chairman of the Authority.

Mr. Bonner indicated that he would accept nominations for the election of officers.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to elect the same Board members to the same offices in 2013 as had been elected in 2012. The motion was unanimously adopted. Accordingly, Mr. Rissinger was elected Vice Chairman, Mr. Evans was elected Secretary, Mr. Haun was elected Treasurer, Mr. Cameron was elected Assistant Secretary and Mr. Hagey was elected Assistant Treasurer.

The Chairman requested a motion on the appointment of committees.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to appoint the same Board members to the same committees for 2013 as were appointed in 2012. The motion was unanimously adopted.

The Chairman requested a motion for the appointment of professionals.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to reappoint all professionals for 2013, consisting of Solicitor, Engineer and Auditor. There was a brief discussion that Bee Bergvall had recently merged with a small firm. The motion was unanimously adopted.

The Chairman requested a motion on the fixing of 2013 meeting dates and times. There was a brief discussion regarding any conflicting holidays.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the meeting dates and times for 2013 as distributed to the Board. The motion was unanimously adopted.

The Chairman requested a motion approving the fee schedule as distributed to the Board. Mr. Schmidt discussed changes to the fee schedule for 2013.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the fee schedule for 2013 as distributed to the Board. The motion was unanimously adopted.

ADOPTION OF MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Rissinger to approve the minutes of the meeting of December 11, 2012 as distributed to the Board. 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

There were no committee reports presented.

EXECUTIVE DIRECTOR'S REPORT – John E. Schmidt

Mr. Schmidt provided an update on the MunicIPAY payment program for customers. Mr. Schmidt reported that the credit card reader arrived yesterday. The next step in the program will be the training of staff by MunicIPAY. Mr. Schmidt expects the program to be up and running and accepting credit cards in the very near future. A link to MunicIPAY will also be provided on the Authority's website.

Mr. Schmidt reported that the Board photo had been framed and was displayed at the Authority's offices. Any Board member who wished a copy of the photo could ask Mr. Schmidt for one.

Mr. Schmidt reported that the charitable collection made at the last meeting of the Authority collected \$270 which was donated to the charity promoted by the Intelligencer newspaper.

In response to a question, Mr. Schmidt reported that information on the Authority's rate increase for 2013 was distributed to the Township, the Borough and on the Authority's website. In addition, information regarding the increase was being noted on outgoing bills of the Authority.

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

Mr. Nolan reported that the silo was almost complete. The only thing remaining to be done was to install a vibrator on the cone and an isolation valve.

Mr. Nolan also reported that Phase II of the Expansion and Upgrade Project is underway. The progress meeting was held last Friday. The contractor is working on the interconnection between tanks A and B. They are also working on the orbital ditch. They will be starting on the foundation for new chemical tanks. Also, the electrical contractor will start on the major duct runs.

Mr. Nolan also reported that Phase III has moved onto the next design phase. CKS has started the engineering for Phase III. Mr. Nolan has prepared a scope of work which he has shared with Mr. Schmidt and Mr. Hauser. CKS is waiting for costs to be provided by vendors.

Mr. Nolan presented Requisition No. 121 for Capital Expenditures in the amount of \$4,847.23 representing part of the work on the Silo Project and the control panel and work on the emergency pump for Pump Station No. 7. There was a brief discussion regarding emergency pumps for the various pump stations. Mr. Nolan recommended approval.

Mr. Bonner commented that he recently learned that the Authority crews are to be complimented for installing emergency pumps themselves and saving the Authority a considerable sum by not having contractors perform the work. A discussion ensued regarding the versatility of the Authority crews.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Requisition No. 121 for Capital Expenditures in the amount of \$4,847.23. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 164 for Capital Improvements in the amount of \$223,622.14, all of which were related to work on Phases II and III of the Plant Expansion and Upgrade Project and Mr. Nolan recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve Requisition No. 164 for Capital Improvements in the amount of \$223,622.14. The Motion was unanimously adopted.

SOLICITOR'S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley presented proposed Resolution 2013-1 which he identified as the annual Resolution fixing the legal fees to be collected for delinquent accounts and he further explained the necessity of adopting it by separate Resolution.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Rissinger to approve Resolution No. 2013-1. The Motion was unanimously adopted.

TREASURER'S REPORT – Gustave Haun, Treasurer

Mr. Haun presented the General Operating Expenses of \$183,233.91, as well as the previously-approved Capital Expenditures and Capital Improvements, as well as the transfer of Loan funds representing total expenditures for the month of \$433,746.10. Mr. Haun recommended payment of the bills.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve the total expenditures for the month of \$433,746.10. The Motion was unanimously adopted.

Mr. Haun next presented the escrow disbursements amounting to \$56,986.70, which consisted primarily of the partial escrow disbursement for Madison at New Britain.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the escrow disbursements totaling \$56,986.70. The Motion was unanimously adopted.

OTHER BUSINESS

Mr. Bonner stated that he will be away on vacation and not be attending the next three meetings.

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 7:58 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor

William T. Evans, Secretary