

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

**BOARD MEETING MINUTES**

**September 10, 2013**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, September 10, 2013, in the Authority's meeting room.

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

The Chairman called the meeting to order at 7:30 p.m.

**ADOPTION OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve the Board meeting minutes of August 13 and 27, 2013. The motion was adopted 5-0 with Mr. Evans abstaining due to his absence from the meeting on August 13.

The Chairman made a presentation to Mr. Schmidt, on behalf of the Board, of a Proclamation celebrating Mr. Schmidt's 35 years as an employee of the Authority. A copy of the Proclamation is attached to these Minutes.

**PUBLIC COMMENT**

No members of the public were present.

**PRESENTATION**

Jamie Schlesinger of PFM made a presentation on a proposal to refinance and renegotiate part of the outstanding indebtedness of the Authority. Mr. Schlesinger reviewed the outstanding indebtedness of the Authority and discussed proposals for the renegotiation of the 2011 Sewer Revenue Note with QNB Bank. Mr. Schlesinger suggested that the Board examine where it wants to be in terms of cash reserves after the current projects are completed and the Notes are paid down. There was an extensive discussion among the Board, the staff and Mr. Schlesinger.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to direct PFM to proceed on two (2) parallel courses: (1) to open discussions with QNB Bank about the 2011 Note and (2) to prepare to put out a bid on refinancing the 2011 Note. The Motion was adopted 5-1 with Mr. Evans opposed.

Mr. Schlesinger agreed that he will appear at the next meeting to update the Board.

## **REPORTS OF OFFICERS**

There were no reports from Officers.

## **COMMITTEE REPORTS**

There were no Committee reports presented.

Mr. Schlesinger left the meeting at approximately 8:20 p.m.

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

Mr. Schmidt presented the 2012-13 Year End Budget Report. The Report containing the final numbers was distributed to the Board. Mr. Schmidt reviewed the revenues for Fund 1 received at 102% of that budgeted, the expenses in Fund 2 and the Capital Projects in Fund 3. A question was asked whether the conveyor for the silo is now working, and the answer was that it is now working. Mr. Schmidt reviewed the various Fund 3 Projects which have been completed.

Mr. Schmidt indicated that he would like to delay the appearance of the auditors until October because of a delay in delivery of the auditor's report. The Board reached a consensus to delay the presentation by the auditors until October.

There was a brief discussion regarding the revenues received for tapping fees.

Mr. Schmidt reported that he and the Borough members from the Authority had a meeting with Borough Council immediately prior to tonight's Board meeting. The Borough had a few questions which were answered by those in attendance.

Mr. Schmidt distributed copies of a New Britain Township Newsletter article about the Authority which appeared in the Fall/Winter 2013 Newsletter.

Mr. Schmidt reported that the Authority's credit card program has been progressing during the Summer. Mr. Schmidt reported 17 uses of the credit card option for payment in May, 24 in June, 33 in July and 45 in August.

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

Mr. Nolan reported on progress on the Phase II portion of the Expansion and Upgrade Project. He was presenting two (2) pay estimates this evening, one (1) from the General Contractor consisting of an invoice for \$55,280.50 which would, once authorized, amount to the General Contractor having been 71% paid for work on the contract so far. Mr. Nolan reported that he expects the project to be on time for in order for Tanks A and B to be online by December.

The second pay estimate is from the Electrical Contractor for \$35,055.00. If authorized, the Electrical Contractor will have been paid for 40% of the Electrical Contract so far. Mr. Nolan explained that much of the costs for the Electrical Contractor are hooking up equipment and motor control centers. The motor control centers are expected to be delivered this week. Much of the Electrical Contractor's work involves installing the motor control centers and electric for the inflow pump station.

Mr. Nolan also reported on work on the digester building. The contractor has poured concrete and trusses have been delivered onsite.

Mr. Nolan presented Requisition No. 129 for Capital Expenditures in the amount of \$0.

Mr. Nolan next presented Requisition No. 172 for Capital Improvements in the amount of \$117,075.34, all of which had to do with the Treatment Plant.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve Requisition No. 172 for Capital Improvements in the amount of \$117,075.34. The Motion was unanimously adopted.

#### **SOLICITOR'S REPORT – Joseph Bagley, Esquire**

Mr. Bagley reported that he is seeking a copy of the final settlement agreement signed by a former employee from the Authority's insurance company.

Mr. Bagley also reported on the recent enactment of a statute which allows municipal authorities to be involved in stormwater management and controls.

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

Mr. Haun reviewed the General Operating Expenses for the month amounting to \$192,567.52. He reviewed Requisition Nos. 129 and 172 previously approved. He reviewed interest paid to Uninvest in the amount of \$22,042.82 for total expenditures for the month of \$331,685.68 and recommended payment of the bills.

**MOTION:** It was **MOVED** by Mr. Rissinger and **SECONDED** by Mr. Cameron to pay the total expenditures for the month of \$331,685.68. The Motion was unanimously adopted.

#### **OTHER BUSINESS**

The Chairman inquired whether there was any other business to come before the Board. There was no response.

The Chairman reviewed the agenda for the September 24 meeting. Mr. Schlesinger will appear to provide up-to-date information with regard to refinancing. Mr. Evans indicated he will not be present.

**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 8:44 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor

William T. Evans, Secretary