

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

**BOARD MEETING MINUTES**

**March 11, 2014**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, March 11, 2014, in the Authority's meeting room.

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

The Vice Chairman, William Rissinger, called the meeting to order at 4:00 p.m.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to approve the minutes of the meeting of February 11, 2014 as distributed to the Board. The motion was unanimously adopted.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to approve the minutes of the meeting of February 25, 2014 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 of Officers presented.

**COMMITTEE REPORTS**

There were no committee reports presented.

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

Mr. Schmidt discussed the preliminary expense budget mailed out to the Board members. He discussed specifically Fund 1 for which he will be seeking approval at the next meeting for the treatment plant and administrative expenses budgeted in order to bill Bucks County Water and Sewer Authority. Mr. Schmidt discussed the electrical expense budget, the budgeting for wages and medical insurance. Mr. Schmidt proceeded to discuss Fund 2 expenses within the preliminary budget.

Mr. Schmidt reported on a request by the developer of a proposed project on County Line Road involving office buildings and a proposed super Wawa which was never constructed. A request was received to close the escrow account and return the funds to the developer.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to close Escrow Account No. 22 involving a County Line Road proposal and disburse the funds. The motion was unanimously adopted.

Mr. Schmidt reported that the union contract will expire on May 31. The routine letter notifying the Collective Bargaining Unit of the impending deadline will be sent out.

There was discussion about scheduling a Personnel Committee meeting. Mr. Evans requested possibly scheduling the Personnel Committee meeting with the Authority's insurance broker Faye Elias.

Mr. Schmidt reported on a draft letter presented by Doylestown Township supporting their project to obtain money for completion of a trail to the New Britain train station. The trail is a joint effort of New Britain Borough and Doylestown Township. No specific route has been targeted yet. A consensus was reached for Mr. Schmidt to send a letter supporting the effort by Doylestown Township to receive grant funds.

Mr. Schmidt reported on his efforts to contact a PMAA endorsed broker for both electrical generation and natural gas production.

Mr. Schmidt related that there was a death in the family of Mr. Bonner resulting in his absence this evening.

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

Mr. Nolan next presented Requisition No. 178 for Capital Improvements in the amount of \$106,534.19 representing payment of the two (2) contractors on the Phase II project as well as construction management for Phase II and design work for Phase III. Mr. Nolan recommended adoption of Requisition No. 178.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve Requisition No. 178 for Capital Improvements in the amount of \$106,534.19. The Motion was unanimously adopted.

Mr. Nolan gave an update on the status of the two (2) existing contracts in the Phase II project. The payment to the General Contractor is the 17th payment totaling \$3.6 million on a \$3.77 million contract. The contractor is approximately 95% complete. The Electrical Contractor has been paid \$1.26 million on a \$1.65 million contract and is approximately 75% complete.

Mr. Nolan reported on his last meeting with Carroll Engineering regarding the split of the payment of expenses between the Authority and Bucks County Sewer and Water Authority for the Upgrade and Expansion Project. Mr. Nolan reported on a recent letter received from Carroll Engineering about a new concern of BCW&SA. Mr. Nolan also reported that he sent a letter to Carroll Engineering responding to same. Mr. Schmidt stated that he would schedule a meeting with Mr. Jones of BCW&SA to discuss the issue.

Mr. Nolan provided an update on the Upgrade and Expansion Project construction. Several meetings have been held regarding Siemens' startup scheduled for Monday, March 17. The Electrical Contractor has represented that they are on track for the March 17 startup. Mr. Nolan explained that he expects the startup will take several weeks. He further reported that the Authority has not previously received any change orders from the Electrical Contractor. The Electrical Contractor recently presented a list of change orders, including adding the SCADA system to the grease and grit chamber, lowering a duct bank five (5') feet under pipes and also changes occurring at the influent pump station. After meeting with the Contractor to review the costs, the change orders total approximately \$140,000. More information for Board approval will be presented later.

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

Mr. Bagley reported on his conversation with the New Britain Township Solicitor, Mr. Nelson. Mr. Nelson will take the lot line change plan prepared by CKS Engineers for the former Pump Station No. 1 property, once it was fully executed, and record it at the Recorder of Deeds Office. Once the plan is recorded, the Authority will have fully-executed deeds and easements filed in the Recorder of Deeds Office.

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

Mr. Haun presented the General Operating Expenses in the amount of \$237,834.86 for the month as well as the previously-approved Capital Improvements plus interest on the Uninvest loan of \$75,601.49 with total expenditures amounting to \$419,970.54. Mr. Haun recommended payment of the bills for the month.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve payment of total expenditures of \$419,970.54. The Motion was unanimously adopted.

### **OTHER BUSINESS**

Mr. Evans inquired about the possibility of utilizing fleet cards in conjunction with New Britain Township. Mr. Schmidt indicated that he made an inquiry regarding fleet cards and provided Authority consumption data to the Township in regards to same. He will make further inquiry of New Britain Township in the near future.

### **MARCH 25 AGENDA**

The Vice Chairman indicated that the Chairman would be welcomed back at the March 25 meeting.

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

The meeting was adjourned at approximately 4:50 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor  
and Recording Secretary