

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

February 10, 2015

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, February 10, 2015, in the Authority's meeting room.

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

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

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the January 13, 2015 Minutes as distributed to the Board. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the Minutes of the meeting of January 27, 2015. The Motion was adopted 3 to 0. Mr. Evans abstained from the vote based on his absence from the meeting.

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 delivered.

EXECUTIVE DIRECTOR'S REPORT – John E. Schmidt

Mr. Schmidt reported on an up-date to the CBOD violation reported last month. Mr. Schmidt reviewed with the Board a reported high discharge of suspended solids and CBOD on Christmas Eve. A subsequent report has been received that the analysis by the outside laboratory of the CBOD readings were incorrect. Therefore, all of the reported CBOD violations (six) did not occur. The suspended solids violations remain. A revised report has been submitted to DEP regarding the up-dated data. The outside laboratory reported it as a data entry problem.

Mr. Schmidt presented the annual request of the Lenape Valley Three On Three Scholarship Tournament for a contribution. It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to contribute \$200 to the Tournament. After discussion, it was suggested to raise the amount to \$250. Mr. Evans agreed to the amendment of the Motion and Mr. Hagey concurred in raising the amount to \$250. The Motion was unanimously adopted.

Mr. Schmidt reported that the ethics forms have been distributed to the Board.

Mr. Schmidt reported that the credit card report received from the third party administrator reflects that the Authority received \$85,391 through credit card payments last year, which amounts to about four percent (4%) of all payments received from customers.

Mr. Schmidt reported on available PMAA Board member training in Allentown. Mr. Schmidt also reported that Kim Paley began work at the Authority on February 2, 2015.

Mr. Evans reported that he was on a job recently in which Authority personnel were called to a site to help out. The customer located on Woodside Avenue was very complimentary of the Authority staff with whom he dealt.

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

Mr. Nolan reported that the electrical contractor's punch list is down to seven (7) items in the Phase II project. Five (5) of the remaining items are O&M manuals and as-built drawings. One item involves a security system camera. The remaining item involves the labeling of wires. Mr. Nolan reported that his goal is to get a final estimate paid at the next Authority meeting in March.

Mr. Nolan also reported that C&T has completed the remainder of the extra work they were requested to do. There are some items remaining on their punch list. Mr. Nolan also hopes to have final payment for the C&T contract finalized at the March meeting.

In response to a question, Mr. Nolan outlined some of the tasks to be undertaken in the Phase III project. The staff is working on finalizing contract plans and specifications. Mr. Nolan hopes to go out to bid in a couple of months. Unlike the last Phase, Phase III involves many different, disparate jobs. Phase III includes installation of five (5) roofs on five (5) different buildings. Some site work deferred from Phase II is part of Phase III. All exterior doors at the plant are being replaced which involves approximately fifty-six (56) doors.

Mr. Nolan next presented Requisition No. 146 for Capital Expenditures in the amount of \$530.94 involving a computer system. Mr. Nolan recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve Requisition No. 146 in the amount of \$530.94. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 189 for Capital Improvements in the amount of \$24,680.53 involving Phase II and Phase III work.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to approve Requisition No. 189 in the amount of \$24,680.53. The Motion was unanimously adopted.

SOLICITOR'S REPORT – Joseph Bagley, Esquire

Mr. Bagley reported that copies of the proposed sewer use ordinances have been provided to the Township and Borough Solicitors and discussed with them. Mr. Schmidt has forwarded copies to the Municipal Managers as well. The Solicitor invited the Borough staff and the Township staff to contact the Authority at such time that it is convenient to meet with them about the proposed sewer use ordinances.

TREASURER'S REPORT – Gustave Haun

Mr. Haun presented the general operating expenses for the month of \$207,916.87 along with the previously approved Requisition No. 146 and Miscellaneous Extraordinary Expenses of \$80.00 with the Total Operating Expenses for the month amounting to \$208,527.81. Mr. Haun next presented Requisition No. 189 which was previously approved, along with the Capital Improvements from the loan fund in the amount of \$75,601.49 with total expenditures amounting to \$308,809.83 and the Treasurer recommended payment of the bills.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to approve the total expenditures for the month. The Motion was unanimously adopted.

OTHER BUSINESS

The Vice Chairman called for any other business coming before the Board. No other business was presented.

FEBRUARY 24, 2015 MEETING

The Vice Chairman called for any items coming before the Board at the next meeting. None were presented. Mr. Schmidt asked if anyone was going to be absent. There was no response.

ADJOURNMENT

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 4:21 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor
and Recording Secretary