

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

**BOARD MEETING MINUTES**

**January 10, 2017**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, January 10, 2017, in the Authority's meeting room.

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

The Chairman called the meeting to order at approximately 4:07 p.m.

The Chairman announced the re-appointment of Mr. Hagey by New Britain Township for a 5-year term.

**ELECTION OF OFFICERS**

In accordance with the By-Laws of the Authority, the Solicitor chaired the meeting until elections were completed. The Solicitor called for nominations for the office of Chairman.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to nominate Joseph Bonner as Chairman. The Solicitor called for any other nominations for Chairman. None were made.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to close the nominations for Chairman. The Motion was adopted 3-0. Mr. Bonner was elected Chairman by acclamation.

The Solicitor called for nominations for the office of Vice Chairman. There was a brief discussion.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Bonner to nominate Donald Cameron as Vice Chairman. The Solicitor called for any other nominations for Vice Chairman. None were made.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to close the nominations for Vice Chairman. The Motion was unanimously adopted. Mr. Cameron was elected Vice Chairman by acclamation.

The Solicitor called for nominations for the office of Secretary.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Bonner to nominate William Evans as Secretary. The Solicitor called for any other nominations for Secretary. None were made.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Bonner to close the nominations for Secretary. The Motion was unanimously adopted. Mr. Evans was elected Secretary by acclamation.

The Solicitor called for nominations for the office of Treasurer.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Bonner to nominate Gustave Haun as Treasurer. The Solicitor called for any other nominations for Treasurer. None were made.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to close the nominations for Treasurer. The Motion was unanimously adopted. Mr. Haun was elected Treasurer by acclamation.

The Solicitor called for nominations for the office of Assistant Secretary/Assistant Treasurer.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Bonner to nominate Timothy Hagey as Assistant Secretary/Assistant Treasurer. The Solicitor called for any other nominations for Assistant Secretary/Assistant Treasurer. None were made.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to close the nominations for Assistant Secretary/Assistant Treasurer. The Motion was unanimously adopted. Mr. Hagey was elected Assistant Secretary/Assistant Treasurer by acclamation.

Mr. Bonner assumed chairmanship of the meeting.

#### **APPOINTMENT OF COMMITTEES**

Mr. Bonner indicated that he would defer appointment of committees until the next meeting. Mr. Haun volunteered to be appointed to the Facilities Committee.

#### **APPOINTMENT OF PROFESSIONALS**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to re-appoint the Authority's professionals for the year 2017. The Motion was unanimously adopted.

#### **2017 MEETING DATES**

There was a discussion regarding the 2017 meeting dates. In particular, there was a discussion regarding the second meeting in December being scheduled for December 26.

**MOTION:** It was **MOVED** by Mr. Bonner and **SECONDED** by Mr. Cameron to approve the 2017 meeting dates as distributed to the Board except for December 26. The Motion was unanimously adopted.

#### **FEE SCHEDULES**

The Chairman called for a motion regarding adoption of the Fee Schedules for 2017. Mr. Schmidt commented that none of the rates in the Fee Schedules had changed for the 2017 year.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to adopt the 2017 Fee Schedule. The Motion was unanimously adopted.

It was reported that the resignation of Mr. Rissinger was listed on the Chalfont Borough agenda for its upcoming Council meeting.

## **APPROVAL OF MINUTES**

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the minutes of the December 13, 2016 Board meeting as distributed to the Board. The Motion was unanimously adopted.

Mr. Hagey joined the meeting at this time.

## **PUBLIC COMMENT**

No members of the public were present.

## **REPORTS OF OFFICERS**

No reports of officers were presented.

## **COMMITTEE REPORTS**

The Board recessed into Executive Session at approximately 4:19 p.m. for a discussion regarding personnel.

The Board returned to its regular session at approximately 4:22 p.m.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to approve the Personnel Committee recommendations with regard to compensation. The Motion was unanimously adopted.

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

Mr. Schmidt recommended closure of Escrow Account No. 86 for the Select Properties/B Barclay Road project.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to close Escrow Account No. 86. The Motion was unanimously adopted.

Mr. Schmidt reported that the Table of Contents for the Standard Construction Specifications had been distributed to the Board for review and that a copy of the Standard Construction Specifications was available at the meeting in the event any Board member wished to review it. The current update of the Standard Construction Specifications is the first update to the Authority's Specifications since 1998.

There was an extensive discussion regarding diesel-powered backup pumps at the pumping stations.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the Standard Construction Specifications as distributed to the Board. The Motion was unanimously adopted.

Mr. Schmidt presented to the Board a Sewage Capacity Approval Form for the Elaines Lane subdivision in New Britain Township for up to 5 EDUs.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Sewage Capacity for up to 5 EDUs for the Elaines Lane subdivision. The Motion was unanimously adopted.

Mr. Schmidt presented a request by the Doylestown Township Police Benevolent Association for a contribution. There was a brief discussion.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to contribute \$100 to the Doylestown Township Police Benevolent Association. The Motion was unanimously adopted.

Mr. Schmidt reported that the new Authority sign had been installed at the front of the property.

Mr. Schmidt reported that the Authority banquet will be held on Thursday, January 12.

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

Mr. Nolan reported that the Phase III work was going well. Cold weather is slowing down the outside work. The new front door for the Authority office will be installed when the weather warms up.

Mr. Nolan presented Requisition No. 169 for Capital Expenditures in the amount of \$0.

Mr. Nolan next presented Requisition No. 212 for Capital Improvements in the amount of \$247,947.62 representing Phase III work.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve Requisition No. 212 for Capital Improvements in the amount of \$247,947.62. The Motion was unanimously adopted.

Mr. Nolan reported that of the \$3.7 million total for the general contract for Phase III, approximately \$1.7 million has been performed and paid thus far, less than 50% of the contract.

Mr. Nolan reported that of the \$1.7 million for the electrical construction contract, approximately \$800,000 has been performed and paid thus far, less than 50% of the contract.

Mr. Nolan next presented Change Order No. 1 for LB Industries which represents a \$175,000 credit and a net amount payable of \$164,508.56. This Change Order was previously discussed and approved by the Board as to the concept of the credit and net amount.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve Change Order No. 1 for the general contract for a net amount of \$164,508.56. The Motion was unanimously adopted.

Mr. Haun inquired as to the project finish date. Mr. Nolan responded that he expected most of the work to be completed by early Fall with 100% completion by the end of the year.

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

Mr. Bagley recommended adoption of Resolution No. 2017-1 increasing and fixing the amount of attorney fees, paralegal fees and interest for charging delinquent accounts. Mr. Bagley, as he reports annually, indicated that this Resolution is necessary because of a Commonwealth Court case requiring the annual adoption of a resolution fixing the amount of attorney fees, paralegal fees and the interest rate to be charged delinquent accounts.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Bonner to adopt Resolution No. 2017-1 fixing the legal fees and interest rate charged to delinquent customers and users. The Motion was unanimously adopted.

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

Mr. Haun reported that the general operating expenses for the month were \$200,812.05 and that the previously-approved Capital Improvements of \$247,947.62, with the Loan Payments amounting to \$73,304.25, making the total expenditures for the month \$522,063.92 and he recommended payment of the bills.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the total expenditures of \$522,063.92. The Motion was unanimously adopted.

Mr. Haun next presented escrow disbursements in the amount of \$8,403.50 and he recommended approving the disbursements.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the escrow disbursements in the amount of \$8,403.50. The Motion was unanimously adopted.

The Chairman called for any agenda items for the Board meeting on January 24. None were offered.

**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 4.52 p.m.

Respectfully submitted,

Joseph Bagley, Solicitor  
and Recording Secretary