

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

**BOARD MEETING MINUTES**

**January 9, 2018**

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, January 9, 2018, in the Authority's meeting room.

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

The meeting was called to order at 5:00 p.m. by the 2017 Chairman.

It was announced that Mr. Cameron had been reappointed by Chalfont Borough.

The Board reorganization commenced. The Solicitor assumed the chair of the meeting during elections.

**ELECTION OF OFFICERS**

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to elect each Board Member who served as an officer in 2017 to the same office in 2018. The Motion was unanimously adopted. Each officer from 2017 was elected to the same post for 2018.

The newly-elected Chairman assumed the chair of the meeting.

**APPOINTMENT OF COMMITTEES**

The Chairman called for the appointment of committee members.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to appoint the same Board Members to the same Authority committees as in 2017. The Motion was unanimously adopted.

**APPOINTMENT OF PROFESSIONALS**

The Chairman called for the appointment of professionals (Joseph M. Bagley/Wisler, Pearlstine LLP; Joseph Nolan/CKS Engineers, Inc.; Bee, Bergvall & Company).

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to re-appoint the Authority professionals for 2018. The Motion was unanimously adopted.

**2017 MEETING DATES**

The Chairman called for the setting of the 2018 meeting dates.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the 2018 meeting dates as distributed to the Board. The Motion was unanimously adopted.

## **FEE SCHEDULE**

The Chairman called for the approval of the Fee Schedule for 2018.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the 2018 Fee Schedule as distributed to the Board. The Motion was unanimously adopted.

## **APPROVAL OF MINUTES**

The Chairman called for the approval of the minutes of the December 12, 2017 Board meeting.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve the minutes of the December 12, 2017 Board meeting as distributed to the Board. The Motion was unanimously adopted.

## **PUBLIC COMMENT**

No members of the public were present.

## **REPORTS OF OFFICERS**

No reports of officers were presented.

## **COMMITTEE REPORTS**

Mr. Evans delivered a report on behalf of the Personnel Committee. The Personnel Committee met prior to this evening's meeting and discussed compensation for exempt employees. The Personnel Committee recommended raises in the range of 3-4% for office staff, management and seasonal employees as more specifically recommended by the Board in writing. There was a general discussion regarding the Committee's findings and recommendations.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to approve the Personnel Committee recommendations for raises for the office staff, management and seasonal employees as more specifically set forth in writing by the Committee. The Motion was unanimously adopted.

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

Mr. Schmidt recommended the adoption of proposed Resolution No. 2018-1 fixing the amount of legal fees and interest to be used in collection cases by the Authority in the upcoming year.

**MOTION:** It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to adopt Resolution No. 2018-1. The Motion was unanimously adopted.

Mr. Schmidt recommended the adoption of proposed Resolution No. 2018-2 regarding the destruction of certain records in accordance with the policies of the Authority.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to adopt Resolution No. 2018-2. The Motion was unanimously adopted.

Mr. Schmidt gave an update on the fire reconstruction of the dryer building. The contractor has installed heaters, but they are not yet working. Garage doors were installed just before the recent cold snap. Conveyor works are underway. Work on the Fulton burner is expected to take place

at the end of the month. Recent costs have been submitted to the insurance company. The total thus far is approximately \$940,000.00 in insurance coverage for the fire loss. Mr. Schmidt also reported that the sludge cake is still being composted at an outside facility.

Mr. Schmidt announced that he will miss the next meeting of the Authority.

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

Mr. Nolan reported that the fire reconstruction should hopefully be completed in the next couple of weeks.

In the Phase III Project, the contractor is waiting to dig the infiltration trench. Paving work will be finished when the weather changes.

Mr. Nolan presented Change Order No. 9 involving changes to the stack on the dryer building.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Change Order No. 9. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 181 for Capital Expenditures in the amount of \$5,500.00 for the truck roof barn repair.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve Requisition No. 181 for Capital Expenditures in the amount of \$5,500.00. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 224 for Capital Improvements in the amount of \$132,286.97 representing Phase III Project expenses.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Haun to approve Requisition No. 224 for Capital Improvements in the amount of \$132,286.97. The Motion was unanimously adopted.

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

The Board moved into Executive Session at approximately 5:27 p.m. to discuss pending litigation with a former contractor. The Board returned to its regular session at approximately 5:36 p.m.

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

Mr. Haun presented the general operating expenses for the month were \$218,033.41, along with the previously-approved Capital Expenditures and Capital Improvements Requisitions, along with Loan Payments of \$73,304.25, making the total expenditures for the month \$429,124.63 and he recommended payment of the bills.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the total expenditures of \$429,124.63. The Motion was unanimously adopted.

Mr. Haun next presented escrow disbursements in the amount of \$13,049.25 and he recommended payment of the disbursements.

**MOTION:** It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the escrow disbursements in the amount of \$13,049.25. The Motion was unanimously adopted.

The Chairman called for any other business for the next meeting. None was suggested.

**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 5:38 p.m.

Respectfully submitted,  
Joseph Bagley, Solicitor  
and Recording Secretary