

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

January 8, 2019

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, January 8, 2019, in the Authority's meeting room.

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

The 2018 Chairman called the meeting to order at 5:00 p.m.

It was announced that Mr. Evans was reappointed by Chalfont Borough and Mr. Haun was reappointed by New Britain Township.

BOARD REORGANIZATION

In accordance with the By-laws of the Authority, the Solicitor assumed the Chairmanship of the meeting. The Solicitor called for nominations for Chairman.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to nominate the same Board Members to the same offices for 2019 as were elected in 2018. The Motion was unanimously adopted.

The Chairman, Mr. Bonner, assumed the Chairmanship of the meeting.

MOTION: It was **MOVED** by Mr. Bonner and **SECONDED** by Mr. Evans to reappoint the same Board Members to the same committees for 2019 as were appointed in 2018. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to appoint the same professionals for the Authority for 2019 as were appointed for 2018. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Haun to schedule the 2019 meeting dates in accordance with the written handout distributed to the Board. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Haun to adopt the fee schedule for 2019 distributed to the Board headed "CNBTJSA FEE SCHEDULE 2019". The Motion was unanimously adopted.

MINUTES

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve the Board meeting minutes of December 11, 2018. 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 presented a report on behalf of the Personnel Committee. The Personnel Committee met on December 19, 2018 and reviewed management and office personnel salaries. The Personnel Committee recommended increases for office staff as more particularly outlined in a written document adopted by the Personnel Committee.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the recommendations of the Personnel Committee set forth in the Report. The Motion was unanimously adopted.

It was further reported that a recommendation was made by the Personnel Committee to increase the Authority's seasonal worker from \$14.00 per hour to \$14.50 per hour.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Evans to approve the pay increase for the seasonal worker. The Motion was unanimously adopted.

EXECUTIVE DIRECTOR'S REPORT – John Schmidt

Mr. Schmidt reported that the Personnel Committee reviewed a new employee information guide. A copy of the version of the guide, vetted by the Committee, will eventually be provided to the entire Board.

Mr. Schmidt presented proposed Resolution 2019-1 fixing legal fees for 2019.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve Resolution 2019-1. The Motion was unanimously adopted.

Mr. Schmidt reviewed the Six Month Revenue and Expense Report. He reported on the amount of expenses at the half way point of the fiscal year. Mr. Schmidt also reported on interest on investments and the engineering expense in the collection system and the impact of the Pump Station #4 project on engineering expenses once the proposal is addressed and possibly turned into a capital project.

Mr. Schmidt further discussed the circulation of the employee manual with the Personnel Committee and the future response of the Union to the manual. Mr. Schmidt stated that he would re-email the latest version of the manual to the Personnel Committee.

Mr. Schmidt explained the issue of pay increases for Board Members first announced in 2014.

Mr. Schmidt asked that any Statements of Financial Interest not yet completed be completed and turned in.

Mr. Schmidt reminded the Board that the Authority holiday party is Thursday night.

Mr. Schmidt announced that a PMAA dinner is scheduled for January 31 in Norristown.

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

Mr. Nolan reminded the Board that he reported on final payments for the Phase III contractors in December. The only thing remaining in the Phase III Project involves training and one mechanical issue. The Phase III projects are otherwise complete.

Mr. Nolan also reported on the Phase III paving. The project is now in a weather-hold after two parking lots were partially paved.

Mr. Nolan reported that the staff is working on the Pump Station No. 4 Project and the staff is also working on the proposed dryer replacement.

Mr. Nolan presented Requisition No. 236 for Capital Improvements in the amount of \$3,578.10.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Requisition No. 236. The Motion was unanimously adopted.

SOLICITOR’S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley had nothing to report.

TREASURER’S REPORT – Gustave Haun, Treasurer

Mr. Haun reviewed the General Operating Expenses in the amount to \$202,484.64, Requisition No. 236 which was previously approved, and loan payments in the amount of \$73,304.25, making the total expenditures for the month \$279,366.99.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the total expenditures for the month of \$279,366.99. The Motion was unanimously adopted.

Mr. Haun also presented escrow disbursements in the amount of \$745.90.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve escrow disbursements. The Motion was unanimously adopted.

A Board Member raised a question about the expense listed for Perkiomen Performance. The response provided by staff was that it was for snow plow equipment.

The Chairman called for items for the next Board meeting. None was provided.

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 5:25 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary