

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

February 12, 2019

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, February 12, 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 Andrew Freimuth, Authority Solicitor.

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

MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Haun to approve the Board meeting minutes of January 8, 2019 and January 22, 2019. Mr. Cameron, Mr. Evans and Mr. Nuesch announced that they would abstain with regard to the action as it relates to the January 22, 2019 minutes due to their absence from that meeting. 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

No committee reports were presented

EXECUTIVE DIRECTOR'S REPORT – John Schmidt

Mr. Schmidt reported that a complete copy of the new employee information guide had been provided to the Board for review and approval. Mr. Cameron questioned whether the references to driver's license and/or CDL revocation and suspension were duplicative in the Guidelines of Employee Conduct section of the guide. Mr. Schmidt responded that he had discussed this matter with the Authority Solicitor and confirmed that the provisions at issue were distinct and, therefore, both references were necessary. In response to a question by Mr. Cameron, there was general discussion regarding the requirement that employees report revocations and/or suspensions of their driver's license and/or CDL to the Authority. Also in response to a question by Mr. Cameron, there was general discussion regarding the requirement that employees report minor motor vehicle accidents to local police. Finally, Mr. Cameron asked about employee drug and alcohol abuse. In response thereto, Mr. Schmidt explained the Authority's substance abuse testing policy.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Evans to approve the Chalfont-New Britain Township Joint Sewage Authority Employee Information Guide, revised January 2019. The Motion was unanimously adopted.

Mr. Schmidt informed the Board that certain back pay had been delivered by direct deposit or check, and reminded the Board to let him know if such pay had not been received.

Mr. Schmidt announced that the Board has been invited to the New Britain Township Board of Supervisors meeting on Monday, March 18, 2019 at 9:00 AM.

Mr. Schmidt concluded his report by informing the Board that a PMAA Board training session is scheduled for Tuesday, March 19, 2019. Mr. Schmidt asked any member of the Board who is interested in attending to let him know by Monday, February 18.

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

Mr. Nolan reported on the Phase III paving. The project remains in a weather-hold and the paving will be completed when the weather improves.

Mr. Nolan reminded the Board that only minor issues remain for the Phase III project and that the project is currently in the maintenance period.

Mr. Nolan reported that he will have costs for the work required on Pump Station No. 4 in the next few weeks.

Mr. Nolan is currently working on the Authority's Chapter 94 report.

In response to a question from Mr. Cameron, there was general discussion regarding the resolution of issues related to locating a sewer line within open space owned by Bucks County.

Mr. Nolan presented Requisition No. 194 for Capital Expenditures in the amount of \$32,934.08, related to the replacement of equipment in the thickener and computer equipment.

Mr. Schmidt noted that it was the first time in more than 30 years that the equipment in the thickener required replacement.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve Requisition No. 194. The Motion was unanimously adopted.

Mr. Nolan presented Requisition No. 237 for Capital Improvements in the amount of \$12,567.50, related to Phase III work.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve Requisition No. 237. The Motion was unanimously adopted.

SOLICITOR'S REPORT – Andrew R. Freimuth, Esquire

Mr. Freimuth had nothing to report.

TREASURER'S REPORT – Gustave Haun, Treasurer

Mr. Haun reviewed the General Operating Expenses in the amount to \$312,776.13 and Requisition Nos. 194 and 237 which were previously approved, and loan payments totaling \$73,304.25, making the total expenditures for the month \$431,581.96.

Mr. Hagey inquired about EA Engineering. Mr. Hauser explained that EA Engineering is the lab company that performs effluent toxicity testing for the Authority. Mr. Hagey also inquired about PHE. Mr. Schmidt explained that PHE is the company that sells and services the Authority's bill printer.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve the total expenditures for the month of \$431,581.96. The Motion was unanimously adopted.

Mr. Haun also presented escrow disbursements in the amount of \$16,088.77.

Mr. Haun inquired as to the identity of MDG#1, LLC. Mr. Schmidt explained that it was the name of the developer of the Rolling Ridge project.

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

Mr. Schmidt reported that he and Mr. Nolan recently visited a new dryer installation in Pottstown. Mr. Schmidt and Mr. Nolan explained that the dryer installation was a new application to municipal waste water management. General discussion regarding the new application and the Authority's current dryer ensued.

The Chairman called for any other business. None was provided.

The Chairman called for items for the next Board meeting. None were 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 5:26 p.m.

Respectfully submitted,

Andrew R. Freimuth, Solicitor
and Recording Secretary