

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

March 12, 2019

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, March 12, 2019, in the Authority's meeting room.

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

The Chairman opened the meeting at 5:00 p.m.

MINUTES

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Haun to approve the Board meeting minutes of February 12, 2019 and February 26, 2019. 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

There will be a reference to the Personnel Committee during the Executive Director's report.

EXECUTIVE DIRECTOR'S REPORT – John Schmidt

Prior to the meeting, Mr. Schmidt distributed to the Board the 9-month Expense and Revenue Report. Mr. Schmidt notified the Board that shortly he will be preparing and circulating the preliminary budget for 2019-2020. At the next meeting of the Board, the 2019-2020 operating budget will be up for approval.

Mr. Schmidt reviewed the estimated surplus for year end, the revenues, and a reduction (beginning in January 2019) under a new electricity contract. He reviewed an increasing grit screening and sludge disposal expense due to the dryer issue.

Mr. Hauser commented that the dryer is running better during the last 2 weeks. He also noted that as a result, electrical repairs were up for the year. Mr. Schmidt also reported that revenues should come in around the amount budgeted while the operating expenses are slightly less than budgeted.

Mr. Schmidt also reviewed the Fund 2 and 3 capitalized expenses with the Board.

There was a Board question regarding the new forklift. Mr. Schmidt reported that he has not yet selected any particular forklift and will be looking for a used one if possible. Mr. Schmidt also reported that a new pickup truck is necessary to replace the current one due to age (27 years). Mr. Schmidt further noted that the outside laboratory expenses are slightly up in 2018-2019 due to the current NPDES Permit renewal application.

Mr. Schmidt next reported that the Collective Bargaining Agreement is due to expire May 31st this year and the current plan is to have a Personnel Committee meeting to discuss the expiration of the Collective Bargaining Agreement. Thereafter, Mr. Schmidt expects a meeting with the Chairman of the Personnel Committee and a Union representative to discuss the expiration of the CBA. The Personnel Committee will meet on March 26 at 4:15 p.m.

Mr. Schmidt next reported the intention of the Soccer Association to have a gathering/party for the children who play soccer with activities, moon bounce, food etc. on the field on June 23rd from 10:00 a.m. to 3:00 p.m. There was a general discussion regarding the intention of the Soccer Association to do so. A consensus of the Board was reached to allow the Soccer Association to conduct such a gathering provided the insurance coverage and parking is looked into and are adequate.

Mr. Schmidt reported that pay sheets have been distributed to the Board.

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

Mr. Nolan reported that the Phase III Project is nearly completed. He is hopeful that it will be wrapped up by the end of the fiscal year. Mr. Nolan indicated that he will touch base with the paving contractor about the timing of completion.

With regard to the remainder of Phase III, the project is in a maintenance bond period and the Authority staff is actively pursuing the remainder of the Phase III items as they arise under the maintenance bond.

Mr. Nolan reported that there was a meeting by the Authority staff with the President and CEO of Gryphon dryer. The Gryphon dryer has been in operation in Pottstown for a couple of weeks. Township staff are going to have a look at it at an open house eventually.

Mr. Nolan stated that the Gryphon dryer is an impressive product. It was a lot of beneficial features. He noted one of the biggest issues with the current dryer, besides age, is that it gives off a lot of heat. It was previously noted that the Gryphon dryer recycles heat.

Also, the Gryphon dryer eliminates a lot of dust. Mr. Nolan will eventually put together a comprehensive report on dryer models.

There was a Board question regarding odor control for a new dryer. Mr. Nolan noted that there is a brand new odor control unit installed in the dryer building.

Mr. Nolan reported that the Pump Station No. 4 Project is still being worked on. The Authority is waiting for a written endorsement from the Township to provide to Bucks County.

Mr. Nolan presented Requisition No. 195 for Capital Expenditures regarding replacement of the DAFT flights in the amount of \$11,500.00.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Evans to approve Requisition No. 195. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 238 for Capital Improvements in the amount of \$240.00 representing Phase III construction management/engineering.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve Requisition No. 238. The Motion was unanimously adopted.

SOLICITOR’S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley stated that he had nothing to add to Mr. Nolan’s report regarding Pump Station No. 4.

TREASURER’S REPORT – Gustave Haun, Treasurer

The Board had questions regarding specific bills for Phenova and Deckman Electric. Those questions were answered by Mr. Hauser.

Mr. Haun reviewed the General Operating Expenses in the amount to \$204,936.11 as well as the previously approved Capital Expenditures and Capital Improvements, as well as the Fund III loan payments totaling \$73,304.25, making the total expenditures for the month \$289,908.36 and he recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the total expenditures for the month of \$289,908.36. The Motion was unanimously adopted.

Mr. Haun next presented escrow disbursements in the amount of \$837.00 and he recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Cameron to approve the escrow disbursements for the month of \$837.00. The Motion was unanimously adopted.

OTHER BUSINESS

Mr. Schmidt reminded the representatives of New Britain Township there is a meeting with the Township Supervisors Monday at 9:00 a.m.

The Personnel Committee will meet on March 26 at 4:15 p.m.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Haun to adjourn the meeting. The Motion was unanimously adopted.

The meeting was adjourned at approximately 5:28 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary