

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

October 22, 2019

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, October 22, 2019, in the Authority's meeting room.

Present: Joseph Bonner, Chairman; Donald Cameron, Vice Chairman; Gustave Haun, Treasurer; Timothy Hagey, Assistant Treasurer; William Evans, Secretary; and Lawrence Nuesch, Assistant Secretary. Also present were John E. Schmidt, Executive Director; Joseph Nolan, Authority Engineer; Thomas Hauser, Plant Superintendent; and Joseph Bagley, Authority Solicitor. Also in attendance were Jennifer McHugh and Sue Moran of Bee, Bergvall & Co., Authority Auditors.

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

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

No reports of officers were presented.

COMMITTEE REPORTS

Mr. Evans stated that the Committee Report for the Personnel Committee would be delivered during the Executive Director's Report.

ANNUAL AUDIT REPORT

Jennifer McHugh and Sue Moran presented the annual audit report on behalf of Bee, Bergvall & Co. Ms. Moran reported that the auditor performed a sampling of the financial statements of the Authority to provide reasonable assurance as to their accuracy and authenticity. She reported that there were multiple levels of internal controls within the Authority as there should be. The Auditor is issuing an unmodified opinion (i.e., a clean opinion) and is not recommending any new accounting standards to be implemented this year.

Ms. Moran advised about future changes as to Governmental Accounting Standards Board practices beginning December 15, 2019 and impacting the Authority's fiscal year for the first time in 2020-2021. GASB Statement No. 87 involves implementation of determining whether a given lease would be an asset or a liability.

Ms. Moran generally discussed the fact that Authority revenues are down while expenses are slightly up. She explained that the reference of "other" under revenues is related to insurance proceeds from the 2018 Fire and is a one-time item only. That issue explains why revenues under the heading "other" appear to be down significantly for 2019.

Ms. McHugh and Ms. Moran concluded their report and left the meeting at this point.

SUPERINTENDENT'S REPORT – Thomas Hauser

Mr. Hauser reported that Treatment Plant operations were considered normal during the month of September. Close process monitoring and tweaking were necessary due to the No. 2 Aerator being out-of-service for repair through September 10.

Precipitation: 1.9 inches

Average Daily Flow: 2.51 MGD

Peak Day Flow: 3.10 MG

Process performance was normal. Nitrates were down and fecal coliforms were down.

In the plant routine maintenance was performed as scheduled. Repairs were completed on the No. 2 Aerator on September 10. On September 12, personnel discovered problems with the No. 4 Aerator i.e., a bearing in bad shape and the bearing support block moving causing extreme wear on other components. The No. 4 Aerator was shut down for repairs. It will probably be down for one month. The design on another aerator was being copied to fabricate parts to replace the bearing support block. Personnel are keeping ahead of fluctuating changes as a result of the No. 4 Aerator being out-of-service. There was a general discussion about ordering ferrous chloride and a delay of shipment of over 2 weeks, as well as communications between Mr. Hagey and Mr. Schmidt and the laboratory about process control.

A Board member asked a question about whether bearings on aerators are repaired or replaced when they go bad. Mr. Hauser answered that new ones are purchased.

There was a general discussion among the Board and Mr. Hauser regarding bearings "going bad".

The Board asked another question about how much capacity is lost with the No. 4 Aerator down. Mr. Hauser responded that 25% of aeration capacity is lost while the No. 4 Aerator is out-of-service. He also advised however, that as the weather gets cooler, the 25% capacity is probably less critical.

In the collection system, pump station maintenance was performed. Weekly flow meters were read. Eleven final meter readings were read. The Cycle "C" deduct meter list was read. The School House Road project called for 67.5 inspection hours. Manholes were raised on Manor Drive and School House Road.

In response to a question about the number of deduct meters, Mr. Schmidt responded that there are about 50 deduct meters. Generally, such deduct meters are generally due to swimming pools and sprinkler systems. Mr. Schmidt also responded that all of the items referred to under the heading "read Cycle 'C' deduct meter list" may not all be deduct meters. Some on the list may also be consumption meters.

EXECUTIVE DIRECTOR'S REPORT – John Schmidt

Mr. Schmidt presented a sewage capacity approval form for approval for a total of 5 EDU's for 202 North Main Street. Three new apartment units are being added to an existing apartment building and the calculation of necessary sewage capacity revealed a shortage of 2 EDU's in the use of the existing apartment building.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the sewage capacity approval form for 5 EDU's for 202 North Main Street. The Motion was unanimously adopted.

Mr. Schmidt next presented a sewage capacity approval form for 30 South Limekiln Pike for 1 EDU for new construction of a single-family dwelling.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve sewage capacity for 30 South Limekiln Pike for 1 EDU. The Motion was unanimously adopted.

Mr. Schmidt, in conjunction with two Board members, interviewed a potential replacement to the road crew for an employee who is planning to retire. Mr. Evans and Mr. Hagey were the Board Members who interviewed the potential candidate. Both Board members and Mr. Schmidt are recommending the hiring of Jeffrey Dooley. Mr. Dooley previously worked for an electrical contractor in the part of the business involving backhoes, lift trucks and highway work. The candidate has a CDL and, subject to the normal conditions involved in hiring, the recommendation is to hire him.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Hagey to hire Jeffrey Dooley to the facility staff. The Motion was unanimously adopted.

Mr. Schmidt reported that he and the same two Board members had previously interviewed Blake Riggs for the electrician's position. Mr. Riggs' qualifications were discussed. The candidate previously interviewed could be brought on as a maintenance man and an electrician. Mr. Evans expressed concerns that if the candidate is not hired at this time that a good candidate could be lost to the marketplace.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Haun to authorize Mr. Schmidt to proceed with an offer of employment to Blake Riggs pending one final interview. The Motion was unanimously adopted.

Mr. Schmidt reminded the Board about a PMAA dinner scheduled for Thursday, November 14.

Mr. Schmidt asked for any changes to the October 8 Board meeting minutes. None were suggested.

There was a brief discussion regarding cyber security in general, and a discussion about the cost of insurance for same.

ENGINEER'S REPORT – Eric Rauch, P.E.

Mr. Rauch provided an update on the dryer installation. CKS is waiting for submittals from the manufacturer to review for electrical and mechanical details. Authority staff held a meeting with the conveyor manufacturer. They are awaiting a proposal from the manufacturer which will be followed up with a purchase of conveyors on COSTARS.

Mr. Rauch proceeded to provide an update on the Pump Station No. 4 Project. Authority staff met with the two water authorities involved who recommended that the Authority bore underneath the existing water mains and insert a casing pipe. Mr. Rauch advised that there would be at least 6 easements which will be needed and CKS will be preparing the plans and legal descriptions for same. CKS is in the middle of doing field work for the Project.

SOLICITOR’S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley briefly discussed some cyber security issues and advised that he will make a presentation on cyber security issues at the November 12 meeting.

ADJOURNMENT

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 5:44 p.m.

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary