

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINTUES

February 11, 2020

The semi-monthly meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on Tuesday, February 11, 2020, in the Authority's meeting room.

Present: Joseph Bonner, Chairman; Donald Cameron, Vice Chairman; Gustave Haun, Treasurer; Timothy Hagey, Assistant Treasurer; 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. William Evans, Secretary, was absent.

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

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Nuesch to approve the minutes of the meetings of January 14th and January 28th. The Motion was adopted 4-0 with Mr. Cameron abstaining.

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

No reports of officers were presented.

EXECUTIVE DIRECTORS REPORT – John Schmidt

Mr. Schmidt reported on the purchase of a work truck. The price was quoted by and received from the COSTARS' seller. The work truck in question would be the primary work truck for the Authority and would be equipped to carry tools. The price is approximately \$54,000, less than the amount previously discussed. Once the chassis is received it will be transported to a truck body contractor who will put the body on it, for one complete price through Fred Beans. The truck will have a tailgate lift instead of a crane. Mr. Schmidt noted that pump stations have their own cranes.

Mr. Schmidt next reported on personnel. Mr. Schmidt and Mr. Hauser had an informal interview with a candidate for the electrician position followed by a formal interview which included Mr. Evans. The candidate is in the commercial HVAC industry and has experience installing household generators. Mr. Schmidt is planning to make a conditional offer of employment to the candidate, Evan Kimball, who lives in the area. The offer of employment will be conditional on satisfying all of the usual background checks and tests.

Mr. Schmidt next discussed the proposed internship program involving certain members of PMAA Region 1. There was a brief discussion of the proposed program and how it would

operate. The cost to the Authority would be approximately five to six thousand dollars for one intern position. There was an extended discussion about the internship program. There was a consensus of the Board to move forward with participating in the internship program.

Mr. Schmidt discussed the need for the Authority to upgrade beyond Windows 7 and impending costs to replace both computer hardware and software as a result of the need to update all computers to Windows 10.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the Intergovernmental Cooperation Agreement in regard to the internship program. The Motion was unanimously adopted.

Mr. Schmidt received a card from the Boy Scout who constructed the soccer wall at the soccer field thanking the Authority for their cooperation.

Mr. Schmidt next reported that the Authority's long-time insurance agent Rich Theis of Uninvest Insurance will be retiring soon. A new replacement agent will be introduced to Mr. Schmidt in the coming months.

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

Mr. Nolan updated the Board on the Dryer Installation Project. The RFB for installation was advertised on January 24th. The bid openings are scheduled for March 4. Mr. Nolan expects the Board to award a contract at the first meeting in March. A pre-bid meeting is scheduled at the Authority on Tuesday, February 18, at 10:00 AM for questions which any potential bidder may have.

Mr. Nolan updated the Board on the Pump Station No. 4 Project. Mr. Nolan expects to be setting up a meeting with Mr. Schmidt to walk the portion of the project which requires multiple easements. Some planning is being performed to determine if certain routes can be undertaken to eliminate the need for as many easements as currently planned. The surveying work on the remainder of the project is completed.

Mr. Nolan presented Requisition No. 206 for Capital Expenditures in the amount of \$8,816.86 involving phone system replacement and well pump and piping by a contractor.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approved requisition No. 206 in the amount of \$8,816.86. The Motion was unanimously adopted.

Mr. Nolan next presented Requisition No. 209 for Capital Improvements in the amount of \$46,623.10 representing work on the Biosolids Dryer Project. The motion was unanimously adopted.

SOLICITOR'S REPORT – Joseph M. Bagley, Esquire

Mr. Bagley had nothing to report.

TREASURER'S REPORT – Gustave Haun

Mr. Haun reviewed the general operating expenses for the month of \$311,969.11 along with previously approved capital expenditures and capital improvement along with payments to the Loan Fund of \$73,304.25 making the total expenditures for the month \$440,713.32.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Hagey to approve the total expenditures for the month of \$440,713.32. The Motion was unanimously adopted.

Mr. Haun next presented escrow disbursements in the amount of \$1,302.18 and he recommended approval.

MOTION: It was **MOVED** by Mr. Haun and **SECONDED** by Mr. Nuesch to approve the escrow disbursements of \$1,302.18. The Motion was unanimously adopted.

OTHER BUSINESS

The Chairman called for any of items for the February 25 agenda. None were suggested.

ADJOURMENT

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 5:42 p.m.

Joseph M. Bagley, Solicitor
And Recording Secretary