

**CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY**  
**BOARD MEETING MINUTES**

**October 10, 2023**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on October 10, 2023 in the Authority's meeting room.

**Present:** William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Timothy Hagey, Treasurer; Preston Campbell, Assistant Secretary (via Microsoft Teams®); Michael Sullivan, Assistant Treasurer. Also present: John Schmidt, Executive Director; Matt Warfel, Engineer; Joseph Bagley, Solicitor; Tom Hauser, Plant Superintendent; and Jennifer McHugh, Auditor.

Mr. Evans opened the meeting at 5:00 p.m.

Ms. McHugh gave an overview of the 2022-23 Audit. She explained that the audit is performed through sampling and analytics. Ms. McHugh advised that Bee Bergvall corrects and adjusts journal entries, tests common risks and identifies multiple levels of internal controls. She stated that the Financial Statement received an unmodified opinion. She made note of new accounting pronouncements for the 2023 Fiscal Year. There was a discussion about increased operating expenses resulting from "pump maintenance expenses" increasing for 2022-23.

Mr. Hagey inquired about net income and a net operating loss. Mr. Hagey recommended a meeting of the Finance Committee to discuss the net operating loss. There was a brief discussion about past rate increases.

Ms. McHugh was excused from the meeting.

**MOTION:** Mr. Hagey **MOVED** and Mr. Nuesch **SECONDED** a motion to accept the Auditor's Report. The Motion was unanimously adopted.

**PUBLIC COMMENT**

No members of the public were present.

**REPORTS OF OFFICERS**

The Chairman announced the current assignments for the various committees to make clear which Board Members were on which Committees:

Facilities: Messrs. Campbell, Nuesch and Sullivan.

Finance: Messrs. Cameron, Nuesch and Campbell.

Executive: Messrs. Evans, Cameron and Hagey.

Personnel: Messrs. Cameron, Hagey and Sullivan.

**COMMITTEE REPORTS**

The Report of the Personnel Committee will be discussed in executive session.

## **SUPERINTENDENT'S REPORT-Thomas Hauser**

Mr. Hauser gave his report as set forth in the written Superintendent's Report for September 2023. Another large aerator was put online this month. There was a drive chain broken on Aerator No. 1 on a Sunday, discovered on Monday, September 18. The chain was immediately repaired. A question was asked about an instantaneous violation and Mr. Hauser acknowledged that an instantaneous violation occurred.

A question was asked by a Board member about the status of dryers and conveyors. Mr. Hauser responded that other than a bolt that broke last week, and was fixed right away, they have been satisfactory. He reported that he will be looking into connecting the SCADA system to the conveyors to get quicker information about conveyor problems. There is no cost estimate yet.

There was a question about the status of the PPI Project. Everything has been completed except the individual lateral runs. Mr. Schmidt stated that the Authority would notify the Township when that begins.

There was a brief discussion about the Highpoint Subdivision project, mostly being complete in terms of the sewer system. There remains an upgrade to the force main to be completed.

## **EXECUTIVE DIRECTOR'S REPORT- John Schmidt**

Mr. Schmidt inquired about the advisability of performing another electricity auction. There was a discussion of the pros and cons. Mr. Schmidt was advised to look into another auction, tentatively scheduling it for the October 24<sup>th</sup> Board meeting.

Mr. Schmidt presented the Engineer's rate schedule for 2024. No action was necessary at this time.

Mr. Schmidt reported on a PMAA lunch being held on Thursday, October 19 at Noon. There was some interest in attending.

Mr. Schmidt reported on a meeting with Borough Council tonight at Borough Hall.

There was a discussion about BCW&SA funding of the upcoming improvements.

## **ENGINEER'S REPORT – Matthew Warfel**

Mr. Warfel reported on the progress of the Pump Station No. 4 Project. The Pipeline Contractor is waiting for the new pump station to be completed and then the existing pump station needs to be demolished. In terms of the new pump station, PECO was out for inspection. The inspection was supposed to be completed a couple of weeks ago. The General Contractor and the Electrical Contractor are each seeking no-cost extensions of time on their respective contracts. The Electrical Contractor was delayed due to equipment supply delays. The General Contractor has asphalt lined up to complete paving/restoration of the site this year. The public road restoration is already complete.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve 75-day contract extensions for Contract Nos. 21-1A and 21-1B. The Motion was unanimously adopted.

Mr. Warfel recommended payment of Eastern Environmental of \$80,539.20 for Pay Estimate #1.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve Pay

Estimate #1 for Eastern Environmental in the amount of \$80,539.20. The motion was unanimously adopted.

Mr. Warfel reported progress has been made with the municipalities regarding Act 537 Planning. CKS/ARRO met with Borough officials recently. The Township Engineer has supplied information updating their needs assessment.

Mr. Warfel presented the Engineer's Annual Report for 2022-23. Mr. Warfel reviewed the specifics of the Report with the Board including facilities, personnel, a summary of process and performance, capital improvements, cost sharing. Mr. Warfel also reviewed the cost sharing with BCW&SA, the flow allocation, the average daily flow, and the calculation of how much it costs the Authority to treat wastewater (\$2.32 per 1000 gallons). Mr. Warfel further reviewed the Budget for 2023-24, rates, insurance and the written recommendations of the Engineer. The last recommendation is to pursue grants through a DEP Grant Coordinator or through a local state representative.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to accept the Engineer's Annual Report. The Motion was unanimously accepted.

#### **SOLICITOR'S REPORT- Joseph Bagley**

Mr. Bagley reported that he met with the Authority staff prior to today's Board meeting.

The Board recessed into executive session at approximately 6:00 PM to discuss the employment of a future executive director for the Authority. The Board returned to its regular session at approximately 6:20 PM.

#### **TREASURER'S REPORT-Timothy Hagey**

Mr. Hagey recommended payment of the Total Disbursements for the month of \$505,520.39.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the total disbursements for the month of \$505,520.39. The Motion was unanimously adopted.

#### **ADJOURNMENT**

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

The meeting was adjourned at approximately 6:24 PM.

Respectfully submitted,

Joseph M. Bagley, Solicitor  
and Recording Secretary