**CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY**

**BOARD MEETING MINUTES**

**November 14, 2023**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on November 14, 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; and Michael Sullivan, Assistant Treasurer. Also present: John Schmidt, Executive Director; Matt Warfel, Engineer; Joseph Bagley, Solicitor; and Thomas Hauser, Plant Superintendent. Mr. John Larson and Rich Heverly were also present.

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

 **MOTION**: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the Minutes of the meetings of October 10, October 24 and November 3. The Motion was unanimously adopted.

**PUBLIC COMMENT**

 No members of the public were present.

**COMMITTEE REPORTS**

 The Finance Committee (Messrs. Hagey, Nuesch and Campbell) will schedule a meeting. The Chairman recommended that the Personnel Committee meet, and he will provide them with some items to consider.

**COLLECTION SYSTEM REPORT/SUPERINTENDENT’S REPORT**-**Thomas Hauser**

Mr. Heverly reported that PPI completed 25 of the laterals in Brittany Farms which they are relining. Two lateral relinings collapsed yesterday. He reported that the mains in Brittany Farms are very deep but some laterals then rise up quickly, which may be part of the collapse problem. After two relinings collapsed, the contractor may have to set up some bypasses when working. Other than that, they are performing well. There are 15 more laterals to complete. There was a discussion about the yard cleanouts, and they are being kept flush with the residential yards. Mini-manholes for cleanouts were not utilized.

Mr. Hauser reported on an assessment by DEP of the laboratory. A list of needed corrections was issued by the new DEP laboratory accreditation officer. Mr. Hauser will be providing a corrective action response by the December 20 deadline. There was a question raised about the current Superintendent’s written Report stating that no sludge was hauled this past month. The auger for the dryer was down for one week. A note was made in the report because the Authority usually hauls sludge every month.

There was a question raised about the laboratory corrective action report. One issue pointed out by DEP was the lab utilizes daily bench sheets, and when and if the bench sheet form is revised, there was no documentation of the revision. It is a record keeping issue. Another was when we do “a positive/negative control test on fecals” they were run at 35°C, based on a previous DEP request. DEP now wants them to run at a different temperature. The Authority needs to document those changes.

A question was asked about Aerator No. 3. It was shut down when making a loud noise. Two gearboxes were being repaired and have since then been delivered. One was installed in Aerator No. 3 yesterday. The Authority is still within the monthly average and did not violate the instantaneous maximum limit. There was no buildup on the UV. On Monday, the rental aerator in Ring 2 was not running. It was traced to a component in the electrical panel. The rental company is shipping an entirely new control panel. The aerators run but not as efficiently as when the mixer is moving (the mixer motor is affected by the control panel failure).

**EXECUTIVE DIRECTOR’S REPORT- John Schmidt**

 Mr. Schmidt reported that two resolutions have been distributed to the Board. The first is about records disposal. There was a discussion about the timing of records disposal. Mr. Schmidt noted that this is paper destruction only; the documents will still exist in electronic digital form. The Chairman asked Mr. Larson if he wanted to look at the records. Mr. Larson said he had seen the list and there was no reason to delay disposal.

**MOTION**: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to adopt Resolution No. 2023-4 regarding records disposal. The Motion was unanimously adopted.

 Mr. Schmidt next presented Resolution No. 2023-5 regarding a Special Purpose Tapping Fee for properties served or to be served within the service area defined by the plan attached to the resolution and/or by the newly constructed Pump Station No. 4 and defining the service area to which such special purpose part of the tapping fee shall apply. There were questions raised by Mr. Hagey and a discussion about existing homes and the applicability of the special purpose part of the fee.

**MOTION**: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to adopt Resolution No. 2023-5 regarding a special purpose part of the tapping fee. The Motion was unanimously adopted.

 Mr. Schmidt reported that BCW&SA staff will be appearing for a meeting at the Authority offices about the Phase IV Upgrade Project on Tuesday, November 28 at 2 PM.

 Mr. Schmidt announced that Sunday is World Toilet Day. A significant part of the world still does not have access to a toilet.

**ENGINEER’S REPORT – Matthew Warfel**

 Mr. Warfel reported on the progress of the Pump Station No. 4 Project. PECO has installed power to the pump station. Fencing will be completed tomorrow. It is expected that the Pump Station could start up the first week of December. PACT One will demolish the old station. The bills include a pay estimate from Eastern Environmental for $33,591.90. The was a question raised about the process of closing out the old pump station which Mr. Warfel and Mr. Heverly answered. Essentially, the pump station side of the line is plugged and a cement barrier is demolished.

 Mr. Warfel reported on the upgrade project for the Treatment Plant. The purchase of aeration equipment is progressing through COSTARS. No submittals for the rest of the project or a DEP permit have been reached at this time for the aeration contract. Staff are working out details for pricing equipment. Mr. Warfel expects staff review of the bid documents around Thanksgiving. We don’t yet have an approved submittal for the control panel.

 In regard to Contract 4-2 (clarifier, UV system and RAS WAS pumps), the deadline for applying for a DEP Part II permit is mid-December. Drawings and specs are being drafted. Mr. Warfel estimates that 60% of the design is needed at the time of permit application. He expects the design and specs to be completed and forwarded to staff for review around Thanksgiving. The Phase I aerators are approved for manufacturing and will be delivered on time. It is the control panels which may likely be delayed. A question was asked about the warranty running from delivery or installation and Mr. Warfel responded that it runs from installation. There was a general discussion about the delivery of aerators and control panels. Mr. Warfel agreed to put together a list about the pre-purchase of equipment for the 4-2 Project. ARRO will be sharpening its pencil on the estimate from last year by CKS and ARRO has been provided much information from the original costs of equipment because the current Authority project is “mirroring” a lot of the existing equipment and facilities.

**SOLICITOR’S REPORT- Joseph Bagley**

 Mr. Bagley reported that he met with the Authority staff prior to today’s Board meeting and the discussion included adding and updating the existing strong waste policy of the Authority to the proposed sewer use ordinances for the member municipalities.

**TREASURER’S REPORT-Timothy Hagey**

 Mr. Hagey recommended payment of the Total Disbursements for the month of $657,018.24.

**MOTION**: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the total disbursements for the month of $657,018.24. The Motion was unanimously adopted.

 Mr. Sullivan inquired about the status of the internship program going forward. The Chairman recommended continuation of the internship program next Summer to Mr. Larson and the Board. Mr. Schmidt was administratively directed to continue the Program.

 The Chairman announced that the Board Meeting scheduled for November 28th will be held. Mr. Sullivan advised that he will not be present.

**ADJOURNMENT**

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

The meeting was adjourned at approximately 5:47 PM.

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary