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

**BOARD MEETING MINUTES**

**November 28, 2023**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on November 28, 2023 in the Authority’s meeting room.

**Present:** William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary (via Microsoft Teams®); Timothy Hagey, Treasurer; and Preston Campbell, Assistant Secretary. Also present: John Schmidt, Executive Director; Matt Warfel, Engineer; Joseph Bagley, Solicitor; and Thomas Hauser, Plant Superintendent. Mr. John Larson and Rich Heverly, Collection System Supervisor, were also present. Michael Sullivan, Assistant Treasurer, was absent.

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

**PUBLIC COMMENT**

 No members of the public were present.

**REPORTS OF OFFICERS**

 Mr. Evans reported that he was trying to schedule a Retirement/Holiday Dinner.

**COMMITTEE REPORTS**

 The Finance Committee (Messrs. Hagey, Nuesch and Campbell) met earlier. The Committee will give a full report at the next meeting. The Board should expect a recommendation of a 22% increase in two increments of 11%.

 The Personnel Committee had no report.

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

 Mr. Schmidt recommended approval of a developer’s agreement with Hallmark Homes-Schoolhouse LLC for a subdivision on Schoolhouse Road with 5 new homes conditioned upon receipt from the Developer’s bank of a letter of credit or a financial agreement compliant with the Developer’s Agreement.

**MOTION**: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to enter into the Developer’s Agreement with Hallmark Homes-Schoolhouse LLC conditioned on receipt from the Developer’s bank of a letter of credit or a financial agreement compliant with the Developer’s Agreement. The Motion was unanimously adopted.

 Mr. Schmidt announced that Sue Constable reached her 20th Anniversary with the Authority.

 Mr. Schmidt inquired whether there were any changes to the November 14 minutes. None were proposed.

**ENGINEER’S REPORT – Matthew Warfel**

 Mr. Warfel reported on the progress of the Pump Station No. 4 Project. A clean water startup is proposed for Friday. Next week it is expected that startup with sewage will take place. PACT One will be going out to demolish the old pump station at the proper time.

 Mr. Warfel next reported on the upgrade project for the Treatment Plant. For Contract 4-1, aeration submittals were approved. Corrections were made to control submittals and additional changes are needed for them. Mr. Warfel is coordinating deliveries from vendors as a system, so there are no long intervals between deliveries of integrated equipment. Staff have discussed the use of COSTARS for purchases and for the installation of some equipment.

 For Contract 4-2 (clarifier, UV system and RAS WAS pumps), Mr. Warfel will be submitting an application for a construction permit to DEP in mid-December. A payment schedule is being put together. Modules and applications are also being put together.

 The Chairman asked about the treatment plant status and the collection system status. Mr. Heverly reported that PPI completed 6 more laterals in Brittany Farms. In response to a question, he reported that no additional lateral relinings collapsed. The Project is nearing completion.

 Mr. Hauser reported that one of the plant aerators malfunctioned. Ammonia did not violate the parameters, but one sample of suspended solids technically was over the limit for instantaneous maximum due to a clogged clarifier. It was reported to DEP.

**SOLICITOR’S REPORT- Joseph Bagley**

 Mr. Bagley recommended adoption of Resolution No. 2023-6. It is identical to Resolution No. 2023-5 but corrects a clerical error where the recently adopted resolution referred to a superseded Resolution fixing the Authority’s tapping fee when it should have referred to a more recent resolution setting the tapping fee.

**MOTION**: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Campbell to adopt Resolution No. 2023-6. The Motion was unanimously approved.

 The Board moved into executive session at 5:13 PM to discuss agency business which if conducted in public would violate the attorney-client privilege. The Board returned to its regular session at 5:22 PM.

**OTHER BUSINESS**

Mr. Larson is starting as Executive Director on Friday.The Finance Committee will give its report on December 12.

**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 5:23 PM.

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary