

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

## **BOARD MEETING MINUTES**

**March 12, 2024**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on March 12, 2024 in the Authority's meeting room.

**Present:** William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Preston Campbell, Assistant Secretary; Michael Sullivan, Assistant Treasurer, and Timothy Hagey, Treasurer. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor; and Rich Heverly, Collection System Supervisor. Daniel Ranker, retired employee, was also present.

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

### **MINUTES**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to adopt the minutes of the meeting of February 13, 2024 as distributed to the Board. The Motion was unanimously adopted.

### **PUBLIC COMMENT**

No members of the public other than Mr. Ranker were present.

### **REPORTS OF OFFICERS**

No reports of Officers were presented.

### **COMMITTEE REPORTS**

Mr. Hagey reported that he and the Finance Committee reviewed what Mr. Larson put together about a possible rate increase. After considering various information, including the prior meeting with the Auditor, Mr. Larson recommends a 5% increase. Mr. Larson has also proposed closing the approximately 6.2% budget gap operationally. The Board made various comments on the subject, including that the entire Board has not seen Mr. Larson's written recommendation. Mr. Hagey suggested that the entire Board should review Mr. Larson's written recommendation and take action at the next meeting or by the end of the Fiscal Year.

Mr. Evans announced that he will not be in attendance at the next meeting in April.

There was a consensus reached that there was no need for a second Board meeting in March.

### **PRESENTATION**

Mr. Cameron, on behalf of the Board, presented a Proclamation to Mr. Ranker recognizing him as the longest-serving, recent employee of the Authority to retire (47 years), naming March 13,

2024 Daniel L. Ranker Day at the Authority, and honoring his long and fruitful career with the Authority. Mr. Evans presented Mr. Ranker with a gift certificate on behalf of the Authority.

The Board reminisced with Mr. Ranker about his career.

### **SUPERINTENDENT'S REPORT-Rich Heverly**

Mr. Heverly delivered the report on behalf of the Superintendent and there were no violations for the month of February.

### **COLLECTION SYSTEM SUPERVISOR-Rich Heverly**

Mr. Heverly discussed a proposal to clean and perform repairs at the air release valve pit for Pump station No. 6 in order to improve the operation of the Pump Station . Draw down tests were undertaken. Both old Pump Station No. 4 and Pump Station No. 6 run through this air valve release pit. The proposal would be to utilize the old Pump Station No. 4 force main at the creek crossing. No Board action is necessary as this appears to be an administrative task at this time. The proposal is that until Pump Station No. 6 can be eliminated in the future, the Authority can improve the flow dynamics on the "outside".

Mr. Heverly reported that the Authority has been approached about connecting a property at 2 Creek Road. The lot contains a barn and an art studio. There is a private pump station on site. The owners will need to purchase EDUs.

Mr. Heverly reported that the portion of the High Point Project connecting to the existing 6 inch force main has been completed and the number of hours that the pumps are operating has dropped significantly at Pump Station No. 7.

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

Mr. Larson presented two assignments for the Mill Ridge Development, assigning existing sanitary sewer service easements to the Authority.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to execute the assignments for the Mill Ridge Development on behalf of the Authority. The Motion was unanimously adopted.

Mr. Larson next reported that he had discussions with Mill Ridge's representatives about the submission of as-built plans and revisions to same prior to Board approval of the offered Deed of Dedication and the Bill of Sale for the Mill Ridge Development. No Board action was taken pending receipt and approval of revised as-built plans.

Mr. Larson next discussed the possible closing of the escrow account for the Elaine's Lane Development and refunding of the escrow. The matter was tabled (but see action taken below).

Mr. Larson next discussed the 9 month budget report. He suggested changes to the format of the budget report. The discussion turned to a discussion of shifting the fiscal year to meet the calendar year.

Mr. Larson reported that the vendor for the new metering program has been listed with

COSTARS and, accordingly, the meter registers have been ordered through COSTARS. They are currently being installed. A new maintenance fee is being added.

Mr. Larson next reported on the status of CBS II EDUs. 195 EDUs remain “unused” of the original EDU’s that were issued between 1984 and 1988, the majority of these remaining EDU’s are in the BCW&SA service area. Mr. Larson, Mr. Bagley, a representative of BCW&SA and Mr. Van LuVane recently sat down to discuss the history of CBS EDUs. CBS stands for “Central Bucks Sewer”. EDUs were pre-sold to developers and property owners. The CBS Contract allows for fees and a monthly report. The EDUs must be associated with a property. There may be owners of EDUs that no longer own the property. Mr. Larson will proceed with a program to call for monthly reports and an administrative fee.

Mr. Larson next reported that the special purpose part of the tapping fee for Pump Station No. 4 is \$14,292. There was a discussion of addressing the high cost of the special purpose part. Mr. Warfel will be asked to undertake a new calculation of the tapping fee.

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

Mr. Bagley reported that the proposed sewer use ordinance for Chalfont Borough is complete and he reviewed the details with the Board. He reported that he and Mr. Larson would be approaching the Manager of Chalfont Borough to schedule a meeting with the Manager and the Solicitor to discuss the proposed ordinance. At such meeting, a member of the Board will be included.

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

Mr. Hagey suggested that since the refund for the Elaine’s Lane Development is on the bill list, that the matter not be tabled.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to remove the issuance of a refund for the Elaine’s Lane Development from the table. The Motion was unanimously adopted.

Mr. Hagey reported that the Total Disbursements for the Month amounted to \$404,460.21 and he recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the Total Disbursements for the month of \$404,460.21. The Motion was adopted unanimously.

#### **OTHER BUSINESS**

There was a consensus of the Board reached (above) to cancel the proposed meeting scheduled for March 26.

Mr. Larson stated that Mr. Ranker’s position has not yet been advertised. Another employee will be retiring soon. There was a brief discussion about a Finance Director position. Mr. Larson will be advertising for a new plant employee.

#### **ADJOURNMENT**

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

The meeting was adjourned at approximately 6:19 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor  
and Recording Secretary