

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

July 9, 2024

The meeting of the Chalfont-New Britain Township Joint Sewage Authority Board was held on July 9, 2024 in the Authority's meeting room.

Present: William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Timothy Hagey, Treasurer; and Preston Campbell, Assistant Secretary. Also present: John Larson, Executive Director; Matthew Warfel, Engineer; Joseph Bagley, Solicitor; Rich Heverly, Collection System Supervisor. Michael Sullivan, Assistant Treasurer, joined later in the meeting.

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

MINUTES

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Campbell to adopt the minutes of the meeting of June 4, 2024. The Motion was unanimously adopted.

PUBLIC COMMENT

There was no public comment.

Mr. Menegaux had been invited to the meeting of the Board for presentation of a proclamation.

REPORTS OF OFFICERS

No reports of Officers were presented.

COMMITTEE REPORTS

Mr. Campbell reported on behalf of the Facilities Committee that the Committee met last Tuesday to discuss the HRG Proposal, asset plans, capital improvements, and necessary items versus alternate items. The Committee agreed to meet quarterly going forward. The Committee did not walk the plant because certain members had already done so recently.

COLLECTION SYSTEM SUPERVISOR' REPORT-Rich Heverly

Mr. Heverly reported that personnel are continuing to look for and address roots in the collection system. There were roots treated by Dukes 2 years ago, but the treatment did not take very well. The crew took out 14,000 linear feet of roots in mainline pipe.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson reported that the Year End Budget for 2023-24 has been distributed to the Board and is self-explanatory.

Mr. Larson reported that the DiCola Easement has been executed and is ready for adoption.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to authorize execution of the DiCola Easement by the appropriate officers. The Motion was unanimously

adopted.

A question was asked by the Board about the start of a new fiscal year. Mr. Larson stated that it was on the list for the new Director of Finance.

MOTION: It was **MOVED** by Mr. Nuesch and **SECONDED** by Mr. Hagey to authorize the closing of Escrow Account No. 143. The Motion was unanimously adopted.

Mr. Larson reported that the Mill Ridge developer was due a reimbursement for connection of new customers to a sewer line installed by Hallmark Homes. The amount reported was \$2340.18.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to reimburse Hallmark Homes in the amount of \$2340.18 for new connections pursuant to a reimbursement agreement. The Motion was unanimously adopted.

Mr. Larson presented three Resolutions to the Board pertaining to management of: (1) the Flexible Spending Account ("FSA"); (2) the Health Reimbursement Account ("HRA"); and (3) the Medicare HRA.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Hagey to adopt Resolution No. 2024-2 regarding management of the FSA. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to adopt Resolution No. 2024-3 regarding management of the HRA. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to adopt Resolution No. 2024-4 regarding management of the Medicare HRA. The Motion was unanimously adopted.

Mr. Larson reported that the Board needed to appoint delegates for the upcoming PMAA Annual Meeting. Mr. Hagey agreed to be named Alternate Delegate and Mr. Sullivan agreed to be named Delegate.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Cameron to name Mr. Sullivan Delegate to the PMAA Annual Meeting and Mr. Hagey Alternate Delegate. The Motion was unanimously adopted.

Mr. Larson noted the absence of Mr. Hauser from the Board Meeting. Mr. Hauser has been separated from employment by the Authority.

Mr. Larson also reported that the Director of Finance has been conditionally hired (pending standard, onboarding requirements) and will begin on July 29. Her name is Sophia Vitoroulis, CPA.

Mr. Larson further reported that he met with DEP last week and the meeting went well. He met with Bob Bauer and Tom Magee. They discussed core issues concerning the Authority that need to be fixed. Mr. Larson asked for the Consent Order to be closed, but that will not be happening. However, DEP will give the Board as much time as needed to scope the HRG Project. A new timeline will be given to DEP with an appropriate amendment. The Board asked a question about the amendment of the timeline with DEP. A formal amendment of the Consent Order will be entered into. Another question was asked about the recent permit violations. Mr. Larson responded that the recent violations will likely result in a fine totaling \$600.

ENGINEER'S REPORT – Matthew Warfel

Mr. Warfel had nothing new to report and asked for any questions. None were asked.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that Borough Council is meeting tonight and there may be feedback soon on the draft Sewer Use Ordinance.

A question was asked of Mr. Larson about the Budget and the estimation of tapping fees. Mr. Larson responded that upcoming tapping fees will always be an educated approximation.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that based upon the Financial Report and the Bill List, and after consultation with Mr. Larson, he recommended the payment of the Total Disbursements for an adjusted figure of \$461,519.22.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve the Total Disbursements for the month of \$461,519.22. The Motion was adopted unanimously.

A consensus of the Board was reached that the next Board Meeting would be in August.

The Board moved into Executive Session at 5:20 p.m to discuss various recent, and proposed, personnel changes. Mr. Sullivan entered the Meeting shortly after the Executive Session began, at approximately 5:25 p.m. The Board returned to its regular session at 6:10 p.m.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Sullivan to adopt the salary restructuring recommended by the Executive Director. The Motion was unanimously adopted.

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 6:12 PM

Respectfully submitted

Joseph M. Bagley, Solicitor
and Recording Secretary