

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

**May 14, 2024**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority Board was held on May 14, 2024 in the Authority's meeting room.

**Present:** William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Timothy Hagey, Treasurer; Michael Sullivan, Assistant Treasurer. Also present: John Larson, Executive Director; Matthew Warfel, Engineer; Joseph Bagley, Solicitor; Tom Hauser, Plant Superintendent and Rich Heverly, Collection System Supervisor. Preston Campbell, Assistant Secretary, was absent.

Mr. Evan Ridington was also present.

The Chairman 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 April 9, 2024 as revised by comments submitted by Mr. Hagey. The Motion was adopted 4-0-1 with the Chairman abstaining due to his absence from the meeting in April.

**PUBLIC COMMENT**

There was no public comment.

**REPORTS OF OFFICERS**

No reports of Officers were presented.

**COMMITTEE REPORTS**

Mr. Hagey reported that Union contract negotiations were discussed between the Personnel Committee and Mr. Larson.

There was mention that the Facilities Committee will soon meet.

The Chairman asked Mr. Larson to put review of the Authority Website "on his list".

**INSURANCE PRESENTATION**

Mr. Ridington returned to discuss various insurance policy proposals he had gathered. Mr. Ridington presented proposals from Traveler's, Cincinnati and a revised renewal proposal from Selective. Mr. Ridington discussed proactive services from his firm, including mid-term review. Mr. Ridington went through an executive summary for the Board. He reviewed various insurance proposal changes, such as increased coverage for sewer backups from Cincinnati, Public Officials coverage, and \$50,000 coverage (only) for cyber liability from two of the insurers (the other needed a third party for coverage). There was a discussion about the possible necessity for a specialized policy for additional cyber liability coverage. The possibility of \$2,000,000 in additional cyber coverage for \$3700 under a separate policy was mentioned. In the end, the Cincinnati policy

represented an almost \$20,000 savings and some increased coverages. The Board discussed the Arthur Hall firm versus Univest, the current Worker's Comp modification, and the sewer backup insurance coverage offered by Cincinnati.

**MOTION:** It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Evans to authorize the Executive Director to execute all necessary documents accepting the Arthur Hall proposal for Cincinnati insurance coverage presented today. The Motion was unanimously adopted.

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

Mr. Heverly reported that 75 meter heads have been installed under the new Meter Program and 75 new ones have been ordered. He also discussed the utilization of the former force main for the former Pump Station No. 4 and the beneficial results of using it which appear to improve the performance of Pump Station No. 6.

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

Mr. Hauser reported that the Plant experienced a peak day flow of 18.16 million gallons in early April. There was an SSO on April 4 when one of the pump motors burned out. Mr. Hauser discussed the repair of the pump, which turned out to be a systems issue, rather than a pump issue. No performance parameters were violated. Mr. Heverly reported on a diesel fuel leak which was eventually traced to New Britain Borough Post Office. It was reported to New Britain Borough.

The Chairman asked Mr. Hauser and Mr. Heverly if there is any thing of which they are in pressing need. No specific items were noted.

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

Mr. Larson reported that Sue Constable has given notice and that Greg Rissinger would be out of work for the next 30 days. Mr. Larson reported two new hires—a veteran (licensed) operator and an electrician (the latter begins in June).

Mr. Larson presented the previously discussed issue of a new Director of Finance position. Some of the previous work of Ms. Constable can be replaced with software. Mr. Larson envisions restructuring the office as a result of her separation from employment. Mr. Larson has prepared a job description for the position. Mr. Larson and the Board discussed a salary range, including a recent survey by the Bucks County Consortium of average salaries. A proposed salary range was discussed.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to authorize the posting of a new job of Director of Finance as outlined by the Executive Director.

Several questions followed, which Mr. Larson answered concerning the interview process, the impact upon the budget (which a consensus of the Board was okay with), and the desire to recognize Dave Menegaux, a retiring employee.

Mr. Larson next presented the Union contract negotiated with the Bargaining Unit and discussed changes from the old contract, including the length (4 ½ years) ending December 2028, new, short term disability coverage, raises, and one additional holiday already celebrated by the office staff but not the Bargaining Unit (Columbus Day).

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the new Union Collective Bargaining Agreement on behalf of the Authority as distributed to the Board and as outlined by the Executive Director. The Motion was unanimously adopted.

Mr. Larson next reported that he recommended the renewal of medical insurance with a moderate 3.9% increase for Blue Cross, and a switch to Met Life for dental/life/long term disability/short term disability with no increase.

**MOTION:** It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Cameron to approve the renewal of medical and similar insurance coverage as outlined by the Executive Director. The Motion was unanimously adopted.

Mr. Larson recommended adoption of the 2024/25 Budget as distributed to the Board so he can issue an invoice to BCW&SA.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to adopt the 2024/25 Budget as distributed to the Board. The Motion was unanimously adopted.

Mr. Larson proposed closing the Jump Development escrow.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to close Escrow Account No. 153 for Jump Development. The Motion was unanimously adopted.

Mr. Larson outlined a proposal to exchange one EDU and a reduced cost for 2 EDUs, for an easement through property owned by Susan and Brandon DiCola for a future elimination (if any) of Pump Station No. 6. There was extensive discussion about the tract, future plans for the potential elimination of Pump Station No. 6, and the connection of three properties to the Sewer System by the DiColas. A consensus was reached to move forward with the proposal and to draft documents for consideration by the Board as outlined by the Executive Director.

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

Mr. Warfel reported on the updated calculation of the tapping fee. Mr. Hagey raised an issue with regard to new capacity associated with new Pump Station No. 4. Mr. Warfel will have ARRO reevaluate that issue. Mr. Bagley explained that a resolution would have to be prepared for a tapping fee adoption.

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

Mr. Bagley reported that a meeting took place last week between representatives of the Authority and Chalfont Borough staff to discuss the proposed sewer use ordinance drafted by the Authority. An electronic version has been sent to the Borough staff for their review. Mr. Larson and Mr. Bagley's presence at a future Council meeting will likely be necessary.

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

Mr. Hagey reported that the Total Disbursements for the Month amounted to \$371,672.27 and he recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the Total Disbursements for the month of \$371,672.27. The Motion was adopted unanimously.

#### **OTHER BUSINESS**

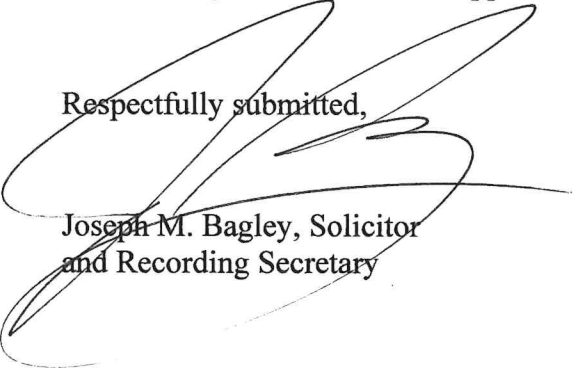
Mr. Sullivan reported that certain grants are becoming available for SSO reduction. BIL (Bipartisan Infrastructure Law of 2021) and ARPA (American Rescue Plan Act of 2021) Grants are becoming available through the State. Mr. Larson noted that two State Representatives were out for a facility tour recently and informed Mr. Larson to contact them once any grant applications have been submitted. Collection system work was mentioned as a good candidate for SSO mitigation grants. There was a discussion about simple grant writing versus more complex grant writing.

## 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