

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

December 10, 2024

The meeting of the Chalfont-New Britain Township Joint Sewage Authority Board was held on December 10, 2024 in the Authority's meeting room.

Present: William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Timothy Hagey, Treasurer; Preston Campbell, Assistant Secretary (via Microsoft Teams®), and Michael Sullivan, Assistant Treasurer. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor; Rich Heverly, Operations and Maintenance Supervisor; Sophia Vitoroulis, Director of Finance; and Joshua Fox, P.E. and Alex King, P.E.

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

MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to adopt the minutes of the meeting of November 12, 2024. The Motion was unanimously adopted.

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

There were no reports from officers.

COMMITTEE REPORTS

The Chairman deferred Committee Reports until later in the Meeting.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that the first payroll was run in Paychex®. Eventually, the time clock system will be implemented.

QuickBooks is up to date with current information. Kim is familiar with it at this point. MicroFund support has not been renewed for the coming year.

There was a discussion about the investment account and large capital purchases. Funds will be used from the investment account for capital purchases if deemed necessary.

The Six Month Budget was reviewed. Third Quarter payments have been received. The Authority is at 46% for expenses at this point in time. All of the "other" revenue consists mostly of interest.

OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported for Mr. Christy due to his absence. BSI was working on the Plant SCADA system. There was a password and ID issue which was eventually solved. A change was made to the dryer PLC (programmable logic controller). A new polymer pump was tried and discarded. Centrifuge No. 2 is due for service. A deep clean of the dryer was made. Thirteen (13)

manholes were inspected in the Authority's easement. A blower project is coming up to send more aeration to the sludge holding tanks.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended ratification of the approval of the sewage capacity form for 20 Barry Road (1 dwelling unit) which was executed by Mr. Larson due to its late arrival for last month's Board agenda.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the sewage capacity approval form for 20 Barry Road (1 dwelling unit). The Motion was unanimously adopted.

Mr. Larson next recommended approval of the sewage capacity approval forms for 82 Barry Road (1 dwelling unit) and for 104 S. Limekiln Pike (3 dwelling units).

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the sewage capacity approval forms for 82 Barry Road and 104 S. Limekiln Pike. The Motion was unanimously adopted.

Mr. Larson next advised that the issue which came up at the last meeting, potential refinance of the Series A Bank Loan, needs to be clarified. It was thought that the interest rate would change and become a floating rate in 2025 and needed to be addressed imminently. Instead, the interest rate does not change to a floating rate until 2027 and at such time it is capped at 2.09% through 2035.

Mr. Larson noted that he previously made a sewer rate recommendation to the appropriate Committee.

Mr. Larson addressed the issue of the Authority's capitalization policy. The current policy is to capitalize purchases over \$5000. Many operational expenses, especially in the cumulative for a project, are approaching and exceeding \$5000. After a general discussion, a consensus was reached.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to update the Authority's capitalization policy to purchases equaling or over \$10,000 and at least a 5 year life expectancy. The Motion was unanimously adopted.

Next, Mr. Larson recommended acceptance of the Deed of Dedication and Bill of Sale for Butler Pike Properties.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve the Deed of Dedication and Bill of Sale received from Butler Pike Properties. The Motion was adopted unanimously.

ENGINEER'S REPORT-JOSHUA FOX and ALEX KING

Mr. Fox reported that the Operations Manual was submitted to DEP in November. There were no significant updates to DEP about Biowin modelling. The preliminary design of the Phase 2 Improvements includes a new diffused air system (including new blowers) and mixing for the oxidation basin, internal mixed liquor recycle back to Anaerobic Tank A, RAS improvements from the rectangular final clarifiers, a clarifier splitter box, and aeration and mixing for Digester No. 3. HRG is on target for submission of the Water Quality Management Permit in January for the Phase 1 Improvement Project. Ms. King reported that HRG set up the GIS online portal to the current system for mapping access in the office and in the field. Ms. King also reported that the LSA Grant Application was submitted to the Commonwealth on November 25. There was a brief discussion

about when the Authority expects to hear a response to the Grant submission.

A Board question was asked about a bill from ARRO. Mr. Larson advised that ARRO was only working on the final close out of the Pump Station No. 4 Project.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that the Borough is deferring the proposed sewer use ordinance consideration to its agenda for January 14. Mr. Bagley and Mr. Larson will attend at that time to address any questions that may arise.

TREASURER'S REPORT- Timothy Hagey

Following review of the Financial Report and the Bill List, Mr. Hagey recommended payment of the Total Disbursements of \$388,143.81 for the month.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the Total Disbursements for the month of \$388,143.81. The Motion was adopted unanimously.

The Board recessed into executive session at 5:30 PM. to discuss information which if conducted in public would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law and to consult with its attorney. The Board returned to its regular session at 5:44 PM.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Sullivan to authorize an increase in sewer rates for all usage categories of 12.5%. The Motion was unanimously approved.

The Board moved again into executive session at 5:44 PM to discuss the Personnel Committee Report, to discuss an evaluation of the performance of an employee, and further to discuss the terms and conditions of employment of several employees. The Board returned to its regular session at 6:16 PM.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Nuesch to accept the recommendations of the Personnel Committee on compensation except with regard to the Executive Director. The Motion was unanimously adopted.

MOTION: It was moved by Mr. Evans and **SECONDED** by Mr. Sullivan to approve the full amount of the longevity bonus and the performance bonus of the Executive Director as set forth in his contract. The Motion was unanimously adopted.

OTHER BUSINESS

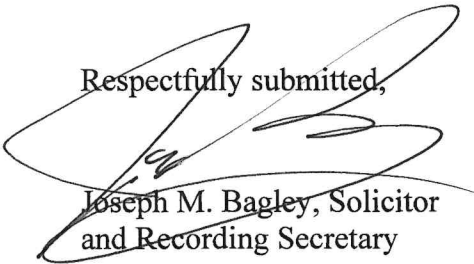
The Chairman acknowledged that there was no second meeting scheduled in December.

ADJOURNMENT

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

The meeting was adjourned at approximately 6:20 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary