

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

**April 8, 2025**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on April 8, 2025 in the Authority's meeting room.

**Present:** William Evans, Chairman; Donald Cameron, Vice Chairman; Lawrence Nuesch, Secretary; Michael Sullivan, Assistant Treasurer; and Timothy Hagey, Treasurer. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor, Joshua Fox, Engineer; Lew Christy Plant Supervisor; and Sophia Vitoroulis, Director of Finance. Preston Campbell, Assistant Secretary, was absent.

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

**MINUTES**

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Nuesch to approve the minutes of March 11, 2025 as distributed to the Board. The Motion was unanimously adopted.

**PUBLIC COMMENT**

There was no public comment.

**REPORTS OF OFFICERS**

No reports of Officers were presented.

**COMMITTEE REPORTS**

No Committee reports were presented.

**DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis**

Ms. Vitoroulis reported on the first customer billing in the new system. There was a brief discussion about "rounding" and the bill format, which discussion will continue in a meeting with the billing provider, as well as Kim, Allie and Sophia. Ms. Vitoroulis further reported that 111 customers use the auto pay portal, 270 registered their accounts online and 167 used the automatic draft form. Ms. Vitoroulis also reported that she is working with Leslie on liens. In response to a question, Ms. Vitoroulis reported that there are 40 liens. She further stated that she is working on a new format for the budget.

The 10-Month Budget was brought up for review. There were no questions raised.

Mr. Evans wanted it to be noted that he was recently at the Authority office on business, and he was impressed with the demeanor and efficiency of employee Kim Paley. She had to speak on the telephone with a disgruntled customer and she handled it very deftly and politely and in such a manner that it reflected well on the Authority.

## **PLANT SUPERVISOR'S REPORT -Lou Christy**

Mr. Christy reported that the Plant met all permit parameters for the month. Four cog belts were replaced. The CB West Environmental Science Class was on site for a tour. There was routine service on plant vehicles and equipment. Pumps were removed at Pump Station Nos. 8 and 7 and sent to Flygt for diagnosis. The pumps were not worth the repair costs and new pumps were ordered. In response to a question about spare pumps, there was a general discussion about spare pumps being kept in inventory. Mr. Larson noted that while there is a spare influent pump, there is not a full and proper inventory of spare pumps. In response to another question, he stated that Flygt pumps are not easy to rebuild in house. He reported that a proper inventory was not kept over the years. There was a discussion about pump costs and variable frequency pumps.

Mr. Christy was excused from the remainder of the meeting.

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

Mr. Larson recommended the closing of Account #104 for Schoolhouse Meadows and #114 for Julius Farms, for both of which dedication has been made and warranties have expired.

**MOTION:** It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Cameron to close escrow Account #104. The Motion was unanimously adopted.

**MOTION:** It **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to close escrow Account #114. The Motion was unanimously adopted.

Mr. Larson next recommended adoption of the low bids for fuel by the Bucks County Consortium which bids were previously distributed to the Board.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to adopt the low bids of the Bucks County Consortium for fuel. The Motion was unanimously adopted.

Mr. Larson next recommended acceptance of the Birch Run Developer's Agreement for the new townhouse development behind the Wawa (44 EDUs).

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to accept and execute the Developer's Agreement for Birch Run. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of proposed Resolution No. 2025-2 establishing surcharge rates for Chalfont Borough in the event the Borough adopts the proposed Sewer Use Ordinance initially drafted by the Authority. The surcharge rates have previously been discussed with the Board.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to adopt the Authority Resolution No. 2025-2. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of proposed Resolution No. 2025-3 establishing criteria for the inspection of sewer laterals in Chalfont Borough in the event the Borough adopts the proposed Sewer Use Ordinance initially drafted by the Authority. The criteria were discussed with the Board. The criteria have previously been presented to Chalfont Borough staff.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to adopt the Authority Resolution No. 2025-3. The Motion was unanimously adopted.

Mr. Larson next recommended the purchase of a truck from Chapman Ford. Three prices

were solicited for a new truck and the low price was through COSTARS for \$50,751.00. The written details were previously distributed to the Board for review.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to accept the low COSTARS bid of Chapman Ford as outlined in the offer documents distributed to the Board and to authorize execution of the necessary documents. The Motion was unanimously adopted.

## **ENGINEER'S REPORT-JOSHUA FOX**

Mr. Fox reported that the third quarterly progress report was submitted to DEP on March 20. The next quarterly progress report is due on June 20, 2025.

With regard to Phase I Improvements, the clarifier manufacturer has offered to coordinate a 3D survey effort at the manufacturer's cost. A draft copy of the project drawing set and project manual will be sent to the Authority Staff for review.

For Phase II Improvements, a planned site visit to observe a Flygt RAS/WAS pump on a horizontal rail system was cancelled. Mr. Fox hopes to have it rescheduled. A basis of design memorandum is being prepared as part of the preliminary design phase and will be presented to Authority Staff for approval in May. An application for a Water Quality Management Permit will be prepared in conjunction with the preliminary design documents. Presentation of the preliminary design for Phase II is planned for September 15, 2025.

With regard to Phase III Improvements, Mr. Fox presented conceptual construction costs for replacement of the centrifuges, replacement of the DAF and replacement of influent screen equipment.

HRG is in the process of reviewing construction submittals and coordinating with the Birch Run developer/engineer.

Mr. Fox reported no news with regard to the LSA Grant Application.

HRG has prepared and submitted the Chapter 94 Report, now in a standardized format, to DEP. The average annual flow is 3.85 MGD, the existing EDUs are 6,327 and the Authority met its permit in the three wettest months. Future EDUs are projected as follows:

2026	80 EDUs projected
2027	67 EDUs projected
2028	22 EDUs projected
2029	19 EDUs projected

Mr. Fox made a presentation on the potential elimination of Pump Station No. 6 which was shown to not qualify under current grant parameters. The "delta" for the elimination of the Pump Station is \$250,000.

There was a general discussion about the possible abandonment of Pump Station No. 6. There would be 2,710 L.F. of gravity sewer line to Pump Station No. 4.

The Board moved into executive session at approximately 5:57 PM to discuss the potential acquisition of real property and to discuss agency business which if discussed in public, would violate a lawful privilege.

The Board returned to its regular session at approximately 6:01 PM.

There was a discussion about various, potential developments in the area of Pump Station Nos. 4 and 6.

Mr. Fox discussed the three (3) different areas of Phase III Improvements in great detail.

In response to a question, Mr. Larson answered that while Phase III Improvements may not earn a hydraulic rerating, it may earn an organic loading rerating.

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

Mr. Bagley stated that Ms Vitoroulis and Mr. Larson had already reported on the subjects it was necessary for him to comment upon.

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

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amounted to \$513,115.48 and he recommended approval to pay the bills.

**MOTION:** It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the Total Expenditures and escrow disbursements for the month amounting to \$513,115.48. The Motion was unanimously adopted.

#### **OTHER BUSINESS**

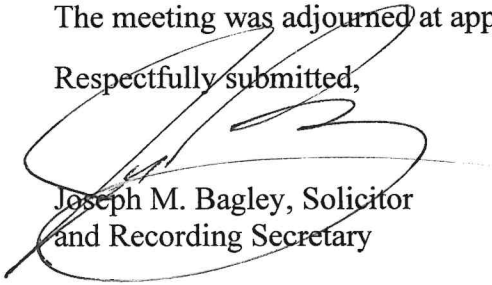
There was a consensus of the Board to proceed with the planned Board meeting scheduled for April 22.

#### **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 6:19 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor  
and Recording Secretary