

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

February 11, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on February 11, 2025 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 (via speakerphone); Lew Christy, Plant Supervisor; Rich Heverly, Operations and Maintenance Supervisor; Sophia Vitoroulis, Director of Finance; and Alex King, P.E.

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

MINUTES

Consideration of the minutes of January 14, 2025 was tabled until the next meeting due to insufficient time for the Board to review them.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

No reports of Officers were presented.

COMMITTEE REPORTS

The Chairman reported that he had distributed Committee assignments to the Board and asked for each Board Member's consent to their individual assignments. There was no dissent. The Chairman invited the Committee Members to contact him if they wished reassignment. A Schedule listing the Committee assignments is attached hereto.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that QuickBooks is now live and the Authority no longer needs to rely on Harris. Certain MicroFund Checks Numbers will be disposed of. New checks for QuickBooks will start with the Number 6.

Initial data from the current system has been completed for billing. Billing system identifiers for all water companies are being updated.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to destroy specifically identified obsolete checks. The Motion was unanimously adopted.

PLANT SUPERVISOR'S REPORT-Lew Christy

Mr. Christy reported that the Plant met all parameters for the month. There were two DEP inspections, one on January 14 for sludge and one on February 4 for a full inspection. The Plant met all parameters. The sludge inspection had been scheduled, the full inspection was not. Jake

Reilly is now certified. A polymer pump trial has resulted in a recommendation to continue to use our current polymer pump system. BSI replaced the HMI panel in the operations building.

OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported that personnel cleaned, degreased and "de-ragged" all pump stations. New guide rails were installed for pump 2 at Pump Station No. 6. Regular meetings are taking place for the new mapping system. There was a 2-hour meeting about what can and cannot be done with the new system. There was a question about using iPads with the new system. Employees are just using phones for now. There is an ongoing discussion with AT & T about whether to get a hot spot for work phones. A blower project was completed—we can now use two blowers to aerate the sludge holding tanks. Replaced the rear seal on the classifier motor of the Grit & Grease Building.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson reported on the planned replacement of a sewer line under a SEPTA archway (by SEPTA) with bypass pumping.

A question was asked about the status of construction work taking place at Schoolhouse Road. No Authority lines have been hit yet. Every time there is a storm, Mr. Heverly reported, the Authority has to go back out and remark its lines. The Chairman thanked the staff for their hard work.

Mr. Larson recommended the approval of sewage capacity (18 EDUs) for 117 Bristol Road.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Hagey to approve 18 EDUs of sewage capacity for 117 Bristol Road. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of the annual agreement for the PMAA Internship Program.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to execute the Intermunicipal Agreement on the Internship Program this year removing Warwick Township and adding Northampton, Bucks County, Municipal Authority as a party. The Motion was unanimously adopted.

Mr. Larson requested completion of the Ethics Code Financial Statement forms by next month.

ENGINEER'S REPORT-ALEX KING

Ms. King reported that the Water Quality Management Part II Permit Application for Phase 1 Improvements was submitted to DEP prior to January 22, 2025. The design work on Phase 2 Improvements is making good progress. The Authority staff is having preliminary discussions about Phase 3 Improvements.

A question was asked about contact with BCW&SA regarding payment. Mr. Larson reported that a tentative meeting is scheduled for April with John Butler to discuss what the Project will entail.

There was a recap of the Phase 1 Improvements. The Phase 1 Project involves: the replacement and upgrade of the clarifier mechanisms; upgrade of the chemical feed equipment and

controls (including a new digital system); and upgrade of the UV system control panel and providing UV transmittance monitoring and integration control. Investigation of new UV systems did not provide a substantial difference in energy consumed. It made the most sense to go with the same system. In-situ UV transmittance monitoring will provide better control.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that the Borough Council is considering the proposed Sewer Use Ordinance a second time this evening. The Borough staff received questions from a realtor which the Solicitor and Mr. Larson addressed with the Borough Manager and the Borough Solicitor via a Teams® Meeting.

A question was asked about grant opportunities. Mr. Larson responded that there was some consideration of peeling things off of the improvement projects, but with dry flow years, it is easy to propose improvements to the collection system to reduce I&I during wet weather events. H₂O Small Water and Sewer grants are available for projects costing between \$30,000.00 and \$500,000.00 and require a 15% contribution match from the system owner. H₂O Grants are all funded by Pennsylvania funds, not Federal ones.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amounted to \$447,110.89 and he recommended approval to pay the bills.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the Total Expenditures and escrow disbursements for the month amounting to \$447,110.89. The Motion was unanimously adopted.

OTHER BUSINESS

There was a consensus of the Board reached to cancel the proposed meeting scheduled for the end of February.

ADJOURNMENT

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

The meeting was adjourned at approximately 5:21 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary

2025 CNBTJSA Board Committees

Finance Committee

1. Tim Hagey – Chairman
2. Larry Nuesch
3. Preston Campbell

Facilities Committee

1. Preston Campbell – Chairman
2. Don Cameron
3. Mike Sullivan

Personnel Committee

1. Mike Sullivan – Chairman
2. Tim Hagey
3. Don Cameron

Executive Committee

1. Bill Evans – Chairman
2. Larry Nuesch
3. Tim Hagey