

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

May 13, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on May 13, 2025 in the Authority's meeting room.

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

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

MINUTES

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Nuesch to approve the minutes of April 22, 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 second customer billing in the new system. The second round went smoother with fewer customer phone calls. Ms. Vitoroulis further reported that 173 customers use the auto pay portal and 374 registered their accounts online.

Ms. Vitoroulis reported that water-shutoff can occur through Aqua and an Aqua water shutoff agreement has been received, reviewed and returned to Aqua with comments. The plan is to enter into an agreement with Aqua and begin sending notices to debtors to have their water shut off. There are 32 properties with liens. There was an extensive discussion about water shutoffs and liens.

COLLECTION SYSTEM REPORT-Rich Heverly

Mr. Heverly stated that an SSO was reported behind Prince William Way-Highlands. Roots in a manhole were jetted and the roots pulled out. The areas where the roots were located were hydro-cemented.

The Correspondence from homeowners in the Board packet complimentary of field personnel stems from a plumbing estimate the homeowners were given to fix a problem which,

upon inspection, was found to be located within the Authority's system. Roots were found in the lateral at 144 Circle Drive. The lateral was TVed, and roots found between the curb and the main were removed. A cleanout was installed for access.

PLANT SUPERVISOR'S REPORT -Lew Christy

Mr. Christy reported that the Plant met all permit parameters for the month. He further reported that BSI was brought in for breaker maintenance. An earlier problem with breakers during a storm was discussed. BSI found all of the breakers functioning. Mr. Larson commented that a future decision will be made as to whether replacement of the breakers with refurbished ones is within the budget.

Utility Water Pump No. 3 was installed. The Authority saved \$6000 by having in-house personnel install it. The pump has been out of service for 9 years.

Mr. Sullivan complimented the staff regarding the failure of the oxidation ditch and its return online within 24 hours. This means no violation of the DMRs because failed equipment is being put back online.

A Board member asked if there was sufficient time allotted for maintenance. Mr. Heverly answered that there was. Mr. Larson responded that they have records about maintenance and they are working to get a maintenance program established to do preventative work (i.e., software). He also stated that the staff is good at getting problems identified and getting them remedied quickly.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the approval of a sewage capacity form for 105 Barry Road for 1 EDU. This property is able to access the system as a result of the Pump Station No. 4 Project.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve the Sewage Capacity Form for 105 Barry Road. The Motion was unanimously adopted.

Mr. Larson next recommended the dissolution of the bill folding and sealing equipment, including all future purchase of supplies and maintenance support. The work is being taken over by a mail service which will perform the same work at a reduced cost. The supplier will pay \$250 for the equipment.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to dispense with the bill folding and sealing equipment. The Motion was unanimously adopted.

Mr. Larson next referred the Board to the letter of Mr. and Mrs. Martynowski which complimented certain staff.

Mr. Larson next recommended submission of the NPDES renewal application (and the concurrent adoption of the contract proposal for same from HRG) which needs to be submitted 6 months in advance. The Contract Proposal by HRG was modified by eliminating attorney's fees and expert fees payable to HRG in the event of litigation and the provision that HRG owns all work product was stricken.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the HRG contract proposal as modified above. The Motion was unanimously adopted.

Mr. Larson next referred to the 2025-26 Budget which had been distributed to the Board. It was noted by a Board Member that it was a step forward in format. Mr. Sullivan commented that

he believes that tapping fees should be a “below the line item”. Mr. Larson responded that they are made an above-the-line item in this Budget because the audited financials are run as a below-the-line item. Mr. Larson noted that it can be changed in future budgets and financials.

This led to a discussion that the Board should look at rates. Mr. Sullivan commented that the Authority needs to set aside enough money each year for upgrades and maintenance and the Authority needs to make sure the capital reserve is adequately funded. Mr. Larson agreed that “after we get through the audit this year”, we should look at rates.

Mr. Hagey commented that “we don’t take a depreciation deduction”. A question was asked about the billing cycles, and it will take one more billing for the new rates to be fully implemented.

It was further commented that the Authority’s rate is in the bottom third for value of rates for all authorities in the vicinity.

The discussion moved to the loans. One loan expires in November 2026. The other loan is capped at 2.096% when it adjusts in June 2026.

There was a motion to approve the Budget but no immediate second. Mr. Hagey asked for one month to review the Budget. The Budget was tabled for one month by consensus.

Mr. Larson reported certain odor complaints received by the Authority to the Board. DEP inspected for odor and the Plant passed the inspection. The diffusers were eventually cleaned out and years of accumulation (rags) were found. The issue is believed to be fixed now.

ENGINEER’S REPORT-COREY SALMON

Mr. Salmon reported that the next quarterly progress report is due to DEP in June.

HRG hopes to have a Project Drawing Set and Project Manual to the Solicitor and Staff by June 1, 2025.

HRG hopes to have the presentation of the preliminary design for Phase II scheduled for September 15, 2025.

Mr. Salmon reported that the grants may be ready by September, but that may be just rumor.

SOLICITOR’S REPORT- Joseph Bagley

Mr. Bagley stated that he and Mr. Larson are attending the Chalfont Borough Council Meeting tonight.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amounted to \$459,622.01 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 \$459,622.01. The Motion was unanimously adopted.

OTHER BUSINESS

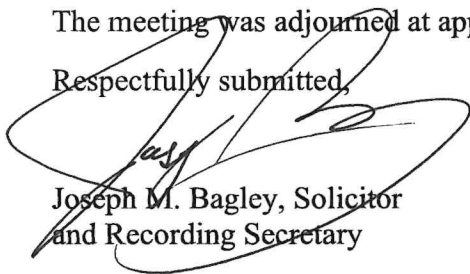
There was a consensus of the Board to dispense with the second meeting in May.

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 5:45 PM

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read 'J. Bagley', is written over the typed name and title.

Joseph M. Bagley, Solicitor
and Recording Secretary