

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY
BOARD MEETING MINUTES

January 14, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on January 14, 2025 in the Authority's meeting room.

Present: William Evans, Donald Cameron, Lawrence Nuesch, Preston Campbell, Michael Sullivan, and Timothy Hagey. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor; Lew Christy, Plant Supervisor; Rich Heverly, Operations and Maintenance Supervisor; Sophia Vitoroulis, Director of Finance; and Joshua Fox, P.E. and Alex King, P.E.

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

The Board congratulated Mr. Sullivan on being reappointed to the Board by the Township.

ELECTION OF OFFICERS:

In accordance with the Bylaws, the Solicitor temporarily chaired the Meeting. The Solicitor called for nominations for Chairman. Mr. Cameron **MOVED** to **NOMINATE** the Mr. Evans as Chairman. Mr. Evans made a statement about the possible duration of his remaining term. Mr. Sullivan **SECONDED** the Motion. The Motion to Nominate was unanimously adopted. Mr. Evans was elected Chairman. Mr. Hagey **MOVED** to **NOMINATE** the entire remaining slate of officers from 2024 to the same offices in 2025. Mr. Cameron **SECONDED** the Motion to so **NOMINATE** and the Motion was unanimously adopted. Mr. Cameron was elected Vice Chairman, Mr. Nuesch was elected Secretary, Mr. Hagey was elected Treasurer, Mr. Campbell was elected Assistant Secretary, and Mr. Sullivan was elected Assistant Treasurer. The Chairman assumed the Chair for the remainder of the Meeting.

The Chairman announced that he would evaluate the Committee assignments and present them at the next Meeting. He asked any Board Member who wished to move to a new Committee to contact him.

After discussion, it was the consensus of the Board to defer a decision on whether to proceed with a meeting on November 11.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to adopt the schedule of meetings for 2024 as distributed to the Board. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to adopt the Authority Fee Schedule as distributed to the Board. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to appoint Bagley Law, LLC as Solicitor, HRG as Authority Engineer and Bee Bergvall and Co. as Authority Auditor. The Motion was unanimously adopted.

MINUTES

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Hagey to adopt the minutes of the meeting of December 10, 2024 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.

PLANT SUPERVISOR'S REPORT-Lew Christy

Mr. Christy reported that the Plant met all parameters for the month. The heater in the Grit & Grease Building blower room was replaced. The motor on Digester #1 transfer pump was replaced.

OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported that they removed and replaced the plug/shutoff valve for Pump Station No. 6. The existing plug valve would not close all the way. Replaced two check valves and plug valves. Inspected 7 new tie-ins to the System at the Logan Tract. There was general tidying up at the Plant to get things fixed.

In response to a question, there was a general discussion about the disuse of the silo at the Plant. There was a consensus, or at least a statement, that it was easier to store biosolids in the barn than in the silo.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that the payroll conversion to Paychex® for services has been completed. The General Ledger mapping is booked. January is the last month in both systems. The employee portal is now live. An employee may now view paychecks, vacation, etc...in the portal. Paychex® has been very good to use.

QuickBooks is up to date. Training is underway. Authorization is needed for John and Sophia to access bank accounts for reports.

The new billing system will be installed beginning February 3. Ms. Vitoroulis expressed a need to have real meter numbers in the system. It is not known currently when the new billing system will go live. January bills (with new rates) will not go out until April. Bills in January, February and March are for the prior quarter.

Ms. Vitoroulis was asked whether Bee Bergvall made the correction the Board asked them to make in their notes, and she responded that they had.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson presented Resolution No. 2025-1 establishing the attorney's fees for 2025.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Hagey to approve Resolution No. 2025-1 as to the rate of legal fees and the interest rate imposed by the Authority for 2025 as distributed to the Board. The Motion was unanimously adopted.

Mr. Larson recommended adoption of Resolution No. 2025-2 authorizing bank signatories for the respective bank accounts.

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

Mr. Larson recommended the closure of escrow Account No. 161 for DiCola.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to authorize the closure of escrow Account No. 161. The Motion was unanimously adopted.

Mr. Larson recommended the refund of escrow funds for escrow Account No. 147 whereby 10% will remain in the account for close out of the Project (Butler Pike Properties).

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Sullivan to authorize the disbursement of a refund from escrow Account No. 147 and the keeping of a 10% retainer for close out. The Motion was unanimously adopted.

ENGINEER'S REPORT-JOSHUA FOX and ALEX KING

Mr. Fox reported that the second quarterly progress report was submitted to DEP on December 20, 2024. The Water Quality Management Part II Permit Application for the Phase I Improvements is due by January 22. Meetings have begun with manufacturers regarding the Phase II Improvements. It was confirmed that the basement of the operations building has enough room to house the new blowers. The hatch that currently exists in the floor of this building is large enough to allow the installation of blowers through the hatch without the need to enlarge the current opening. The presentation of the preliminary design for the Phase II Improvements is planned for September 15, 2025. HRG completed set up of the ARCGIS online portal. HRG is conducting onsite training.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that the Borough Council is considering the proposed Sewer Use Ordinance this evening and he and Mr. Larson will attend the Council Meeting to respond to any questions. The Authority Board will soon review a proposed resolution pertaining to surcharge rates and exceedance fees for imposition by the Authority which would be authorized by the Sewer Use Ordinance.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amount to \$436,907.52 and he recommended approval to pay the bills.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to approve the Total Expenditures and escrow disbursements for the month amounting to \$436,907.52. The Motion was unanimously adopted.

OTHER BUSINESS

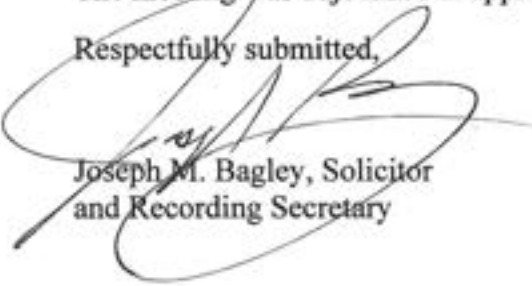
There was a consensus of the Board reached to cancel the proposed meeting scheduled for January 28. There was a brief discussion about internal checking controls.

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 5:35 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary