

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

March 11, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on March 11, 2025 in the Authority's meeting room.

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

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

MINUTES

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Cameron to approve the minutes of January 14, 2025 as distributed to the Board. The Motion was unanimously adopted.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the minutes of February 11, 2025 with the amendment of adding the list of Committees designated by the Chair as a schedule to the Minutes. The Motion was unanimously adopted.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

No reports of Officers were presented.

COMMITTEE REPORTS

Mr. Sullivan reported that Mr. Larson raised the issue of establishing a policy for the reimbursement of employees for health insurance premiums unused by employees. The proposal would reimburse the employee 75% of the unused premium. The cost of the premium is influenced by different factors including age, cost of the policy and smoking versus nonsmoking. There was general discussion about health insurance premiums and their reimbursement when unused by the employee. The policy was reviewed by the Personnel Committee which recommends it. The proposed policy was distributed to the Board. Mr. Larson will discuss the policy under his report.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that the Budget was at 72% (sewer rentals) for the 9-month period. Other revenue (CDs) is at 156% for the same period. Payment from BCW&SA is up to date as of March 3.

In response to a question, Ms. Vitoroulis responded that next year's budget will be started next month. She reported that QuickBooks is working well. Bank account activity can now be matched to Authority records. Training on billing software is proceeding. A letter will be distributed to customers advising of the new billing system and the availability of paying online.

There was brief discussion about the charge for paying online. Customers can also use auto draft (electronic funds transfer) which can pull the funds directly out of the customer's account. Harris support ends at the end of the month.

PLANT SUPERVISOR'S REPORT and OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported on both the Plant and the Collection System due to Mr. Christy's absence. BSI replaced two cooling fans on influent VFD # 3. An aerator coupler ring was repaired. Personnel replaced the upper and lower bearings for the influent roto guard screen.

In the collection system, personnel jet cleaned approximately 4000 feet of newly installed PVC pipe for Foxlane Builders at the former Highpoint site prior to acceptance of the lines. Opened and inspected 30 manholes in the Highlands neighborhood. Received delivery of new zero-turn Toro mower to perform yards maintenance in house. PPI was out on Brittany Drive sealing two pinhole leaks. The Authority will wait for a rainstorm to TV the sewer lines which were relined. In response to a question, Mr. Larson stated that the grant application for the LSA Grant is submitted and another grant will be discussed tonight. In terms of future relining efforts, Mr. Larson suggested system wide flow monitoring before determining which area to reline.

Mr. Heverly continued with the report that weekly cleaning of the clarifier was proceeding. The outer ring received an ice buildup. A new hot water heater was installed in the Administration Building and a mechanical seal was delivered today.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the closing of Account # 162 for Gallagher. He outlined the completed project.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Nuesch to close escrow Account #162. The Motion was unanimously adopted.

Mr. Larson next recommended execution of an agreement with SEPTA to replace a sewer line at SEPTA's cost while the agency is rebuilding an archway on their rail line. The Agreement provides for bypass pumping at SEPTA's cost. Mr. Larson and Mr. Bagley discussed efforts to negotiate the Agreement.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to authorize execution of the Temporary Easement and Construction Agreement. The Motion was unanimously adopted.

Mr. Larson next recommended disposal of the Chevy Equinox formerly used by Tom Hauser. The vehicle recently had a new transfer case installed but has now stopped working due to two cylinders missing (not operating). The cost of replacing the motor was found to be not economically sound.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Nuesch to dispose of the Chevy Equinox through Municibid. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of the drafted Employee Reimbursement Policy distributed to the Board, recommended by the Personnel Committee and enclosed in the agenda

packet. There was a brief amount of additional discussion about the Policy.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Cameron to adopt the Employee Reimbursement Policy as distributed to the Board.

Mr. Larson reported the he, along with the Township representatives of the Authority, attended the meeting of the Board of Supervisors in February. The Board was updated on the Authority's construction plans.

Mr. Larson reported that discussions with Chalfont Borough about the proposed ordinance are ongoing. Mr. Bagley reported that he had made revisions to the draft Ordinance after meeting with the Borough Manager and Solicitor but has heard no response from them as of yet.

In response to a question, Mr. Larson noted that there is a meeting with BCW&SA scheduled for April 9.

ENGINEER'S REPORT-JOSHUA FOX

Mr. Fox reported that the next quarterly progress report is due to DEP on March 20. There was a site visit today with the structural and electrical engineers to coordinate the record drawings for the Phase I Improvements. A UV control panel issue was identified. Other than that, there were no clarifier issues.

For Phase II Improvements, HRG is working through some issues. The merger of manufacturers presents challenges in getting competitive quotes. The basis for the design of Phase II will be presented to the Board in the future. An assessment of the blowers for anoxic and anerobic tanks is being undertaken.

A question was asked about any issues with the Chapter 94 Report. Mr. Fox stated that there are no issues to date. HRG is just waiting for reports to be received from BCW&SA and Montgomery Township.

With regard to Phase III improvements, the influent screening is being looked at, the DAFs may possibly be proposed for replacement and the centrifuges are being considered for replacement.

The GIS is fully online now. The application for the LSA Grant was submitted for 16,000 LF of cured-in-place lining.

Applications for the Commonwealth Financing Authority are due April 30. The possibilities for projects include improvements to Pump Station No. 6, control and SCADA improvements or abandoning Pump Station No. 6 altogether and using gravity sewer. Any necessary authorizations can be addressed at the April 8 Board Meeting. This grant would involve a 15% match.

In response to a question, Mr. Larson stated that the Authority had some flexibility as to where to do relining if the LSA Grant is not successful. It was also suggested that Pennvest be looked at if additional relining is undertaken.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley stated that Mr. Larson had already reported on the two 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 \$419,483.86 and he recommended approval to pay the bills.

A question was raised about a bill from Warminster Municipal Authority for \$677.68. Mr. Larson responded that the amount was a reimbursement for certain training of CNBTJSA employees at the same time as some Warminster employees at the Warminster site.

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 \$419,483.86. The Motion was unanimously adopted.

OTHER BUSINESS

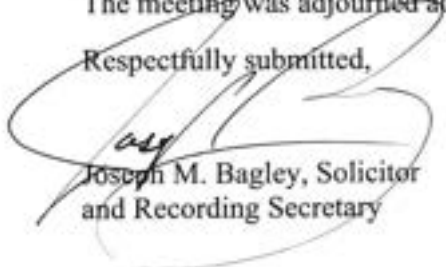
There was a consensus of the Board reached to cancel the proposed meeting scheduled for the end of March. The next meeting will be April 8.

ADJOURNMENT

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

The meeting was adjourned at approximately 5:45 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary