

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

October 10, 2024

The meeting of the Chalfont-New Britain Township Joint Sewage Authority Board was held on October 15, 2024 in the Authority's meeting room.

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

The Chairman opened the meeting at 5:03 p.m.

MINUTES

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to adopt the minutes of the meeting of September 10, 2024. The Motion was adopted 4-0 with Mr. Sullivan abstaining due to his absence from the prior meeting.

PUBLIC COMMENT

No members of the public were present.

REPORTS OF OFFICERS

There were no reports from officers.

COMMITTEE REPORTS

Mr. Hagey stated that there would be a Personnel Committee meeting held immediately following the Board meeting.

OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported that he and Mr. Christy are working well together in a collaborative effort to address both plant issues and collection system issues. Mr. Sullivan thanked Mr. Heverly and Mr. Christy for the clear reporting in the Newly formatted Operations Report and taking the initiative on many maintenance, preventative maintenance and grounds issues. It appears that the two groups are working well together.

PLANT SUPERVISOR'S REPORT-Lew Christy

Mr. Christy joined in the statement that the two crews are working well together. He reported on a ground fault which BSI diagnosed as a faulty resistor in the VFD. A new drive was provided at no expense.

It was a consensus that in the future the Operations Report identify if there are no permit violations.

Mr. Hagey echoed what Mr. Sullivan said.

Mr. Heverly stated that Mr. Larson is giving the two supervisors the freedom to order necessary parts to get the job done.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that the accounting system is being converted from MicroFund to QuickBooks. The two systems (old and new) will run side by side in October and November. If there is any final report the Board wants, it will be possible to generate it. There was a Board question about generating an ordinary P & L report. Mr. Larson stated that he would prefer a P & L report tied to a budget once the new budget is completed.

Ms. Vitoroulis reported that the new billing system will be installed in February and March and after training, should be operating by April. In terms of payroll, the Authority will be getting a time clock.

A Board question was raised about a rate increase. Mr. Larson stated that following the preliminary audit, he would take a look at that. He also stated that a small increase is probably in order due to inflation. There was a consensus reached that January would be a good time for such a rate increase.

Mr. Nuesch commented on figures on his bill not "matching" and there was a discussion about rounding and the general competency of Harris (the current billing software provider).

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson reported that he seeks authorization to add Sophia Vitoroulis as a signer on the petty cash bank account and access to the Univest accounts (without check signing ability). She would be the third signer on the account. There was a discussion about a Bee Bergvall written comment regarding the review of bank reconciliations. Mr. Larson advised that new SOPs are being set up for the new accounting system so that there are more checks and balances.

MOTION: It was **MOVED** by Mr. Evans and **SECONDED** by Mr. Sullivan to authorize Ms. Vitoroulis to be added to the Univest petty cash account and to access bank accounts with Univest (with no check signing ability). The Motion was unanimously adopted.

Mr. Larson next reported that he requests authorization to set up the expenses for MetLife (dental, LTD, STD insurances) as an Electronic Transfer of Funds (ETF) payment. In response to a question, Mr. Larson stated that it is not a regular, fixed amount but is close to it.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to authorize setting up the payment to MetLife as an ETF. The Motion was unanimously adopted.

Mr. Larson recommended the closure of escrows for the Elaines Lane, Creek Road and 44 Railroad Avenue/Moser Projects.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to close the escrow accounts for the Elaines Lane, Creek Road and 44 Railroad Avenue/Moser Projects. The Motion was unanimously adopted.

Mr. Larson recommended the acceptance of the Deed of Easement for Butler Pike Properties. The Deed has been reviewed by the Solicitor and is ready for acceptance.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to accept the Butler Pike Properties Deed of Easement. The Motion was unanimously adopted.

Mr. Larson recommended the authorization for HRG to apply for an LSA Grant of up to

\$1,000,000. There is no match for the grant. If the full amount is not granted, the Board can decide how much to proceed with, but it would be a ready-made opportunity for the Authority to make up the difference, depending upon the outcome of the Application. The area targeted is the Hellberg Avenue vicinity. It is an area with a number of check valves already installed.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to authorize HRG to apply for the LSA grant for \$1,000,000.

ENGINEER'S REPORT-JOSHUA FOX and ALEX KING

Mr. Larson introduced Mr. Fox's associate Alex King, P.E. Mr. Fox reported that the first progress report to DEP has been submitted. The next milestone is submission of an operator's manual on November 20. After that, the next quarterly progress report is due December 20. Mr. Fox met with Authority personnel and reviewed the BLOWIN Model. The wasting rate of the Plant was analyzed and is in good working order. The design of Phase I improvements is going forward. Mr. Fox hopes to have a preliminary set of drawings for Phase I at the next Board meeting. Different aeration technologies are being explored. The GIS conversion is continuing. The LSA grant application will be undertaken and submitted.

There was a Board question about bacterial growth in the fecal coliform (according to the Operations Reports). Mr. Christy stated that it may be ferric covering the bulbs and it may be necessary to replace all of the UV bulbs. He stated that some of the bulbs had many hours of use on them. He discussed a vendor performing some testing prior to acquiring new bulbs. There was a lengthy discussion about the future of the UV system.

Mr. Larson reported that PECO has already done an analysis of reductions in costs for the new aeration system. As soon as he receives data, he will be able to do a cost/benefit analysis.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that the Borough is discussing the draft Sewer Use Ordinance with the Borough Steering Committee and, particularly, the integration of the lateral inspection process with the Borough's use and occupancy process. He has received no comments, positive or negative, regarding the draft.

TREASURER'S REPORT- Timothy Hagey

Following review of the Financial Report and the Bill List, Mr. Hagey recommended payment of the Total Disbursements of \$457,985.57 for the month.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the Total Disbursements for the month of \$457,985.57. The Motion was adopted unanimously.

Mr. Sullivan reported that Mr. Larson was named Assistant Director for PMAA Region 1. Congratulations were extended.

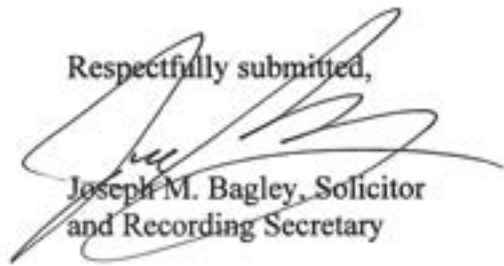
There was a consensus that no second meeting was needed.

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 5:43 PM

Respectfully submitted,

A 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