

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

September 10, 2024

The meeting of the Chalfont-New Britain Township Joint Sewage Authority Board was held on September 10, 2024 in the Authority's meeting room.

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

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

MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to adopt the minutes of the meeting of August 13, 2024. The Motion was unanimously adopted.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

The Chairman recommended that the Personnel Committee begin reviewing Mr. Larson prior to his work anniversary.

COMMITTEE REPORTS

No committee reports were presented.

OPERATIONS AND MAINTENANCE SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported that the Summer Internship Program has ended, and they were able to perform a lot of work this Summer. As a result of their working in the field, the staff were able to focus on repair of Aerators No. 2 and No. 6. No. 2 was in operation last week and No. 6 this week. Directional drilling in the Highlands is taking place for new electric and personnel responded to One-Call marking in that area marking mains and laterals. In response to a question about locating manholes, Mr. Heverly stated that there were "no surprises".

PLANT SUPERVISOR'S REPORT-Lew Christy

Mr. Christy reported that the influent gear box and gear reducer were rebuilt and placed back into service. The training session on the centrifuge for plant staff, including proper startup and operation of the centrifuge, was completed. Tips for operation were communicated to personnel. The type of polymer being used is being evaluated. Testing of other materials has been undertaken.

Pricing of such materials is being obtained. Mr. Christy reported that flow rates are low. A 2-inch rain last month did not affect the Plant at all. In response to a question directed to Mr. Heverly, there was a discussion about the interns.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that positive pay will be onboarded soon (positive pay being an automated cash service that helps banks detect fraud). She further reported that the benefits manual is not current, the billing systems must be updated, and the metering records are being done by hand. The new billing software will not be available until March 2025. QuickBooks is recommended as an accounting software. New billing software, new accounting software and new payroll software will save \$16,000 per year. Training of staff will be given on the new software. The current software provider, Harris, has been charging \$23,000 annually. Harris has been unhelpful in terms of importing metering data. They have been working for 5 months with no satisfactory results. There was a presentation and discussion of the potential software providers for billing. The recommended contractor is Ampstun for a one-time cost of \$26,000 for data conversion and 4 days of training. There was brief discussion about QuickBooks.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve of the recommended software changes for accounting, payroll and billing. The **MOTION** was unanimously adopted.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson reported that he seeks ratification of the approval of 1 EDU for 278 New Galena Road which was done provisionally between Board meetings after consultation with Board Members.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to ratify the approval of 1 EDU for 278 New Galena Road. The Motion was unanimously adopted.

Mr. Larson next reported on a request for sewer capacity approval for a project at the corner of Barry Road and Railroad Avenue by Cavendish Acquisitions for 4 EDUs.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve sewer capacity for 4 EDUs for the Cavendish Acquisitions Project at the corner of Barry Road and Railroad Avenue. The Motion was unanimously adopted.

The Board previously authorized Mr. Larson to access the safe deposit box at Univest. He reported finding only tape backup payroll files from 1994. He recommended destruction of the records as useless.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Nuesch to: (a) destroy the records recently located in the box and (b) discontinue use of the safe deposit box. The Motion was unanimously adopted.

Mr. Larson reported on the Quarterly Budget Report he distributed to the Board. Mr. Campbell pointed out an error in Fund 2 for the past year (incorrect years). Mr. Larson noted that he would correct it. No other comments were noted.

Mr. Larson reviewed the Second Amendment of the DEP CO & A distributed to the Board.

He reported that it is part of the ongoing discussion he and Mr. Fox had with DEP in the past months. The proposed amendment has been reviewed by Mr. Bagley and Mr. Fox with a few changes made. A Motion is sought to approve the Amendment.

Mr. Fox was asked about his confidence in the schedule. He stated that it buys time to look at the improvements to be proposed in Phase II. He also stated that certain language allows DEP to be flexible about any forthcoming supply chain issues. Also, quarterly progress updates have been required by DEP which will tend to keep DEP informed.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the Second Amendment of the CO & A. The Motion was unanimously adopted.

Mr. Larson recommended a change of the meeting date in October. There was a discussion about a new meeting date. A consensus agreed upon the 15th as a new meeting date.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Evans to cancel the regular meeting date in October and advertise a new meeting date of October 15. The Motion was unanimously adopted.

ENGINEER'S REPORT-JOSHUA FOX

Mr. Fox thanked the Board for his appointment. He referred to an associate of his, Alex King, who may be present when he is unavailable. Mark McGuire from HRG made a site visit to the Authority. HRG will be working on a cloud based GIS system for the Authority. Currently, the GIS system is contained in an onsite server. HRG will also provide developer support if construction details need to be updated.

Mr. Fox presented a PowerPoint regarding the BIOWIN Modeling. He reviewed with the Board the Violation Summary, the Existing Configuration, the BIOWIN Model (Existing), Data Review, Data Calibration, Proposed Alternatives and the Results for proposed improvements to the Plant. Alternative 3 is the recommended alternative depicted by the Model. It will involve more biological phosphorous removal and a reduction in the amount of ferric used. It is likely that the Authority will not have to add tanks. There will be a return route added to the anoxic tank and more controls will be added. Additional sludge modelling is also recommended. The disc aerators will be replaced with a diffused air system. It is recommended that the sludge storage be aerated with blowers. In response to a question about noise, Mr. Fox stated that sound attenuated blowers would be used. In Phase I, metering pumps will be added and there will be a possible ferric upgrade. HRG will run the violations through the Model to see how it works and where the problems lie. As part of the Phase I improvements, there will be an evaluation of upgrading the controls and upgrading the UV control system. The replacement of the entire UV system will also be evaluated. The estimated fee for design and permitting is \$100,000.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Cameron to approve the HRG Proposal dated August 21, 2024 for the design and permitting for Phase I Improvements for no more than \$97,800. The Motion was unanimously adopted.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that he, Mr. Larson and Mr. Evans met with the Borough Utilities Committee on Friday, September 6 to review the draft Sewer Use Ordinance. The meeting concluded with Mr. Bagley having to make a few changes and send the draft back to the Borough

for further review. He noted that the Borough Solicitor has not yet commented upon the draft Ordinance.

TREASURER'S REPORT- Timothy Hagey

Following review of the Financial Report and the Bill List, Mr. Hagey recommended payment of the Total Disbursements of \$447,906.83 for the month.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the Total Disbursements for the month of \$447,906.83. The Motion was adopted unanimously.

ADJOURNMENT

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

The meeting was adjourned at approximately 6:01 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary