

**CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY**  
**BOARD MEETING MINUTES**

**June 10, 2025**

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on June 10, 2025 in the Authority's meeting room.

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

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 May 13, 2025 as distributed to the Board and corrected. 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 on behalf of the Personnel Committee that the Committee met last Friday, and a report will be given in an Executive Session later in the meeting.

**DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis**

Ms. Vitoroulis reported on the third customer billing in the new system. The third round still had some issues. Ms. Vitoroulis reported that more customers are using the autopay portal and more are registering their accounts online.

Ms. Vitoroulis reported that she is trying to work with a newly assigned Aqua attorney to finalize a contract with Aqua for water-shutoffs. There are 10 customers with a total outstanding indebtedness of \$89,000 with liens.

## **PLANT SUPERVISOR'S REPORT -Lew Christy**

Mr. Christy reported that the Plant met all permit parameters for the month. He further reported that a new ABB Measurements and Analytics HMI [human interface] screen was installed on Centrifuge #2.

Mr. Christy reported that Evan Kimbel came up with the idea to install new wireless cameras to monitor and catch problems with operations after hours, allowing monitoring offsite even before an alarm. It allows the monitoring the quality of sludge before it affects the dryer.

A Board question was asked about phosphorous. Mr. Christy discussed sampling for the month, and the heavy rains encountered in May. Mr. Christy is not a fan of ferrous chloride and is looking into other options such as alum. He commented that alum is a "half-step". Phosphorous is a monthly average not a weekly average. The plant had seen flows of 10 Million gallons per day in May.

Mr. Larson interjected that the plant performed well in May. The upgrade planned for Phase II will help with where we send flow and how air is sent, which is one of the reasons to go to a diffused air system.

A Board member asked if there were odor problems. Mr Larson answered that a complaint was received, but upon investigation it turned out to be the College spreading manure for 4 days. He found nothing persistent or regular. In response to a question, Mr. Christy answered that 10.19 MGD was the maximum daily flow in May.

## **COLLECTION SYSTEM REPORT-Rich Heverly**

Mr. Heverly stated that they inspected PPI fixing 6 leaking laterals they had previously lined on Brittany Drive. They also completed the servicing of backup diesel pumps at the Pump Stations. The crew planted 20 arborvitae trees at Pump Station No. 4. Personnel also assembled and installed fans in the centrifuge building.

Mr. Heverly noted the sudden passing of late employee Tim Kulp who worked for the Authority since 1987. The Chair commented that Tim and Dan Kulp were integral to the operation of the Plant. There was a discussion about memorializing the Kulps in some manner.

The Chair inquired into a new development, which is located in New Britain Borough.

The Chair thanked Mr. Heverly and Mr. Christy for their hard work.

## **EXECUTIVE DIRECTOR'S REPORT- John Larson**

Mr. Larson recommended the refund of \$6618.77 to Foxland Homes upon substantial completion of its development. The Developer's Agreement provides that \$10,000 shall continue to be held in escrow.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Sullivan to release \$6618.77 to Foxland Homes from Escrow No. 145. The Motion was unanimously adopted.

Mr. Larson next recommended the disposal of certain obsolete sludge spreading equipment. Disposal is proposed by hauling to a scrap yard or through Municibid.

**MOTION:** It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to dispose of the sludge spreading equipment. The Motion was unanimously adopted.

Mr. Larson next recommended the purchase of 12 flow meters from Norristown Municipal Waste Authority. Mr. Larson suggested that locating I & I in the system must be a priority and the flow meters will help identify the biggest contributors to the problem in order to begin remedying them. This should be the beginning of a system wide monitoring program.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Sullivan to authorize the purchase of 12 meters from Norristown Municipal Waste Authority for the price of no more than \$37,000. The Motion was unanimously adopted.

Mr. Larson next referred to the 2025-26 Budget which had been distributed to the Board last month. A Board question was asked about tapping fees. Mr. Larson answered that the Budget was based upon a 10 month projection, and in the 11<sup>th</sup> month the Authority received the tapping fees from Birch Run in a lump sum. Therefore, the projection was \$100,000 while the actual fees received were \$409,000. There were no other questions.

**MOTION:** It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Sullivan to approve the 2025-26 Budget. The Motion was unanimously approved.

### **ENGINEER'S REPORT-JOSHUA FOX**

Mr. Fox commended Mr. Christy for keeping the Plant within parameters noting that May was the wettest month in Pennsylvania since 1889.

Mr. Fox reported that the next quarterly progress report is due to DEP on June 20.

The Part II Construction permit for the proposed improvements to the Plant.

HRG plans to advertise public bids for by June 30; the deadline with DEP is July 1. HRG is obtaining updated COSTARS bids. The Authority staff met to discuss general contracting requirements, builder's risk insurance and the like. There will be a July 8 non-mandatory pre-bid conference at the Plant. The bids are to be turned in by July 31.

There was a discussion about SCADA systems. There was a general discussion about what will be monitored. Mr. Larson commented that we have a moderate SCADA system now. The integration of the system has not been well designed or managed. There will have to be future discussion about to dismantle it and start over or patch it. There was a general discussion about whether to have more input in the SCADA system rather than just monitoring, which is what it is now.

Mr. Hagey left the meeting at approximately 5:50 PM.

There was general discussion about programming of the SCADA system.

### **SOLICITOR'S REPORT- Joseph Bagley**

Mr. Bagley reported that he, Josh and John met to discuss contract requirements as reported by Mr. Fox.

He further reported that staff is working on an issue concerning a property owner trespassing on the Authority right-of-way on Blackburn Drive, which situation is currently stable and being monitored but which Mr. Bagley mentions because the property owner has retained a lawyer.

## TREASURER'S REPORT- Michael Sullivan

Mr. Sullivan reported that the General Operating Expenses for the month amounted to \$422,251.98 and the Total Expenditures and escrow disbursements for the month amounted to \$506,332.47 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 \$506,332.47. The Motion was unanimously adopted.

The Board recessed into Executive Session at approximately 5:56 PM to discuss a matter involving employment, the terms and conditions of employment of an employee and to discuss agency business which, if conducted in public, would violate a lawful privilege and lead to the disclosure of information or confidentiality protected by law. The Board resumed its Regular Session at approximately 6:23 PM.

Mr. Sullivan inquired about the handout of information related to the PMAA Conference in Bethlehem. Mr. Larson said he would distribute it.

## OTHER BUSINESS

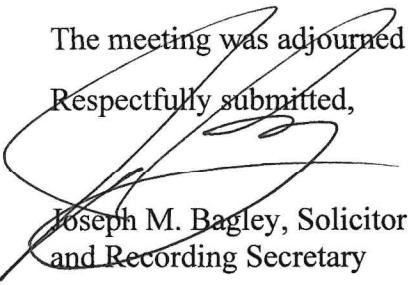
There was a consensus of the Board to dispense with the second meeting in June.

## ADJOURNMENT

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

The meeting was adjourned at approximately 6:23 PM

Respectfully submitted,

  
Joseph M. Bagley, Solicitor  
and Recording Secretary