

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

October 14, 2025

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

Present: Willam Evans, Chairman; Donald Cameron, Vice Chairman; Preston Campbell, Assistant Secretary (via Teams®); Timothy Hagey, Treasurer; Lawrence Nuesch, Secretary; and Michael Sullivan, Assistant Treasurer. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor; Josh Fox, Engineer; Rich Heverly, Collection System Supervisor, and Sophia Vitoroulis, Director of Finance. Jennifer McHugh from Bee Bergvall was also present.

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

PLEDGE OF ALLEGIANCE

The Chairman led the meeting in reciting the Pledge of Allegiance.

MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Cameron to approve the minutes of September 23 as distributed to the Board. The Motion was adopted unanimously.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Nuesch to approve the minutes of October 6 as distributed to the Board. The Motion was adopted 5-0-1. Mr. Evans abstained due to his absence from the meeting.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

No reports from Officers were presented.

ANNUAL AUDIT REPORT

Ms. McHugh gave an overview of the 2024-25 Audit. She thanked the Authority staff for their cooperation. In addition to the Audit, Bee Bergvall prepared the Financial Statement and the DCED Report. The audit consists of sampling, analytics and comparison rather than a complete review of every entry. Their analysis is risk based, looking for management override, segregation of duties, and risk of improper revenue risks. The Auditor issued an unmodified opinion.

Ms. McHugh reviewed operating revenues, expenses, capital contributions and general and

administrative expenses.

A Board question was asked about booking capital contributions from developer work. The response from the Executive Director was that any such work is based upon a review by the Authority Engineer.

Ms. McHugh left the meeting at 5:08 PM.

COMMITTEE REPORTS

Mr. Sullivan reported that the Personnel Committee met about the bonus for the Executive Director and recommends that the Executive Director receive his full compensation as set forth in the Contract.

MOTION: Mr. Hagey **MOVED** and Mr. Evans **SECONDED** that the Board act upon the recommendation of the Personnel Committee. The Motion was unanimously adopted.

Mr. Sullivan reported that the Committee did not meet to discuss anything related to an annual increase for the Executive Director. The Committee will meet and have a recommendation at the next Board meeting.

DIRECTOR OF FINANCE REPORT

Ms. Vitoroulis presented an income statement out of QuickBooks®. She reported on the ten (10) largest account balances. Mr. Larson, Ms. Vitoroulis, and Mr. Bagley met about such delinquencies and the three (3) largest will be pursued with legal action (the three (3) largest balances are for properties with wells rather than public water). Aqua will not shut off water until after March 31 [due to PUC regulations]. NWWA and NPWA will continue water shutoffs throughout the Winter.

COLLECTION SYSTEM REPORT-Rich Heverly

Mr. Heverly presented both the Plant Report and the Collection System Report. The Plant met all parameters for the month of September. D.R. Cordell & Associates inspected all overhead cranes and hoists. The Authority received a new plant vehicle (2025 F-150) ordered some time ago. Mr. Heverly report on a productive meeting with Josh Fox on manhole identification and coding which will be incorporated into the GIS System. Personnel investigated a large water leak at 98 Palace Court. It turned out to be a severely leaking NWWA line infiltrating the sewer lateral and led to a repair of a sewer lateral at 86 Palace Court which may have been damaged by NWWA. Applied two coats of epoxy paint on the utility water pump bases after sandblasting.

In response to a question about a major clean out of the “barn” in the written Report, Mr. Heverly explained that the “barn” is the collection system truck building.

ENGINEER’S REPORT-JOSHUA FOX

Mr. Fox reported that the WQM Part II Permit for the Phase 1 Improvement Project has been received. The scheduled bid date is in March. The next progress report is due to DEP by December

30, 2025.

HRG received a poorly assembled submittal from Veolia after waiting 8 weeks for it. This is a COSTARS contract.

In response to a Board question, Mr. Fox stated that the length of time on receipt of delayed materials is as previously anticipated, but that any lengthier delay may result in the need to extend the Electrical Contractor, Schipsi Electric. In response to an ensuing Board question, Mr. Fox stated that receipt of the control panel should not delay the Mechanical Contractor.

Mr. Fox reported that the Annual Consulting Engineer's Report is just about wrapped up. The next progress meeting with Authority Staff for the Phase 2 Improvements is November 11.

Mr. Fox reported that there are three (3) developments pending, but no new work to inspect. He will be scheduling a meeting with Mr. Larson to discuss asset management.

There is a Schipsi payment application for mobilization (Payment Application No. 1) which HRG recommends for payment.

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve Schipsi Electric's Payment Application No. 1 for \$2,561.58. The Motion was unanimously adopted.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the adoption of Resolution No. 2025-5 approving the LSA Grant Application for \$728,973.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Hagey to approve the LSA Grant Application for \$728,973. The Motion was unanimously adopted.

Mr. Larson next presented the proposal of HRG for a Flow Monitoring Program which he recommended at a price of \$64,000 for 9 months according to the terms set forth in HRG's October 7 Proposal.

MOTION: It was **MOVED** by Mr. Nuesch and **SECONDED** by Mr. Hagey to approve the October 7 Proposal of HRG for a Flow Monitoring Program. The Motion was unanimously adopted.

There was a general discussion of communications from rejected bidder JLT Electric.

The Board moved into Executive Session at approximately 5:29 PM to discuss issues on which identifiable complaints are expected to be filed and to discuss agency business which, if conducted in public, would violate the attorney-client privilege.

The Board returned to its regular session at approximately 5:52 PM.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported that he and Mr. Larson will be appearing at the New Britain Township Meeting next Monday to answer questions about the proposed Sewer Use Ordinance.

TREASURER'S REPORT- Michael Sullivan

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amounted to \$328,325.93 and he recommended approval to pay the bills.

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 \$328,325.93. The Motion was unanimously adopted (because of the documentation available to him, Mr. Campbell was apprised of the figure verbally).

OTHER BUSINESS

A consensus was reached that, due to Veteran's Day, the next meeting of the Board will be rescheduled to November 12.

ADJOURNMENT

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

The meeting was adjourned at approximately 5:57 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary