

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

September 23, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on September 23, 2025 in the Authority's meeting room.

Present: Willam Evans, Chairman; Donald Cameron, Vice Chairman; Preston Campbell, Assistant Secretary; and Michael Sullivan, Assistant Treasurer. 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. Timothy Hagey, Treasurer, and Lawrence Nuesch, Secretary, were absent.

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

PLEDGE OF ALLEGIANCE

Mr. Sullivan led the meeting in reciting the Pledge of Allegiance.

MINUTES

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Cameron to approve the minutes of August 12 as corrected (noting Mr. Campbell was absent). The Motion was adopted 3-0-1. Mr. Campbell abstained due to his absence from the meeting.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to approve the minutes of August 26. The Motion was adopted 3-0-1. Mr. Cameron abstained due to his absence from the meeting.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

No reports from Officers were presented.

COMMITTEE REPORTS

There was a consensus to hold a work session of the Board on an as yet undetermined date to discuss depreciation and billing of BCW&SA with the Auditor.

DIRECTOR OF FINANCE REPORT

Ms. Vitoroulis reported that the Financial Statements for the period ending May 31, 2025 have been finalized. The Auditor has presented a governance letter and an engagement letter for execution by the Authority. The Accounts Receivable report was presented by Ms. Vitoroulis. Nine (9) customers are responsible for 90% of the accounts being delinquent for over 90 days. There was a discussion about flat rate customers and litigation. There was a general discussion about Portnoff Associates. The suggestion was made that the Solicitor could institute litigation against the three (3) largest delinquent accounts. Mr. Larson, Ms. Vitoroulis, and Mr. Bagley will work on a policy about such delinquencies.

There was discussion about possible rate resets in Authority loans. The earliest rate reset is scheduled for Late Fall or Early Spring and is capped at 2.09%.

COLLECTION SYSTEM REPORT-Rich Heverly

Mr. Heverly reported that a piping and supports in a flow meter pit near the Fountainville Shopping Center was replaced. The piping was 20 years old. With Plant personnel, the Collection crew helped remove Aerator No. 4 and replace plates and reset aerators back in due to cracking in some plates. Also, the Authority had Dukes come out to treat 1,200 linear feet of main behind Hellberg Avenue. It was an area previously targeted, and the root agent previously used by Dukes did not work completely. Dukes applied a foaming agent to the root intrusion along 2,400 linear feet, 1200 feet of which had been previously Tved by the crew. The Collections crew also assisted in the DAFT bypass plumbing project.

Mr. Heverly reported on testing and installation of some of the meters purchased from Norristown for flow monitoring. All but one meter passed testing and three (3) were installed. A total of twelve (12) will be installed.

A question from the Board was asked about Helberg being part of the area to be slip lined. Mr. Heverly stated that it may be eligible for slip lining, but root killer still has its place.

There was a question from the Board about the size of pipe behind Hellberg. Mr. Heverly responded that it was 8-inch and terra cotta. Mr. Heverly noted that residents planted trees and fences in the area of the pipe and it was not very deep, perhaps 4-5 feet deep. In response to other questions, he stated that there was not much I & I, just a lot of roots. In response to further questions, he stated that the root killer used by Dukes is usually copper sulfate. It kills roots but not trees.

There was a general discussion about the bypass pumping project and the impacts on other processes.

PLANT SUPERVISOR'S REPORT -Lew Christy

Mr. Christy reported that the Plant met all permit parameters for the month of August. BSI came out to troubleshoot the Aerator VFD drive 1 and Harmonic Controller. He further reported that he has been working with a new polymer vendor, RHULE LLC, and a product of theirs ran well on the centrifuge. Its use will likely save the Authority approximately \$57,000 a year. Mr. Christy expects to see significant savings in six (6) months.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the Board to consider ratification of the rejection of the bid by JLT Electrical Contractors, LLC on Contract 2025-2.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to ratify the rejection of the bid from JLT Electrical Contractors, LLC. The Motion was unanimously adopted.

Mr. Larson next presented the Budget update for 2025-26. There were no questions or comments.

Mr. Larson next recommended the approval of HRG's proposal for Phase IV-I contract administration and oversight as distributed in written form to the Board.

Mr. Bagley commented that HRG has provided behind the scenes services in terms of contract administration (certificates of insurance, bonds and contracts) during the process of awarding the bids in a very professional manner.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Sullivan to approve the HRG proposal for Phase IV-I contract administration and oversight as proposed. The Motion was unanimously adopted.

Mr. Larson next recommended the approval of the Auditor's engagement letter.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to approve the Auditor's engagement letter. The Motion was unanimously adopted.

ENGINEER'S REPORT-JOSHUA FOX

Mr. Fox reported that there the Quarterly Status Report was submitted to DEP prior to the September 20 deadline. The WQM Part II Permit Application for the Phase 1 Improvement Project must be submitted prior to the September 30 deadline. The next progress report is due to DEP by December 30, 2025.

The Authority held a pre-construction meeting on September 5 with both contractors and HRG. There is a long lead time on tank baffles and knife valve items. Work is proposed to begin in January 2026. There was discussion regarding the Pennsylvania Steel Procurement Act. There was discussion regarding the manufacturer of the UV controls (Veolia).

Mr. Fox reported on the preliminary design of the Phase 2 Improvements. See the HRG PowerPoint®. Tanks will be able to be drained annually for maintenance. There was a general discussion about piping to enable the draining of tanks. There was discussion about getting a contractor with sonar to determine the depth of the existing grit at the bottom of the tank. There was a discussion about valves, blowers, the control panel, RAS pumps, a coarse bubble air diffuser and the blower setup. There was a discussion about the isolation of individual rings of the clarifier in order to work on them while other rings continue to operate. Mr. Fox and Mr. Larson met with BCW&SA to update them on the Phase 1 and 2 Improvement Projects. Phase 2 provides a lot more operational options than the original proposed Improvements.

The Fox reported on the Pump Station No. 6 Abandonment Project Evaluation. The Project would entail 2,710 linear feet of gravity sewer, 11 manholes and restoration. There is one easement obtained and one needed. There was a consensus to move forward with Pump Station No. 6 Abandonment.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley had nothing additional to report.

TREASURER'S REPORT- Michael Sullivan

Mr. Sullivan reported that the Total Expenditures and escrow disbursements for the month amounted to \$513,332.20 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 \$513,332.20. The Motion was unanimously adopted.

OTHER BUSINESS

There will be a brief meeting of the Personnel Committee scheduled.

ADJOURNMENT

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

The meeting was adjourned at approximately 6:15 PM

Respectfully submitted,

Joseph M. Bagley, Solicitor
and Recording Secretary