

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY

BOARD MEETING MINUTES

December 9, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on December 9, 2025 in the Authority's meeting room.

Present: Willam Evans, Chairman; Donald Cameron, Vice Chairman; Timothy Hagey, Treasurer; Preston Campbell, Assistant Secretary; Lawrence Nuesch, Secretary; and Michael Sullivan, Assistant Treasurer. Also present: John Larson, Executive Director; Joseph Bagley, Solicitor (via Teams®); Josh Fox, Engineer; Lew Christy, Plant Supervisor; and Sophia Vitoroulis, Director of Finance.

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

PLEDGE OF ALLEGIANCE

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

MINUTES

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Hagey to approve the minutes of November 12 as distributed to the Board. The Motion was adopted unanimously.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

No reports from Officers were presented.

COMMITTEE REPORTS

Mr. Hagey reported on behalf of the Finance Committee. The Committee met last month and recommended a 9% increase in rates beginning in 2026. Mr. Hagey and Mr. Larson stated that such an increase represents an average increase of \$20 per quarter or about \$7 per month. In response to a question, Mr. Larson stated that based upon a rate study such increase keeps the Authority rate in the lower half of surrounding authorities' rates. Mr. Larson stated that a letter will go out to customers explaining that the rate increase is necessary to keep the Authority financially viable. The rate will be effective January 1, but the first bill will not go out until March or April.

The Chair requested that the Board communicate with their respective municipalities to explain that an increase is occurring.

MOTION: It was **MOVED** by Mr. Campbell and **SECONDED** by Mr. Nuesch to approve the rate increase of 9% for sewer rents effective January 1, 2026. The Motion was unanimously approved.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported a gross profit of \$175,000 through November 2025 and a net income

of \$300,000 through November 2025.

Ms. Vitoroulis reported that the owners of 34 Hilltown Pike have signed a payment plan. The owners of 27 Woodside Avenue have been served by the Sheriff, but no one has contacted the Authority. The Sheriff has attempted service at 18 Sunnybrook Drive, but no one was reported to be home. The next bankruptcy hearing for 116 Lilac Lane is December 16.

PLANT SUPERVISOR'S REPORT -Lew Christy

Mr. Christy reported that the Plant met all permit parameters for the month of November. The lab won the EPWPCOA Excellence Award for Laboratory Performance Greater than 2.0 MGD. Personnel installed rebuilt Utility Water pump #2. When a third pump is reinstalled, it will be the first time in 20 years that all three utility water pumps are operational. A Board question was asked about the installation of UV bulbs. Mr. Christy explained that 180 UV bulbs were replaced in two banks. Some bulbs had 14,000 hours and a second group had 16,000 hours. Mr. Larson stated that previous maintenance was inconsistent, and it seems to make sense to get ahead of the issue before there is a fecal coliform issue reported.

Mr. Christy reported that in the collection system, a manhole was inspected near 72 Oak Avenue which a customer thought was collapsing but the manhole as found to be okay. The vector truck and high-pressure jet was used upstream and downstream of Manhole 67 to remove large amounts of grit and debris. Personnel continued to collect flow meter cycle readings.

ENGINEER'S REPORT-JOSHUA FOX

Mr. Fox reported that the next progress report is due to DEP by December 20, 2025.

The anticipated start date for the Phase 1 Project is January 5. The UV flow panel is expected to be delivered any day now.

Sampling results for NPDES Renewal have been received.

HRG is working with Mr. Larson to receive the remaining information to finalize the Annual Report.

Final connection to the system for Birch Run was completed December 5.

The review of information by HRG for Flagship Car Wash for their land development submission is expected to be completed soon.

Mr. Fox expects to hear from the Commonwealth about the award of the 2024 LSA Grants (the CNB grant application is for relining). There is also the potential to hear about the 2024 Small Water and Sewer Grants at the same time.

HRG has completed the Manhole and Lateral Inspection forms for the Authority and working with the Authority on the inspection workflow.

There is the potential for a special meeting in December to announce LSA Grant awards, but no commitment has been made.

Mr. Fox reported that a progress meeting has taken place on the Phase II Project. HRG reviewed 5 sets of plans for the plant, none of which matched. They have worked through that and now have an overall site plan. A site visit to Liberty, NY is expected. As a result of the grit study, \$200,000 can be removed from the budget regarding grit removal. That effort was worth doing.

Mr. Fox made a visual presentation on the Phase II Plan. Mr. Fox discussed the sequencing necessary to be planned around the construction surrounding the oxidation ditch. As a result of the planning, HRG believes that an additional \$300,000 in temporary aeration can be reduced from the budget. A Board question was asked about communications with BCW&SA. Mr. Larson stated that a meeting has taken place, but the budget has to be finalized before scheduling the next meeting. Mr. Fox was asked to reprice the Project in terms of today's environment (the original is 3-4 years old).

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the approval of 1 EDU for 19 Cedar Hill Road.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the grant of 1 EDU for 19 Cedar Hill Road. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of Resolution No. 2025-6 Strong Waste Surcharge Fees to include New Britain Township. Mr. Larson answered a Board question about the application of the resolution and the surcharge fees.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the adoption of Resolution No. 2025-6. The Motion was unanimously adopted.

Mr. Larson next recommended the adoption of Resolution No. 2025-7 regarding sewer lateral inspections standards involving New Britain Township.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve the adoption of Resolution No. 2025-7. The Motion was unanimously adopted.

Mr. Larson next presented the 2025-26 Budget Update and asked for any questions. There were no questions.

Mr. Larson next presented the 2026 Budget Update. Mr. Larson reported that the columns have been changed per the prior Board discussion, depreciation has been moved below the line, and the rate increase of 9% has been included.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Evans to approve the 2026 Budget as distributed to the Board. The Motion was unanimously adopted.

Mr. Larson next presented Resolution No. 2025-8 which formally changes the fiscal year from May-June to the calendar year.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to adopt Resolution No. 2025-8. The Motion was unanimously adopted.

SOLICITOR'S REPORT- Joseph Bagley

Mr. Bagley reported on the Pennsylvania Supreme Court's holding in *Coleman v. Parkland School District* and its impact upon the Authority.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Expenditures for the month amounted to \$482,049.80 and escrow disbursements for the month amounted to \$549.35 totaling \$482,599.15 and he recommended approval to pay the bills.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Campbell to approve the Total Expenditures and Escrow Disbursements for the month amounting to \$482,599.15. The Motion was unanimously adopted.

OTHER BUSINESS

The Board moved into executive session at approximately 5:59 PM to discuss personnel issues and matters which, if discussed in public, would violate a lawful privilege. The Board returned to its regular session at approximately 6:04 PM.

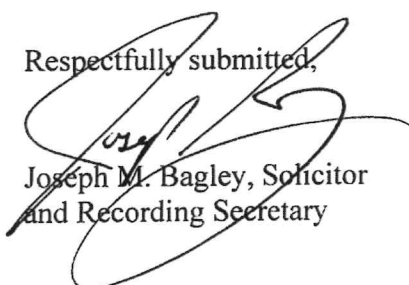
There was a consensus to cancel the meeting scheduled for December 23.

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 6:10 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary