

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY
BOARD MEETING MINUTES

March 10, 2026

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on March 10, 2026 in the Authority's meeting room.

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

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

PLEDGE OF ALLEGIANCE

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

MINUTES

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Hood to adopt the minutes of the meeting of February 10, 2026 as distributed to the Board. The Motion was unanimously adopted.

PUBLIC COMMENT

There was no public comment.

REPORTS OF OFFICERS

There were no reports from Officers.

COMMITTEE REPORTS

There were no Committee reports presented.

ANNUAL AUDIT PRESENTATION-Jennifer McHugh

Ms. McHugh presented the end of Audit Summary. As she has stated on past occasions, the Audit is based upon analytics and comparisons. The Auditor reviews to see that revenue is recorded in the proper period and in the proper amount. The audit was for 7 months only because of the change to a calendar year as the fiscal year. Tapping fees were lower and sewer rental was increased. Wages are down and medical insurance is up. General supplies are down. A Board Member asked Ms. McHugh if she is satisfied with internal controls. She stated that she was satisfied, it requires two people for checks, bank reconciliations are performed timely and reviewed, and there is a reconciliation of tapping fees.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to accept the Audit as presented by the Auditor. The Motion was unanimously adopted.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis presented the profit and loss report. Two Hundred and Thirteen Thousand Dollars was noted as a loss due to the North Penn Authority billing cycle and capital expenses.

In terms of the delinquency report, Mr. Bagley explained the current status of the litigation involving 18 Sunnybrook Drive, 27 Woodside Avenue and 116 Lilac Lane.

There was discussion about an *ad hoc* Committee discussing a policy on when to initiate litigation with delinquents. Currently, two months and over \$250 initiates communications. \$150-\$400 initiates water shutoffs. Flat rates need a policy.

COLLECTION SYSTEM SUPERVISOR'S REPORT-Rich Heverly

Mr. Heverly reported that they continued the draw down tests on the pump station meters. Postings were made for late notices. New tie-ins were inspected. Data was gathered for Pump Station No. 4. A Board question was asked about whether there have been any surprises with metering in the collection system. Mr. Heverly responded that there was nothing really surprising. The areas where I & I are suspected are the areas being confirmed by metering.

PLANT SUPERVISOR'S REPORT -Lew Christy

Mr. Christy reported that the Plant met all permit parameters for the month of February. New belts were installed on Waste Activated Sludge Pump #3. A Board question was asked about whether the Plant encountered any issues with heavy flows recently. Mr. Christy responded that the plant did well with the last rain event, which was 9 MGD. Personnel "stayed on top of it". Mr. Christy stated that for Phase II, HRG has a great plan outlined. Extreme flows could cause a problem during construction. The Plant may have to be manned 24 hours during construction "because the ditch is going to be down".

ENGINEER'S REPORT-JOSHUA FOX

Mr. Fox reported that the next DEP milestone is advertising of the Phase II Improvement Project for public bidding which was accomplished on February 26. The next deadline after that is March 20 for a progress report. DEP is happy with the progress being made.

In terms of the Phase I Improvements, a job conference was held today. All equipment for the clarifiers will be delivered by the end of the week. There will be start up before demo of the next clarifier. There has been improved communication with Shpsi. The UVT is being installed. The Authority has been able to get a deduct Change Order. MCCI is being replaced, which enables a deduction from the scope of work due to it being superseded by Phase II Improvements.

Mr. Fox commended Mr. Christy, Mr. Heverly, and their teams with monitoring construction.

Phase II will go through the bidding process, and it is anticipated that the bids can be awarded at the April Meeting. There was Pre-Bid Conference. Four electrical contractors showed interest.

Mr. Fox presented a quote from Godwin/Xylem for a diesel-powered, trailer mounted bypass pump. The cost is approximately \$60,000 with 10 weeks lead time. It will be used as a backup for construction and afterwards. There was a consensus to move forward with it.

Mr. Fox reported that the SCADA system has been built around Siemens PLCs-- a middleware to communicate to the SCADA software, which would result in the Authority investing

a lot of money on a base of old software. HRG is working on a long term replacement for the SCADA system. Typically, it would be the electrical contractor's work to integrate the new electrical equipment to the SCADA system. Also, the Authority has received a grant to add SCADA to the pump stations. The contractor will build the electrical panels, and it is proposed that HRG will provide the system integration work. The service will be a professional service. The bid documents will be amended by way of an addendum. The electrical bidders were apprised of this change, and all were in favor of it. Mr. Bagley left the Meeting at this point.

EXECUTIVE DIRECTOR'S REPORT- John Larson

There was a general discussion about DESCCO Application for Payment #1 and Schipsi Application for Payment #3 and #4. No action was taken on either of these items independently since they were included in the bill list to be approved later in the meeting.

Mr. Larson presented proposed Resolution No. 2026-2, updating and approving bank signatories.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to adopt Resolution No. 2026-2. The Motion was unanimously adopted.

TREASURER'S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Disbursements for the month amounted to \$1,571,114.29 and he recommended approval to pay such.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Sullivan to approve the Total Disbursements for the month amounting to \$1,571,114.29. The Motion was unanimously adopted.

OTHER BUSINESS

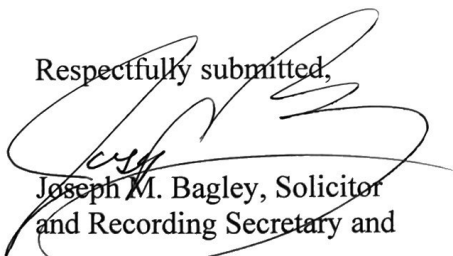
There was a consensus to cancel the meeting scheduled for March 24. The April 14 Meeting will be held at 5:00 with a plant tour for the Board members that would like to see the plant, at 4:30.

ADJOURNMENT

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

The meeting was adjourned

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary and
John Larson, Acting Recording
Secretary