

CHALFONT-NEW BRITAIN TOWNSHIP JOINT SEWAGE AUTHORITY
BOARD MEETING MINUTES

November 12, 2025

The meeting of the Chalfont-New Britain Township Joint Sewage Authority was held on November 12, 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; Josh Fox, Engineer (via Teams®); 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.

PLEDGE OF ALLEGIANCE

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

MINUTES

MOTION: It was **MOVED** by Mr. Cameron and **SECONDED** by Mr. Hagey to approve the minutes of October 14 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 stated that the Finance Committee will meet on Thursday at 4 PM.

Mr. Sullivan stated that the compensation of personnel is accounted for in the budget.

DIRECTOR OF FINANCE REPORT-Sophia Vitoroulis

Ms. Vitoroulis reported that delinquent property owners will be addressed under Mr. Bagley's report. Ms. Vitoroulis presented the monthly Finance Report and asked if there were any questions about accounts receivable. There were none. She presented a profit and loss statement in a new format, and it was favorably remarked upon.

PLANT SUPERVISOR'S REPORT -Lew Christy

Mr. Christy reported that the Plant met all permit parameters for the month of October. There was a DEP inspection and there were no violations. Mobile dredging measured solids in the oxidation ditch. A question was asked about recent rains and Mr. Christy responded that "things are good in the rain".

COLLECTION SYSTEM REPORT-Rich Heverly

Mr. Heverly reported that all flow meters have now been installed with data sent to HRG. HRG has some questions about data and he will be meeting with them. The clarifier project was completed last week. It was a joint project of the Plant team and the Collections team. The trough was cleaned, a thick layer of algae was removed and two coats of epoxy coating were applied and the scum arm was cleaned as well. They cleaned the center well mixing trough and removed 2 yards of rags before the clarifier was back up running. Mr. Rush was complimented by Mr. Heverly for his work.

ENGINEER'S REPORT-JOSHUA FOX

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

HRG had a check-in meeting with the contractors on the Phase 1 Project. HRG is still receiving and reviewing submittals. Work is scheduled to begin January 5 and be completed by early April.

Phase 2 is involved in final design of the Project. It is focused on staging and construction sequencing. Mr. Fox expects to have the final design completed by the time of the December Board meeting. The Company that performs measurements of solids in oxidation ditches performed its work and the results are that the amount of solids is minor, less than 25 cubic yards, allowing the estimate for that work to be reduced by approximately 75% in the Phase 2 Project.

The developer of Birch Run is now seeking a final sign-off which Mr. Fox must discuss with Mr. Heverly.

The developer of Westview Square has just submitted its estimate of the improvement escrow.

Flagship Car Wash has also submitted preliminary development plans for review by HRG.

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 is working on the final application for the LSA Grant for the abandonment of Pump Station No. 6.

EXECUTIVE DIRECTOR'S REPORT- John Larson

Mr. Larson recommended the approval of 1 EDU for 66 Sellersville Road.

MOTION: It was **MOVED** by Mr. Hagey and **SECONDED** by Mr. Nuesch to approve the grant of 1 EDU for 66 Sellersville Road. The Motion was unanimously adopted. In response to a Board question, Mr. Larson stated that he believes a grinder pump will be necessary.

Mr. Larson next recommended the disposition of the 2005 Chevy Blazer, which is not street worthy, for salvage value.

MOTION: It was **MOVED** by Mr. Nuesch and **SECONDED** by Mr. Cameron to approve the disposition of the Chevy Blazer for salvage value. The Motion was unanimously adopted.

Mr. Larson reviewed the 2026 Budget with the Board. The Budget is proposed to run from January to December. A Board Member suggested showing the percentage shift. There is a proposed reduction in maintenance and operating costs. In response to a Board question, Mr. Larson stated that there is no longer a 4th office person, and a plant employee is retiring and will not be replaced. Depreciation expenses are now being tracked in the budget. There were none last year, but such expenses are now included. Sewer rental shows a proposed increase in 2026 but no rate increase was included. Operating fees for BCW&SA are down 10% as proposed resulting from maintenance. Administrative wages are down 20%. Capital expenses are down.

Mr. Sullivan suggested having tapping fees as a “below the line item” since they are supposed to reimburse for infrastructure already built. Mr. Hagey suggested showing tapping fees as “other income”. He believes it should be separated out along with interest.

As stated previously, a Finance Committee meeting will take place tomorrow at 4 PM. A question was asked about the new website for the Authority. Mr. Larson said that the website was more user friendly.

SOLICITOR’S REPORT- Joseph Bagley

Mr. Bagley reported that he has sent written notices to three different property owners and he reported on the results of the various efforts to contact them and the further efforts to be undertaken to contact them. He recommended the authorization of the next step in the collection of fees due the Authority for the three properties identified in the agenda. The Board asked various questions about the process.

MOTION: It was **MOVED** by Mr. Sullivan and **SECONDED** by Mr. Campbell to authorize the filing of writs of *scire facias* against the owners of 18 Sunnybrook Drive, 27 Woodside Avenue, and 34 Hilltown Pike. The Motion was unanimously adopted.

TREASURER’S REPORT- Timothy Hagey

Mr. Hagey reported that the Total Expenditures and escrow disbursements for the month amounted to \$493,459.45 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 \$493,459.45. The Motion was unanimously adopted.

OTHER BUSINESS

Mr. Larson announced that the holiday party is scheduled for Friday, January 16.

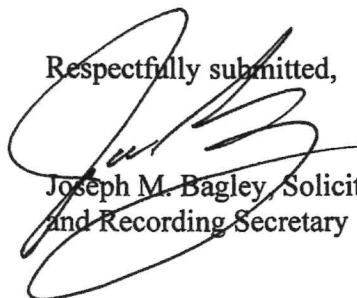
There was a consensus to cancel the meeting for November 25.

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 5:35 PM

Respectfully submitted,



Joseph M. Bagley, Solicitor
and Recording Secretary