

EAST NORRITON-PLYMOUTH-WHITPAIN JOINT SEWER AUTHORITY
December 10, 2025 Board Meeting Agenda
Meeting Time 5:00 p.m. via Zoom and at 200 Ross Street, Plymouth Meeting, PA.

1. Salute to the flag.
2. Call to Order
3. Visitor’s Comments.
4. **Motion to approve the November 2025 Board Meeting minutes (Attachment A).**
5. Consulting Engineer’s Report (Attachment B).
6. Solicitor’s Report.
7. Executive Director’s Report (Attachment C).
8. **Motion to approve this month’s bills for \$189,403.44, ratify Payrolls of \$144,163.99, ratify checks #27207 \$83.70 #27208 \$3304.75 and ratify PCard Payment of \$14,201.47 for total payables of \$351,157.35 as shown on Attachment D.**

Funds to support these expenditures come from the approved 2025 Operating Budget.

9. Capital Projects

Motion to approve the following Capital Improvements Requisitions for payment:

Req. No.	Description of Services	Vendor	Amount
AU606	East Side Pump Supports	Penn Stainless Products	\$326.69
AU607	East Side Pump Replacement	McMaster-Carr	\$995.68
AU608	East Side Pump Valves	Quality Controls	<u>\$3,326.56</u>

Funds to support these expenditures come from the approved CIP Budget.

10. Superintendent’s O&M Report (Attachment E).
11. Flow/Connection Summary (Attachment F).
12. Other Business/Committee Reports
13. Adjournment

Attachment A

EAST NORRITON-PLYMOUTH-WHITPAIN
JOINT SEWER AUTHORITY
Minutes from Meeting held November 12, 2025

The regular monthly meeting of the East Norriton-Plymouth-Whitpain Joint Sewer Authority was called to order at 5:00 p.m. on November 12, 2025, via a recorded and audio conference call. The following Board members were in attendance: Messrs. Kevin McDevitt, Joe Gavanus, Dave Mrochko, Bob Brunner, Keith Tornetta and Kathy Bandish. Also attending were Ms. Lauren Sufleta, Executive Director of the Authority, and the Authority's Solicitor, Mrs. Lauren Gallagher, and the Authority's Consulting Engineer, Mr. William Malin.

A motion was made by Mr. Mrochko, seconded by Mr. Brunner, and unanimously passed to approve the minutes of the regular monthly meeting of October 8, 2025.

Mr. Malin informed the Board there have been no engineering activities since the October meeting.

Mrs. Gallagher informed the Board she had nothing to report.

Ms. Sufleta presented the financial statements for the Authority (see Attachment C). At 83% of the year the Authority has spent 83% of the operating budget.

Ms. Sufleta informed the Board that all bank accounts are reconciled through the end of October 2025.

Ms. Sufleta informed the Board that a meeting with all union employees was held to initiate monthly meetings to update staff on safety concerns and plant updates.

Ms. Sufleta informed the Board that the employee committee met after the October Board Meeting for the non-union salaries and is on the agenda for approval this evening.

Ms. Sufleta informed the Board that the new Business Manager, Heather Hohorst, began in October and has completed training with the former Office Manager, Helen Reiber.

Ms. Sufleta informed the board that we are continuing to work on improvements to the admin building including flooring, painting, housekeeping and additional landscaping.

A motion was made by Mr. Tornetta, seconded by Mr. Elliot and unanimously passed to approve the November 2025 bill list for \$187,765.97, ratify payment of payrolls for \$206,042.64, ratify checks #27147 \$28,634.03, 27148 \$6,707.08, 27149 \$38,473.74, 27150 \$43.52, 27151 \$85.18, 27152 \$38.57, and ratify P-Card payment of \$13,462.14 for total payables of \$481,252.87.

A motion was made by Mrs. Bandish, seconded by Mr. Gavanus, and unanimously passed to approve capital requisition #AU603 in the amount of \$8,978.18, #AU604 in the amount of \$478.99, #AU605 \$3,326.56.

A motion was made by Mr. Elliot, seconded by Mr. Tornetta, and unanimously passed to approve the 2026 Non-Union Salaries in accordance with the Personnel Committee's recommendation.

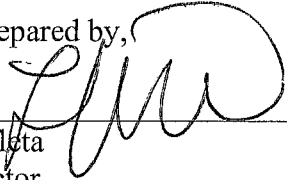
Tiffany Washington, a local resident, joined the meeting to discuss a concern for odor. Ms. Sufleta directed Ms. Washington to have a meeting with Tom Daly, the Authority's

Superintendent, to address concerns about the odor.

A motion was made by Mrs. Bandish, seconded by Mr. Elliot to approve a motion to approve the purchase of Holiday Gift Cards for Employees.

A motion was made by Mr. Tornetta, seconded by Mrs. Bandish, and unanimously passed to adjourn the meeting at 5:18 PM.

Respectfully prepared by,



Ms. Lauren Sufleta
Executive Director

Submitted for approval by,

Mr. Mike McBrien
Secretary



Attachment B

December 4, 2025

Lauren Sufleta, P.E., Executive Director
East Norriton, Plymouth, Whitpain Joint Sewer Authority
200 Ross Street
Plymouth Meeting, PA 19462

Dear Lauren:

Subject: Engineer's Report – December 2025

The following is a report of work completed by Carroll Engineering Corporation for ENPWJSA:

A. Operations

1. We will be issuing the Consulting Engineer's Certificate by the December 15th due date.

If you have any questions, please feel free to contact this office.

Very truly yours,

CARROLL ENGINEERING CORPORATION

Bill

William N. Malin, P.E.
Senior Vice President, Authority Engineer

WNM:cam

Today's Commitment to Tomorrow's Challenges

Corporate Office: 949 Easton Road Warrington, PA 18976 215.343.5700	630 Freedom Business Center Third Floor King of Prussia, PA 19406 610.572.7093	433 Lancaster Avenue Suite 200 Malvern, PA 19355 610.489.5100	101 Larry Holmes Drive Suite 201 Easton, PA 18042 610.989.4940	105 Raider Boulevard Suite 206 Hillsborough, NJ 08844 908.874.7500
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www.carrollengineering.com

ATTACHMENT C

Executive Director's Report for November 2025

1. Financial

- a) This month's *Y-T-D Excess Revenue over Expenses* are shown on the *Statement of Accounts* - Sheet 2. Year to date we have spent 90% of the operating budget at approximately 92% of the year.
- b) The Authority Operating, Capital Improvements and Bond Account Summaries are on Sheet 3. All accounts are reconciled through November 30, 2025. Full reconciliation sheets will be available for review at the meeting.

2. Personnel - .

- a) The team had an all-employee meeting.
- b) We are having a holiday luncheon on December 16.

4. Capital Projects - No updates.

5. Miscellaneous -

- a) The administration building has been cleaned and painted.
- b) Tom Daly met with a citizen concerning odor issues. As of this meeting, I have received no follow up to my email to that citizen, or any additional concerns.

Respectfully submitted by:

Lauren Sufleta

Lauren Sufleta, P.E.
Executive Director

2. STATEMENT OF ACCOUNTS-DECEMBER 2025

	Current Month Actual	Year to Date Actual	Year to Date Budget	% of Budget
Revenues				
Opening Balance		1,180,211.88	988,433.00	119%
Operation Contributions	0.00	4,537,512.00	4,537,513.00	100%
Interest/ Misc Income	11,216.17	108,830.56	20,000.00	544%
Total Revenues	11,216.17	5,826,554.44	5,545,946.00	105%
<i>Grant Reimbursement</i>		<i>76,755.00</i>	<i>418,780.00</i>	<i>18%</i>
Expenses				
Administration	52,759.20	627,147.25	684,934.00	92%
Union	79,996.55	995,982.85	1,134,557.00	88%
P/R Taxes	10,268.24	129,755.25	154,657.00	84%
Workers Comp	0.00	28,231.00	26,000.00	109%
Insurance (Life)	1,497.04	13,698.19	15,850.00	86%
Insurance (Med/Dent)	51,315.76	636,050.34	579,080.00	110%
Pension	1,140.00	46,987.98	54,000.00	87%
Training	0.00	9,991.19	14,000.00	71%
Plant Chemicals	19,794.95	139,628.42	208,200.00	67%
Laboratory	3,572.18	29,633.82	33,000.00	90%
Fuel (Natural Gas)	0.00	467.78	9,000.00	5%
Electric	36,571.03	439,180.33	649,200.00	68%
Operations Engineer	85.00	6,317.20	20,000.00	32%
Outside Lab Test	8,417.25	39,511.91	71,000.00	56%
Maintenance & Repair	19,897.78	370,927.71	300,000.00	124%
Materials & Supplies	3,251.91	36,278.41	40,000.00	91%
Safety Equipment	852.16	5,213.49	7,800.00	67%
Equipment Replacement	299.99	9,450.67	5,000.00	189%
Vehicle Expenses	4,904.32	28,629.12	30,000.00	95%
Utilities (Potable Water)	1,994.88	20,282.93	25,200.00	80%
Service Contracts	3,693.00	71,925.16	69,520.00	103%
Sludge Disposal	47,643.33	557,079.14	595,400.00	94%
Authority	0.00	7,049.25	9,400.00	75%
Auditing & Accounting	0.00	20,631.00	21,000.00	98%
Legal	0.00	3,971.00	15,000.00	26%
Permits & Fees	1,550.00	11,703.38	12,475.00	94%
Office Supplies/Admin. Misc.	245.92	3,842.03	12,000.00	32%
Communications	1,134.29	13,228.29	14,700.00	90%
Postage	272.57	1,189.36	1,436.00	83%
Insurance (Liability)	0.00	144,919.00	157,332.00	92%
Bank Charges	0.00	2,358.69	3,900.00	60%
Contingency	0.00	0.00	50,000.00	0%
<i>Scum Concentrator - Grant</i>	<i>0.00</i>	<i>85,308.15</i>	<i>0.00</i>	<i>16%</i>
Total Expenses	351,157.35	4,536,570.29	5,023,641.00	90%

2. STATEMENT OF ACCOUNTS-DECEMBER 2025

	Current Month Actual	Year to Date Actual	Year to Date Budget	% of Budget
EXCESS REVENUE OVER EXPENSES		1,289,984.15		

3. ACCOUNT SUMMARY AS OF 11/30/2025

OPERATING ACCOUNTS SUMMARY

	Account #	Debit	Credit	Amount
<u>Operating Funds</u>				
Operating Checking	537-9023	306,935.13	436,892.55	1,335,210.27

CAPITAL ACCOUNTS SUMMARY

Plymouth Plant Expansion	537-9065	0.00	1,410.39	424,505.18
East Norriton Plant Expansion	537-9052	0.00	1,360.25	409,367.98
Whitpain Plant Expansion	537-9049	0.00	108.36	33,341.28
Capital Checking	537-9078	54,148.48	208.63	33,230.75
2013 BRI Fund	537-9082	0.00	746.23	233,604.42
Authority Account	537-9081	0.00	3,578.63	<u>1,081,477.18</u>
TOTAL				3,550,737.06

Req. No.	Description of Services	Vendor	Amount
AU606	East Side Pump Supports	Penn Stainless Products	326.69
AU607	East Side Pump Replacement	McMaster-Carr	995.68
AU608	East Side Pump Valves	Quality Controls	13,696.13
		Total	<u>\$15,018.50</u>
		Ending Balance	<u><u>\$3,535,718.56</u></u>

BOND ACCOUNTS SUMMARY

2013 BRIF	146613004	0.00	12.66	3,995.13
2020 Debt Serve Reserve	537-9099	0.00	4,847.19	1,458,765.94
2020 Debt Service Fund	238866000	0.00	12.32	3,887.66
2020 Bond Revenue	238866002	0.00	2.04	643.31
				<u><u>1,467,292.04</u></u>

ATTACHMENT D
December Bill List

Name	Description	Amount
American Aquatic	Annual Wet Testing	2,550.00
BSI Electric	Troubleshoot Sawmill Device Net, HYPO PLC Issues, Belt Press	4,289.00
C&D Driveway	Blacktop Repair CL2 Tank	2,480.00
Carroll Engineering	Board Report and Meeting Attendance	85.00
Clark Industrial	Cam/Groove Hose Parts	226.00
Clarke Gallagher	Board Meeting Fees	190.00
Commonwealth of PA	Annual Lab Accreditation Fee	1,550.00
Custom Enviornmental	ZetaLyte Polymer/ Frieght	11,113.00
David Thornton	Boot Allowance	300.00
DVHIT	Employee Health, RX & Dental Insurance	51,315.76
Eurofins	Dry Weather PCB Sampling	1,662.00
Fisher Scientific	Nitrile Gloves	218.40
Coyne Chemical	Endimal/ Fuel	7,765.00
Global Telecom	Maintenance Plan	79.95
Grainger	Misc Plant Supplies	1,114.46
J & J Landscaping	Lawn Service	600.00
JG Environmental	Headwork Cleaning	6,529.49
Jonathan Sendeki	Boot Allowance	269.98
Kendall Electric	3/4 Conduit PVC Boxes	583.52
Landis Mechanical	HVAC Inspections	1,597.27
M.J. Reider	Thanksgiving Holiday Testing	3,751.15
Maximum Auto	Truck Inspection/ Oil Change/ Tire rotation	285.14
MetLife	Employee Life, STD & LTD Insurance	1,497.04
Nick Hadfield	Boot Allowance	236.25
NE Technical	Power Supply/ Sensor Cable	790.50
PAWC	Water Bill- Sawmill	73.28
PAWC	Water Bill - Plant	1,921.60
PAWEA	Membership Dues	60.00
Pasquale Molinaro	Boot Allowance	202.47
PECO	Walton Road	47.55
PECO	Sheffield Drive	47.47
PECO	Plant	28,769.04
PECO	Johnson Highway	7,706.97
Phenova	WP Micro Quantitative, WP Solids	349.00
Primo Brands	Bottled Water	212.69
Quadient Finance	Postage	50.00
Quadient Leasing	Postage Machine Lease	191.97
Lighting Source	Explosion Proof Light for Headworks	2,645.00
Sherman Engineering	Parts for Bio mag Compressors	1,997.08
United Trucking	Sludge Disposal	41,113.84
Verizon	Phone-Sheffield	49.05
Verizon	Plant	479.57
Verizon	Sawmill	88.26
Vestis	Uniforms	596.65

ATTACHMENT D
December Bill List

Name	Description	Amount
Waste Management	Waste Disposal	1,723.04
		189,403.44
Ratify Payroll		
11/20/25 Payroll - 1590 hours 1 OT		69,765.32
12/4/25 Payroll - 1607 hours, 32 TRIP (HOLIDAY)		74,398.67
		144,163.99
Ratify Check #27207	Touchtone - Long-Distance Charges	83.70
Ratify Check #27208	Bowes - Truck Repair #5	3,304.75
Ratify BMO P-Card Purchases INV# 0702149-2510		
Vehicle Expense	Vehicle Expenses/ Fuel & Repairs	1,241.74
Lab	Lab	3,004.78
Materials & Supplies	Plant Materials & Supplies	1,596.45
Maintenance & Repair	Maintenance & Repairs	5,161.08
Service Contracts	Service Contracts	600.00
Office Supplies	Office Supplies	318.61
Communications	Communications	433.71
Chemicals	Chemicals	916.95
Equipment Replacement	Equipment Replacement	299.99
Outside Lab Testing	Outside Lab Testing	454.10
Safety Equipment	Safety Equipment	143.46
Postage	Postage	30.60
		14,201.47
	TOTAL PAYABLES	351,157.35

ATTACHMENT E

SUPERINTENDENT REPORT FOR NOVEMBER 2025

A. PLANT OPERATION PERFORMANCE 1

B. SAWMILL RUN PUMP STATION 3

C. MAINTENANCE: IN-HOUSE AND CONTRACT..... 3

General:.....3

Headwork's: 3

Activated Sludge:..... 3

Trickling Filters: 3

Sludge Processing:..... 4

Disinfection: 4

Laboratory: 4

Personnel: 4

Safety: 4

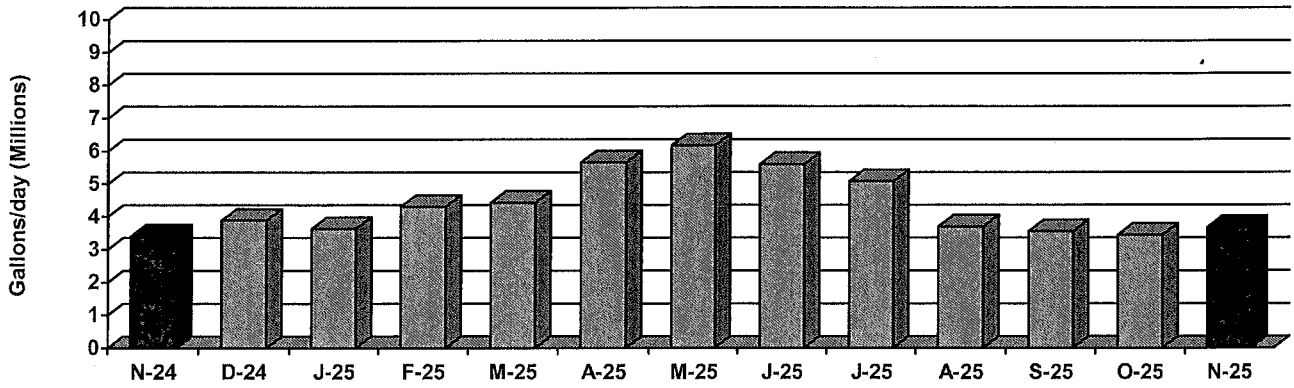
Continuing Education: 4

A. PLANT OPERATION PERFORMANCE

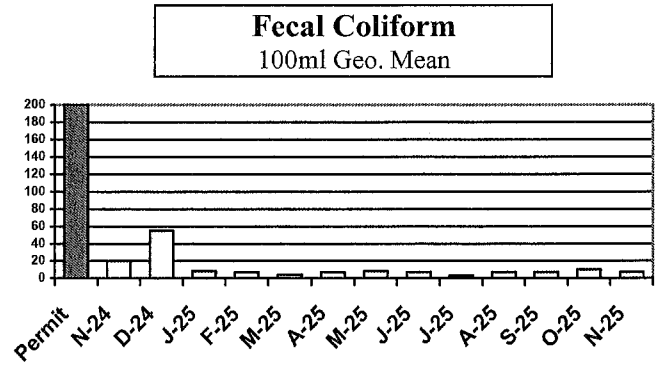
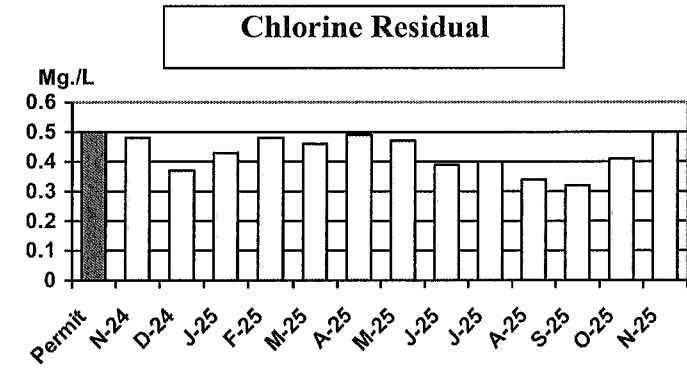
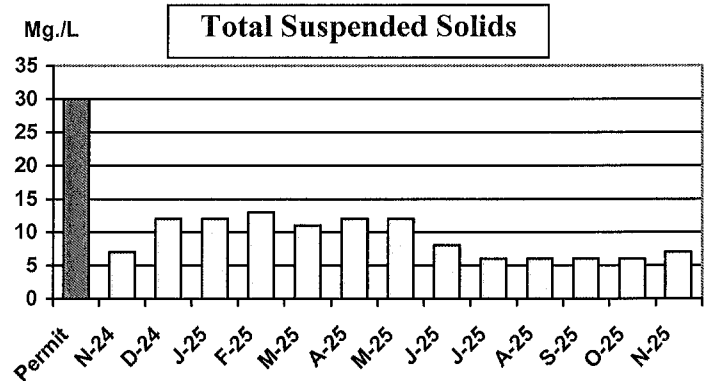
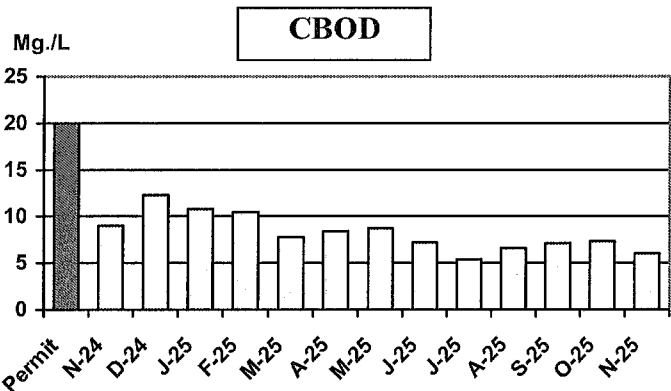
Discharge Parameters & Units	Monthly Average	Maximum	Minimum	Permit Limit	Removal Efficiency
Daily Flow, million gallons/day	3.66	4.76	3.23	8.67 (Max Avg. Monthly)	--
CBOD (Biochemical Oxygen Demand), mg/l	6.0	10.6	4.2	20 (Max Avg. Monthly)	97.3%
Total Suspended Solids, mg/l	7	9	4	30 (Max Avg. Monthly)	97.2%
Ammonia-Nitrogen, mg/l	8.8	11.3	5.6	20 (Max Avg. Monthly)	--
pH, S.U.	7.3	7.4	7.2	6.0 (Min.) 9.0 (Max)	--
Chlorine Residual, mg/l	.51	.70	.32	0.5 (Max Avg. Monthly) 1.2 (Inst. Max)	--
Dissolved Oxygen, mg/l	8.9	9.2	8.6	5.0 (Min. at all times)	--
Fecal Coliform/100 ml, Geo. Mean	7	--	--	200/100ml (Max)	--

Note: Final numbers may vary due to end-of-the-month data availability at the time of this report.

There were no rain events greater than one inch for the month. The total rainfall for the month was 2.24 inches.



	Nov-24	Nov-25	YTD
Averages	3.40	3.66	4.47



B. SAWMILL RUN PUMP STATION

All equipment is working well, and routine maintenance continues.

Pump #4 is still out of service due to a DeviceNet failure. It can be run manually if needed. BSI is working on a solution for the issue.

C. MAINTENANCE: IN-HOUSE AND CONTRACT

Daily repair and maintenance of different plant components continued as always.

The following are the major maintenance items that have been completed this month, are still in progress, or are planned for the near future:

General:

Thursday after the last Board Meeting, I met with residents of Ross St. regarding odors. We checked all manholes and have started taking meter readings along the Ross St. from Main St. to the plant. We also are testing some preventative options near the Headwork's building. So far there have been no readings or odors detected by plant staff. We will continue observing the conditions until we are satisfied that we are not producing the odor issue. The Director is keeping the residents up to date on the Authorities' efforts.

Headworks:

All equipment is working well, and scheduled maintenance continues.

During the month, the screening and grit equipment collected approximately 8.50 cubic yards of screenings and 2.30 cubic yards of grit.

Activated Sludge:

All equipment is working well, and scheduled maintenance continues.

Blower #4 motor was out for inspection and rebuilt. Normal wear parts and bearings were replaced. It was re-installed and is back in service.

The aeration tank T-2A will be placed back in service early December.

Trickling Filters:

All equipment is working well, and scheduled maintenance continues.

Sludge Processing:

All equipment is working well, and scheduled maintenance continues.

We met with Penn Valley Pump Reps to look at options for the four-inch duplex pumps in the dewatering building. The environment that the pumps are in is causing issues with some of the parts. These pumps are no longer available, and parts are also no longer available. Their option is a six-inch single pump. We are looking at other options that may be available.

The total dewatered sludge tons for the month were 250.74.

Disinfection:

All equipment is working well, and regular maintenance continues.

Laboratory:

The plant laboratory continues daily monitoring of the operational and NPDES parameters. The monthly samples of raw sewage, final effluent, and the sludge were taken by the operators and sent to a contract laboratory for the metal analysis per our NPDES permit.

The lab conducted sampling for the annual WET (Whole Effluent Toxicity) testing. We are hoping to get the results shortly.

Personnel:

No personnel issues for the month.

I am working on the 2026 vacation requests per the contract.

Safety:

The Safety Committee did not meet but continues to monitor any safety issues in the plant.

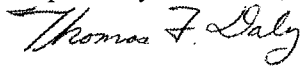
We are having issues with our old Crowcon portable multi-gas meters. I am looking into replacing the meters with another option.

Continuing Education/Training:

We are continuing the online training as needed.

On January 12th we are having a forklift certification class for all personnel.

Respectfully Submitted,



Thomas F. Daly
Plant Superintendent
12/10/25

**ATTACHMENT F
EAST NORRITON-PLYMOUTH-WHITPAIN JOINT SEWER AUTHORITY
FLOW REPORT
NOVEMBER 2025**

DATE	RAINFALL	PLANT	EAST NORRITON	WHITPAIN	PLYMOUTH
11/30/2024	1.97	3,400,027	1,265,786	1,201,459	938,934
12/31/2024	3.29	3,898,814	1,599,444	1,351,930	947,440
1/31/2025	0.33	3,626,960	1,517,382	1,267,779	850,031
2/28/2025	1.55	4,307,667	1,776,896	1,462,071	1,068,700
3/31/2025	3.67	4,425,460	1,724,497	1,557,554	1,143,409
4/30/2025	2.24	5,650,024	2,160,870	1,937,668	1,551,486
5/31/2025	6.09	6,168,807	2,563,050	2,032,874	1,572,882
6/30/2025	2.41	5,598,065	1,967,221	1,991,496	1,639,348
7/31/2025	4.68	5,077,274	1,849,083	1,815,273	1,412,917
8/31/2025	0.47	3,690,985	1,326,297	1,354,150	1,010,538
9/30/2025	3.38	3,551,023	1,300,948	1,265,727	984,348
10/31/2025	3.28	3,436,623	1,271,154	1,238,789	926,680
11/30/2025	2.24	3,662,485	1,389,465	1,328,748	944,273
TOTALS	33.63	53,094,187	20,446,307	18,604,059	14,052,052
PERCENTAGE (12 Month Period)			38.5%	35.0%	26.5%

EDU SUMMARY

TOTAL ALLOWABLE EDUs	12,565	12,565	12,565
EDUs USED TO DATE	(11,127)	(9,729)	(11,085)
AVAILABLE EDUs	1,438	2,836	1,480
EDUs THIS QUARTER	0	1	0
TOTAL AVAILABLE EDUs	1,438	2,835	1,480