

EAST NORRITON-PLYMOUTH-WHITPAIN JOINT SEWER AUTHORITY
November 12, 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 October 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 \$187,765.97, ratify Payrolls of \$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 PCard Payment of \$13,462.14 for total payables of \$481,252.87 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
AU603	SCADA Project	Marino Industrial	\$41,364.75
AU604	East Side Pump Supports	McMaster-Carr	\$478.99
AU605	East Side Pump Hardware	Fastenal	\$3,326.56

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

10. **Motion to approve 2026 Non-Union Salaries in accordance with the Personnel Committee's recommendation.**
11. **Motion to approve the purchase of Holiday Gift Cards for Employees.**
12. Superintendent's O&M Report (Attachment E).
13. Flow/Connection Summary (Attachment F).
14. Other Business/Committee Reports
15. Adjournment

Attachment A

EAST NORRITON-PLYMOUTH-WHITPAIN
JOINT SEWER AUTHORITY
Minutes from Meeting held October 8, 2025

The regular monthly meeting of the East Norriton-Plymouth-Whitpain Joint Sewer Authority was called to order at 5:00 p.m. on October 8, 2025, via a recorded and audio conference call. The following Board members were in attendance: Messrs. Kevin McDevitt, Mike McBrien, Joe Gavanus, Dave Mrochko, Joe Salvia, Bob Brunner, 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. McBrien, seconded by Mrs. Bandish, and unanimously passed to approve the minutes of the regular monthly meeting of September 10, 2025.

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

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

Board Member Joe Salvia, joined Board Meeting at 5:03 PM.

Ms. Sufleta presented the financial statements for the Authority (see Attachment C). At 75% of the year the Authority has spent 74% of the operating budget.

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

Ms. Sufleta informed the Board that the 2026 Operating and Capital Budget are on the agenda for approval.

Ms. Sufleta informed the Board that after tonight's meeting the Personnel Committee will be meeting to review the proposed 2026 Non Union salaries.

Ms. Sufleta informed the Board of the Annual Township Managers' meeting was held on September 24th. A copy of the Annual Report to the Township was included in the Board Packet.

Ms. Sufleta informed the board that we are working on improvements to the admin building, including flooring and additional landscaping. The building was recently power washed.

Ms. Sufleta informed the Board she attended a PA Rural Water training on activated sludge.

Ms. Sufleta clarified questions regarding United Trucking, Comcast, and long-distance phone charges asked by Mr. McBrien and Mr. McDevitt.

Ms. Sufleta informed the board that she is looking at alternative forms of payment to avoid extra credit card fees and late fee payments.

A motion was made by Mr. McBrien, seconded by Mr. Gavanus and unanimously passed to approve the October 2025 bill list for \$166,165.15, ratify payment of payrolls for \$138,782.43,

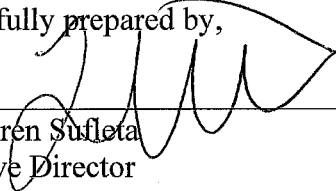
ratify checks #27090 \$82.58, 27091 \$76.21, 27092 \$6935.05, 27093 \$159.89, and ratify P-Card payment of \$16,638.24 for total payables of \$328,839.55.

A motion was made by Mr. Brunner, seconded by Mr. McBrien, and unanimously passed to approve capital requisition #AU602 in the amount of \$8,978.18.

A motion was made by Mrs. Bandish, seconded by Mr. Mrochko, and unanimously passed to approve the 2026 Operating and Capital Budgets.

A motion was made by Mr. McBrien, seconded by Mr. Mrochko, and unanimously passed to adjourn the meeting at 5:21 PM.

Respectfully prepared by,



Ms. Lauren Sufleta
Executive Director

Submitted for approval by,

Mr. Mike McBrien
Secretary



Attachment B

November 5, 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 – November 2025

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

There have been no engineering activities since the Authority's October 2025 meeting.

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 October 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 83% of the operating budget at approximately 83% of the year.
- b) The Authority Operating, Capital Improvements and Bond Account Summaries are on Sheet 3. All accounts are reconciled through October 31, 2025. Full reconciliation sheets will be available for review at the meeting.

2. Personnel - .

- a) The team had an all-employee meeting and will be doing so every two weeks to communicate in a transparent manner and share comments and questions about the operations. There will be additional discussions to include safety tailgate talks.
- b) The Employee Committee met after the regular October Board meeting to discuss non Union salaries for 2026. The item is on the November agenda for approval per the recommendation.
- c) Our new Business Manager, Heather Hohorst, began October 20. She has been working with Helen and went on a tour of the facilities.
- d) We had a retirement party for Helen. The whole team attended. While we will still be seeing, we wish her well in the next chapter of her life.

4. Capital Projects - No updates.

5. Miscellaneous -

- a) We have determined the new flooring and carpeting to be installed and it is being scheduled. We will also be doing some painting and additional housekeeping.

Respectfully submitted by:

Lauren Sufleta

Lauren Sufleta, P.E.

Executive Director

2. STATEMENT OF ACCOUNTS-NOVEMBER 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	17,479.22	97,614.39	20,000.00	488%
Total Revenues	17,479.22	5,815,338.27	5,545,946.00	105%
<i>Grant Reimbursement</i>		76,755.00	418,780.00	18%
Expenses				
Administration	74,138.82	574,388.05	684,934.00	84%
Union	115,660.10	915,986.30	1,134,557.00	81%
P/R Taxes	14,568.72	119,487.01	154,657.00	77%
Workers Comp	0.00	28,231.00	26,000.00	109%
Insurance (Life)	1,343.54	12,201.15	15,850.00	77%
Insurance (Med/Dent)	54,748.30	584,734.58	579,080.00	101%
Pension	1,675.00	45,847.98	54,000.00	85%
Training	2,815.92	9,991.19	14,000.00	71%
Plant Chemicals	5,105.76	119,833.47	208,200.00	58%
Laboratory	2,601.85	26,061.64	33,000.00	79%
Fuel (Natural Gas)	77.72	467.78	9,000.00	5%
Electric	72,587.92	402,609.30	649,200.00	62%
Operations Engineer	42.50	6,232.20	20,000.00	31%
Outside Lab Test	16,395.01	31,094.66	71,000.00	44%
Maintenance & Repair	9,742.17	351,029.93	300,000.00	117%
Materials & Supplies	5,664.34	33,026.50	40,000.00	83%
Safety Equipment	287.34	4,361.33	7,800.00	56%
Equipment Replacement	0.00	9,150.68	5,000.00	183%
Vehicle Expenses	2,985.47	23,724.80	30,000.00	79%
Utilities (Potable Water)	1,871.56	18,288.05	25,200.00	73%
Service Contracts	5,222.47	68,232.16	69,520.00	98%
Sludge Disposal	86,432.41	509,435.81	595,400.00	86%
Authority	0.00	7,049.25	9,400.00	75%
Auditing & Accounting	0.00	20,631.00	21,000.00	98%
Legal	171.00	3,971.00	15,000.00	26%
Permits & Fees	3,248.38	10,153.38	12,475.00	81%
Office Supplies/Admin. M:	290.41	3,596.11	12,000.00	30%
Communications	1,217.47	12,094.00	14,700.00	82%
Postage	0.00	916.79	1,436.00	64%
Insurance (Liability)	0.00	144,919.00	157,332.00	92%
Bank Charges	2,358.69	2,358.69	3,900.00	60%
Contingency	0.00	0.00	50,000.00	0%
<i>Scum Concentrator - Gran.</i>	0.00	85,308.15	418,780.00	16%
	481,252.87	4,185,412.94	5,023,641.00	83%
EXCESS REVENUE OVER EXPENSES		1,706,680.33		

3. ACCOUNT SUMMARY AS OF 10/31/2025

OPERATING ACCOUNTS SUMMARY

	Account #	Debit	Credit	Amount
<u>Operating Funds</u>				
Operating Checking	537-9023	513,405.43	829,851.26	885,807.02

CAPITAL ACCOUNTS SUMMARY

Plymouth Plant Expansion	537-9065	0.00	1,512.86	423,094.79
East Norriton Plant Expansion	537-9052	0.00	1,460.42	408,007.73
Whitpain Plant Expansion	537-9049	0.00	117.38	33,232.92
Capital Checking	537-9078	0.00	309.79	87,170.60
2013 BRI Fund	537-9082	0.00	798.45	232,858.19
Authority Account	537-9081	0.00	333,204.46	<u>1,077,898.55</u>
TOTAL				3,148,069.80

CIP

Req. No.	Description of Services	Vendor	Amount
AU603	SCADA Project	Marino Industrial	41,364.75
AU604	East Side Pump Supports	McMaster-Carr	478.99
AU605	East Side Pump Hardware	Fastenal	3,326.56
		Total	<u>\$45,170.30</u>
		Ending Balance	<u>\$3,102,899.50</u>

BOND ACCOUNTS SUMMARY

2013 BRIF	146613004	0.00	12.55	3,982.47
2020 Debt Serve Reserve	537-9099	0.00	5,204.15	1,453,918.75
2020 Debt Service Fund	238866000	0.00	12.21	3,875.34
2020 Bond Revenue	238866002	0.00	2.03	643.31
				<u>1,462,419.87</u>

ATTACHMENT D
November Bill List

Name	Line Description	Amount
BSI Electric	Electrical Maintenance	7,743.00
Carroll Engineering	Board Meeting	42.50
Clarke Gallagher	Board Meeting	171.00
Comcast	Sawmill Internet	159.89
DVHIT	Health, RX & Dental Insurance	54,748.30
DEP	DeBernardi Operator Certification	60.00
Environmental Standards	Annual PCB Report / PCB Sampling Event	10,824.61
EPWPCOA	Annual Dues	50.00
Geiger Pump	Pin Kits	603.54
Coyne Chemical	Odor Control/ Sodium Hypochlorite	4,996.50
JG Enviornmental	Concentrator Vac Out	3,159.57
J & J Landscaping	Landscaping	2,400.00
Kendall Electric	Electrical Supplies	3,179.60
Lauren Sufleta	Quarterly Vehicle Allowance	800.00
Metlife	MetLife	1,343.54
Mike Pezzano	Boot Allowance	179.95
MTMSA	Region 1 Fall Meeting	65.00
Moody's	Annual Fee	500.00
Norfolk Southern	Lease of Land	3,188.38
PAWC	Sawmill	84.72
PAWC	Plant	1,786.84
Pace Analytical	Dry Event Sampling	854.00
PECO	GAS Delivery	39.15
PECO	Walton Rd	46.88
PECO	Sheffield Drive	46.80
PECO	Plant	30,352.83
PECO	Sawmill	6,800.30
Phenova	Annual CDOC samples	342.64
Primo Brands	Bottled Water	202.36
Timothy Boyd	Quarterly Vehicle Expense	1,200.00
Timothy Ink	Employee Apparel	2,098.91
United Trucking	Sludge Disposal	44,799.10
US Bank	Administrative Fees 2020 Bond	1,858.69
Verizon	Plant	508.29
Verizon	Sawmill	89.76
Verizon	Walton Rd	46.79
Vestis	Uniforms	357.99
Waste Management	Grit	1,662.12
Xylem Analytics	Pump Gaskets	126.00
Y-Pers	Cleaning Supplies	246.42

187,765.97

ATTACHMENT D
November Bill List

Name	Line Description	Amount
Ratify Payroll		
10/9/25 Payroll - 1510 hours		67,010.86
10/23/25 Payroll - 1502 hours, 16 TRIP (HOL)		68,728.69
11/6/25 Payroll - 1597.5 hours		70,303.09
		<u>206,042.64</u>
Ratify Check #27147	Peco- Plant	28,634.03
Ratify Check #27148	Peco - Sawmill	6,707.08
Ratify Check #27149	United Trucking-Sludge Disposal	38,473.74
Ratify Check #27150	Verizon - Walton Rd	43.52
Ratify Check #27151	Touchtone-Long Distance Calls	85.18
Ratify Check #27152	Peco- Gas	38.57
	Ratify BMO P-Card Purchases INV# 702149-2509	
Vehicle Expense	Vehicle Expenses/ Fuel & Repairs	985.47
Lab	Lab	2,259.21
Materials & Supplies	Plant Materials & Supplies	2,238.32
Maintenance & Repair	Maintenance & Repairs	1,269.63
Service Contracts	Service Contracts	600.00
Office Supplies	Office Supplies	290.41
Communications	Communications	284.04
Chemicals	Chemicals	109.26
Training	Training	602.01
Safety Equipment	Safety Equipment	107.39
Outside Lab Testing	Outside Lab Testing	4,716.40
		<u>13,462.14</u>
	TOTAL PAYABLES	<u>481,252.87</u>

ATTACHMENT E

SUPERINTENDENT REPORT FOR OCTOBER 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

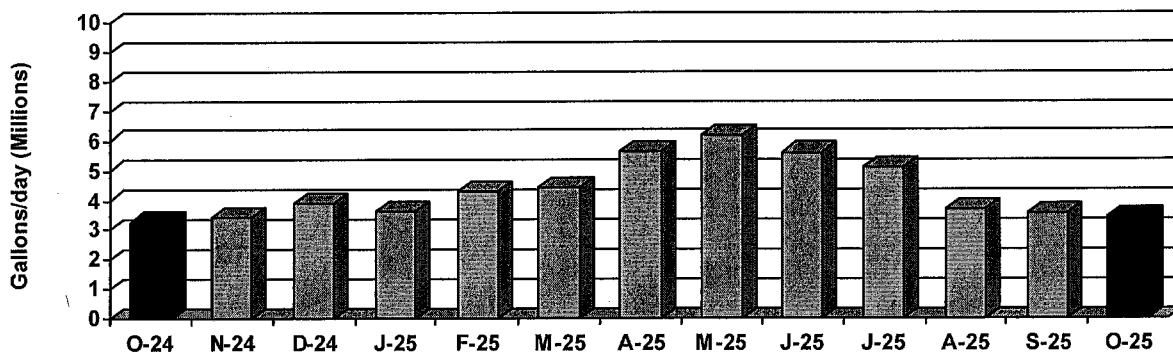
Continuing Education:..... 4

A. PLANT OPERATION PERFORMANCE

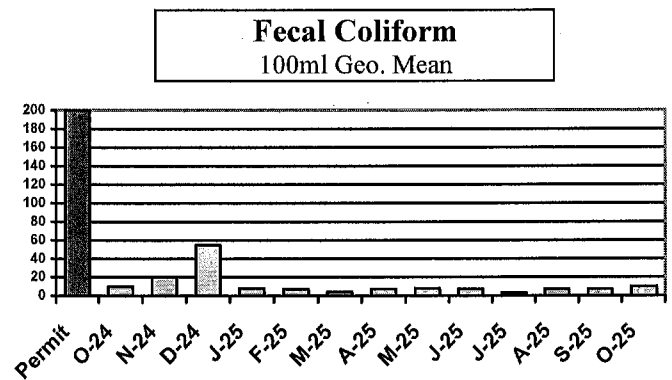
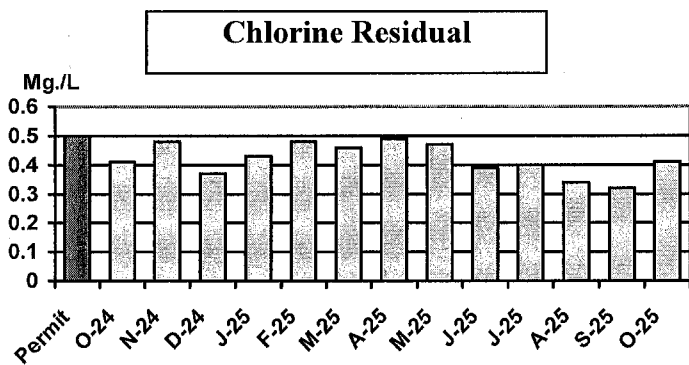
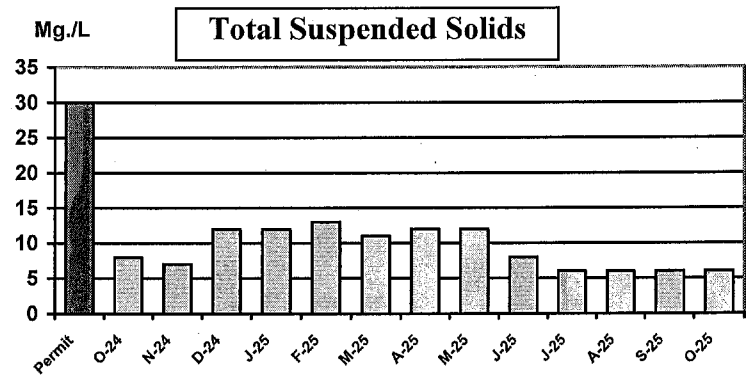
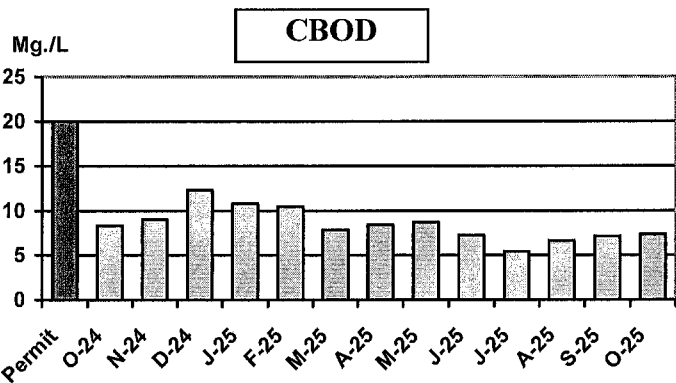
Discharge Parameters & Units	Monthly Average	Maximum	Minimum	Permit Limit	Removal Efficiency
Daily Flow, million gallons/day	3.44	6.92	3.12	8.67 (Max Avg. Monthly)	--
CBOD (Biochemical Oxygen Demand), mg/l	7.3	13.5	4.5	20 (Max Avg. Monthly)	97.0%
Total Suspended Solids, mg/l	6	12	4	30 (Max Avg. Monthly)	97.8%
Ammonia-Nitrogen, mg/l	7.4	10.8	5.9	20 (Max Avg. Monthly)	--
pH, S.U.	7.3	7.4	7.2	6.0 (Min.) 9.0 (Max)	--
Chlorine Residual, mg/l	.41	.93	.10	0.5 (Max Avg. Monthly) 1.2 (Inst. Max)	--
Dissolved Oxygen, mg/l	8.4	8.8	7.1	5.0 (Min. at all times)	--
Fecal Coliform/100 ml, Geo. Mean	10	--	--	200/100ml (Max)	--

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

There was one rain event greater than one inch for the month. October 30th had 2.29 inches of rain. The total rainfall for the month was 3.28 inches.



	Oct-24	Oct-25	YTD
Averages	3.26	3.44	4.56



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:

All regulatory flow meters have been calibrated for the fourth quarter.

We received the new John Deere Gator TX utility cart. This is replacing a well-used 2005 Gator that has been starting to fail.

Headworks:

All equipment is working well, and scheduled maintenance continues.

Geiger Inc. is the new representative for the Andritz screens that we have in Headworks. As training for Geiger, Andritz completed an inspection of our screens at no charge. The units that were put into service in 2009 were found to be in good condition and maintained well. It was recommended that we have them serviced in the next few years. This would be approaching their 20-year operational life. We are gathering information to plan for the service.

During the month, the screening and grit equipment collected approximately 6.50 cubic yards of screenings and 2.43 cubic yards of grit.

Activated Sludge:

All equipment is working well, and scheduled maintenance continues.

The aeration tank T-2A remains out of service for inspection and process control.

Trickling Filters:

All equipment is working well, and scheduled maintenance continues.

Sludge Processing:

All equipment is working well, and scheduled maintenance continues.

The total dewatered sludge tons for the month of September were 244.03. The tons for October were 284.15.

Disinfection:

All equipment is working well, and regular maintenance continues.

We are starting to have intermittent issues with the Severn Trent PLC. This may need to be replaced in the near future.

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.

Personnel:

No personnel issues for the month.

Safety:

DVIT conducted their annual update along with a facility safety review and inspection. There were no issues noted and to date we haven't had any accidents or time lost due to injury.

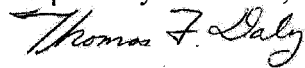
The Safety Committee did not meet but continues to monitor any safety issues in the plant.

Continuing Education/Training:

We are continuing the online training as needed.

A review of Operator certification showed that all Operators are up to date through 2026.

Respectfully Submitted,



Thomas F. Daly
Plant Superintendent
11/12/25

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

DATE	RAINFALL	PLANT	EAST NORRITON	WHITPAIN	PLYMOUTH
10/31/2024	0.00	3,255,995	1,195,921	1,166,277	893,797
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
TOTALS	33.36	52,831,729	20,322,628	18,476,770	14,046,713
PERCENTAGE (12 Month Period)			38.5%	35.0%	26.6%

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	0	0
TOTAL AVAILABLE EDUs	1,438	2,836	1,480