

Caln Township Municipal Authority

Monday, January 27, 2014

7:00 PM

Those Present:

Paul Mullin, Chairperson
Robert Tompkins, Vice Chair
Matthew Plagens, Treasurer
John Contento, Assistant Treasurer
Jim Kruse, Secretary
Gregory Prowant, Township Manager
Scot Gill, Director
Mary Kemble Slade, Recording Secretary
Bill Dingman, P.E., CTMA Engineer

Absent:

None

Chairperson Paul Mullin called the meeting to order at 7:00 p.m., and announced that the Board held an executive session to discuss legal and personnel matters prior to the meeting.

Board Reorganization:

Mr. Mullin opened the meeting with the first order of business being the 2014 reorganization of the Board. Addressing this, Mr. Contento motioned Mr. Mullin retain his current position of Chair, Mr. Tompkins retain his current position of Vice Chair, Mr. Plagens assume the position of Treasurer, Mr. Contento assume the position of Assistant Treasurer, and Mr. Kruse retain the position of Secretary. Mr. Tompkins seconded the motion, with all voting Aye.

Minutes of the December 16, 2013 Meeting:

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Plagens motioned to approve the December 16, 2013 meeting minutes as presented. Mr. Contento seconded the motion, with all voting Aye.

Public Comment:

None

Hills at Thorndale Woods Update:

As directed at last month's meeting, the Authority's solicitor provided the Board with an updated draft of the Sanitary Sewer Capacity Reservation, Contribution and Extension Agreement related to this project, requiring 262 EDU's. Mr. Gill reviewed key elements of the agreement including contributions by the developer and proposed payment structure. Mr. Dingman elaborated on the need for planning module approval, permitting, and related time lines. After discussion, the Board found the language within the agreement acceptable. Mr. Tompkins motioned to authorize the Authority's solicitor to proceed to forward the agreement to the Hills at Thorndale Woods representatives. Mr. Plagens seconded the motion, with all voting Aye.

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West Brandywine Township Act 537 Plan:

Mr. Gill informed the Board that Mr. Dingman recently reviewed information pertinent to Caln Township within the West Brandywine Act 537 Plan, providing his comments for review. Upon discussion, the Board agreed by consensus that a memorandum should be forwarded to the Board of Commissioners for inclusion in the Township's response to West Brandywine Township, recommending the West Brandywine Township Act 537 Plan was found to be consistent with Caln Township's Act 537 Plan.

Wedgwood Shopping Center Laundromat Capacity Request:

Mr. Gill shared with the Board a request from Focus Real Estate, LLC, for the allocation of an additional 14 EDU's, in addition to 1 existing EDU, for the proposed Esworthy's Laundromat to be located in Wedgwood Shopping Center. Also included was a capacity review from Gilmore & Associates indicating a total need of 15 EDU's. Mr. Gill advised he has requested Mr. Dingman recheck calculations, given the proposed unit is a smaller space than the business currently occupies less EDU's may be required. Mr. Kruse motioned to allocate up to 13 EDU's to the Wedgwood Shopping Center for the proposed Esworthy's Laundromat, contingent upon Mr. Dingman finding this capacity is adequate. Mr. Contento seconded the motion, with all voting Aye. Mr. Gill noted flows will be reevaluated annually. Mr. Contento then motioned that the Authority request of the Board of Commissioners the opportunity to purchase the 177 existing DARA EDU's that they currently possess at their cost, plus offer to acquire from them any additional EDU's that can be freed up for the Authority's use. Mr. Kruse seconded the motion, with all voting Aye.

In addition, Mr. Contento motioned that the Authority request the Board of Commissioners consider the complete transition to the Authority of all remaining sewer related assets and liabilities currently under Township control. Mr. Tompkins seconded the motion, with all voting Aye. Mr. Gill brought to the Board's attention Bursich Associates recent request for an extension on delivering the Bidding Documents for the Municipal Drive Pump Station and Force Main from February 3 until February 19, 2014. It was also noted Bursich Associates will follow up on the status of the NPDES permit renewal with Chester County Conservation District in mid-February. The Board was amenable to this.

Financials:

Mr. Prowant and the Board reviewed the cash basis summary and detailed accrual reports of revenues and expenditures for the Sewer Operating Fund and Municipal Authority Capital Fund (Tapping Fee Account) for the month of December. Mr. Contento requested a more current statement of Revenues and Expenditures be supplied and postponed acceptance of the Financial Reports until the February meeting. Mr. Prowant will forward an updated report to the Board. Mr. Contento also requested a breakdown of the remaining balances within the Act 57 fund under the current and future conveyance categories be provided. Projected revenues and expenditures were offered with no questions. Also reviewed were delinquency reports reflecting current year accounts past due, prior year's outstanding balances sent to Portnoff Law Associates for collection, and the status of in house commercial collections. Mr. Contento recommended formulas used within the report be verified for accuracy. Staff will follow up with the Finance Department. Mr. Gill informed the Board of recent correspondence received from the PADEP,

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providing an update on the Township's awaited reimbursement related to planning assistance for the 2005 Act 537 Plan. The funds were awarded in 2010 but due to funding limitations have been delegated to a lower payment priority.

Director's Report:

Mr. Gill reviewed his 2013 summary report, covering the history of completed extensions under the Authority, pending extensions, new connections and the connection rate for residential, upgrades to the system and system maintenance. Also discussed was the trash and recycling program, and the positive increase in recycling over the previous five year period.

Additional Business:

None

Adjournment:

There being no further business, Mr. Tompkins motioned to adjourn the meeting at 8:40 p.m. Mr. Plagens seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, February 24, 2014.

These are the minutes of the Municipal Authority Board meeting to the best of my knowledge.

Respectfully Submitted

Mary Kemble Slade, Recording Secretary