

Caln Township Municipal Authority

Monday, February 24, 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
Robert McClintock, Esquire, CTMA Solicitor

Absent:

None

Chairperson Paul Mullin called the meeting to order at 7:05 p.m., and announced that the Board held an executive session to discuss legal and personnel matters prior to the meeting.

Minutes of the January 27, 2014 Meeting:

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Contento motioned to approve the January 27, 2014 meeting minutes as presented. Mr. Plagens seconded the motion, with all voting Aye.

Public Comment:

None

Arbor Hills Payment Extension Request:

Mr. Gill noted Mr. Louis Colagreco Jr., Esquire, of Riley Riper Hollin and Colagreco, attorney for the developer, was in attendance in order to explain their request for a 60 day extension of the second \$30,000 payment due 2/28/14, required under the terms of the Sewer Capacity Reservation Agreement between Arbor Hills Associates and Caln Township Municipal Authority. Mr. Colagreco reported work has been done over the past several months on engineering of the development plans and obtaining preliminary site improvement costs, which have come in much higher than anticipated. Therefore, additional time is needed to evaluate and better refine site improvement costs. Mr. Colagreco offered to provide an updated status at the March 24th meeting, when more will be known. Mr. McClintock, representing the Authority, advised a written amendment to the agreement would be prepared should the Board approve the extension request. After discussion, Mr. Contento motioned to grant Arbor Hills request for a 60 day extension of the date to pay the second nonrefundable payment in the amount of \$30,000 set forth in paragraph 2.A(2) of the Sanitary Sewer Capacity Reservation and Contribution Agreement dated September 20, 2013, to April 29, 2014, with the understanding that pursuant to the Agreement no sewer capacity has yet to be reserved or purchased at this time; the first payment of \$30,000 under paragraph 2.A.(1) remains nonrefundable if

Caln Township Municipal Authority

Monday, February 24, 2014

7:00 PM

the project does not proceed; and grant of this extension will not be deemed to extend any other time period set forth in the Agreement. Mr. Plagens seconded the motion with all voting Aye.

Clarelyn Sewer Maintenance/Dedication Issues:

Mr. Gill explained that during the transition from Robert Bruce Homes to Rouse/Chamberlin LTD, there was due diligence done by Rouse/Chamberlin consisting of flushing and televising of sewer lines which were installed several years ago. During the review of the tapes, there were sags observed in Manhole runs H to I, and I to J, which to date have caused no issues. In lieu of digging up the lines, Rouse/Chamberlin has proposed a one-time payment of \$4,500 to the Authority at dedication to allow for future flushing and maintenance of the line. The Board and staff evaluated the frequency of maintenance, time and associated costs versus the need to dig up the lines. Mr. Gill reviewed the inspection process, noting the developer's engineer designs the system, which is reviewed by the Township to ensure it meets Township specifications. The developer assumes the responsibility to hire a contractor to install the system according to that design. During installation, the Township inspects certain aspects of construction such as proper bedding of the line and setting of manholes. Upon completion, certified As-Built plans are provided by the developer's engineer and reviewed by the Authority's engineer, where any issues can be discovered and resolved. The Board further discussed an appropriate compensation amount versus the need for reconstruction as related to future maintenance of the line. Mr. Kruse motioned to accept \$15,000 in lieu of having Rouse/Chamberlin LTD dig up the sewer lines between Manhole runs H to I, and I to J. Mr. Contento seconded the motion with Mr. Mullin and Mr. Plagens voting Aye, and Mr. Tompkins voting Nay.

Municipal Pump Station Update:

Mr. Gill reported he received hard copies, PDF and AutoCad formats of the completed bidding documents from Bursich Associates today. In addition, the NPDES permit renewal was approved by Chester County Conservation District. The permit will be issued for a five year time period in April, closer to the expiration date. Mr. Gill noted Ed McCorkle, P.E., Bursich Associates, was in attendance, and advised Mr. McCorkle had in reviewing the plans discovered a few design items related to a gas line crossing which needed more detail, thus requiring more time to complete. An invoice was received for the above services in the amount of \$7,813.00. Mr. Gill reminded the Board had previously authorized up to \$9,300 to Bursich Associates to proceed to complete, sign and seal the Municipal Pump Station & Force Main project drawings, technical specifications and bid documents, and carry the project through the bid phase. Mr. Gill added that Bursich is interested in managing the project through completion, not a part of their initial proposal, and will be submitting a letter to this effect. He reported \$8,175.00 had been billed to date, not leaving much to complete the bidding process, and requested the Board consider authorizing an additional amount for this purpose. The Board recommended Mr. McCorkle evaluate the additional amount needed and provide a hard number for consideration at next month's meeting. Related to the completed plans, Mr. Gill shared with the Board a Release Form for Electronic Files from Bursich Associates, previously reviewed by the Authority's solicitor and requiring the signature of the Authority. After discussion, the Board recommended the document be returned to the solicitor for further review and to work with Bursich Associates to revise the language related to

Caln Township Municipal Authority

Monday, February 24, 2014

7:00 PM

liability and ownership of the data prior to signing. Mr. Gill returned the electronic files to Mr. McCorkle until such time the release form is finalized. The Board agreed to authorize payment, and Mr. Contento motioned to approve Bursich Associates invoice in the amount of \$7,813.00 for work done to date related to the Municipal Pump Station. Mr. Kruse seconded the motion. Mr. Prowant then asked if the Board would require Bursich Associates to execute the new General Engineering Consulting Agreement similar to that which Gilmore & Associates executed. Mr. Contento responded that if the Board decided to award the management of the project to Bursich Associates, at that point in time the agreement would be necessary. The motion was completed with all voting Aye.

Capacity Purchase/Asset Transfer Discussion:

The Board agreed to table discussion of this agenda item until the March meeting.

Hills at Thorndale Woods:

Mr. Gill reported that as directed at last month's meeting, the draft Sanitary Sewer Capacity Reservation, Contribution and Extension Agreement related to this project was forwarded to the Hills at Thorndale Woods representatives. A response has not yet been received.

2013 Chapter 94 Annual Report:

Mr. Gill presented the final draft of the 2013 Caln Township/Caln Township Municipal Authority Chapter 94 Annual Report. This document is required to be submitted to DARA and PAWC each year, providing a history of flow numbers from previous years, current allocation and projected connections for the future. The Board requested additional time to further review the document, agreeing to communicate their opinion via email by Thursday. Mr. Contento motioned to approve the 2013 Chapter 94 Annual Report conditioned upon Board members submitting their comments. M. Plagens seconded the motion, with all voting Aye.

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's Tapping Fee Account and Capital Fund for the month of January. Mr. Contento then motioned approval of the financial reports as submitted. Mr. Tompkins seconded the motion, with all voting Aye. 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. A question was raised regarding the total delinquent amounts which have lienied by Portnoff Associates. Staff will follow up with the Finance Department for a potential report.

Director's Report:

Mr. Gill reviewed his January departmental report, noting the Wastewater crew assisted the Highways Department with snow plowing quite a bit due to the continual inclement weather. Also, the department has been working on completing the Chapter 94 Report and 2013 Act 101 Recycling Report. Mr. Gill reported PECO has not yet provided the written response requested related to the claim the Authority submitted for the emergency sewer line repair done last June, needed due to the installation of a new pole over a sewer pipe on Lincoln Highway. He noted Mr. Prowant had reached out to a PECO contact in an effort to move this issue forward to closure. Mr. Gill also pointed

Caln Township Municipal Authority

Monday, February 24, 2014

7:00 PM

out a new report created to track the trash and recycling percentages, including Christmas trees and white goods. Mr. Plagens asked whether the new hauler provides an automated phone call to advise of weather related delays, which they do not, but do offer the information on their website in addition to the Township's website. Discussion followed on the feasibility of utilizing automated phone calls for this purpose. Mr. Gill will research this further.

Additional Business:

None

Adjournment:

There being no further business, Mr. Tompkins motioned to adjourn the meeting at 8:45 p.m. Mr. Contento seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, March 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