

# **Caln Township Municipal Authority**

**Monday, April 28, 2014**

**7:00 PM**

## **Those Present:**

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

## **Absent:**

Jim Kruse, Secretary

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.

## **Minutes of the March 24, 2014 Meeting:**

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Plagens motioned to approve the March 24, 2014 meeting minutes as presented. Mr. Contento seconded the motion, with all voting Aye.

## **Public Comment:**

None

## **Act 537 Plan Update Grant Application:**

Mr. Gill reported that Herb Mays, DARA Executive Director, had attended a seminar regarding the 2014 Department of Community and Economic Development (DCED) Sewage Facilities Program grant, which could assist in funding the participating municipalities Act 537 Plan Updates. Mr. Mays since forwarded the application to each municipality for review. Mr. Gill advised that Mr. Dingman spoke with the DCED regarding the application, and it was recommended the regional authority be the applicant because the overall plan approval is dependent on a regional approach, and the Township's plan may not be approved unless the answer is not a regional solution. However, based on the above the Township may still want to apply individually in case the answer is not additional capacity at DARA. Mr. Dingman further clarified noting the intent of the plan is to have expansion or additional capacity at DARA, but if the regional facility was not approved, the Township individually may have an alternative plan. Mr. Contento noted that DARA is prepared to submit the application. Discussion followed on the application process, noting the need to advertise and adopt a resolution by the governing Board stating DARA and/or the Township would be applying. Mr. Contento requested Mr. Prowant work with Mr. Mays to clarify exactly what is needed to apply for the grant, with submission due late July. Staff will prepare a draft resolution for this purpose.

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Mr. Contento then motioned to authorize Gilmore and Associates to proceed with recalculating the Authority's tapping fee, being provided all current information necessary to do so, at a cost not to exceed \$5,000.00. Mr. Tompkins seconded the motion, with all voting Aye. Mr. Dingman indicated he should have the tapping fee recalculation completed by the June 23<sup>rd</sup> meeting.

## **Arbor Hills Payment Extension Request Update:**

Mr. Gill informed the Board that the second payment from Arbor Hills Associates in the amount of \$30,000.00 was received on time, prior to the expiration of the 60 day payment extension they were recently granted.

## **Municipal Pump Station Project Update:**

Mr. Gill reported the Chester County Conservation District NPDES Permit Renewal for this project was received, expiring on 4/21/19, and Mr. Contento suggested staff forward a copy to Mr. Mays attention at DARA. Mr. Gill offered Bursich Associates Release Form for Electronic Files, which as directed at last month's meeting was returned to the Authority's solicitor to address minor clean up items. The release was then executed by Bursich Associates, and in order to finalize requires the signature of the Authority. After review, Mr. Contento motioned to authorize Mr. Mullin to execute on behalf of the Authority the release for data related to the Municipal Pump Station and Force Main project. Mr. Plagens seconded the motion, with all voting Aye.

## **Hills at Thorndale Woods Update:**

Mr. Gill informed the Board that a meeting was held on April 9<sup>th</sup>, which included Mr. Pompo, CTMA Solicitor, Mr. Prowant, Mr. Gill and representatives of the Hills at Thorndale Woods to discuss comments they had related to the draft Sanitary Sewer Capacity Reservation, Contribution and Extension Agreement related to this project. Since then, Mr. Pompo worked with the developer's solicitor to revise the agreement, which Mr. Gill offered for the Board's review. He noted that within the agreement, the date related to the second payment is proposed to change to September 30, 2014. Mr. Contento noted some minor corrections needed. The Board was open to the date change mentioned, and agreed by consensus to forward the agreement to Mr. Pompo to address clean up of minor items and return it to the Hills at Thorndale Woods representatives.

## **Wedgwood Shopping Center Laundromat EDU's:**

Mr. Gill reminded that at the January 27<sup>th</sup> meeting, the Board had approved up to 13 additional EDU's be allocated to the proposed Esworthy's Laundromat at Wedgwood Shopping Center. As of last month's meeting there had been no movement on the project, and the Board agreed to carry the EDU's for an additional month, with the understanding that if there was no progress on the project the EDU's may be withdrawn. Mr. Gill advised he had informed Focus Real Estate of the Board's decision, and there has been no feedback to date. Thus, the Department recommended the EDU's be withdrawn at this time, and the capacity reapplied for in the future if needed. Mr. Contento motioned to withdraw the allocation of up to 13 additional EDU's assigned to the Wedgwood Shopping Center Laundromat project. Mr. Plagens seconded the motion, with all voting Aye.

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## **910 Greenwood Circle Permit Extension Request:**

Mr. Gill presented correspondence from the property owners of 910 Greenwood Circle, requesting an eleventh extension on their sewer connection permit purchased August 2008, good for six months from date of issuance. He reminded this line connects to the Kings Grant system which has not yet been dedicated to the Authority; therefore, the connection would be voluntary. It was noted that the property owner was previously advised that dedication of the Kings Grant system may take place within the 180 day extension period. If this should occur, an Official Notice to Connect will be sent which mandates connection within 180 days (after publication of the notice of completion of the sewer). Mr. Contento motioned to grant an eleventh extension of 180 days to the property owners of 910 Greenwood Circle. Mr. Plagens seconded the motion, with Mr. Mullin voting Aye and Mr. Tompkins voting Nay.

## **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 March. He noted he had verified the figures with the Finance Director. Conversation followed on Municipal Pump Station expenses and the allocated funds remaining, and interest was expressed in moving forward with obtaining easements needed related to the Municipal Pump Station and Force Main project. Mr. Contento motioned to authorize the Authority's solicitor and Township staff to proceed to begin the legal process to acquire the Miller Avenue property easement, acquiring an updated appraisal and negotiating the purchase of the easement, which should be brought to the Board for review and approval. Mr. Plagens seconded the motion, with all voting Aye. Mr. Contento made a second motion to authorize the Authority's solicitor and Township staff to proceed to prepare the legal documents needed related to the Township owned property necessary for the installation of the force main associated with the Municipal Pump Station, which should be brought to the Board for review and approval prior to submission to the Board of Commissioners for their review and approval. Mr. Tompkins seconded the motion with all voting Aye. Mr. Contento suggested the June meeting be targeted for these items. Review of the financials then continued with Mr. Contento inquiring on the PAWC treatment costs to date. Mr. Gill advised invoices were received in 2014 which were actually 2013 expenses and are being rolled back to the prior year. Mr. Contento noted this should be reflected in the upcoming 2013 audit. Mr. Contento motioned to approve the financial reports as submitted. Mr. Tompkins seconded the motion, with all voting Aye. Future Projected Revenues and Expenditures were offered with no questions. Mr. Gill reviewed with the Board a summary of 2013 sewer and trash balances outstanding and collected, which will be transferred to Portnoff Associates for collection shortly. Mr. Contento requested the Board be informed of the amounts which are finally transferred. 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.

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## Director's Report:

Mr. Gill reviewed his departmental report for the month of March, noting the Wastewater crew has been working in the low lying areas of Miller Avenue/Colonial Gardens, concentrating on locating and repairing leaking manholes and monitoring sump pumps, where flow cycles are evident in the channels. Mr. Gill reported he spoke with the Authority's solicitor regarding the illegal connection of sump pumps to the sanitary sewer system, which is considered to be a criminal offense according to the Authority's resolution and Township's ordinance addressing this matter. In addition, he spoke with the Director of Code Enforcement regarding the Township's code enforcement process, should an illegal connection be detected. It was noted illegal connections may be cited, and properties cannot be sold if there is an illegal connection to the sanitary sewer system. Mr. Gill indicated the amnesty program has been used in the past and those that were interested in participating presumably have already done so. Discussion followed on how these connections can significantly increase the cost for sewer treatment, and could result in the additional cost of infrastructure being constructed to accommodate increased flows. Mr. Contento put forward that budgeting for detection and enforcement should be evaluated, and the method or equipment to be used determined, such as the potential purchase of flow meters or a portable camera system. Mr. Gill stated camera systems are excellent for detection, and he can provide an estimated cost for purchase versus rental. He noted this equipment could be used for storm water work as well. Mr. Contento suggested a possible cooperative agreement be considered, and Mr. Prowant concurred with the multi municipal approach. Mr. Prowant will explore the idea with some local Township managers and report back.

## Additional Business:

None

## Adjournment:

There being no further business, Mr. Plagens motioned to adjourn the meeting at 8:35 p.m. Mr. Contento seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, May 19, 2014.

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

Respectfully Submitted

Mary Kemble Slade, Recording Secretary