

Caln Township Municipal Authority

Monday, August 25, 2014

7:00 PM

Those Present:

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

Absent:

Jim Kruse, Secretary

Nominate Position of Treasurer:

Due to the resignation last month of Matthew Plagens, CTMA Treasurer, the Board addressed the vacancy of this position. Mr. Mullin motioned that Mr. Contento fulfill the position of Treasurer, leaving the position of Assistant Treasurer vacant for a potential new Board member. Mr. Tompkins seconded the motion, with all voting Aye.

Minutes of the July 28, 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 July 28, 2014 meeting minutes as presented. Mr. Tompkins seconded the motion, with all voting Aye.

Public Comment:

None

Act 537 Plan Update:

Mr. Gill reported that as requested at last month's meeting, Mr. Dingman contacted Mr. Mays, DARA Executive Director, and submitted the Township's Act 537 planning calculations, projecting estimated future flow projections and the timing of need. Utilizing this information along with that from the other participating municipalities, Mr. Mays provided an updated spreadsheet showing an analysis of current versus predicted flows and population estimates, which was offered for the Board's review and comment. Mr. Contento gave an explanation of the data, noting the methodology shows a constant basis for all municipalities. He summarized the options for Caln to obtain capacity are a plant expansion, which in theory may not be needed for a number of years, or the use of idle capacity at the facility not needed by the other municipalities at this time, allowing an expansion to be delayed. Mr. Prowant agreed this information provides good data for comparison in terms of future planning, and it will be discussed further at a meeting involving DARA and the five municipal managers in the process of being scheduled for early September.

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Softmart Project:

Mr. Gill advised the draft Sewer Capacity, Reservation Contribution and Extension Agreement prepared for this project were forwarded to the developer's solicitor for review and comments on 8/11/14. The Board was provided the agreement for review prior to the meeting. Mr. Gill highlighted some key items incorporated into the agreement, including developer contributions towards costs related to the completed Parkside sewer extension project, and tapping fees and payment structure related to the 8 EDU's required for the project. He clarified that there are currently 5 EDU's allocated from former projects proposed for this location, and Softmart would need an additional 3 EDU's, bringing the total to 8 EDU's for this proposed project. After brief discussion there were no further comments. He noted that DARA had provided their review and certification of capacity. Should the Board agree to allocate the additional 3 EDU's needed for this project, the Authority's certification could be executed at the same time the completed agreement is executed. These components would then be forwarded along with the planning module to the DEP. Mr. Gill hopes for a response from the developer by the September or October meeting.

Financials:

Mr. Prowant 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 July. There were no questions. 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 reviewed 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 requested the Finance Department revise the report to segregate the prior and current residential and commercial delinquency amounts. Staff will follow up.

2015 Budget Request:

Mr. Gill presented the 2015 draft budget, with a projected breakdown of revenue that will be generated in 2015. He advised that under this draft, the residential and commercial revenue reflected no proposed rate increase from 2014. Individual line items were evaluated and adjustments recommended, including increasing projected DARA treatment costs plus proposed Capital project costs, and verifying and adjusting the wages and benefits line items. Mr. Contento commented he and Mr. Gill had reviewed the budget in detail prior to the meeting, and Mr. Gill conveyed those items discussed. Also considered was the potential purchase of a portable camera system as a Capital expense. There were no further questions. Mr. Gill will revise the draft budget to reflect the suggested changes and present for further review at the September 22nd meeting. If recommended it will be forwarded to the Board of Commissioners for their review and action, and returned to the Municipal Authority for adoption in December. Mr. Prowant referred to a Board of Commissioners resolution regarding retaining an end of year fund balance policy, and suggested the Authority may wish to adopt a similar policy. Mr. Tompkins requested the

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remaining fund balance amounts over the previous five years be provided, and a five year projection for Capital expenditures be completed. Mr. Gill noted discussion will continue at the September meeting related to the 2015 Capital fund budget.

Director's Report:

Mr. Gill reviewed his departmental report for the month of June, noting the Wastewater crew is continuing to locate and address inflow and infiltration (I&I) in the DARA treatment plant service area. During these inspections the crew located some manhole frames and covers in need of immediate attention within the Preserve at Milltown and The Fairways complexes, which are private. Mr. Gill advised the department is in the process of sending letters to their managers requiring the necessary repairs be completed to eliminate I&I, and bring each facility back into compliance.

Adjournment:

There being no further business, Mr. Contento motioned to adjourn the meeting at 8:45 p.m. Mr. Tompkins seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, September 22, 2014.

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

Respectfully Submitted

Mary Kemble Slade, Recording Secretary