

Caln Township Municipal Authority
253 Municipal Drive
Thorndale, PA 19372
Monday November 27, 2017
7:00 PM

Those Present and Absent:

Paul Mullin – Chairperson
George Chambers – Vice Chair
John D. Contento – Treasurer
Tony DiSario – Assistant Treasurer/Assistant Secretary
Noel Bernard – Secretary
Scot Gill – Wastewater Department Director
Kristen Denne – Township Manager
Denise Miller – Recording Secretary (Absent)
Bill Dingman – P.E., Gilmore & Associates, CTMA Engineer

Mr. Mullin called the meeting to order at 7:00 PM.

Minutes of the October 2017 Meeting

Mr. Mullin called for additions or corrections to the January minutes. There were none. Mr. Contento motioned, seconded by Mr. DiSario, to adopt the October 2017 minutes, as presented. Vote passed 5-0.

Public Comment

Mr. Mullin called for public comments. There were none.

Dogwood/Scott Drive Project Update

Mr Gill presented the amended 11/9/2017 schedule submitted by the Contractor, and an updated project budget as of 11/15/2017, and a payment request from Fidelity Contracting in the amount of \$249,631.28. Staff updated the board on the status of the project. Bill Dingman also discussed the engineering budget. After discussion a motion was made by Mr. DiSario and second by Mr. Chambers recommending to the Board of Commissioners to authorize release of payment of \$249,631.28 to Fidelity Contracting. Vote passed 5-0.

2017 Relining Project Update

Mr. Gill updated the board that TVD Inc. (Propipe) has finished slip lining the sections of pipe on Ashley Court and Park and Meadow. Mr Gill also informed the board that an alternate location from Edge to Windsor, which was part of the 2016 project which was never completed, was added to the 2017 project in lieu of slip ling the area from Lynn to Williams, because the pipe section between Lynn to Williams was found to be plastic. The board also held a discussion about the 2018 Relining project and it was agreed that staff should put together the bid documents for the 2018 Relining Project and be prepared to be out to bid in early January of 2018. The board agreed that it would be advisable to include in the documents a longer timeframe to complete the work, which will give the contractor more flexibility to work in the areas proposed when they are frozen or during dry weather. A motion was made by Mr. Contento and second by Mr Chambers authorizing the Engineer and staff to start putting together the 2018 Relining Project Bid documents and going out to bid with a not to exceed budget of \$100,000 which includes the contractor and engineering costs. Vote passed 5-0

Royal Farms Dedication

Mr. Gill presented Resolution 2017-5-CTMA, accepting certain Deeds of Dedication and Sanitary Sewer Easements for the Royal Farms Project, an executed Easement Agreement, Maintenance Agreement for the Chairman's signature, and Bill of Sale for review. After board discussion a motion was made by Mr. Contento and second by Mr. Chambers to approve Resolution 2017-5-CTMA accepting certain Deeds of Dedication and Sanitary Sewer Easements for the Royal Farms Project, and also authorizing the Chairman to sign the Sanitary Sewer Easement Agreement and the Maintenance Agreement as submitted. Vote passed 5-0

PA Small Water and Sewer Program Grant

Mr. Gill informed the board that the Department of Community and Economic Development is accepting applications for the PA Small Water and Sewer Small Projects to Improve Public Water Supply and Sanitary Sewer Systems that are due February 20, 2018. Mr Gill requested Board approval to start compiling the information in order to submit an application for the Granger Lane/Caln Meeting House Road Sewer Extension Project. The amount we will be requesting will cover a percentage of the project costs related to the engineering, legal, additional consulting and construction of a new 8" gravity Sewer Extension. The proposed project will help provide public sewer to 33 existing homes and once completed, the project will provide a reliable new public wastewater collection system for a neighborhood in need of the utility. Mr. Gill also informed the board that staff along with the Engineer will evaluate the most cost effective option. A consensus was made by the board authorizing staff to proceed with putting together the grant application for the Granger Lane/Caln Meeting House Road Sewer Extension Project and should be ready to be presented at the January, 2018 CTMA meeting for authorization to submit.

2018 Consultant Fee Schedule

Mr. Gill presented the 2018 rates for Gilmore & Associates Inc. There has been a slight increase for one of their Consulting Professional which worked on the Dogwood project from \$120 per hour as a Consulting Professional III to 2018 billed at \$125 per hour as a Consulting Professional IV. After discussion the board informed Mr Gill to include these rates in the resolution which will be presented at the December 18, 2017 meeting, adopting the 2018 fees for the professional consultants who are retained by the Authority.

Mr. Gill presented the 2018 rates for Lamb McErlane PC, which reflects no increase from their 2017 fee schedule. After discussion the board informed Mr Gill to include these rates in the resolution which will be presented at the December 18, 2017 meeting, adopting the 2018 fees for the professional consultants who are retained by the Authority.

Mr. Gill presented the 2018 Engineer Fee Schedule for Hydraterra Professionals, LLC. There has been a \$2 increase for each professional service compared to their 2017 billable rate. After discussion the board informed Mr Gill to include Hydraterra Professions rates in the motion which will be presented to the board at their December 18, 2017 meeting, adopting the 2018 fees for the professional consultants who are retained by the Authority.

Reappointment Recommendation for Mr Chambers

Mr Gill informed the board that Mr Chamber's term will expire on December 31, 2017 and he also confirmed with Mr Chambers that he would like to remain on the Authority Board for a new 5 year term which will be from 2018-2022. The Board agreed to authorize staff to forward a recommendation memo to the Board of Commissioners for their consideration to reappoint George Chambers to the Authority Board for a new 5 year term.

2018 Suggested Meeting Dates

Mr Gill presented a list of the proposed tentative 2018 Municipal Authority meeting dates. After board discussion a motion was made by Mr. Contento and second by Mr. DiSario to approve the 2018 Municipal Authority meeting dates as presented and authorized Mr Gill to forward to the Township Secretary for advertising.

Financials; Sewer Operating Fund, Act 57 Fund, and Delinquency Reports

Mr. Gill reviewed the cash basis summary and detailed accrual reports of revenue and expenditures for the Sewer Operating Fund, Municipal Authority's Tapping Fee Account, and Capital Fund for the month of October 2017. After discussion Mr. Contento motioned and then seconded by Mr. Chambers, to approve the October 2017 financials, as submitted. Vote passed 5-0.

Mr Gill reviewed and discussed the delinquency report 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. After board discussion the board informed Mr Gill that they still would like to start getting the previous delinquency report format. Mr Gill informed the board that he spoke with Mr Wilson and he informed him that he would have it for the January, 2018 CTMA Meeting.

Mr Gill presented to the board a proposal from Maulo & Company's for the preparation of the 2017 Municipal Authority audit, in the amount of \$10,200. This reflects a \$500 increase over last year. Kristen informed the board that the Township will be putting out an RFP for Auditors and should have something for the authority at their December meeting. After discussion it was recommended to table the proposal from Maulo & Company until the December, 2017 CTMA Meeting.

Directors Report

Mr. Gill presented his October 2017 department report and noted a list of current projects which the Department is working on and their progress.

Adjournment

There being no further business, Mr. Contento motioned, and seconded by Mrs. Bernard, to adjourn the November 2017 meeting at 8:35 PM. Vote passed 5-0.

Respectfully Submitted,

Scot Gill,
Director of Wastewater