

Caln Township Municipal Authority
Monday July 27, 2015
7:00 PM

Those Present:

Paul Mullin, Chairperson
Robert Tompkins, Vice Chair
John D. Contento, Treasurer
George Chambers, Assistant Treasurer/Assistant Secretary
Jim Kruse, Secretary – Absent
Gregory Prowant, Township Manager
Scot Gill, Director
Denise Miller, Recording Secretary
Bill Dingman, P.E., Gilmore & Associates, CTMA Engineer
Vince Pompo, CTMA Solicitor

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

Minutes of the June 22, 2015 Meeting

Mr. Mullin inquired if there were any additions or corrections to the June minutes. There were none. Mr. Contento motioned, seconded by Mr. Chambers, to adopt the June 22, 2015 minutes as presented. Mr. Mullin abstained because he was not present at the June meeting. Mr. Thompkins was not in attendance for the vote. Vote passed 2-0.

Public Comment

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

MuniBilling

Mr. Gill introduced Mr. Yergey, from MuniBilling, who gave a presentation on the billing system that his company offers. Mr. Yergey presented MuniBilling as a cloud-based system, and presented the Board with an outline of services and fees. Mr. Yergey also stated he met with staff on the options/fees the township would have using the MuniBilling system for the trash and recycling billing. The Board discussed cost savings with changing billing systems, different options for the finance window, using the drop box, and billing frequency. By consensus, the CTMA "Authority" Board was interested in moving forward with MuniBilling, and directed staff to do a spread sheet on the pros and cons on switching to the MuniBilling system.

Dogwood Lane/Scott Drive Sewer Improvements Project

Mr. Gill noted he and Mr. Prowant reviewed the RFP's that were received, and recommended that the Authority make a motion to approve the Gilmore & Associates Inc., ("Gilmore") proposal for \$49,942.00, and authorize staff to forward said service agreement to Gilmore for signature.

Mr. Contento questioned, 2. Compensation and Method of Payment. The fees for services performed under this agreement will not be billed to applicants directly by the Authority, and noted the applicants will be billed directly by the Authority. Mr. Pompo replied this is a standard agreement put together for the Authority to use for different purposes. After Board discussion, Board consensus was to direct Mr. Pompo to delete said section 2. Mr. Pompo replied he will comply with the Board direction.

Mr. Contento motioned, seconded by Mr. Chambers, to accept the proposal from Gilmore & Associates Inc., in the amount of \$49,942.00 to do the project planning design permit bid award construction phase with additional provision for easement work at \$900.00 for the first five and \$600.00 for each additional, accepting their observation rate of

\$93.00 per hour, and meeting attendance of \$200.00, per meeting. Vote passed 4-0. Mr. Dingman asked the Board if he had permission to move forward once he executes the proposal. After Board discussion, Mr. Contento motioned, seconded by Mr. Tompkins, that Gilmore & Associates be constrained from starting the project until confirming the Board of Commissioners acceptance, of the grant money, from the County. Vote passed 4-0.

DARA Discussion

Joshua Young noted the July DARA meeting was rescheduled for August 3, at 7:30 PM. After Board discussion, Mr. Contento recommended directing Mr. Young to continue to pursue the Sixth Amendment and ask that it be on the DARA agenda each month, if necessary, to foster discussion and seek to get a sub-committee together, and beyond that sub-committee, develop language to replace Section 9.04 addressing unanimous decision to go forward with an expansion, and addressing as many issues related to expansion. Mr. Mullin suggested waiting until December, and asked Mr. Young his opinion. Mr. Young noted if it is brought up, at the next meeting, he will state that the township is willing to negotiate, he will also update the Board after their next meeting.

Municipal Drive Pump Station Update

Mr. Gill turned the floor over to Mr. Pompo to discuss Resolution 2015-02 and several easements. 1) G.O. Carlson Blanket Easement: \$25,000.00 (Cash in lieu of installing a walking trail from Barley Sheaf to Loomis Avenue and a waiver of right-of-way/road opening permits). 2) Ingleside Golf Course Easement \$12,000.00 (Cash in lieu of installing a cart path). 3) 2220 Miller Avenue Easement, and 4) Ingleside Village HOA Easement., which Mr. Pompo informed the Board that the procedure is for the Board to adopt a Resolution to authorize the filing of the condemnation and then thereafter he would file the documents, and upon filing the Authority would obtain the land.

Resolution 2015-02 – Mr. Contento motioned, seconded by Mr. Tompkins, to adopt Resolution 2015-02 authorizing the Condemnation and Acquisition of a Sanitary Sewer Easement through a portion of certain lands now or late of Ingleside Village Homeowners Association (UPI 39-4G-125) within the Township of Caln, Chester County, for the purpose of public sewer improvements. Vote passed 4-0.

Ingleside Village HOA – After Board discussion, and Mr. Gill recommending a monetary contribution, Mr. Contento motioned, seconded by Mr. Tompkins, to authorize staff a not to exceed price of \$5,000.00 in effort to negotiate the condemnation with the Ingleside Village HOA. Vote passed 4-0.

Ingleside Golf Course Easement – Mr. Pompo presented the Ingleside Golf Course Easement, for Board consideration. Mr. Gill recommended a cash contribution in lieu of installing a cart path. Mr. Contento motioned, seconded by Mr. Tompkins, for approval of a sanitary sewer easement agreement between the Municipal Authority and Caln Township in the amount \$12,000.00, for an easement across the Ingleside Golf Course for the Municipal Pump Station Force Main. Vote passed 4-0.

Mr. Contento motioned, seconded by Mr. Chambers, for approval of the Construction and Temporary Access Easement between Caln Township and the Municipal Authority to provide for all the work to do for the construction of the force main project across the Golf Course property, in the amount of \$1.00. Vote passed 4-0.

Blanket Sanitary Sewer Easement Agreement – Mr. Gill recommended a \$25,000.00 contribution in lieu of constructing a walking trail, waiving of the right-of-way fees, and road opening fees. Mr. Gill also noted the Authority will do ½ width mill and overlay only limited to the areas of blacktop disturbance, and not the entire length of the road. Mr. Gill noted the Authority could approve this easement agreement under these terms, and then forward the agreement to the Township Solicitor for review on behalf of the Board of Commissioners. After Board discussion, Mr. Contento motioned, seconded by Mr. Chambers, to approve the Blanket Sanitary Sewer Easement Agreement between the Municipal Authority and Caln Township related to the areas of G.O. Carlson and Miller Road as necessary for the Municipal Pump Station, that it be done in a \$25,000.00 contribution in lieu of constructing a walking trail and waiving all right-of-way and road opening fees and with the Municipal Authority doing ½ width mill and overlay only to those areas of blacktop disturbance. Vote passed 4-0.

2220 Miller Avenue Easement – Mr. Pompo offered a Sanitary Sewer Easement and Temporary Access Agreement, for Board consideration. After Board discussion, Mr. Contento motioned, seconded by Mr. Chambers, to approve a Sanitary Sewer Easement and a Temporary Access Agreement for 2220 Miller Avenue comprising two tax parcels, 39-4J-19 and 39-4J-20 obtaining easements to support our Municipal Pump Station Force Main Project, and authorize staff to negotiate both for a not to exceed price of \$10,000.00. Vote passed 4-0.

Mr. Gill noted he and Mr. Pompo are working on an easement for Royal Paper and Peco, to be presented at the August 24 meeting.

Mr. Gill noted he received a cost of \$3,000.00 to comprise a technical and specification review of the pump station, from Gilmore & Associates, as requested by the Board at the July meeting. Mr. Gill asked for Board authorization for Mr. Dingman to proceed with said review. After Board discussion, Mr. Contento motioned, seconded by Mr. Tompkins, to authorize Gilmore & Associates to complete a technical review on the Municipal Pump Station with a cost not to exceed \$3,000.00. Vote passed 4-0.

Royal Farms

Mr. Gill noted Royal Farms accepted their counter offer of a one-time sewer maintenance payment of \$5,000.00, and would like an acknowledgement letter from the Authority assuring them that the fee is a “one time maintenance fee”. He informed them that the acknowledgement will be part of the sewer extension/capacity reservation agreements, they will need to execute with the Authority Board.

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

Mr. Prowant 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 June 2015. Mr. Contento motioned, seconded by Mr. Tompkins, to approve the financials, as submitted. Vote passed 4-0. Also, reviewed and discussed 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.

Directors Report

Mr. Gill presented his June 2015 report and noted a list of current projects which the Department is working on. Mr. Gill also noted the camera is out for repair.

Adjournment

There being no further business, Mr. Mullin motioned, seconded by Mr. Chambers, to adjourn the July 27, 2015 meeting at 9:35 PM. Vote passed 4-0.

Respectfully Submitted,

Denise Miller,
Recording Secretary