

**Caln Township Municipal Authority**  
**253 Municipal Drive**  
**Thorndale, PA 19372**  
**Monday March 25, 2019**  
**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  
Jennylyn Tanedo – Recording Secretary  
Bill Dingman – P.E., Gilmore & Associates, CTMA Engineer  
Charles Wilson- Finance Director

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

**Minutes of the February 25, 2019 Meeting**

Mr. Mullin called for additions or corrections to the February minutes. There were none. After discussion, Mr. Chambers motioned, seconded by Mrs. Bernard, to adopt the February 25, 2019 minutes, as presented. Vote passed 5-0.

**Public Comment**

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

**Act 537 Plan/DARA Additional Capacity Update**

Mr. Gill updated the board on the status of pending projects that will be needing capacity in the future. Mr. Dingman discussed the DARA correspondences and minutes and he informed the board that the DARA board approved an engineering contract to do a treatment plant modeling that will be used for a possible future capacity expansion at the treatment plant.

**2019 Act 57 Draft Tapping Fee Report**

Mr. Dingman discussed the revision of the Caln Township Municipal Authority draft 2019 Act 57 Fee Report (Tapping Fee) which updates the capital costs based upon the March 2019 Engineering News Record (ENR) Construction Index, revises the household unit flow based upon the 2010 Census, incorporates updated costs estimates for Municipal Drive Pump Station and East End Trunk Lines Upgrades and revises the treatment costs based upon the DARA capacity revision.

**Municipal Pump Station Project Update**

Mr. Dingman update the status of the Municipal Pump Station & Force Main Project and informed the board that the bid launched Friday March 1, 2019 through PennBid and is scheduled to end with the opening of the bid on Tuesday, April 16. He also added that the prospective bidders have been active by contacting Gilmore via phone and through the PennBid System with question. Mr. Mullin asked Mr. Dingman how much time is allowed before the board has to award the bid and Mr. Dingman mentioned to the board they will have the right to hold the bids for 60days from the bid opening before the bid needs to be awarded or rejected. Mr. Wilson discussed the financing option from Delaware Valley Regional Finance Authority that was handed out to the board during the meeting. Mr. Wilson also clarified that the monthly interest payments will be due in 2019 and the 1<sup>st</sup> principle payment due in 2020.

### **Capacity Allocation/Reservation of Capacity Fee Policy**

Mr. Gill presented the draft Resolution that changes the current policy for the reimbursement of tapping fees if a project doesn't elect to move forward, establishes a policy on how tapping fees are paid and implements a reservation of capacity fee for those projects that have capacity under agreement, but haven't paid for it. The policy will require persons desiring or required to reserve sanitary sewer system capacity pay their proportion share of the fixed operation expenses and debt as required by the existing users of the system if they haven't paid their tapping fees yet. After discussion, Mr. Chambers made a motion and seconded by Mr. Disario to authorize the Chairperson to sign the Resolution 2019-1 CTMA Establishing a Reservation of Sanitary Sewer Capacity Policy and Reservation of Capacity Fee. Vote passed 5.0

### **I/I Reduction Program**

Mr. Gill updated the board on the status of the excessive amounts of surface and subsurface water entering the system during heavy rain events.

### **Dogwood/Scott Drive Project Update**

Mr. Gill informed the board that to date we received payment for 41 Full Tapping Fees (35 Connected and 6 Still need connected) and 3 five year extensions granted (Special Part Tapping Fee Paid). Mr. Gill presented a final notification letter that the department will mail to the 8 resident that haven't paid their tapping fees, which will also include notification of the possibility of a tapping fee increase. After discussion the board approved the notification letter with minor changes.

### **Taco Bell Project**

Mr. Gill presented the board the standard Sanitary Sewer Capacity Reservation Agreement (5 EDU's) with the required Sanitary Sewer Capacity Relinquishment Agreement and the Operation and Maintenance Agreement for Commercial Grinder Pump. Mr. Gill also informed the board that DARA signed off on the capacity certification for Treatment Plant. After Discussion, Mr. Disario made a motion and seconded by Mrs. Bernard to authorize the Chairperson to sign the Sanitary Sewer Capacity Reservation Agreement (5 EDU's) and Operation and Maintenance Agreement for Commercial Grinder Pump. Vote passed 5.0

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

Mr. Wilson 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 February 2019. After discussion Mr. Disario made a motion and seconded by Mr. Contento to approve the February financials, as submitted. Vote passed 5-0.

Mr. Wilson reviewed and discussed the current delinquency report for the month of February, reflecting current year accounts past due, prior year's outstanding balances sent to Portnoff Law Associates for collection, and the status of commercial in house collection.

### **Directors Report**

Mr. Gill discussed his February, 2019 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 made a motion, and seconded by Mrs. Bernard to adjourn the March 25, 2019 meeting at 8:55 pm. Vote passed 5-0.

Respectfully Submitted,

  
Jennylyn Tanedo,  
Administrative Secretary