

# Caln Township Municipal Authority

Monday, February 25, 2013

7:00 PM

## **Those Present:**

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

## **Absent:**

None

Chairperson Paul Mullin called the meeting to order at 7:15 p.m., and announced that the Board held an executive session to discuss legal related matters prior to the meeting.

## **Minutes of the January 28, 2013 Meeting:**

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Kruse motioned to approve the January 28, 2013 meeting minutes as presented. Mr. Plagens seconded the motion, all voting Aye with the exception of Mr. Contento, who abstained as he was not present at the January meeting.

## **Public Comment:**

None

## **Tina's Hair Salon Request:**

Mr. Gill offered correspondence related to a potential new hair salon to be added to an existing residential unit. The property owner was not present at the meeting but requested to be put on the agenda to discuss the possibility of the Board waiving the tapping fee associated with this use due to the financial hardships of starting a new business. The property owner advised this business would be comprised of a small client base, indicating 1 EDU may be sufficient but could be reevaluated moving forward. Mr. Gill referenced Resolution 2012-2-CTMA, Section 2.D. Additional Tapping Fees, quoting, "Where any building connected to the collection system shall be converted, enlarged or remodeled or additional buildings be constructed on a property and connected indirectly to the collections system through an existing lateral, so as to create or establish additional uses, an additional tapping fee for each such additional use, shall be payable. There shall be a minimum of on EDU for each use." In order to be consistent with the established Sewer Use Rules and Regulations, the Board agreed by consensus to decline this waiver request. Staff will notify the property owner.

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## **CSI Project Update:**

Mr. John Jaros, Esquire, representing Coatesville Solar Initiative, was in attendance along with John Lymbaris of Coatesville Solar Initiative, Bill Finch of Alternative Energy, Inc. and Brian Kulakowsky, P.E., of D.L. Howell to update the Board on this project. Mr. Jaros advised the project received conditional final land development plan approval from the Board of Commissioners at their February 13 meeting, and CSI is now in a position to continue discussions on finalizing the Sewer Extension and Sewer Capacity Reservation Agreements with the Authority. Additionally, meetings have been held with the water company to discuss water to the site for fire emergency service and potentially extending service for customers, with the design not yet completed. It is anticipated a sewer related meeting will be held with residents within the next two week period. Mr. Contento inquired if there was anything needed from the Authority. Mr. Jaros responded not at this time, with it being a matter of finalizing the agreements and working with Mr. Gill on some remaining issues. Mr. Contento inquired as to the optimistic start date for the project. Mr. Lymbaris replied that a groundbreaking ceremony is anticipated for Earth Week, with sewer construction possibly beginning in late summer/early fall, hopefully to be completed near year's end with restoration the following spring. Mr. Kulakowsky provided an aerial view of the proposed project area to assist in review and discussion of the proposed route. Mr. Dingman and Mr. Gill discussed the need for a PADEP approved Sewage Facilities Planning Module, a critical planning item which will require time to complete. Mr. Gill noted the planning approval must be withdrawn for Southwoods, a subdivision previously intended for a portion of this property, which could be accomplished as part of the 3M planning for this neighborhood. There were no further questions and Mr. Jaros thanked the Board for their time.

## **Municipal Pump Station Update:**

Mr. Dingman reported he reviewed the developer's proposals for the potential construction of the pump station and completed items related to the building permit process. Mr. Gill noted that in order to apply for the building permit, the ground remains to be acquired and an address assigned, as a building permit cannot be issued without an address. Another remaining component is to receive zoning approval.

## **2012 Chapter 94 Annual Report:**

Mr. Gill presented the final draft of the 2012 Caln Township/Caln Township Municipal Authority Chapter 94 Annual Report. This document is required to be submitted to DARA and PAWC each year, providing flow numbers from previous years, current allocation and projected connections for the future. After review of allocated EDU's, the Board had no further questions and found the report acceptable as submitted.

## **Truck Replacement Request:**

Mr. Gill offered a spreadsheet summarizing several vendors' quotes received utilizing the CoStars Program, for the replacement of the Department's 2004 Ford F-550 Utility/Crane Truck. He noted the 2013 budget includes \$72,800 for this purpose, and recommended the choice of the Hondru Ford diesel with Dejana upfit, totaling \$78,177.00, a difference of \$5,376.62. The Department was informed new EPA regulations added to the cost in addition to the need for a larger crane to accommodate the Municipal Pump Station. Mr. Gill requested approval to proceed with

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the order, with delivery expected around the July-August time frame. Mr. Gill and the Board proceeded to review the various quotes and options including gas versus diesel, deciding upon diesel and the preference being to purchase the chassis from Brian Hoskins Ford. Mr. Contento motioned to approve an expenditure of \$41,005.00 to Brian Hoskins for the chassis and \$37,335 to Dejana for the upfit charge. Mr. Tompkins seconded the motion, with all voting Aye.

## **Financials:**

Mr. Prowant reviewed the cash basis summary and detailed accrual reports of revenues and expenditures for the Sewer Operating Fund and Municipal Authority Capital Fund (Tapping Fee Account) through 1/31/13. It was noticed the expenditure portion of the operating fund report was omitted, staff will rerun the report and distribute via email. Projected revenues and expenditures were offered. Delinquent 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 were also reviewed. Mr. Gill noted the Finance Department is preparing to send delinquency notices with a response required within 30 days. A second letter will follow, requiring a response within ten days. Those that do not respond within the required time frame will be forwarded to Portnoff Law Associates for collection. It was noticed the report omitted the percentage delinquent of the total amount billed over previous years. Staff will distribute a corrected version via email. There were no further questions.

## **Directors Report:**

Mr. Gill reviewed his Departmental report for the month of January. He reported the crew has been cleaning and repairing valves on the cleaner truck and will be back out in March to continue high pressure cleaning sewer lines. Also continuing is work on grout sealing the manholes which are accepting surface and subsurface water runoff in the PAWC area. Discussion followed on the recycling program and carts, with the addresses and corresponding serial numbers entered into a data base for the purpose of tracking.

## **Trash and Recycling Memo:**

As suggested at last month's meeting, Mr. Gill presented for comments a draft memorandum to the Board of Commissioners on the potential transfer of management of the trash and recycling program to the Authority, currently supervised by the Board of Commissioners. The Authority members expressed interest in the transition with Mr. Contento noting the budget, staffing and operations should be studied prior to a final decision. Mr. Prowant noted the current trash contract expires at the end of this year, therefore over the summer the new contract will go out to bid to take effect January 2014. He pointed out it would be logical to complete the transfer prior to the bidding process, and to discuss interest in purchasing carts for trash similar to those already in place for recycling, possibly to be provided by the hauler as part of the bid. After discussion, Mr. Tompkins motioned to approve the memorandum be forwarded to the Board of Commissioners to in order to determine their interest in the transfer of this responsibility, and possible future joint discussion. Mr. Contento seconded the motion, with all voting Aye.

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## **Additional Business:**

Mr. Contento updated the Board on DARA matters, reporting DARA is in the midst of discussions with Severn Trent on negotiating a transfer of ownership. Discussions have gone well but it is uncertain whether DARA will be successful in the near term. He noted the other participating municipalities do not have the same interest as Caln in pursuing the change of ownership, and under the current contract the base service fee will be dropping in the near future. He advised of a contract extension decision which must be made in the next 30-60 days, more will be known once the DARA Board votes on it.

## **Adjournment:**

There being no further business, Mr. Contento motioned to adjourn the meeting at 8:35 p.m. Mr. Tompkins seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, March 25, 2013.

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

Respectfully Submitted

Mary Kemble Slade, Recording Secretary