

# Caln Township Municipal Authority

Monday, March 25, 2013

7:00 PM

## **Those Present:**

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

## **Absent:**

Robert Tompkins, Vice Chair  
Jim Kruse, Secretary

## **Minutes of the February 25, 2013 Meeting:**

Mr. Mullin inquired if there were any additions or corrections to the above minutes. There were none. Mr. Contento motioned to approve the February 25, 2013 meeting minutes as presented. Mr. Plagens seconded the motion, with all voting Aye.

## **Public Comment:**

None

## **Popeye's Louisiana Kitchen Capacity Request:**

Mr. Gill advised this proposed project consists of a restaurant to be located on an out parcel to be developed within Caln Plaza at 1847-1855 Lincoln Highway. Usage is estimated to be 1000 gallons per day (4 EDU's), based on water usage of an equivalent Popeye's. He explained the shopping center acquired 3 EDU's in the past under a prior land development plan; therefore the developer will need to purchase one additional EDU. The Department will be forwarding a Planning Module exemption request to the PADEP. Also provided for reference were Bursich Associates recent capacity and plan review letters. Mr. Gill requested the Board authorize a Written Certification of Capacity for 4 EDU's. Mr. Contento motioned to approve the allocation of 4 EDU's to this project, authorizing Mr. Mullin to sign the Written Certification. Mr. Plagens seconded the motion, with all voting Aye.

## **Dwell Update:**

Mr. Gill reported just prior to the last meeting, the Department received a letter from Dwell's attorney in regard to their project including a construction cost breakdown for the Municipal Pump Station, which Bursich Associates is reviewing. He advised the Authority's solicitor is working with the developer's solicitor on some discussion points on behalf of the Authority, and it is hoped the specifics can be worked out and a draft agreement outlining the terms in place for the April or May meeting. Mr. Dingman added that he is in the process of reviewing video related to televising inspection of the existing sewer system.

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## **Municipal Pump Station Update:**

Mr. Dingman reported he is evaluating how this project impacts the current tapping fee, and hopes to have a proposed new tapping fee for review at the April meeting. He noted capital project costs related to PAWC and DARA since the last report through 2012 will also be studied as part of the final calculations.

## **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 2/28/13. He reported the audit of the Authority for the year 2012 is underway, with the Township audit to follow. Mr. Contento, Mr. Prowant and the Board evaluated the detail of some individual line items. Mr. Contento motioned to accept the financial reports. Mr. Plagens seconded the motion, with all voting Aye. Following up on last month's meeting, Mr. Contento motioned to accept the January financials, which were delayed in approval due to an omission in the report and since reviewed by the Board. Mr. Plagens seconded the motion, with all voting Aye. Projected revenues and expenditures were offered with no questions. Also reviewed were 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 inquired when the 2012 delinquent accounts will be sent to Portnoff Law Associates. Mr. Gill responded sometime in April, as delinquency notices were sent via certified mail last month and are still within the 30 day response period. A second notice will follow via regular mail requiring a response within 10 days. If the accounts have not been sent to Portnoff by the April meeting, the outstanding balance for 2012 will be provided to update the Board. Mr. Gill also reviewed with the Board a report reflecting minimal delinquent accounts consisting of sewer, trash, and street lights remaining uncollected after multiple notices, and requested the Board find them uncollectable. After discussion, Mr. Contento motioned the listed sewer and trash accounts with remaining balances under \$5.00 each be dismissed in their entirety. Mr. Plagens seconded the motion, with all voting Aye. The Board declined to waive the street light accounts, these being a tax related item which may need to be handled by the BOC. There were no further questions.

## **3200 Norma Drive Penalty Waiver Request:**

Mr. Gill reviewed with the Board a waiver request submitted by the property owner of 3200 Norma Drive, related to a \$9.31 penalty recently applied to the sewer/trash account, and paid by the owner. Correspondence was provided relating to the circumstances of the request, recent payment history, and Finance Department recommendations. Mr. Plagens motioned to reimburse this account the fee associated with this request in the amount \$9.31. Mr. Contento seconded the motion, with all voting Aye. Staff will advise the Finance Department accordingly.

## **910 Greenwood Circle Permit Extension Request:**

Mr. Gill presented correspondence from the property owners of 910 Greenwood Circle, requesting a ninth extension on their sewer connection permit purchased August 2008, good for six months from date of issuance. He advised this line connects to the Kings Grant system which has not yet been dedicated to the Authority; therefore, the connection would be voluntary. It was noted that the property owner was previously advised that dedication of the

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Kings Grant system may take place within the 180 day extension period. If this should occur, an Official Notice to Connect will be sent which mandates connection within 180 days (after publication of the notice of completion of the sewer). Mr. Contento motioned to grant a ninth extension of 180 days to the property owners of 910 Greenwood Circle. Mr. Plagens seconded the motion, with all voting Aye.

## **Directors Report:**

Mr. Gill reviewed his Departmental report for the month of February. He reported the crew continuing its work on locating and replacing frames and covers and grout sealing manholes which are accepting surface and subsurface water runoff in the PAWC area, which will assist in saving treatment costs. Also, the Department is currently advertising for a Wastewater Maintenance position with interviews likely to take place in early April. Mr. Gill also updated his report to reflect the status of new construction from a sewer standpoint.

## **Trash and Recycling Memo:**

As recommended at last month's meeting, staff forwarded for consideration a memorandum to the Board of Commissioners on the potential transfer of the trash and recycling program to the Authority, and is awaiting a response.

## **Adjournment:**

There being no further business, Mr. Plagens motioned to adjourn the meeting at 7:55 p.m. Mr. Contento seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, April 22, 2013.

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

Respectfully Submitted

Mary Kemble Slade, Recording Secretary