

# Caln Township Municipal Authority

Monday, October 28, 2013

7:00 PM

## **Those Present:**

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

## **Absent:**

Paul Mullin, Chairperson

Vice Chairperson Robert Tompkins called the meeting to order at 7:00 p.m., and announced that the Board held an executive session prior to the meeting.

## **Minutes of the September 23, 2013 Meeting:**

Mr. Tompkins inquired if there were any additions or corrections to the above minutes. There were none. After conferring, the Board elected to table approval of the minutes until next month, as there was not a quorum of members present who had attended that meeting.

## **Public Comment:**

Mr. Joseph Boldaz, P.E., of Hydraterra Professionals, LLC, introduced himself to the Board and submitted an unsolicited proposal for the position of consulting engineer to the Authority. Mr. Contento reported three proposals had been received; Bursich Associates, Gilmore & Associates and Hydraterra Professionals. He suggested the Board would be interested in scheduling interviews with each company, and Mr. Kruse proposed each company also bring key support staff to be introduced. Township staff will proceed to schedule.

## **Bondsville Road Apartments Capacity Request:**

Mr. Scot Risbon was in attendance to approach the Board related to the purchase of 57 EDU's for this proposed project, which consists of the construction of a 57 unit age restricted apartment building in the vicinity of Bondsville Road near the Route 30 bypass. Mr. Risbon provided an overview of the project and discussed the sewer needs related to it, which along with the need to purchase capacity will include a Sewer Improvements Agreement, providing an upgrade to the nearby Route 340 trunk sewer to enable additional capacity to flow through the line. Mr. Gill and the Board reviewed the Authority's remaining available EDU's at the DARA treatment facility, keeping in mind the Authority's policy is to allocate no more than 10% of its remaining EDU's to any single project. Mr. Gill reported there are currently 132 EDU's available, and explained this can fluctuate each year based on rainfall amounts. He advised a preliminary look at next year, using a five year equivalent flow calculation, indicates a significantly lower amount of approximately 30-40 EDU's with the Authority only able to allocate 10%. The numbers will not be finalized until the first quarter of next year, once all 2013 Chapter 94 Annual Reports have been

# **Caln Township Municipal Authority**

**Monday, October 28, 2013**

**7:00 PM**

submitted to DARA and the data compiled. Mr. Contento inquired as to Mr. Risbon's timeframe in terms of needing a commitment for any number of EDU's. Mr. Risbon responded he is in the final stages of the Conditional Use hearings, and is hoping to have closure in the next two or three months. Mr. Prowant and the Board referred to the larger quantity of EDU's owned by the Board of Commissioners, realizing the Township tapping fee is higher. He proceeded to review the alternative of the Authority providing collection and conveyance and the Township providing treatment, utilized on another large project, versus a potential split purchase. After discussion, taking into consideration the Authority's policy compounded by the probability of less EDU's due to calculations that may occur, Mr. Tompkins, Mr. Contento and Mr. Plagens agreed to recommend Mr. Risbon approach the Board of Commissioners to discuss obtaining the capacity needed for this project. Mr. Kruse remained impartial due to the Conditional Use hearings before the Board of Commissioners.

## **Thorndale Shopping Center EDU Request:**

Mr. Gill offered correspondence received from Longview Management related to a potential new tenant, Norman's Hallmark, to be located at 3471 E. Lincoln Highway within Thorndale Shopping Center. He advised there is currently 1 EDU assigned to this unit, with Longview intending to split the unit and requesting to purchase an additional EDU for the new business. He informed Norman's Hallmark average usage is 600-900 gallons per month. Mr. Plagens motioned to approve the allocation of 1 additional EDU to Thorndale Shopping Center for this use. Mr. Kruse seconded the motion, with all voting Aye.

## **Benne Subdivision Capacity Certification Request:**

Mr. Gill reported this project, located at 281 Norton Avenue, consists of a proposed construction of two duplex buildings, for a total of four residential units, on a currently undeveloped lot. With usage estimated to be 1,000 gallons per day (4 EDU's), he requested the Board authorize a Written Certification of Capacity which will be included as a component in a Sewage Facilities Planning Module and forwarded to the PADEP for review. Mr. Contento motioned to authorize Mr. Tompkins to sign the Written Certification approving the allocation of 4 EDU's to this project. Mr. Kruse seconded the motion, with all voting Aye.

## **Downingtown VFW Capacity Withdrawal Request:**

Mr. Gill revisited this potential project, which was before the Board in September 2012 when the Downingtown VFW Post 845, located at 4601 Lincoln Highway, had requested capacity while in the process of arranging connection to the public sewer. At that time, the Board certified capacity of 4 EDU's (3 commercial and 1 residential). Due to additional costs and permitting requirements which were not anticipated, and the fact that their septic system is functioning, the VFW informed the Department that they do not anticipate moving forward with this project in the near future. Since there is no longer a need to allocate sewer capacity to this project, Mr. Gill requested the Board authorize a Written Certification to Withdraw Capacity. Mr. Gill noted the VFW is aware that if they should wish to proceed in the future they will have to reapply for capacity. Mr. Contento motioned to approve the withdrawal of 4 EDU's which were allocated to this project, and authorized Mr. Tompkins to sign the Written Certification. Mr. Plagens seconded the motion, with all voting Aye.

# **Caln Township Municipal Authority**

**Monday, October 28, 2013**

**7:00 PM**

## **Financials:**

Mr. Prowant and the Board 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) for the month of September. There were no questions. Mr. Contento motioned to approve the financial reports for the month of September. Mr. Plagens seconded the motion, with all voting Aye. Also reviewed 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. Mr. Gill shared a report provided by the Finance Department reflecting the status of collections related to current year delinquency notices sent out in early October. Projected revenues and expenditures were omitted and will be forwarded to the Board via email.

## **2013 Audit Proposal:**

Mr. Prowant offered to the Board Maulo & Company's proposal for preparation of the 2013 Municipal Authority audit, in the amount of \$9,000. It was noted this reflects no rate increase over last year, and is based on the understanding that certain preparations are completed prior to the audit. Mr. Plagens motioned to accept Maulo and Company's 2013 audit proposal in the amount of \$9,000. Mr. Contento seconded the motion, with all voting Aye.

## **1204 Devonshire Road Sewer Penalty Waiver Request:**

Mr. Gill shared with the Board a waiver request submitted by the property owner of 1204 Devonshire Road, related to a \$10.30 penalty recently applied to the sewer/trash account. Correspondence was provided relating to the circumstances of the request, account payment history, and Finance Department recommendations. Upon review, Mr. Contento motioned to waive the fees associated with this request in the amount \$10.30. Mr. Kruse seconded the motion, with all voting Aye. Staff will notify the resident and advise the Finance Department accordingly.

## **2014 Proposed Meeting Dates:**

The Board reviewed the tentative 2014 meeting dates and agreed to revisit at the November meeting.

## **Directors Report:**

Mr. Gill reviewed his Departmental report for the month of September. He reported the Wastewater crew has continued with the drilling and grout sealing of manholes in Wedgwood in addition to replacing manhole frames along the interceptor behind Wedgwood. Next week the crew will begin installation of thermoplastic manhole protection rings to allow for winter snow plowing. Mr. Plagens inquired as to the status of the requested reimbursement from PECO related to an emergency sewer line repair near Dairy Queen, which resulted from the installation of an electric pole over a sewer line. Mr. Gill responded the adjuster is still investigating and will contact the Department when the investigation is complete. Mr. Kruse inquired as to the status of Kings Grant Pump Station. Mr. Gill advised the recently repaired pump was reinstalled and all seems to be running well. The costs for the repair and rental pump needed during the interim were submitted to the developer's escrow account for payment. He also reported inspections have been completed at Popeye's Louisiana Kitchen with the exception of vacuum testing on one manhole, and Del Toyota inspections and testing have also been completed, with only

# **Caln Township Municipal Authority**

**Monday, October 28, 2013**

**7:00 PM**

televising remaining. Mr. Kruse requested an update on Clarelyn subdivision. Mr. Gill replied that the Authority's attorney recently drafted a Capacity Assignment Agreement which will be reviewed by Mr. Prowant and in due course forwarded to Rouse Chamberlin. Mr. Kruse inquired as to the status of the CSI Project in terms of sanitary sewer. Mr. Gill indicated the Authority's attorney recently forwarded the last draft agreement to CSI's attorney for review.

**Adjournment:**

There being no further business, Mr. Contento motioned to adjourn the meeting at 8:10 p.m. Mr. Plagens seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, November 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