

Caln Township Municipal Authority

Monday, November 25, 2013

7:00 PM

Those Present:

Paul Mullin, Chairperson
Robert Tompkins, Vice Chair
John Contento, Treasurer
Jim Kruse, Secretary
Gregory Prowant, Township Manager
Scot Gill, Director
Mary Kemble Slade, Recording Secretary

Absent:

Matthew Plagens, Assistant Treasurer

Chairperson Paul Mullin called the meeting to order at 7:00 p.m., and announced that the Board held an executive session to discuss legal and personnel matters prior to the meeting. He also noted an executive session was held for similar purposes prior to the September 23rd meeting, and was inadvertently not announced at that time.

Minutes of the September 23, 2013 Meeting:

The Board elected to table approval of the September minutes until next month, as there was not a quorum of members present who had attended that meeting.

Minutes of the October 28, 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 October 28, 2013 meeting minutes as presented. Mr. Tompkins seconded the motion, all voting Aye with the exception of Mr. Mullin, who abstained as he was not present at the October meeting.

Public Comment:

None

Rouse Chamberlin/Clarelyn Project:

Mr. Gill updated the Board, reporting Rouse/Chamberlin LTD is in the process of purchasing the Clarelyn project from Robert Bruce Homes. As part of this purchase, sewer capacity needs to be transferred from Robert Bruce Homes to Rouse/Chamberlin. Mr. Gill reviewed key items of a Sanitary Sewer Capacity Assignment Agreement addressing the 13 EDU's remaining to be connected, allowing sewer rentals to begin for the 13 lots and including a Relinquishment of Capacity Agreement if needed at a future date. He advised the agreement was revised by the Authority's solicitor to better meet the Authority's standards and was executed by Rouse/Chamberlin, and noted the Board of Commissioners will also be a party to the agreement since they gave the original approval. Mr. Contento motioned to approve the Sanitary Sewer Capacity Assignment Agreement between Caln Township Municipal Authority, Rouse/Chamberlin, LTD and Robert Bruce Homes. Mr. Tompkins seconded the motion, with all voting Aye.

Caln Township Municipal Authority

Monday, November 25, 2013

7:00 PM

Lloyd Park Rest Room Project:

Mr. Gill informed the Board of the construction of public rest rooms being undertaken by the Township as an improvement at Lloyd Park. He advised they will be in use approximately 6 months per year, with usage estimated to be 250 gallons per day. Therefore, 1 EDU of capacity will need to be allocated to this use, with an associated tapping fee in the amount of \$3,375.00. With the Board's approval, he requested the tapping fee be waived for this project. Mr. Gill also 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 the Authority waive the tapping fee for 1 EDU, and authorize Mr. Mullin to sign the Written Certification approving the allocation of 1 EDU to this project. Mr. Tompkins seconded the motion, with all voting Aye.

Municipal Pump Station NPDES Permit Renewal:

Mr. Gill noted Mr. Ed McCorkle, P.E., Bursich Associates was in attendance, and had provided Mr. Gill and the Board correspondence related to the status of the NPDES Permit renewal for the Municipal Pump Station. Mr. Gill updated the Board, reporting the Chester County Conservation District advised that due to a mandate given by the PADEP, some additional information would now be required for them to process the NPDES Permit renewal request made last month. The original NPDES Permit was issued in 2009, prior to new NPDES regulations implemented in 2010, with the DEP now requiring all permit renewals to fully comply with the 2010 regulations. He obtained a proposal from Bursich Associates to complete the additional requirements in the estimated amount of \$1,150, and requested approval to proceed. Mr. Contento motioned to authorize an expenditure of up to \$1,150 to meet the additional fees required to complete the NPDES Permit renewal for the Municipal Pump Station and Force Main Project. Mr. Tompkins seconded the motion, with all voting Aye. Mr. McCorkle indicated the additional work could be completed within the next two weeks. Mr. Gill referred to additional information provided by Bursich related to the status of the plans for the construction of the Municipal Pump Station, reporting the documents are at approximately 99% completion, with final review and revisions needed prior to being issued for construction in addition to review and completion of bidding documents. Bursich provided a recommended budget in the range of \$7,200 - \$9,300 for completion of these items. Mr. Contento and Mr. Gill requested these also be provided in digital format, which Mr. McCorkle confirmed will be included. Discussion followed related to the budgetary numbers, with Mr. McCorkle indicating that since compiling the budget, he had opportunity to evaluate further and felt it may be done for less, estimating \$6,500. Given this, Mr. Contento motioned to approve a budget of up to \$6,500 to Bursich Associates to complete the Municipal Pump Station plans and provide final copies to the Authority. Mr. Tompkins then inquired whether a higher amount may be appropriate, should something unforeseen occur. Mr. McCorkle expressed being more comfortable with the low end budget number of \$7,200. Mr. Contento then revised his motion to approve a budget of up to \$7,500. Mr. Tompkins seconded the motion. Mr. Kruse asked Mr. McCorkle if this amount would cover items required during the bidding process, such as personnel to attend meetings and answering technical questions. Mr. McCorkle responded that he did budget those items in. Mr. Kruse suggested increasing the

Caln Township Municipal Authority

Monday, November 25, 2013

7:00 PM

approved amount not to exceed the high end budget number of \$9,300, which Mr. McCorkle acknowledged would include the items previously mentioned. Mr. Contento withdrew his motion. Mr. Kruse motioned to authorize an expenditure not to exceed \$9,300.00 to Bursich Associates to proceed to complete, sign and seal the Municipal Pump Station & Force Main project drawings, technical specifications and bid documents. These are to be provided to the Authority within 60 days in paper and digital formats (auto-cad, PDF, and WORD formats on DVD), and provide personnel to carry the project through the bid phase which includes bidding the project, answering technical questions during the bidding process, opening and reviewing bids and making recommendations to the Board. Mr. Contento seconded the motion, with all voting Aye.

2014 Resolution Adopting the Schedule of Fees for Professional Services:

Mr. Gill offered for review the draft resolution adopting the 2014 fees for the professional consultants who are retained by the Authority. The Board agreed to table finalizing the resolution until the December meeting.

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 October. PAWC and DARA expenditures were reviewed. Mr. Contento updated the Board on the DARA 2014 budget, advising it held even with the 2013 budget. Caln is expected to be reimbursed approximately \$20,000 based on flows, and there will be a significant reduction in the base service fee, but this will be absorbed by financing for upcoming Capital expenditures related to a refurbishing of electrical systems. Mr. Contento moved on and inquired as to the source of contingency expenses noted on the report. Mr. Gill responded they were related to the emergency sewer line repair on Lincoln Highway near Dairy Queen and Wedgwood sewer rehabilitation. He noted the Lincoln Highway repair costs should be offset if the expected PECO reimbursement is received. There were no further questions. Mr. Contento motioned to approve the financial reports for the month of October. Mr. Tompkins 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. Projected revenues and expenditures were offered with no questions. Mr. Contento reviewed the Municipal Pump Station expense spreadsheet and requested it be updated to include the funds authorized to Bursich Associates earlier in the meeting, and also review to ensure balances remaining are accurate.

Capital Budget Discussion:

Mr. Gill and the Board reviewed projected revenues and expenditures for each fund related to the 2014 Capital Fund Budget. Under the Sewer Capital Equipment Fund, he discussed the annual transfer from the Sewer Operating Fund, with the amount to be finalized by the December meeting and included in the 2014 Sewer Rate Resolution. No expenditures were projected. Under the Sewer Capital Projects Fund, projected revenues included a transfer from the Sewer Operating Fund, anticipated developer contributions and a reimbursement from the Act 57 account related to Municipal Pump Station project expenditures. Projected expenditures included the Blackhorse Hill Road

Caln Township Municipal Authority

Monday, November 25, 2013

7:00 PM

Area Sewer Installation project and Municipal Pump Station project, both contingent on grant funds and/or developer contributions. Under the Act 57 Fund, projected revenues included tapping fees and interest earnings with expenses related to the transfer/reimbursement to Sewer Capital for Municipal Pump Station expenses. There were no further questions. Mr. Gill will prepare a 3-5 year Capital expenditure budget projection for an upcoming meeting.

2014 Meeting Dates:

The Board reviewed and approved the 2014 Municipal Authority meeting dates for advertising.

Directors Report:

Mr. Gill reviewed his Departmental report for the month of October. He reported the Wastewater crew continues to work on grout sealing and replacing manhole frames and covers in the Megaree Heights area and Wedgwood development. The crew also completed installation of manhole protection rings in order to prepare manholes and water boxes for winter snow plowing. He reported Del Toyota inspections and testing have also been completed, with only as-builts and televising remaining. Popeye's Louisiana Kitchen inspections have also been completed with vacuum testing on one manhole remaining. In addition, the Department is continuing to assist with the Township's transition to a new trash hauler and multiple day collection schedule beginning in 2014. Mr. Prowant also made mention of the 2014 sewer rates, informing the Board that although not finalized, all indications are that PAWC treatment rates will stay at the current rate in 2014, with these being the basis for maintaining the Township's current sewer rate.

Additional Business:

Mr. Contento updated the Board further on DARA matters, reporting progress has been made on the possible DARA expansion of up to 1,000,000 gallons per day. Recently, a meeting was held with the five member municipalities and the DEP, and as a result of that, three municipalities have submitted their plan of study related to future demand with the other two forthcoming. The data will be consolidated by DARA and forwarded to the DEP. He also noted DARA is exploring obtaining additional property for the potential expansion.

Adjournment:

There being no further business, Mr. Contento motioned to adjourn the meeting at 8:15 p.m. Mr. Tompkins seconded the motion, with all voting Aye. The next Authority meeting is scheduled for Monday, December 16, 2013.

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

Respectfully Submitted

Mary Kemble Slade, Recording Secretary