

Caln Township Municipal Authority
253 Municipal Drive
Thorndale, PA 19372
Monday February 26, 2018
7:00 PM

Those Present and Absent:

Paul Mullin – Chairperson
George Chambers – Vice Chair (Absent)
John D. Contento – Treasurer
Tony DiSario – Assistant Treasurer/Assistant Secretary
Noel Bernard – Secretary
Scot Gill – Wastewater Department Director
Kristen Denne – Township Manager (Absent)
Jennylyn Tanedo – Recording Secretary
Bill Dingman – P.E., Gilmore & Associates, CTMA Engineer (Absent)

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

Minutes of the January 22, 2018 Meeting

Mr. Mullin called for additions or corrections to the December minutes. There were none. Mr. Contento motioned, seconded by Mr. DiSario, to adopt the January 22, 2018 minutes, as presented. Vote passed 4-0.

Public Comment

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

Dogwood/Scott Drive Project Update

Mr. Gill informed the board that the legal advertisement for the “Notice of completion of Dogwood/Scott Drive Public Sewer Extension” was advertised in the Daily Local on February 2, 9 and 16th. Also Mr. Gill discussed the Official Notice to Connect Letter that will be mailed to the residents and also reviewed the Deferred Connection Agreement that we will be using for those property owners that wish to delay their connection for the 5 year period.

Mr Contento asked for an update on the connections for the Woodview and Greenwood area. Mr Gill informed the board that a public advertisement for the notice of completion will need to be advertised before a notice to connect letter can be sent. Mr. Contento made a motion and second by Mr. DiSario to authorized staff to proceed with running the legal ad for the official notice to completion for Longview, Greenwood Circle and Woodview Drive. Vote passed 4-0.

PA Small Water and Sewer Program Grant

Mr Gill informed the board that the grant application was finalized and submitted to the PA Small Water and Sewer Program by the required deadline.

2017 Chapter 94 Reports

Mr. Gill presented the 2017 Chapter 94 Annual Report and discussed the items that changed for the 2017 report. After discussion Mr. Contento motioned and seconded by Mrs. Bernard to approve the 2017 Ch94 Report as submitted and authorized the chairman to sign. Vote passed 4-0.

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

Mr. Gill 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 January 2018. After discussion Mr. Contento motioned and then seconded by Mrs. Bernard, to approve the January 2018 financials, as submitted. Vote passed 4-0.

Mr. Gill reviewed and discussed the delinquency report 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 presented to the board a summary of the 3 proposals for preparation of the 2017, 2018 and 2019 Municipal Authority audit. Mr. Gill Stated at the recommendation of Mr. Wilson, the Board of Commissioners approved Maillie LLP to complete the audits for years 2017, 2018 and 2019. Mr. Wilson is also recommending that the Authority approve Maillie LLP to complete their audit for the same 3 years.

After discussion Mr. Contento made a motioned and seconded by Mr. DiSario accepting the audit proposal submitted by Maillie LLP for the audit preparation for audit years 2017, 2018 and 2019 at a cost of \$8,000 per year. Vote pass 4-0

Directors Report

Mr. Gill discussed his January, 2018 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 motioned, and seconded by Mrs. Bernard, to adjourn the February, 2018 meeting at 8:15 PM. Vote passed 4-0.

Respectfully Submitted,

Scot Gill,
Director of Wastewater