

Caln Township Municipal Authority
Monday June 22, 2015
7:00 PM

Those Present:

Paul Mullin, Chairperson – Absent
Robert Tompkins, Vice Chair
John D. Contento, Treasurer
George Chambers, Assistant Treasurer/Assistant Secretary
Jim Kruse, Secretary – Absent
Gregory Prowant, Township Manager
Scot Gill, Director
Denise Miller, Administrative Assistant
Bill Dingman, P.E., Gilmore & Associates, CTMA Engineer

Mr. Tompkins called the meeting to order at 7:00 PM and announced an Executive Session was held on April 27, 2015, regarding legal matters.

Blackhorse Hill Area Sewer Improvements Project

Mr. Gill noted, as directed, he sent out a RFP for the project, and as part of that is to give an engineering cost for three additional smaller lots.

Mr. Gill also noted in May there was a proposal submitted to the Board extending the current proposal of a 180 day connection policy, to give residents a five year window to be able to connect. It was the Attorney's recommendation to keep the current policy in place, 180 days, but if a resident is interested in a five year extension, there would have to be an agreement between the resident and the Board. Board consensus was to clean up the language for the matter of timing and the requirement of the payment of the Special Purpose or Regular Tapping Fee.

Mr. Prowant noted the Board of Commissioners are waiting to hear from the CTMA on when they can sign the grant contract. Mr. Contento made a motion, seconded by Mr. Chambers, to send a letter of recommendation to the Board of Commissioners that the Municipal Authority is prepared to move forward with the Black Horse Hill Sewer Improvement Project, and recommend that the Board of Commissioners approve and accept the grant money for this project. Vote passed 3-0.

Public Comment

None

Minutes of the May 18, 2015 Meeting

Mr. Tompkins inquired if there were any additions or corrections to the May minutes. There were none. Mr. Contento motioned, seconded by Mr. Chambers, to adopt the May 18, 2015 minutes as presented. Vote passed 2-0 with Mr. Tompkins abstaining.

Larry Maulo 2014 Audit Presentation

Mr. Maulo presented the CTMA 2014 Draft Audit. After Board discussion on the draft audit, Mr. Contento had a few revisions for Mr. Maulo. Mr. Maulo noted he would make those revisions in his final audit. Mr. Contento made a motion, seconded by Mr. Chambers, to accept the 2014 draft audit report with the mentioned modifications. Vote passed 3-0.

Benne Norton Subdivision request

Mr. Gill noted at the May 28 meeting the Board of Commissioners approved a 90 day extension for the Benne Norton Subdivision, for preliminary plan approval. Mr. Gill offered an email from Paul Benne requesting a 90 day extension, until August 28, 2015 for payment of the tapping fee (4 EDU's). Mr. Chambers made a motion, seconded by Mr. Contento, to match the Board of Commissioners extension date of August 28, 2015 for Mr. Benne's payment of his tapping fee. Vote passed 3-0.

Royal Farms Project

Mr. Gill noted, as directed, he presented Royal Farms with an offer to pay a one-time sanitary sewer maintenance payment of \$5,000.00, and Royal Farms counter offered \$2,500.00. After Board discussion, Board consensus was to authorize staff to relay to Royal Farms that they either have to put in a low pressure system or pay \$5,000.00.

Rouse Chamberlin Homes request

Mr. Gill presented two "Proceed with Dedication of the Public Improvements" letters from Rouse Chamberlin for the Clarelyn and Kings Grant Developments, and the CTMA's Engineer response letters dated June 1, 2015 and June 16, 2015.

Hills at Thorndale Woods Project Agreement

Mr. Gill noted Gilmore Engineering is working with the developers engineer to finalize the planning module for the Hills at Thorndale Woods, so it can be submitted to the PADEP.

A discussion on easements relating to the Municipal Pump Station Project, by Board consensus, was to 1) Have Mr. Pompo continue to work on the easements, 2) Get the engineering packages from Bursich Engineering over to Gilmore Engineering 3) Have Mr. Dingman provide a check list of what needs completed, to the Board, for the July meeting.

Mr. Contento noted that the Board of Commissioners are in the process of considering a trail with G.O. Carlson being the primary route and as part of the proposal of the pump station sidewalks will be put, on either side of the road, once past Barley Sheaf Road. Mr. Contento also noted whatever is installed should be consistent with the trail. Mr. Gill recommended doing a cash contribution for the equivalent dollar amount.

Mr. Contento also noted he had a conversation with the DARA Director, today, about the Sixth Amendment conditions that was sent over. Joshua Young, DARA, noted he verbally told the DARA Board what they would need, in the amendment, in order to gain three votes to win a majority of the Board of Commissioner's. Mr. Contento also noted DARA has to be convinced that the changes were not demands, but as the structure for discussion, and eventually an amendment that addressed the expansion, as well as the minor changes.

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

Mr. Prowant 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 May 2015. Mr. Contento motioned, seconded by Mr. Chambers, to approve the financials, as submitted. Vote passed 3-0. Also reviewed and discussed 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.

Commissioner Contento noted he would like to see the total delinquent sewer collected, year to date, for 2009 and prior. Mr. Prowant noted he will convey this to Ms. Smith in the finance department, and have a revised report for the next meeting.

Penalty Waiver account #3187-0 – Mr. Gill offered the Board a penalty waiver of \$9.67 on account #3187-0, for their consideration. Mr. Contento made a motion, seconded by Mr. Chambers, to waive the \$9.67 penalty on account 3187-0. Vote passed 3-0.

Outsource Billing Discussion – Mr. Gill offered the Board the Finance Department's research on different billing options for trash/recycling and sewer. Mr. Prowant explained those options are the current Edmunds system and an outsource Company, MuniBilling. By consensus, the Board agreed to inform the Board of Commissioners that they are still interested in taking over the Caln Township trash service, and are interested in a presentation from MuniBilling next month.

Directors Report

Mr. Gill presented his May 2015 report as well as a list of current projects which the Department is working on, and their status as of June 1, 2015.

Mr. Gill also noted they have their first suspected sump pump connection, and will proceed with a second notice for the right to inspect. If it is not granted, it will be forwarded to Mr. Reczek, in the Code Department.

Adjournment

There being no further business, Mr. Contento motioned, seconded by Mr. Chambers, to adjourn the June 22, 2015 meeting at 9:30 PM. Vote passed 3-0.

Respectfully Submitted,

Denise Miller,
Administrative Assistant