

**Easttown Township Municipal Authority
Business Meeting Minutes of the Meeting of February 14, 2017**

Chairman Douglas Burnett called the meeting to order at 7:00 pm with Authority members: Martin Cappelletti, Kevin McCauley, Todd Pohlig, and Kim Reynolds. Staff present: Dan Fox, Township Manager; Don Curley, Public Works Director; and Fred Pioggia, Supervisor Liaison.

Chairman Burnett announced that the Authority met in executive session prior to the meeting to discuss matters of litigation.

MINUTES

Motion by Mr. Pohlig, seconded by Mr. Reynolds, and carried unanimously to approve the regular meeting minutes of January 10, 2017.

BUSINESS

**ENGINEER'S REPORT
February 14, 2017 Meeting**

1. Miscellaneous Projects (5080.65)

➤ Flow Reporting:

- VFSA Meter Reading Report: Prepared report for December 2016 flows, and transmitted same to VFSA. **Action Item:** ARRO will continue to prepare monthly VFSA Meter Reading Reports.
- EMA Flow Reports: Prepared reports for December 2016 flows for discussion at Authority meeting. **Action Item:** ARRO will continue to prepare monthly flow reports.
- CAP/CMP: We recently prepared and submitted to PADEP the Township's projected capacity needs for 2017, in response to PADEP's denial of our request to have the Berwyn and Saybrook drainage and subdrainage areas removed from the CAP/CMP. We have not yet received a response from PADEP.
- Chapter 94 Report: Our office is currently preparing the draft Chapter 94 Report for operating year 2016. We intend to have same finalized and submitted to VFSA by the end of February 2017.
- Annual Operations Report: Our office is currently preparing the draft Annual Operations Report for operating year 2016. We intend to have same finalized and submitted to the Trust Indenture by the end of March 2017.

2. Newtown Pump Station Upgrade (5080.27)

- The maintenance period for the Electrical Contractor ends 7/12/17. **Action Item:** ARRO to coordinate with Public Works Director to have punchlist developed and issued in advance of end of maintenance period.

- We are in the processing of preparing conceptual plans to address noise and odor concerns raised by the neighbor.

3. Daylesford Pumping Station Upgrade (5080.46)

- If completed in time, a change order from the Electrical Contractor for work previously performed for the transformer necessary to obtain PECO approval may be included in meeting packets. **Action Item:** Authority to consider approving change order.

4. Sharps Woods Gravity Main Replacement (5080.51)

- Received all required permits except for Drainage Permit from Township, and GP (General Permit) – 5 (Utility Line Stream Crossing), GP-7 (Minor Road Crossing) and GP-8 (Temporary Road Crossing) from PADEP.
- Received a proposal for a Phase 2 bog turtle assessment from our subconsultant, Skelly & Loy. Proposal and corresponding email should be included in meeting packets. **Action Item:** Authority to consider approving proposal.
- All necessary easements are in place.
- Project is on hold temporarily. The possible sale of the WRFM and costs associated with the WRFM Emergency Rehabilitation and Relining Project may determine Sharps Woods funding options.

5. Maintenance, Repair and Emergency Response (5080.55)

- Application for Payment #2 should be included in meeting packets. **Action Item:** Authority to consider approving Application for Payment #2 in bill payment portion of Agenda. We reviewed the application, and recommend payment.
- The current contract expires in early March 2017. **Action Item:** Authority to consider signing one year extension agreement after paperwork is finalized by ARRO and signed by Contractor. The contractor is contractually allowed a 5% escalation from one year to the next. The contractor agreed to 0% last year, and we are attempting the same for this year. For comparison purposes, the increase in Construction Cost Index in the Philadelphia area from December 2015 – December 2016 (most recent data currently available) was 2.97%. If the contractor is unwilling to accept 0% again this year, we intend to keep the contractor at or below 2.97%.
- There is no Director of Public Works Report this month.

6. Sanitary Sewer System Televising (5080.57)

- The current contract expires in early March 2017. **Action Item:** Authority to consider signing one year extension agreement after paperwork is finalized by ARRO and signed by Contractor. The contractor is contractually allowed a 2% escalation from one year to the next. The contractor agreed to 0% last year, and we are attempting the same for this year. For comparison purposes, the increase in Construction Cost Index in the Philadelphia area from December 2015 – December 2016 (most recent data currently available) was 2.97%. If the contractor is unwilling to accept 0% again this year, we intend to keep the contractor at or below the 2% contractual allowance.

- There is no Director of Public Works Report this month.

7. Sewer System Operations

- There is no Director of Public Works Report this month.
- Notes on the PMI report from the Sewer Crew Chief should be included in meeting packets in regard to issues addressed.

MUNICIPAL MAINTENANCE; PMI REPORTS

Discussion. Mr. Reynolds asked for the Sewer Chief’s monthly comments moving forward.

SHARPS WOODS PROJECT; PHASE II SURVEY PROPOSAL

Motion by Mr. Pohlig, seconded by Mr. Cappelletti, and carried unanimously to authorize ARRO Consulting Group to complete Phase II Survey for Sharps Woods Project.

DAYLESFORD PUMP STATION; CHANGE ORDERS #2 and #3

Motion by Mr. Pohlig, seconded by Mr. McCauley, and carried unanimously to approve Change Order #2 for Daylesford Pump Station.

MONTHLY LIST OF BILLS & FINANCIAL REPORT

**EASTTOWN MUNICIPAL AUTHORITY
 LIST OF BILLS - FEBRUARY 14, 2017**

1. Operating Fund		
Buckley		
Inv #118814 Valley Creek Sewer	\$782.80	
Inv #11801 General- December	\$518.20	
Arro		
Inv # 0037297 2016 Miscellaneous Services	\$3,205.88	
Inv # 0037298 2017 Miscellaneous Services	\$3,064.75	
Inv # 0037299 GIS and Database Services	\$1,561.50	
Total Operating Fund		\$9,133.13
2. Capital Fund (Fund 80)		
Inv # 0037291 Newtown PS Upgrade	\$3,908.50	
Inv # 0037292 Daylesford PS Upgrade	\$24,098.11	
Inv # 0037293 Berwyn PS Upgrade	\$2,862.68	
Inv # 0037294 Sharps Woods Gravity Main Replacement	\$1,400.00	
Inv # 0037295 I/I Eradication	\$501.50	
Inv # 0037296 Wilson Road Force Emergency Rehabilitation	\$187.50	
		\$32,958.29

Motion by Mr. McCauley, seconded by Mr. Pohlig, and carried unanimously to approve the bills for February 14, 2017.

CAPACITY REQUESTS

None

DISCUSSION

None

PUBLIC FORUM

None

The meeting adjourned at 7:45 pm.

Respectfully submitted,
Kate Jones