

Cecil Township Municipal Authority
Monthly Meeting
November 15th, 2022

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, October 18th, 2022. Chairman Donald V. Gennuso attending via Zoom called the meeting to order at 6:30 PM with Eron Barnes, Rosanne Rodgers, and Darlene Barni in attendance. Also present were Attorney Romel Nicholas of Gaitens, Tucceri, and Nicholas; Kevin Brett of Lennon, Smith, Souleret Engineers (LSSE); Shana Durig, Business Manager, and Michael J. Zrenchak, Authority Manager. J. Craig Roach arrived @ 6:42 PM.

An audio tape of this meeting is available on the Cecil Township web site.

MOTION TO APPROVE October 18th, 2022 MINUTES

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, to approve the meeting minutes.

MOTION TO APPROVE November 1st, 2022 SPECIAL MEETING MINUTES

The Board unanimously voted on a motion by Darlene Barni, and seconded by Eron Barnes, to approve the special meeting minutes.

Mr. Gennuso turned the meeting over to Rosanne Rodgers to finish all the motions since she is at the meeting in person.

ENGINEERS REPORT

Kevin Brett updated the Board on the status of the Lawrence Project. A conference call with Pennvest took place today. A review of the options for the bidding schedule was conducted. Pennvest recommended the following options to consider.

The first item is to authorize the project to go out for bid tonight. It would be advertised this week and the bids would be opened on December 9th, 2022. Pennvest would like the Authority to have the bids in hand for Pennvest to consider the additional funding request at their January 18th, 2023 Board meeting. By doing this, it would put us on track with Pennvest, since we would have the pending bids. The second item would be to approve the letter for the additional funding request this evening.

In the bids will be a 50-day award time frame, which is a week and a half after the January 18th, 2023 Pennvest Board meeting. The Authority would then meet the following week to award the contracts.

A meeting is to be scheduled with the bonding company to look at what a \$4,000,000.00 bond issue would entail, incase Pennvest would not give the Authority the additional funds requested. This would give the Authority a Plan B if necessary. Pennvest stated today that they have not turned down any additional funding requests, but it makes sense to see what a bond issue would look like for the Authority.

The bids would be opened on December 9th, 2022 at 11:00 AM and 11:15 AM. Mrs. Rodgers asked if there would be any changes to the bids to include the EPA funding. Mr. Brett stated that the EPA funding guidelines would be included along with the WB, MBE guidelines.

Mr. Gennuso asked to clarify that the Authority is moving forward with the \$12,000,000.00 or \$13,000,000.00 that Pennvest has already allocated for the project, but the remaining question is whether a bond or addition

Pennvest funding is to be used for the additional amount needed over the existing Pennvest funding allotment. Mr. Brett stated that this is correct.

Mr. Brett stated that looking into the bond option to know what is available is a smart option. Solicitor Nicholas stated that he agrees with Mr. Brett's recommendation as it will provide the Authority the necessary information needed to decide whether to go with Pennvest or a bond for the additional funding. This would also be an opportunity for the Authority to look at the Authority's financial picture for the next 5 to 10 years.

MOTION TO AUTHORIZE ADVERTIZEMENTS OF BIDS FOR CONTRACT NO. 21-STP1 TREATMENT PLANT AND LIFT STATION CONSTRUCTION (RE-BID)

The Board unanimously voted on a motion by Eron Barnes, and seconded by Donald V. Gennuso, approved the Advertisement of Bids for Contract No. 21-STP1 Treatment Plant and Lift Station Construction (RE-BID)

MOTION TO AUTHORIZE ADVERTISEMENT OF BIDS FOR CONTRACT NO. 2017-06 CONSTRUCTION OF VILLAGE OF LAWRENCE SANITARY SEWERS AND APPURTENANCES (RE-BID)

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved the Advertisement of Bids for Contract No. 2017-06 Construction of Village of Lawrence Sanitary Sewers and Appurtenances (RE-BID)

MOTION TO AUTHORIZE EXECUTION OF REVISED LETTER OF RESPONSIBILITY TO PENNVEST

The Board unanimously voted on a motion by Darlene Barni, and seconded by Eron Barnes, approved the Execution of Revised Letter of Responsibility to Pennvest

MOTION TO APPROVE RESOLUTION TO APPLY FOR PA SMALL WATER, AND SEWER PROGRAM IN THE AMOUNT OF \$500,000.00 FOR THE VILLAGE OF LAWRENCE SEWAGE FACILITIES PHASE 2 PROJECT

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved the Resolution to apply for PA Small Water, and Sewer Program in the amount of \$500,000.00 for the Village of Lawrence Sewage Facilities Phase 2 Project.

MOTION TO APPROVE RESOLUTION TO APPLY FOR H2O PA WATER SUPPLY, SANITARY SEWER, AND STORM WATER PROJECTS PROGRAM IN THE AMOUNT OF \$2,500,000.00 FOR THE VILLAGE OF LAWRENCE SEWAGE FACILITIES PHASE 1 PROJECT

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approved the Resolution to apply for H2O PA Water Supply, Sanitary Sewer, and Storm Water Projects Program in the amount of \$2,500,000.00 for the Village of Lawrence Sewage Facilities Phase 1 Project.

MOTION TO AUTHORIZE MCCONNELL TRAILS PHASE 3A BOND REDUCTION NO. 6 (\$133,685.26)

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved the Authorize McConnell Trails Phase 3A Bond Reduction No. 6 (\$133,685.26).

MOTION FOR CONDITIONAL ACCEPTANCE OF SANITARY SEWERS FROM MCCONNELL TRAILS PHASE 3A PENDING COMPLETION OF ALL CONSTRUCTION, TESTING AND ADMINISTRATIVE REQUIREMENTS

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approved the Conditional Acceptance of Sanitary Sewers from McConnell Trails Phase 3A pending Completion of All Construction, Testing and Administrative Requirements.

MOTION TO AUTHORIZE SIGNING DEED OF EASEMENTS FOR MCCONNELL TRAILS PHASE 3A

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved Signing Deed of Easements for McConnell Trails Phase 3A.

MOTION TO APPROVE SANITARY SEWER EASEMENT AND CONSTRUCTION AGREEMENT FOR MCCONNELL TRAILS PHASE 3B

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approved signing Sanitary Sewer Easement and Construction Agreement for McConnell Trails Phase 3B.

MOTION TO APPROVE MCCONNELL TRAILS PHASE 3B SET ASIDE AGREEMENT -\$437,945.00

Solicitor Nicholas stated that their office has reviewed the agreement. Mr. Zrenchak confirmed that the agreement was reviewed, and some minor changes were recommended and were acceptable to both parties. Solicitor Nicholas explained that a set aside agreement is an alternative to a bond that would be posted by a contractor.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approved McConnell Trails Phase 3B Set Aside Agreement -\$437,945.00

MOTION TO AMEND AGENDA TO ADD AUTHORIZE SIGNING DEED OF EASEMENTS FOR TRADITIONS OF AMERICA PHASE 4 (MH 3-8 TO 4-9)

Mrs. Rodgers stated that all the motions associated with the Engineer's report have been acted on, are there any additional item before moving on. Mr. Zrenchak stated that there is an additional item for the Engineer's report that needs action. A motion for signing the Deed of Easements for Traditions of America Phase 4 (MH 3-8 To 4-9) was omitted from the agenda and that it needs to be added. Solicitor Nicholas confirmed that this is acceptable to call for a motion to amend the agenda then call for a motion to act.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved to amend agenda to add Authorize Signing Deed of Easements for Traditions of America Phase 4 (MH 3-8 to 4-9)

MOTION TO AUTHORIZE SIGNING DEED OF EASEMENTS FOR TRADITIONS OF AMERICA PHASE 4 (MH 3-8 TO 4-9)

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved signing Deed of Easements for Traditions of America Phase 4 (MH 3-8 to 4-9)

SOLICITOR'S REPORT

Solicitor Nicholas stated that CHJA has given notice of a rate increase, effective January 1st, 2023. Mr. Gennuso asked if the rate increase is in line with what was anticipated. Solicitor Nicholas said it was slightly higher. Mr. Zrenchak stated that the correspondence regarding the rate increase was emailed to everyone when it was received. It does take place January 1st, 2023 and the current monthly charge of \$7.10 per 1000/ gallons will increase to \$8.66 per 1000/gallons, which is a 21.97% increase. Mr. Brett stated that when the rate analysis was performed 2 years ago, a slightly higher number was projected.

Solicitor Nicholas provided an update on the status of the McCullough Litigation. No executive session needed.

There is a procedural motion in regard to the CHJA litigation that will be argued before the court in Washington County on December 1st, 2022. A report of the outcome will be presented at the next board meeting.

BUSINESS MANAGERS REPORT

Financial Reports – September 2022. Ms. Durig stated that the reports were included in the board member packet. She asked if there were any questions on the reports. There were no questions.

Ms. Durig recommended using Allegheny Records Destruction. The quote was \$3.60 per box and there are approximately 90 boxes to be destroyed. Mrs. Rodgers called for questions. Mr. Gennuso asked Solicitor Nicholas if the list of documents included with the board packets is acceptable. Solicitor Nicholas stated yes. The review of the shredding agreements showed 2 of the quotes had onerous language contained in them which made them unacceptable. The protocol for destruction has already been discussed. In the past there was a resolution on how to destroy records consistent with the law.

Mrs. Barnes asked if there is a retention policy that is followed. Solicitor Nicholas stated there is one in place.

Mr. Zrenchak stated that Ms. Durig included the retention schedule along with the list of documents to be destroyed in the Board packets and that nothing would be destroyed until a review of the list has been reviewed.

MOTION TO APPROVE RESOLUTION FOR DOCUMENT RECORD DESTRUCTION AS LISTED ON EXHIBIT A PENDING REVIEW BY THE SOLICITOR

Mrs. Rodgers called for a motion. The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approved the Resolution for Document Record Destruction as Listed on Exhibit A Pending Review by The Solicitor

AUTHORITY MANAGER REPORT

Mr. Zrenchak provided the board with some updates and recommendations on various items.

- Diagnosed and resolved on-going blower control panel issue at Cherrybrook, defective motor starter and undersized wire.
- Replaced motor starter for ground water pump for tanks at Miller's Run WWTP.
- Update on door replacement for grit handling building. The capital budget for 2022 included \$25,000.00 dollars for replacement. The only estimate we received to date was from Acme Door & Hardware, Inc. for \$15,228.00. This was for Fiberglass doors which will withstand the corrosive environment much better than steel doors. Trying to get more estimates or have Acme quote steel doors as a comparison. My recommendation is to go with the Fiberglass Doors for better longevity.

- Update on the recommended purchase of some equipment for the Laboratory to keep operation of the plants efficient and cost effective. Only received one quote so far. Will have prices and a recommendation for the December meeting.
- Cool Valley Project Update. The status of this project was questioned at the October meeting. The developers engineering firm sent over the master utility plan and illustrative plan along with some preliminary flow data. They have not submitted anything formally to the Authority to date. I was contacted this evening by the engineering firm looking to submit a planning module for the project. They can submit, but there are questions regarding the project that need addressed which include flows, potential pump station upgrades, and easement issues.
- The backflow preventers are due for annual service. It is scheduled to be completed on Wednesday November 23rd, 2022.

Mrs. Rodgers called for questions on the Manager's report.

Mr. Gennuso asked Solicitor Nicholas how many bids for the doors are needed and what happens if we can only get one bid. Solicitor Nicholas for the amount in question, if due diligence is used in obtaining bids but we only receive one bid, we can go with it.

Mrs. Rodgers asked if the budget for the doors was \$25,000.00. Mr. Zrenchak stated yes. Mr. Gennuso asked Manager to price steel doors for comparison and do a justification for the files on the price difference. Continue to get additional bids.

Mrs. Barni suggested contacting Dano Door for a quote.

REVIEW OF CORRESPONDENCE

There were no comments on the monthly correspondence.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, authorized payment of expenses, reports and transfers as follows:

- Payment of Expenses/Invoices etc.
- Employee Payroll; 941 Tax Deposit; Employee State Tax Payment


Mrs. Rodgers called for comments from the floor.

COMMENTS FROM THE FLOOR

There were no comments from the floor.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion by Darlene Barni, and seconded by Eron Barnes, the meeting was adjourned at 7:11 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, December 20th, 2022.



 Secretary

