

**Cecil Township Municipal Authority**  
**Monthly Meeting**  
**March 21<sup>st</sup>, 2023**

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, February 21<sup>st</sup>, 2023. Chairperson Eron Barnes called the meeting to order at 6:25 PM with Rosanne Rodgers, J. Craig Roach and Darlene Barni in attendance. Donald V. Gennuso was absent. Also present were Attorney Christine Seymour of Gaitens, Tucceri, and Nicholas; Kevin Brett of Lennon, Smith, Souleret Engineers (LSSE); Shana Durig, Business Manager, and Michael J. Zrenchak, Authority Manager.

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

**MOTION TO APPROVE February 21<sup>st</sup>, 2023 MINUTES**

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approved the February 21<sup>st</sup>, 2023 meeting minutes.

**COMMENTS FROM THE FLOOR (Limited to 2 Minutes Per Person)**

Tim Barnes, 435 Georgetown Road, Lawrence, Pa. Mr. Barnes read a letter concerning storm drains and the upcoming Lawrence project. Another concern expressed is the length of time that residents will be without the use of facilities while the new sewers are being installed and how long existing septic tanks and systems will need to be maintained. Asked if someone could come to Lawrence to look at the existing storm drains.

Chairperson Barnes asked Kevin Brett from LSSE if any of these issues can be addressed tonight. Mr. Brett stated that if the storm drains will be marked and the existing systems and wildcat systems are to be maintained by the contractor if any damage occurs while the new system is being built. If they do break something during construction, it must be repaired. The rough time frame to build the new sewer system is about 1 year and 12 to 18 months for the new plant because of the supply chain.

Ed Badia, 22 Birch Way, Muse, Pa. would like to comment on an item under old business. Chairperson Barnes stated that comments can be made now and can be made again after that item is discussed. Mr. Badia said he will wait until it is discussed before commenting.

Frank Egizio, 24 Sycamore Street, Muse, Pa. Mr. Egizio asked Mr. Brett if money is still being budgeted for street repaving once the Lawrence Sewer Project is completed. The paving cannot be included as part of the PENNVEST project, but there is money allocated for street restoration and paving once the projected is completed.

Mr. Egizio told Mr. Barnes that the Cecil Township Public Works is going to have to implement a stormwater management system in Hill Station.

Chairperson Barnes stated the Mr. Brett from LSSE will be attending the April Township Supervisors' meeting to give an update on the Lawrence project and if there are any questions, please get them to him before the meeting so they can be addressed.

## OLD BUSINESS

Chairperson Barnes addressed the research findings on the 2023 service charge increase. At the February Authority meeting, Mrs. Barni stated that there were concerned citizens that were not aware of this increase, and it appeared that a motion was necessary at the December meeting to approve the increase. Research into the matter showed that discussion on the service charge increase goes back to 2020 when a review of the Authority budget revealed that the revenues being collected were not sufficient and there was a deficit. To address this deficit, a committee was formed, and it was determined that it was necessary to create a uniform and stabilized rate structure. A 5-year plan was put forth from 2020 to 2025 to raise rates each year to address the budget deficit and that sufficient revenues were being collected. A comparison of other Municipal Authority rates showed that CTMA was not comparable. In 2021 another rate comparison was done by LSSE. A vote took place at the November 2021 meeting to raise rates and adopt Schedule A, which included the 5-year rate increase plan as well as fee structures for delinquency, liens, dye tests, etc. In October 2022, LSSE did a reanalysis of the rate structure, which added another rate increase in 2026. It was to be reviewed in December 2022, but the review did not happen. As previously approved, the new service charge rate went into effect with the February 2023 billing.

Mrs. Barni asked to show where this was on the agenda and that all board members voted at a public meeting, because what was presented by LSSE was a proposal for increases in those years. Discussion between Chairperson Barnes and Mrs. Barni ensued. Chairperson Barnes agreed that a review of the rate structure should be done on a yearly basis. Mrs. Barni stated she discussed this matter with PMAA in detail and that the rate increase was not voted on in December 2022. Chairperson Barnes deferred to Solicitor Seymour for comment on this matter.

Mr. Brett gave a history of how the service charge rate increases were determined. A budget shortfall is what prompted discussion on revenues being collected. The entire board at the time was involved in these discussions. The Miller's Run project did not pay for itself and tap fees were being used to balance the budget. The outcome was that the board decided to go to a uniform rate structure. The two options available to implement a uniform rate structure were to do the increase all at once or to stagger it over several years. The board decided to make the increase over several years and to review periodically. The engineer must sign a certification that the Authority's rate structure is sufficient to cover expenses on a yearly basis. These rate increases are not because of the upcoming Lawrence project, they were to stabilize the Authority budget and ensure that enough revenues were being collected.

Mrs. Barni stated that rates cannot be raised on what ifs and the shortfalls were because the Lawrence project took so long to get started. Mrs. Rodgers stated that when reading the November 16, 2021 minutes, the rate increases through 2025 were voted on by the board and it is covered until 2025. LSSE had revisited the rate schedule in October 2022 and determined that an additional increase for 2026 was going to be needed. The 2026 increase was not voted on by the board, but the rate increases through 2025 were voted on at the November 16, 2021 meeting. Mrs. Rodgers stated to resolve this matter, we need to clean up everything because it was sloppy and that all board members had the opportunity to address this issue and that it was not just one member. Mrs. Rodgers thanked Mrs. Barni for bringing this matter to the board's attention to clean up. Chairperson Barnes called for Motion to adopt Resolution No. 2023-04 - Resolution to Reaffirm and Memorialize Amendment of Sewer Rates for Calendar Years 2023, 2024, 2025 & 2026.

### **MOTION TO ADOPT RESOLUTION NO. 2023-04 - RESOLUTION TO REAFFIRM AND MEMORIALIZE AMENDMENT OF SEWER RATES FOR CALENDAR YEARS 2023, 2024, 2025 & 2026.**

The Board voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, to Adopt Resolution No. 2023-04 - Resolution to Reaffirm and Memorialize Amendment of Sewer Rates for Calendar Years 2023, 2024, 2025 & 2026. Mrs. Barni voted no.

## **COMMENTS FROM THE FLOOR**

Mr. Badia addressed the board on the rate increase and why it took so long to get the project started. Chairperson Barnes stated she cannot answer what took place before 2022 as she was not on the board but in reviewing the notes, the reason for the increases was due to the fact not enough revenues were being collected to meet budget expenses. She stated she asked the Authority Manager to look at the rates in the surrounding Municipalities to see how CTMA's rates compare. The Authority Manager stated that this was being completed, but based on preliminary review, CTMA rates are comparable with other Authorities. The Authority Manager stated that on the back of the monthly billing statements that are sent to CTMA customers, there are definitions for how the charges are being used. The \$22.00 Service Fee is for repairs and maintenance of the treatment plants, pump stations, collection system, and administration.

## **ENGINEERS REPORT**

Mr. Brett updated the Board on the status of the Lawrence Project. The PENNVEST closing date is scheduled for April 18<sup>th</sup>, 2023. The contracts for the projects will need to be executed and other paperwork will need to be submitted in the next few weeks to close.

## **MOTION TO AUTHORIZE MCCONNELL TRAILS PHASE 3B BOND REDUCTION NO. 2 (\$65,809.62)**

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, approved the motion to authorize McConnell Trails Phase 3B Bond Reduction No. 2 for (\$65,809.62)

The Certificate of Engineer for Self-Liquidating Debt—Signature is a certification which certified the revenue and expenses for PENNVEST loan has been uploaded and sent to Sean Garin.

The railroad insurance policy that is needed for the project will need the umbrella coverage for the Authority will need to increase from \$1,000,000 to \$4,000,000. The cost for this increase is \$2640 per year but will be pro-rated since the existing policy renews in August. The additional liability policy needed for the railroad is \$1,000. We need these in order to execute the Railroad License Agreement.

## **MOTION TO ACCEPT INSURANCE POLICIES/RIDERS IN THE AMOUNT OF \$2640.00 FOR UMBRELLA COVERAGE AND \$1000.00 FOR ADDITIONAL LIABILITY TO EXECUTE RAILROAD LICENSE AGREEMENT.**

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, to Accept Insurance Policies/Riders in the Amount of \$2640.00 for Umbrella Coverage and \$1000.00 for Additional Liability to Execute Railroad License Agreement.

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

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approved the motion for Conditional Acceptance of Sanitary Sewers from McConnell Trails Phase 3B Pending Completion of all Construction, Testing and Administrative Requirements

Mr. Brett explained Change Order #1 for contract 21 STP1, which is the Mele and Mele and Sons, Inc. contract, which updates the wage rates in accordance with PADEP/PENNVEST determinations. This is a no cost change order, and it is to make sure the latest paperwork is included. This is required for closing.

**MOTION TO APPROVE CHANGE ORDER NO. 1 FOR CONTRACT NO. 21-STP1 TO UPDATE THE WAGE RATES IN ACCORDANCE WITH THE FINAL PADEP/PENNVEST DETERMINATION.**

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approved Change Order No. 1 for Contract No. 21-Stp1 to Update the Wage Rates in Accordance with the Final PADEP/PENNVEST Determination.

**SOLICITOR'S REPORT**

Solicitor Seymour an update on the status of the Lawrence Project was given. Negotiations continue with the treatment plant property owner. It has been condemned.

An update on the status of the McCullough litigation was given. Due to some procedural failures, the case was dismissed but there is a 30-day appeal period that we must wait to lapse.

**BUSINESS MANAGERS REPORT**

Financial Reports – January 2023. Ms. Durig stated that the reports were included in the board member packet. She asked if there were any questions on the reports. Chairperson Barnes that the budget is working and that it a straight-line budget divided by 12 months. Mrs. Barni had a question. She stated that the budget is not shown on the Authority's website. Chairperson Barnes asked Solicitor Seymour if this was a normal process to post the budget. Solicitor Seymour stated she is not aware of any authorities she works with posting the budget. It is a public document, and anyone can make a right to know request to obtain a copy. Mrs. Barni asked if there is a charge to get a copy of the budget. Solicitor Seymour stated no if they are willing to accept an electronic copy. Chairperson Barnes stated that since it is a straight-line budget, to have it month over month would be confusing to people. If the authority would post the budget, it would be for the full year. Mrs. Barni stated that she was asked by residents about the budget. Discussion between Chairperson Barnes, Mrs. Barni, Solicitor Seymour, and the Authority Manager ensued. Chairperson Barnes stated that the Authority must be fiscally responsible, and that all information is available to anyone that would request it and the annual audit is published in the Observer Reporter newspaper.

**MOTION TO RATIFY RENEWAL OF CD #00-13013254 WITH SLOVENIAN SAVINGS FOR ONE YEAR AT NEW INTEREST RATE OF 4.00% WITH A YIELD OF 4.15% WITH NO PENALTY FOR EARLY WITHDRAWAL.**

The Board unanimously voted on a motion by Darlene Barni, and seconded by J. Craig Roach, to Ratify Renewal of CD #00-13013254 with Slovenian Savings for One Year at New Interest Rate of 4.00% with a Yield of 4.15% with no Penalty for Early Withdrawal.

The board was given an update on unpaid sewer liens and shut offs.

**AUTHORITY MANAGER REPORT**

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

- Our laborer has expressed interest in getting his operator certification. Beaver County Community College provides a certification class for 6 months, two days per week. The cost is \$2250.00 plus \$250.00 laboratory fee. At the end of the class, the certification examination is given. The class fills quickly when offered.

**MOTION TO APPROVE SENDING LABORER TO WASTEWATER CERTIFICATION CLASS AT BEAVER COUNTY COMMUNITY COLLEGE AT A COST OF \$2,250 CONTINGENT UPON LABORER AGREEING TO REMAIN IN THE EMPLOYMENT OF THE AUTHORITY OR A PRO RATA REIMBURSEMENT RATE FOR THE TIME PERIOD NOT IN THE EMPLOYMENT OF THE CECIL TOWNSHIP MUNICIPAL AUTHORITY.**

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, Approved Sending Laborer to Wastewater Certification Class at Beaver County Community College at a Cost Of \$2,250 Contingent Upon Laborer Agreeing to Remain in the Employment of the Authority or a Pro Rata Reimbursement Rate for the Time Period not in the Employment of the Cecil Township Municipal Authority.

- Update on the purchase of some equipment for the Laboratory that will help the plant operators perform process control at the treatment plants. Four quotes were obtained, which ranged from \$4180.14 to \$6265.50. Colonial Scientific was the still the lowest at \$4180.14. Recommend going with this price. These items can be capitalized.
- Update on door replacement for grit handling building. \$25000.00 was put in the capital improvement budget for 2022. submitted quotes for the door replacement. We received two estimates.
  - A. Acme Door & Hardware, Inc.
    - \$10,211.48 for steel doors from Acme Door & Hardware (Includes parts, paint, and labor).
  - B. Firewicz Commercial Doors
    - \$8560.00 for steel doors from Acme Door & Hardware (Includes parts, paint, and labor).

Recommend going with the steel doors from Firewicz Commercial Doors as it is a savings of \$1651.48. The doors can be capitalized.

- Cool Valley Project update. No Change
- Will have to order replacement UV (ultraviolet) bulbs for the disinfection process at the Millers Run WWTP. We received 2 quotes for the bulbs and spare ballasts.
  - A. UV Doctor.
    - 40 bulbs- \$1000.00
    - 2 ballasts- \$750.00
  - B. Trojan Technologies
    - \$40 bulbs- \$1885.00
    - 2 ballasts- \$636.00

Both manufactures bulbs have a 12000-hour warranty on the bulbs. These are maintenance items and cannot be capitalized.

- The 2022 Municipal Wasteload Management Report-Chapter 94 Reports are due by March 31<sup>st</sup>, 2023. The reports were prepared and submitted.

- The WGL Energy Contract that was secured in 2019 will expire in July 2023. It was a fixed rate of 0.05478. Preliminary review indicates that the savings won't be as big as they were with the last contract. Rates are starting to rise, so we will want to renew them prior to July. Chairperson Barnes asked if that was power generation portion of the bill.

#### **MOTION FOR EXECUTIVE SESSION FOR PERSONNEL MATTERS**

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, to enter executive session at 7:43 pm.

The board came out of executive session at 8:05 PM.

#### **MOTION TO ACCEPT CHANGES DISCUSSED IN EXECUTIVE SESSION**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, to Accept Changes Discussed in Executive Session.

#### **REVIEW OF CORRESPONDENCE**

There were no comments on the monthly correspondence. Authority Manager stated that there are a couple of professional agreements for PENNVEST that will need to be signed. They can in right before the meeting this evening.

#### **PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.**


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

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

Chairperson Barnes called for comments from the floor.

#### **ADJOURNMENT**

There being no other business, the Board unanimously voted on a motion by Darlene Barni, and seconded by Rosanne Rodgers, the meeting was adjourned at 8:06 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, April 18<sup>th</sup>, 2023.

  
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Assistant Secretary