

Cecil Township Municipal Authority
Monthly Meeting
June 20th, 2023

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, June 20th, 2023. Chairperson Eron Barnes called the meeting to order at 6:27 PM with Rosanne Rodgers, Donald V. Gennuso, J. Craig Roach, and Darlene Barni in attendance. Also present were Attorney Romel Nicholas of Gaitens, Tucceri, and Nicholas, Kevin Brett of Lennon, Smith, Souleret Engineers (LSSE), Larry Lennon Jr. 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 May 16th, 2023 MINUTES

The Board voted on a motion by Darlene Barni, and seconded by J. Craig Roach, approving the May 16th, 2023 meeting minutes.

Chairperson Barnes gave the Board a report on the Lawrence Project Townhall meeting held on May 30th, 2023. She thanked the Hill Henderson Civic Association for hosting the meeting. The meeting had good attendance and information available to answer questions and concerns. Township Supervisor Casciola was in attendance and provided information on the future storm water project and road paving after completion of the Lawrence Project. Mr. Brett concurred that the residents had a lot of good questions and most of them were regarding their properties. A list of the questions asked at the meeting was compiled and distributed to the board this evening to review. It is recommended that any changes being requested by residents be done so in writing to be able to have a record of the requested change. The biggest concern that everyone had was the tap fee. It was very beneficial having the town hall meeting for the residents.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the board an update on Lawrence project. An updated schedule was distributed to the board this evening showing when the contractor would be excavating in the different neighborhoods. This schedule has also been posted to the CTMA website and will be updated as needed. The contractor for the treatment plant site has started site preparations and the geotechnical work is expected to start next week. LSSE has been reviewing the project submittals from the contractors on the various components of the project.

Mr. Brett recommended approval of the first pay request for the project that is listed on the agenda. He also recommended the Signing of Deed of Easements for McConnell Trails Phase 3B.

Chairperson Barnes asked for clarification on the two motions for the pay request. Mr. Brett explained that the first motion is to approve the contractors pay request and the second motion is for approval to submit the pay request to PENNVEST for reimbursement.

MOTION TO APPROVE PARTIAL PAYMENT NO. 1 IN THE AMOUNT OF \$72,074.25.

The Board unanimously voted on a motion by Donald V. Gennuso, and seconded by J. Craig Roach, approving the motion for Partial Payment No. 1 In the Amount Of \$72,074.25 for Contract No. 2017-06.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 1 IN THE AMOUNT OF \$72,074.25.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, approving the motion for PENNVEST Payment Requisition No. 1 in the amount of \$72,074.25 for Contract No. 2017-06.

MOTION TO AUTHORIZE SIGNING DEED OF SANITARY SEWER EASEMENT FOR MCCONNELL TRAILS PHASE 3B

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Donald V. Gennuso, approved the signing of the Deed of Sanitary Sewer Easement for McConnell Trails Phase 3B.

MOTION FOR CONDITIONAL ACCEPTANCE OF SANITARY SEWERS FROM MCCONNELL TRAILS PHASE 3B.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, approved the motion for Conditional Acceptance of Sanitary Sewers from McConnell Trails Phase 3B.

Solicitor Nicholas asked about the maintenance bond that is required. Authority Manager explained that the maintenance will be issued once all the necessary paperwork is received.

Chairperson Barnes gave update on the status of the tap in fees for the Lawrence Project. It was missed on the agenda, so the agenda will need to be amended.

Chairperson Barnes asked for a motion to amend the agenda to include a Resolution for the Lawrence Project tap-in fees.

MOTION TO AMEND AGENDA TO ADD RESOLUTION FOR THE LAWRENCE PROJECT TAP-IN FEES

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approved adding Resolution for the Lawrence Project Tap-In Fees to the agenda.

Second, a motion to approve setting the tap-in fee for the Lawrence Project at \$4500.00.

MOTION TO APPROVE SETTING THE TAP-IN FEE FOR THE LAWRENCE PROJECT AT \$4500.00

The Board unanimously voted on a motion by Donald V. Gennuso, and seconded by Eron Barnes, approved setting the Tap-In Fee for The Lawrence Project at \$4500.00.

Mr. Gennuso asked Mr. Brett if he had completed looking into the tap-in fees for the various service areas because it has been some time since they have been reviewed to see if they needed to be adjusted. Mr. Brett stated that to date only the Lawrence Project was reviewed to determine the maximum tap in amount that can be charged. A review of all the tap-in fees can be done. Mr. Gennuso asked Mr. Brett to have something for the July meeting.

Mrs. Barni had a question about the \$4500.00 tap-in fee. She asked if there is any relief available for this fee since some of the residents included in the project are on fixed incomes, as \$4500.00 is still a lot of money even though the tap-in fee is lower than expected. She reached out to Senator Bartolotta to see if there were any grants available, but the are not any for sewage.

Mr. Lennon told Mrs. Barni that there are two programs that are available to help residents. One is a federal program from the USDA RUS, and one is state program from PENNVEST. The state program through PENNVEST is for a low interest loan and the federal program through USDA RUS is a loan or a grant based on income eligibility. Residents over the age of 62 are eligible for a grant. All this information was provided at the town hall meeting.

Chairperson Barnes asked if the information was available on the CTMA website and the Authority Manager confirmed it has been posted. Mrs. Barni stated she missed that information on the website. Chairperson Barnes said that the date and time for the town hall meeting was in the meeting minutes, discussed on the meeting video, as well as posted to the CTMA website.

SOLICITOR'S REPORT

The personnel policy manual that has been being updated is on the agenda this evening for approval.

Update on the CHJA litigation. We are now in the discovery stage of the proceedings.

Aqua America has now requested a meeting with the municipalities. No date has been determined yet.

BUSINESS MANAGERS REPORT

Financial Reports – April 2023. Ms. Durig stated that the reports were included in the board member packet. She asked if there were any questions on the reports.

Mark C. Turnley has prepared a draft 2022 Audit. It has been distributed to the board this evening for review and comment. He is unavailable to attend the July meeting to present the audit findings but will try to schedule him for the August meeting. Chairperson Barnes asked if there have been significant findings with the audit to date, Business Manager stated no issues to date.

The Cecil Township Manager called the Authority Manager regarding the new interest rate of 4.0%. The current interest rates for our CD's are two CDs at 2.44% and one CD at 3.39%. Slovenian was contacted to see about rolling over the CDs to the new interest rate. Once I hear back, I can forward the information to the board.

LIHWAP Program is opening again on July 10, 2023 for payment assistance. The program will close on August 11, 2023. If a customer already received a water grant or drinking water grant since January 4, 2022 (in ANY amount), they are not eligible for additional LIHWAP funding for that same water type.

Update on the last Community Bank account. In the process of closing the last remaining account, the revenue operating account. We have received the statements for this account, so I will be able to reconcile the account.

Chairperson Barnes stated that Ms. Davis asked to address the board this evening, but she is currently not present. This will be moved to the end of the agenda in case she attends.

AUTHORITY MANAGER REPORT

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

- The replacement for the 2010 Ford F-250 Pick Up is currently at the upfitter having safety lighting and accessories installed.
- A seal failed on one of the pumps at the Klinger Road pump station. It is currently at the repair shop being evaluated. It is 15 years old. I am waiting for the evaluation of the pump to see what is needed to

repair and the cost. I would recommend sending the other pump out to be gone over once the pump is repaired. This would be considered maintenance/repair.

- The newly installed doors on the grit building are scheduled to be painted as part of the installation. While the painter was coming to paint them, I had him give me an estimate to paint the remaining 12 doors at the Millers Run Plant. They are looking weathered. Quote is \$3800.00. This would be considered maintenance/repair.
- Harris, who provides our billing software, is recommending we subscribe to their Cloud-based data backup service. Our IT provider said they can provide the same service.

A. Harris Computer Corporation -Total Cost \$1500.00

B. JZ Consulting Inc. - Total Cost \$1650.00

The initial cost is \$150.00 more with JZ Consulting Inc. to start, but once installed there would be a savings of \$750.00 per year on the annual hosting fees. I recommend going with JZ Consulting Inc. as it will save the Authority money over time.

- Cool Valley Project update. Working with the Engineering firm (GAI Consultants) to set up a meeting. No Change.
- There was a control panel issue at the Maple Ridge Pump Station. One of the Auto Megs that automatically tests the pump motor prior to start had failed. We had a spare to install but will need to order a replacement. We have ordered these from Ram Industrial in the past, but I was able to find a vendor at half the cost. I am going to order a Mini CAS unit which monitors the pump seals for failure and overheating as we do not have any spares available. I was also able to find these through another vendor at significant savings. This would be considered maintenance/repair.
- We had a power outage at the Cherrybrook WWTP due to a tree on the main power line. We did not receive an alarm notification for this condition. Further investigation determine that the existing dialer does not have a battery backup and is obsolete. Recommend purchasing a new auto dialer. This would be capitalized.
- Effluent sampler for NPDES testing at the Millers Run WWTP is in poor shape and the refrigeration unit is rusted away from the damp location. I am getting a quote from a replacement that is better suited for damp locations. This is a critical piece of equipment and recommend it be replaced. This would be capitalized.
- I checked on the status of the \$300,000 LSA grant for the Lawrence project. Kerry Fox from the Redevelopment Authority of the County of Washington sent over a list of documents that are needed to access these funds. Will work with LSSE to access this funding now that project is underway.

Chairperson Barnes stated that during the Engineers Report, she should have asked for an update on the outstanding grants that have been applied for by the Authority. Mr. Lennon and Mr. Brett gave an update on the status. The Authority should hear if they have been awarded something by late fall or early winter. The Authority applied for approximately \$8,000,000.00 in projects. The statewide LSA grant is scheduled to open sometime in July.

Mrs. Barni asked if the \$300,000.00 received from LSA is going toward the residents or the project. Mr. Brett stated that it is specific to the project. She stated the residents were promised \$1,000,000.00 for laterals and tap-

in fees years back by the Township Supervisors but now it is pledged toward the Lawrence Project. Mr. Gennuso said that the money was pledged to the project and Mrs. Barni disagreed. Chairperson Barnes stated that this needs to be researched to find documentation regarding this matter. Mrs. Barni stated she will research the documentation on this subject.

MOTION TO RATIFY THE HIRING OF DEBORAH DIBUCCI AS A PART-TIME CUSTOMER SERVICE REPRESENTATIVE WITH AN EFFECTIVE DATE OF JUNE 19, 2023.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approved the ratification of hiring Deborah Dibucci as a Part-Time Customer Service Representative with an effective date of June 19, 2023.

REVIEW OF CORRESPONDENCE

Motion To Adopt Resolution No. 2023-06 To Enact the Updated 2023 Personnel Manual.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving the adoption of Resolution No. 2023-06 to enact the updated 2023 Personnel Manual.

Chairperson Barnes asked if there was correspondence to review. There was none.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Donald V. Gennuso, authorizing payment of expenses, reports, and transfers as follows:

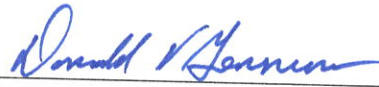
- Payment of Expenses/Invoices etc.
- Employee Payroll; 941 Tax Deposit; Employee State Tax Payment

COMMENTS FROM THE FLOOR

Chairperson Barnes called for comments from the floor. There were no comments.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion by Eron Barnes, and seconded by Donald V. Gennuso, the meeting was adjourned at 7:04 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, July 18th, 2023.



Secretary

