

Cecil Township Municipal Authority
Monthly Meeting
September 19th, 2023

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, September 19th, 2023. Chairperson Eron Barnes called the meeting to order at 6:30 PM with Rosanne Rodgers, Donald V. Gennuso, and Darlene Barni in attendance. J. Craig Roach was absent. Also present were Attorney Christine Seymour 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 August 15th, 2023 MINUTES

The Board voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, approving the August 15th, 2023 meeting minutes.

Chairperson Barnes introduced Mark C. Turnley to present findings of 2022 Audit.

Auditor Mark C. Turnley presented the Financial Audit for calendar year 2022 findings to the Board. He gave an overview of what occurs during the audit process and explained the Management Discussion and Analysis section of the audit which compares the 2022 calendar year to the prior calendar year 2021 of the Authority finances. A 5-year comparison of the Authority finances was also provided to the Board. The 2022 audit showed the Authority to be financially sound.

Auditor Mark C. Turnley asked if there were any questions about his presentation. Chairperson Barnes asked about the segregation of duties and oversight being mentioned but there is not an opinion and are there any recommendations for any changes. Mr. Turnley explained that this is common for business offices that are the Authority's size. Chairperson Barnes asked if there were any more questions for Mr. Turnley, there were none. She thanked him for coming and presenting the audit findings.

ENGINEERS REPORT

Kevin Brett from LSSE gave the Board an update on the memo regarding the CFA. The CFA board did not meet as scheduled in September and has a tentative meeting date of November 21st, 2023. This is for the grant request that were applied to for the PA Small Water and Sewer Grant for various projects, as well as the H2O PA Water and Sewer Grant. The delay is due to budget issues. Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence project. The sanitary sewer line work most recently completed to date is First Street, Second Street, and Pepper Lane. The contractor is currently working on Third Street and Alley C. Construction is going well. The residents have been asking questions on lateral location placement. There are no major concerns to date. The Contractor did note at the progress meeting that they have been encountering more wildcat sewers than anticipated. They may make a claim at some point if this is an ongoing issue. This will need to be discussed further for potential cost implications. Mr. Gennuso asked why these wildcat sewers would affect costs. Mr. Lennon stated that that it is because they must remain active until the project is completed. He also stated the Authority Manager found a clause in the contract that could be used to argue these additional costs. This is all being documented as it occurs. Cecil Township had questions on street restoration. The Contractor is doing trench restoration after testing of the sewers installed have been completed. Final paving will be done once the project has been completed. Chairperson Barnes asked about the storm water plan Cecil Township talked about implementing. Mr. Brett stated that this would come after the sewer project is

completed. The Authority will provide documentation of the wildcat sewers to Cecil Township. The Washington County Conservation District is requiring the permit to be amended. The Contractor is using an area to discard unwanted fill that is not in the current permit. The Contractor is working with the Conservation District to get this resolved.

The treatment plant Contractor has set the prefabricated components for the tanks. The underground pipe work is ongoing. The excavation for the wet well will start next month.

MOTION TO APPROVE PARTIAL PAYMENT NO. 4 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF \$492,418.40.

The Board unanimously voted on a motion by Darlene Barni, and seconded by Donald V. Gennuso, approving the motion for Partial Payment No. 4 in the amount of \$492,418.40 for Contract No. 2017-06.

MOTION TO APPROVE PARTIAL PAYMENT NO. 3 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$882,198.25.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approving the motion for Partial Payment No. 3 in the amount of \$882,198.25 for Contract No. 21-STP1.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 4 IN THE AMOUNT OF \$1,429,102.05.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, approving the motion for PENNVEST Payment Requisition No. 3 in the amount of \$1,429,102.05 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

Chairperson Barnes asked the Authority Manager if there has been an increase in complaints or concerns regarding the project. The Authority Manager stated that most concerns have been regarding the location of the wye for the lateral sewer. Everything that has been received to date are minor concerns/complaints. Most residents that have been spoken with are glad that the project is being completed.

MOTION TO AUTHORIZE LETTER TO M&T TRUST COMPANY IN REGARD TO CAPITAL IMPROVEMENTS AND REDEMPTION FUND TRANSFERS

Chairperson Barnes asked for more information regarding this motion. The Authority Manager explained that when a transfer is made to pay the bond, if any additional funds remain, interest, etc., it can be transferred over to the Capital improvement account. We normally don't have any additional funds, but the letter is a requirement.

The Board unanimously voted on a motion by Darlene Barni, and seconded by Rosanne Rodgers, approving the motion to authorize letter to M&T Trust Company in regard to Capital Improvements and Redemption Fund Transfers

Chairperson Barnes called for Discussion/Recommendations for updating ACT 57 Tapping Fee Study. Mr. Gennuso stated that LSSE did an update of the Act 57. Mr. Gennuso asked Mr. Lennon to give the Board a brief explanation of this update. Mr. Lennon referred to the handout provided to the Board. It shows the calculations used in accordance with Pennsylvania Act 57 requirements for setting tap fees. Mr. Lennon further explained the various types of fees used in determining the calculations. The handout also includes the proposed tap fees for board consideration. Mr. Gennuso and Mrs. Rodgers, who are on the tap fee committee, are recommending that the board increase the tap fees as proposed by LSSE. Mr. Gennuso asked Solicitor Seymour to prepare a

resolution for the October meeting for adoption. He asked Solicitor Seymour if any action needs to be taken this evening and she stated no action is required. Chairperson Barnes thanked the tap fee committee and LSSE for their work on the update.

SOLICITOR'S REPORT

Solicitor Seymour stated the items that she will need to discuss require an executive session at the appropriate time on the agenda for personnel, real estate, and legal matters. The written report was distributed to the Board. There are no items for discussion at the public meeting.

BUSINESS MANAGERS REPORT

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

The Community Bank account has been closed out but there are deposit books, unused checks, and endorsement stamps that need destroyed. Are these items able to be destroyed in the office or does a record destruction company need to be used. Chairperson Barnes thought it could be done in the office since it was a small amount.

Ms. Durig gave an update on the liens. There was a total of 19 tap in liens that have been paid in full, 13 that are currently on a payment plan, and 16 that have had no payments or contact with the Authority by the customer. There was a total of 96 unpaid sewage liens that have been paid in full, 9 that are currently on a payment plan, and 21 liens that no payments have been made. For 2023, 4 additional liens have been filed.

AUTHORITY MANAGER REPORT

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

Approval and signing of encroachment agreement for a deck. The homeowner was agreeable to the provisions set forth within the encroachment agreement. Recommend the Board approve the encroachment agreement for the deck.

MOTION TO APPROVE SIGNING EASEMENT ENCROACHMENT AGREEMENT FOR DECK AT 495 DOGWOOD LANE

Mr. Gennuso asked what the encroachment was for the deck. The Authority Manager stated it was a 7-foot encroachment, but the deck was elevated 9 feet off the ground. Mr. Gennuso was satisfied with the encroachment.

The Board unanimously voted on the motion by Eron Barnes, and seconded by Darlene Barni, approved the motion Signing Easement Encroachment Agreement for Deck at 495 Dogwood Lane.

REVIEW OF CORRESPONDENCE

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.

MOTION FOR EXECUTIVE SESSION FOR PERSONNEL MATTERS/LITIGATION/PROPERTY

The Board unanimously voted on a motion by Donald V. Gennuso, and seconded by Eron Barnes, to enter Executive Session at 7:20 PM.

The board came out of executive session at 7:50 PM.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion by Donald V. Gennuso, and seconded by Eron Barnes, to adjourn the meeting. The meeting was adjourned at 7:51 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, October 17th, 2023.

Asst. Secretary 