

Cecil Township Municipal Authority
Monthly Meeting
December 19th, 2023

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, December 19th, 2023. Chairperson Eron Barnes called the meeting to order at 6:30 PM with Rosanne Rodgers and J. Craig Roach in attendance. Donald V. Gennuso and Darlene Barni attended meeting via Zoom. 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 website.

MOTION TO APPROVE November 21st, 2023 MINUTES

The Board voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the November 21st, 2023 meeting minutes.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence collection system project. The contractor is working on site cleanup and road restoration this week. Contractor will be off the week between Christmas and New Years. The Contractor will be relocating to the Industrial Park site to start sewer line work in that location the first week of January 2024. Two issues arose on Binotto and Simpson Streets. New water and gas lines were installed after the project was designed and bid out. This is being addressed to find the best options to resolve any potential conflicts.

Recommend approval of Partial Payment No. 7 for Contract No. 2017-06 (Re-Bid) in the amount of \$543,464.50.

Mr. Lennon gave an update on the Treatment Plant contract. Contract is about 40% complete. The contractor did notify LSSE that the MCC (Motor Control Center) would be delayed until September 2024. They received an updated ship date of July 27th, 2024. The contractor is still waiting for confirmation dates on other items to be able to present a formal construction schedule. It is anticipated that the contractor will be requesting a time extension, no cost change involved, since they will not be able to meet the completion time in the contract.

Recommend approval of Partial Payment No. 6 for Contract No. 21-STP1 (Re-Bid) in the amount of \$583,305.10.

Recommend approval of PENNVEST Payment Requisition No. 7 in the amount of \$1,166,061.22.

The Silver Creek Development sent in 2 submittals for review. The technical comments were addressed and the only outstanding items to be completed are administrative items.

LSSE is working with the Authority Manager to resolve the outstanding issues with Traditions of America Phase 5.

The Authority Manager stated that he had received a call from a resident in Lawrence about an issue with the project, but the resident did not leave any contact information. At the construction progress meeting, the inspector was aware of the issue and was able to resolve it. The Authority Manager stated that if the residents

have any questions, concerns, or complaints it is very important that the resident leaves their name, address, and phone number when reporting anything so that the Authority can follow up to make sure the concern is addressed.

The state released the award list for the H2O PA Water Supply, Sanitary Sewer, and Storm Water Projects and PA Small Water, and Sewer Programs. The projects submitted by the Authority in 2022 were not considered for funding.

MOTION TO APPROVE PARTIAL PAYMENT NO. 7 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF \$543,464.50.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for Partial Payment No. 7 in the amount of \$543,464.50 for Contract No. 2017-06.

MOTION TO APPROVE PARTIAL PAYMENT NO. 6 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$583,305.10.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion for Partial Payment No. 5 in the amount of \$914,608.50 for Contract No. 21-STP1.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 7 IN THE AMOUNT OF \$1,166,061.22.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, approving the motion for PENNVEST Payment Requisition No. 6 in the amount of \$1,166,061.22 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

SOLICITOR'S REPORT

Solicitor Nicholas stated there are 2 items for discussion this evening which requires an executive session.

BUSINESS MANAGERS REPORT

Financial Reports – October 2023. Ms. Durig stated that the reports were included in the Board member packet.

AUTHORITY MANAGER REPORT

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

- NPDES permit for the Cherrybrook and Teodori Treatment Plants both expire on May 31st, 2024. Renewal applications were due December 3rd, 2023. The applications were forwarded to LSSE for review and comment. All comments were addressed, and the renewal applications were submitted.
- The 2024 budget is being finalized along with the Capital Improvement budget for projects within the treatment plants, pump stations, and collection system. A review of the commercial customer service charge has taken longer than anticipated. Once these items are completed, a copy of the budget will be distributed to the Board for review and comment. The budget committee met on November 17th, 2023 to review the preliminary 2024 budget and even with the CHJA rate increase, a surplus is expected.

- A review of Schedule A was completed and the only changes necessary are to update the rates outlined per Resolution 2023-04 and update the Tap-In Fees outlined per Resolution 2023-08. All other fees included in Schedule A will remain the same.
- Issue with the stand-by generator for the Maple Ridge Pump Station. The unit showed a no crank code. A service technician determined that the magnetic pickup, fuel regulator, and gas valve solenoid had failed. This unit has been in service since 2007. Parts and Labor to make the repairs was \$3684.89. Unit repaired and operating correctly. The generator is serviced annually, but these repairs are out of the scope of the service contract.
- Advertisement of the monthly Authority meeting dates for the 2024 calendar year needs to be done. Will the meeting date remain the 3rd Tuesday of the month at 6:30 PM. If date is to remain unchanged, it can be advertised in the Observer Reporter.
- Authority Manager gave the board an update on the deduct meter issue presented by Michael Aaron, 119 Valleycrest Drive at the November 21st Authority meeting. A memorandum was provided to the board as well. Researching his complaint, it was determined that the meter was initially installed on 7/8/2011. In 2013, Mr. Aaron requested that the meter only be read every other year. Meter was read in 2012, 2014, 2015, 2017, and 2020. The \$25.00 read fee was assessed for each of these readings. The Authority sent 2 letters, one letter in 2017 and one letter in 2023, stating that there is no remote reader on the unit currently installed. The letters included the section of Resolution 05-2016 pertaining to exterior mount remote units. It was also determined that the read fee was charged in 2023 even though the meter was not read. This was changed in the system and the fee was reversed. The resolution was that Mr. Aaron will call into the office in the future to make arrangements to have his meter read.

Chairperson Barnes stated that regarding the rate increase, there was concern that with the rate increase from CHJA would affect the 5-year rate stabilization plan put in place, but reviews by the budget committee and LSSE determine that there was no need to increase rates beyond the current amount set forth in the existing plan. The rate for 2026 will remain \$26.00 as per the plan.

MOTION TO UPDATE SCHEDULE A WITH 2024 RATES AND UPDATED TAP FEES FROM THE ACT 57 STUDY.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving to update Schedule A with 2024 rates and updated tap fees from the Act 57 Study.

MOTION TO ADVERTISE MONTHLY AUTHORITY MEETING DATES FOR CALENDAR YEAR 2024

Chairperson Barnes asked the board if the meeting dates for 2024 will remain the 3rd Tuesday of the month at 6:30 PM. The board was agreeable to keeping the date and time same for the 2024 monthly Authority Meetings.

Solicitor Nicholas asked if the 2 motions were included on the agenda this evening and Chairperson Barnes stated that they were included.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, approving to advertise monthly Authority Meeting dates for calendar year 2024

REVIEW OF CORRESPONDENCE

Chairperson Barnes asked if there was correspondence to review. There was no correspondence for review.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board unanimously voted on a motion by J. Craig Roach, and seconded Eron Barnes, 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.

MOTION FOR EXECUTIVE SESSION FOR PERSONNEL MATTERS/LITIGATION/PROPERTY

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, to enter Executive Session at 6:48 PM.

The board came out of executive session at 7:06 PM.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, to adjourn the meeting. The meeting was adjourned at 7:08 PM. The next meeting is the reorganization meeting scheduled for 6:30 P.M. Tuesday, January 16th, 2024, followed immediately by regular monthly Authority meeting.



Secretary