

Cecil Township Municipal Authority
Monthly Meeting
January 16th, 2024

The Cecil Township Municipal Authority held its annual reorganization meeting followed immediately by the regular monthly meeting on Tuesday, January 16th, 2024. Chairperson Eron Barnes called the meeting to order at 6:37 PM with Rosanne Rodgers and J. Craig Roach in attendance. Darlene Barni attended meeting via Zoom. Member Brad Smith was absent. Also present were Attorney Romel Nicholas of Gaitens, Tucceri, and Nicholas, 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.

Eron Barnes turned the meeting over to Solicitor Nicholas to act as temporary chairperson for reorganization. Solicitor Nicholas gave a brief overview of the reorganization procedure.

REORGANIZATION

Solicitor Nicholas acting as temporary chairperson asked for nominations of chairperson for 2024.

Rosanne Rodgers nominated Eron Barnes as Chairperson and seconded by Darlene Barni. Solicitor Nicholas asked if there are any other nominations, being there were not any other nominations, he asked for a motion to appoint Eron Barnes as Chairperson.

Solicitor Nicholas turned the meeting over to Chairperson Barnes.

Chairperson Barnes asked for nominations of Vice Chairperson for 2024.

Eron Barnes nominated Rosanne Rodgers for Vice Chairperson and seconded by J. Craig Roach. Chairperson Barnes asked for a motion to appoint Rosanne Rodgers as Vice Chairperson.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, to appoint Rosanne Rodgers as Vice Chairperson.

Chairperson Barnes asked for nominations of Secretary/Treasurer for 2024.

Eron Barnes nominated J. Craig Roach for Secretary/Treasurer and seconded by Darlene Barni. Chairperson Barnes asked for a motion to appoint J. Craig Roach for Secretary/Treasurer.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to appoint J. Craig Roach as Secretary/Treasurer.

Chairperson Barnes asked for nominations of Assistant Secretary/Treasurer for 2024.

Eron Barnes nominated Darlene Barni for Assistant Secretary/Treasurer and seconded by Rosanne Rodgers. Chairperson Barnes asked for a motion to appoint Darlene Barni as Assistant Secretary/Treasurer.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, to appoint Darlene Barni as Assistant Secretary/Treasurer.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, to appoint Gaitens, Tucceri, and Nicholas as Solicitor.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, to designate Lennon, Smith, Souleret Engineering, Inc. as Consulting Engineer.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, to designate Mark C. Turnley, C.P.A. as auditor.

The Board unanimously voted on a motion by Darlene Barni, and seconded by J. Craig Roach, to designate CFS Bank as the depository for the Authority.

Chairperson Barnes concluded the reorganization meeting and moved on to the regular monthly Authority meeting.

MOTION TO APPROVE December 19th, 2023 MINUTES

The Board voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, approving the December 19th, 2023 meeting minutes.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence collection system project. The contractor has remobilized to the Industrial Park and is working out to Georgetown Road. Contractor has stopped work this week due to the cold temperatures. Contractor has completed 50% of the contract.

Recommend approval of Partial Payment No. 8 for Contract No. 2017-06 (Re-Bid) in the amount of \$453,233.09.

Mr. Lennon gave an update on the Treatment Plant contract. The contractor is working on the tanks and control building. Contract is about 45% complete. Still getting updates on equipment. The MCC (Motor Control Center) delivery time has been moved up by a couple of months, but the electrical panel boards are delayed until August 2024. The contractor is still waiting for confirmation dates to be able to present a formal construction schedule. This schedule is needed to be able to determine when the residents will be able to tie into the sewer system.

Recommend approval of Partial Payment No. 7 for Contract No. 21-STP1 (Re-Bid) in the amount of \$396,358.27.

Recommend approval of PENNVEST Payment Requisition No. 8 in the amount of \$885,845.38.

LSSE provided a letter to Traditions of America regarding Phase 5 and the outstanding issues that need to be resolved to accept the sewers.

MOTION TO APPROVE PARTIAL PAYMENT NO. 8 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF \$453,233.09.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, approving the motion for Partial Payment No. 8 in the amount of \$453,233.09 for Contract No. 2017-06.

**MOTION TO APPROVE PARTIAL PAYMENT NO. 7 FOR CONTRACT NO. 21-STP1 (RE-BID)
VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$396,358.27.**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, approving the motion for Partial Payment No. 7 in the amount of \$396,358.27 for Contract No. 21-STP1.

**MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 8 IN THE AMOUNT OF
\$885,845.38.**

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion for PENNVEST Payment Requisition No. 8 in the amount of \$885,845.38 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

MOTION TO ADOPT 2024 BUDGET

Chairperson Barnes stated that the budget committee met with the Authority Manager to review the 2024 budget. The budget includes the approved monthly service fee increase, that was previously approved, as well as the treatment cost increase from the Canonsburg-Houston Joint Authority for 2024.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving the 2024 budget.

SOLICITOR'S REPORT

Solicitor Nicholas stated he distributed a written report to the board. He requested a brief executive session this evening to discuss 3 items. These items are personnel, an update on the CHJA Litigation, and property acquisition regarding PAWC waterline at plant site.

BUSINESS MANAGERS REPORT

Financial Reports – November 2023. 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 stated that prior to the meeting she distributed the Statement of Financial Interests for 2023. Please fill them out and return them by May. Chairperson Barnes asked if the new board member needed to complete one and Ms. Durig replied that he does not have to complete one.

A Debt Service Payment on the 2017 Bonds in the amount of \$206,162.81 was wired last week. Payment was due January 15th, 2024.

AUTHORITY MANAGER REPORT

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

Old Business

- The renewal applications for the NPDES permits for the Millers Run, Teodori, and Cherrybrook WWTP have been submitted to the PADEP. Waiting for comments on the applications.
- Silver Creek Development has addressed all outstanding technical comments. The remaining items are administrative. Waiting to hear back from developer.

- Working with LSSE to resolve issues with Traditions of America Phase 5.

NEW BUSINESS

- Gerber Collision is looking at modifying the property at 55 Mayview Road. They submitted plans for review. LSSE reviewed and sent a comment letter with concerns on November 20th, 2023. I received site plan resubmittals and a response letter to the comments today. A copy of both were forwarded to LSSE.
- Stand-by generators for all locations have been scheduled for annual maintenance.
- The 2014 Ford F-150 needed 4 new tires. An oil change and front-end alignment were also done to prevent excess tire wear. Cost for everything was \$1213.90.
- Advanced Instruments was out to look at issue with Teodori flow meter. Found firmware to be out of date as well as issue with SD card. Updated firmware and will need to replace the SD card. We have included money in the capital budget to replace or update flowmeters that are being discontinued.
- We received a check from Cecil Township for \$500,000.00 for the Lawrence Project. The Township committed \$1,000,000.00 toward the project.
- Working with Mark C. Turnley to start the 2023 financial audit .

Authority Manager gave board details on the requested encroachment agreements that are on the agenda this evening. Recommended approving the agreements. Solicitor Nicholas asked the Authority Manager if these encroachment agreements are recorded once they are signed. The Authority Manager stated that they get recorded with the Washington County Recorder of Deeds once they are executed.

MOTION TO APPROVE SIGNING EASEMENT ENCROACHMENT AGREEMENT FOR PATIO ENCLOSURE AT 734 MISSION HILLS DRIVE.

The Board unanimously voted on the motion by J. Craig Roach, and seconded by Rosanne Rodgers, approved the Easement Encroachment Agreement for Patio Enclosure at 734 Mission Hills Drive.

MOTION TO APPROVE SIGNING EASEMENT ENCROACHMENT AGREEMENT FOR PAVER PATIO AT 536 DOGWOOD LANE.

The Board unanimously voted on the motion by Rosanne Rodgers, and seconded by J. Craig Roach, approved the Easement Encroachment Agreement for Paver Patio at 536 Dogwood Lane.

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 Rosanne Rodgers, 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.

COMMENTS FROM THE FLOOR

There were no comments from the floor.

Chairperson Barnes called for a motion for an executive session to discuss personnel matters, litigation, and property.

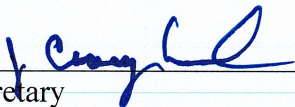
MOTION FOR EXECUTIVE SESSION FOR PERSONNEL MATTERS, LITIGATION, and PROPERTY

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, to enter executive session at 6:57 pm. Solicitor Nicholas noted that the Authority Engineer should be included in the executive session.

The board came out of executive session at 7:13 PM.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion to adjourn by Eron Barnes, and seconded by Rosanne Rodgers, the meeting was adjourned at 7:14 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, February 20th, 2024.



Secretary

[

|

]