

Cecil Township Municipal Authority
Monthly Meeting
February 20th, 2024

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, February 20th, 2024. Chairperson Eron Barnes called the meeting to order at 6:30 PM with Rosanne Rodgers, J. Craig Roach, Darlene Barni, and Brad Smith in attendance. Also present were Attorney Christine Seymour 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.

MOTION TO APPROVE January 16th, 2024 MINUTES

The Board voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving the January 16th, 2024 meeting minutes.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence collection system project. There was a potential conflict with the water and gas utilities on Simpson Street. The conflict was resolved with the contractor being able to relocate a portion of the new sewer line to a paper street right of way. An easement will need to be obtained in the future for a gravity sewer line to serve a few homes. These changes to the project will result in a cost credit for the Authority.

Recommend approval of Partial Payment No. 9 for Contract No. 2017-06 (Re-Bid) in the amount of \$432,922.39.

Mr. Lennon gave an update on the Treatment Plant contract. The contractor has completed masonry work on the control building. Installation of rubber roof for control building is ongoing. Still getting updates on equipment. The contractor is still working on finalizing a formal construction schedule for work completion and plant start up. The electrical panel boards have tentative delivery date of August 2024. 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. 8 for Contract No. 21-STP1 (Re-Bid) in the amount of \$233,140.08.

Recommend approval of PENNVEST Payment Requisition No. 9 in the amount of \$550,171.49.

Traditions of America Phase 5 update. A meeting with the developer was held on February 6th, 2024 and a final walk through of the site was conducted on February 9th, 2024. Record drawings were received, but there are some administrative comments on the drawings and the quantities for the maintenance bond. A letter will be issued to Traditions of America.

Update on Gerber Land Development at 55 Mayview Road for modifying the property for an auto repair facility. LSSE issued comment letter with concerns on February 9th, 2024 and has already received a resubmittal. The resubmittal is being reviewed and a response will be issued.

MOTION TO APPROVE PARTIAL PAYMENT NO. 9 FOR CONTRACT NO. 2017-06 (RE-BID)
CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF
\$ 308,228.10.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for Partial Payment No. 9 in the amount of \$308,228.10 for Contract No. 2017-06.

MOTION TO APPROVE PARTIAL PAYMENT NO. 9 FOR CONTRACT NO. 2017-06 (RE-BID)
CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF
\$ 124,694.29 FROM LOCAL SHARE.

The Board unanimously voted on a motion by Darlene Barni, and seconded by Eron Barnes, approving the motion for Partial Payment No. 9 in the amount of \$124,694.29 for Contract No. 2017-06 from Local Share.

MOTION TO APPROVE PARTIAL PAYMENT NO. 8 FOR CONTRACT NO. 21-STP1 (RE-BID)
VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$205,636.88.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, approving the motion for Partial Payment No. 8 in the amount of \$205,636.88 for Contract No. 21-STP1.

MOTION TO APPROVE PARTIAL PAYMENT NO. 8 FOR CONTRACT NO. 21-STP1 (RE-BID)
VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$17,503.20
FROM LOCAL SHARE.

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 \$17,503.20 for Contract No. 21-STP1 from Local Share.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 9 IN THE AMOUNT OF
\$550,171.49.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approving the motion for PENNVEST Payment Requisition No. 9 in the amount of \$550,171.49 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

MOTION TO APPROVE, REJECT, OR TABLE SIGNING DEED OF EASEMENTS FOR
TRADITIONS OF AMERICA PHASE 5 (MH 4-10 TO 5-8)

Chairperson Barnes asked for some clarification on this item prior to calling for a motion.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving the signing of the Deed of Easements for Traditions of America Phase 5 (MH 4-10 To 5-8).

MOTION TO APPROVE, REJECT, OR TABLE CONDITIONAL ACCEPTANCE OF SANITARY
SEWERS FROM TRADITIONS OF AMERICA PHASE 5 BETWEEN MH 4-10 AND MH 5-8.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the Conditional Acceptance of Sanitary Sewers from Traditions of America Phase 5 Between MH 4-10 And MH 5-8.

SOLICITOR'S REPORT

Solicitor Seymour stated she distributed a written report to the board. Solicitor Seymour stated she is working with the Authority Manager on some minor issues that have arisen. She updated the Board on the CHJA Litigation, discovery is ongoing at this time and no Executive Session is needed this evening. The Authority had a couple of Right to Know Requests that were submitted, working with the Authority Manager to address. The Right to Know Requests appear to be routine requests. Update on the L&S Wastewater facility. In October 2023, L&S Wastewater inquired if the Authority had interest in acquiring this facility. Working with the Authority Manager, a response letter was drafted requesting additional information to be able to evaluate their request. A copy of the letter is attached to the written report.

Mrs. Barni had a question for Solicitor Seymour about the potential sale of CHJA to Aqua America. Mrs. Barni asked if the CHJA Board votes to sell the Authority, what happens if the surrounding communities that contribute flow to CHJA say no to the sale. Solicitor Seymour stated that she does not believe that the Authorities have a voting right but have not researched the agreement. Chairperson Barnes asked if the CHJA Litigation is separate from the sale. Solicitor Seymour stated it is separate. Mrs. Rodgers stated that there is something in the agreement that states the Authorities do have a say but is not sure of the exact verbiage.

BUSINESS MANAGERS REPORT

Financial Reports – December 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.

A Debt Service Payment on the 2016 Bonds in the amount of \$206,162.81 was wired last week. Payment was due January 15th, 2024.

Business Manager stated she will be contacting Mark C. Turnley to schedule the 2023 Financial Audit.

Business Manager updated the board that at the end of January 2024, letters were sent to anyone who has not made payment or set up a payment plan for unpaid sewer liens. This letter was a reminder of the outstanding balance on their property. Included in the letter was notice that if the balance is not paid in full or a payment is not executed with the Authority before April 1st, 2024, Pennsylvania American Water will be notified to terminate their service for non-payment. The shut off process will start in March.

2024 Budget has been entered into the Authority Accounting Software (Sage).

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. They did submit questions on separation between the waterline and the sewer line and also about the possibility of adjusting the locations of the laterals. They were told to put these requests in writing along with revised drawings and submit them for review.

- Mr. Lennon covered Traditions of America Phase 5 under his report. Some of the outstanding administrative items were received today.
- Mr. Lennon covered Gerber Collision under his report.
- 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. (Quotes attached) We budgeted \$50,000.00 for the equipment and the quotes came in at \$31,000.00. They are members of Co-Stars, so the equipment does not need to be bid out.

NEW BUSINESS

- Stand-by generators for all locations have been scheduled for annual maintenance. We currently do annual service contracts; a five-year service contract is available. This would allow us to lock into the 2024 prices until 2028. Historically the increase from year to year has been an average 2.63 % increase each. The total cost for 5 years, which covers 4 generators, is \$13,816.30. (Quote attached) Recommend going with the 5-year contract.
- David A. Coldren with KLH contacted me regarding the Mount Pleasant Township Municipal Authority regarding a project to provide public sewer service to some 570 residential customers located in the areas of Hickory, Southview and Westland in Mount Pleasant Township, Washington County. They have been unsuccessful in obtaining grant funding for the project. Mt. Pleasant is looking for alternatives to sewer (approximately 100 homes) in the Southview/Antil area of Mt. Pleasant Township and was inquiring if Cecil Township may be able to help. They would like to have a brief meeting to see if this would even be an option.
- We are having issues with the auto dialers at multiple pump stations. The phone lines are a continuous issue age as well as the age of some of these units. These stations do not need anything fancy, just a basic unit to alert operators for power outages, pump malfunctions, and high-water alerts. They would also use cellular service which is a yearly subscription versus a monthly phone bill. (Attached is a breakdown of phone service)
- L&S Wastewater had contacted the Authority about the possibility of acquiring the treatment plant and collection system known as the Monaco Plan. Solicitor Seymour covered this item under her report. A letter was sent asking for additional information to determine if this is feasible for the Authority. Waiting for a response.
- The lease for the Authority office is up and the end of 2024. We can either keep the current space or look at the space directly above us which is available for lease. The space above us would give us more room for records, maps, and a dedicated area for customers when they come to pay bills. Mrs. Rodgers asked if there is a notice of intent needed for staying in the existing space. Authority Manager stated that it might be by October. If we would consider the new space, there is a 2 month window to get into the new space. Furniture is provided, so we would only have to move a minimal amount of items. Security has been an ongoing discussion, and it appears that this space maybe a better option. Authority Manager recommended establishing a subcommittee to evaluate the site and meet with the property manager. Chairperson Barnes agreed and volunteered to be on the subcommittee along with Mr. Roach.

- The property at 25 Moore Lane is being purchased. The purchaser plans on demolishing the current home that is on the property. They submitted a letter stating that they are going to continue to pay the monthly bill (Minimum) to keep the tap active. (See attached letter)
- Motor for comminutor at the Cherrybrook WWTP failed, has been sent out for repair.

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 Darlene Barni, 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

Dino Ciabattini, 450 Georgetown Road, Lawrence, Pa. addressed the board. He submitted questions to LSSE regarding the Lawrence project. Inquired about Manhole 111 location and depth as well as the trees located along the VFD property that are to be removed. Would like to be notified when these trees are to be removed to help to minimize any damage to my property. The neighbor has a large septic tank down in the woods. There is an existing easement to service this tank, but it has never been serviced. This easement goes away once the public sewers are installed but I do not want to be stuck with this septic tank. Would like to know the laws in place in the county regarding abandoning septic tanks. This tank is on my property, but I do not own it.

Chairperson Barnes asked Solicitor Seymour for guidance on this question, and she stated that it would have to be researched to find the answer. Solicitor Seymour recommended that Mr. Ciabattini review the easement to see if this is addressed in the easement.

Mr. Ciabattini asked to speak with the engineer to go over his questions/concerns. Mr. Lennon said that he will speak with him after the meeting.

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 Darlene Barni, and seconded by Eron Barnes, to enter executive session at 7:00 pm.

The board came out of executive session at 7:42 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 7:43 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, March 19th, 2024.

Asst. Secretary

Rosanne Barnes