

Cecil Township Municipal Authority
Monthly Meeting
August 19th, 2025

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, August 19th, 2025. Chairperson Eron Barnes called the meeting to order at 6:30 PM with Rosanne Rodgers, J. Craig Roach, Brad Smith, and Brady Benedetti in attendance. Also present were Attorneys Romel Nicholas and Patrick Gannon 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 July 15th, 2025 MINUTES

The Board voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving the July 15th, 2025 meeting minutes.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence Collection System Project. A meeting at the Authority office took place in which me, the Authority Manager, Solicitor, and the contractor discussed the status of the punch list items. An 11 by 17 update of the list was provided to the Board this evening. The contractor did address some of the items listed in the last month. These include paving complaints and a lot of grass complaints. The contractor is going to bring a landscaper in to complete the outstanding ones, but not until September because it is too hot right now to start planting grass. Some other items include a couple of air release valves and one tree that they clipped when they went through that is outside of the right of way. The property owner did request formally that it be taken down and the stump removed.

Mr. Lennon gave an update on the Treatment Plant Contract. The contractor is working on restoration and punch list items. Chairperson Barnes asked Mr. Lennon about paving at Teodori. Mr. Lennon stated there is money held for the paving and other items on the punch list.

Recommend approval of Change Order Number 9 in the amount of \$36,304.31. Several items included are the change in elevations during the rebid. There was a manhole that needed to be adjusted, raising the influence sampler, fill the sump area under the control building, eyewash station, and some extra items that operations had requested.

Recommend approval of Partial Payment No. 26 for Contract No. 21-STP1 (Re-Bid) in the amount of \$657,315.56. A lot of that was reduction retainage, but we are still holding \$334,000 after this pay request.

Recommend approval of PENNVEST Payment Requisition No. 26 in the amount of \$805,145.40 which is for 2 months. Attachment B in the Engineering report lists all the invoices.

Update on Traditions of America regarding Phase 6 and 7. The contractor completed 63% of the mainline. The contractor is working on other site improvements. No bond reduction was requested by developer, so no action required tonight.

Update on Silver Creek Development. A review letter was issued on June 20th, 2025. No Change.

Update on the Steeltown Residential Development. There were several submissions from the developer, including bonding estimates. A copy of the latest letter is provided in the Engineers' report as Attachment C. They are proposing a two-phase residential development. Part of it includes getting third-party easements, including crossing the Montour Trail and other third-party approvals they will need to complete the work. The new Standard Details and Design requirements were sent to the developer.

Mount Pleasant Sewer System update. The drawings were received from Mount Pleasant's engineer and are currently under review. An update meeting is scheduled for next week to discuss next steps on the Mount Pleasant project. Chairperson Barnes asked how many man hours do you think you spent on that so far? Mr. Lennon stated approximately 20 hours. If there are additional costs, I will come back to the next meeting with our recommendations for moving forward.

Update on the Fleehler Plan CCTV Contract. The contract was awarded. We did receive the contract documents back from the contractor and sent them to the Authority for execution. A pre-construction meeting is scheduled for next week at 11:00 a.m. at the Authority office.

Update on Millers Run Pump Station emergency bypass outfall repair. Waiting for the permit from PADEP.

Update on the Cherrybrook Lift Station Improvement Project. All the surveying and the base mapping are completed. Starting with design and the scope of work will be reviewed with the Authority Manager to keep it within the bounds of the grant funding that was awarded. Chairperson Barnes asked if we have a match on that one?

Mr. Lennon stated he does not believe there is a match. The Authority Manager stated the LSA grant does not have a match, and money was included in the Capital Improvement budget this year to show that the Authority is putting something into the project to try to get some funding awarded.

Grant application update. The table in the Engineers report lists the grants that are outstanding. Right now, CTMA has four grants that have been submitted that we are waiting for answers for award. There is an LSA Statewide grant which is open from September 1st through November 30th. Eligible projects include those that improve the quality of life in the community for a maximum grant request of \$1,000,000.00. This grant can be used for anything such as a truck, a backhoe, a sewer project, replace a roof, and many other things. There is no local match requirement. A resolution will have to be adopted when applying.

Update on Clifford Road Low Pressure Sewer Extension request. The Authority Manager stated they did send a request on the status of this project. The Pre-Development Agreement had been sent over. I resent that over to his engineer and have not heard anything back. The review is on hold until he signs that Pre-Developer Agreement and establishes an escrow account.

MOTION TO APPROVE, REJECT OR TABLE CHANGE ORDER NO. 9 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$36,304.31

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for Change Order No. 9 in the amount of \$36,304.31 for Contract No. 21-STP1 (RE-BID).

MOTION TO APPROVE PARTIAL PAYMENT NO. 26 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$657,315.56.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for Partial Payment No. 26 in the amount of \$657,315.56 for Contract No. 21-STP1 (RE-BID).

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 26 IN THE AMOUNT OF \$805,145.40.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving the motion for approving the motion for PENNVEST Payment Requisition No. 26 in the amount of \$805,145.40 for Contract No. 21-STP1 (RE-BID).

SOLICITOR REPORT

Solicitor Gannon stated he will have a few updates and Solicitor Nicholas will have an update on the CHJA litigation.

Rules and Regulations update. The committee did not meet this past month but continue to monitor updates as needed.

Safety manual update. A draft safety manual was circulated to everyone at the meeting last month for review. No comments were received, so if the board does not have any further comment, we can move to adopt that at our next meeting. A motion was not included on our agenda tonight for adoption of it. Chairperson Barnes stated there were no questions, it looks complete. She thanked Mr. Roach and Mr. Smith for their work as part of the Safety Committee.

CHJA litigation update. Solicitor Nicholas asked for an executive session at the end of the meeting to discuss the status of the CHJA litigation.

BUSINESS MANAGERS REPORT

Financial Reports – June 2025. Ms. Durig stated that the financial reports were included in the Board Member packet. She asked if there were any questions on the financial reports. There were no questions.

The debt service payment in the amount of \$60,215.60 for the Series 2016 bonds on August 5th, 2025 as this was to be paid on or before August 15th, 2025. A print out of that transaction is included in your monthly packet.

CD 00-13017806 and CD 00-13011887 were renewed. The term is one year with an interest rate of 4.11% and annual yield of 4.25%.

Update on the tap-in permits for the Lawrence Project. We have received an additional 34 tap-in permit applications. A total of 149 permit applications have been received. 131 tap-in permits have been issued to date. A total of 90 have been inspected.

AUTHORITY MANAGER REPORT

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

OLD BUSINESS

I. The renewal application for the Cherrybrook STP NPDES permit. The draft permit was received today. Preliminary review shows the following changes since last permit issuance:

- Flow monitoring changed from 2/month to 1/week
- Summer and winter seasonal ammonia-nitrogen limitations became more restrictive

- *E. Coli* monitoring added (1/quarter)

There is a 30-day comment period, and we will discuss with LSSE if any of these proposed changes would affect operations requiring comment.

2. Working on completing the Notice of Termination for the Teodori Wastewater Treatment Plant to submit to the PADEP. Will coordinate with LLSE to complete.
3. Working on a replacement vehicle for 2010 Ford F-250 Pick Up that we currently use as a plow truck which is past its life. Considering finding a used truck to plow snow. There are funds set aside in the capital budget.
4. The Pickleball facility at 19 Mayview Road. Their contractor contacted Authority to get plumbing inspection. Met at facility to explain what needed to be completed to obtain inspection. Contractor to make necessary repairs to main sewer line where connection was made without issuance of tap in permit. Also, the initial permit application did not have a grease interceptor included. They facility added one. Specifications were sent to LSSE and the unit installed is acceptable. Mrs. Rodgers asked if they were up to date with any required fees since they were just doing their own thing and not everything that was there. The Authority Manager stated they are current with all fees.
5. Met with residents at 130 and 132 Ohare Road about the possibility of sewer service to the properties. This was discussed at the June 17th, 2025 meeting. There is a sewer line that runs behind the houses across Ohare Road from these 2 properties that they could connect via gravity flow. An explanation of what would be involved with extending the main service line to get them was given and they are investigating the potential cost.

NEW BUSINESS

1. The #1 aerobic digester at Millers Run STP was drained to check the amount of debris build up in the tank. This digester has not been cleaned in at least 10 years or more. Hapchuk cleaned it yesterday. Will inspect the membranes on the air diffusers for any damage and replace if needed before putting back in service. Funds included in capital budget for pump station/tank cleaning.
2. Renewal of Insurance Policy for the Cecil Township Municipal Authority. The cost of the policy increased by \$335.00 from the previous year. We do not currently have a cyber policy. I have attached the quote for review and discussion. There are a few questions for our insurance carrier about what this all means. It is probably a good idea to add a cyber policy. Chairperson Barnes agreed especially since the Authority has sensitive personal information. Solicitor Nicholas stated that some of the other Authorities he represents have investigated cyber policies and can discuss this with the Authority Manager because you want to get the correct coverage. Chairperson Barnes agreed that any agreement like that which is very new to us should be reviewed by the Solicitor anyway.
3. Pump Replacement at the Millers Run STP. The flow equalization (2) and sludge transfer pumps (2) are now 18 years old. We have been having issues with one of the sludge transfer pumps. When trying to get replacement parts, this pump is now obsolete, and replacement parts are unavailable or expensive. I was able to find direct replacements for both pumps so that no modifications of the current set up is necessary. The flow equalization pump would be upgraded to a chopper pump to help with flushable wipes that enter the plant. I had the vendor include a rebuild kit in the quote to ensure we have spare parts available to minimize down time when getting pump serviced. They did not send me an updated quote for the equalization tank pump that reflects the seal kit and guide rail fitting which adds \$1330.00. Quotes are attached. Funds were included in the capital improvement budget this year for pump replacement.

4. Walter Higgins from USEPA was out on August 6th, 2025 to look over the Lawrence Project. He toured the new treatment plant, collection system, and pump station. All necessary items to access the \$1,000,000.00 grant have been completed. We will be submitting the necessary paperwork to draw down the funds.
5. Draft safety manual. The safety manual was distributed to the Board for review and comment. If everyone is good with the manual, it will be on the agenda for adoption at the September meeting as I forgot to add it to the agenda this month.

REVIEW OF CORRESPONDENCE

Chairperson Barnes asked if there was any correspondence. The Business Manager stated she received a thank you card from Mrs. Barni. Ms. Durig read the card for the Board.

Chairperson Barnes stated she missed something on the agenda and thanked Mrs. Rodgers for pointing it out. She asked for a motion to approve renewal of the insurance policy for the Cecil Township Municipal Authority.

MOTION TO APPROVE, REJECT OR TABLE RENEWAL OF INSURANCE POLICY FOR THE CECIL TOWNSHIP MUNICIPAL AUTHORITY

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion for renewal of the Insurance Policy for the Cecil Township Municipal Authority.

COMMITTEE REPORTS

Chairperson Barnes asked if there is anything else for committee reports. She stated the 2026 budget process would be starting budget October. The Authority Manager stated that he would be starting in September.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board unanimously voted on a motion by J. Craig Roach, 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. There were no comments from the floor this evening.

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

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, to enter executive session at 7:03 PM.

The board came out of executive session at 7:57 PM.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion to adjourn by Eren Banks, and seconded by Rosanne Rodgers, the meeting was adjourned at 7:28 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, September 16th, 2025.



Secretary

