

Cecil Township Municipal Authority
Monthly Meeting
August 20th, 2024

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, August 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 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.

MOTION TO APPROVE July 16th, 2024 MINUTES

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

Chairperson Barnes introduced Mark C. Turnley to present the findings of the 2023 Audit.

Auditor Mark C. Turnley presented the Financial Audit for calendar year 2023 findings to the Board. This year there are two components to the audit. The regular audit that is done each year and this year because of PENNVEST funding, a compliance audit in Conformity with the rules of PENNVEST. 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 2023 calendar year to the prior calendar year 2022 of the Authority finances. A 5-year comparison of the Authority finances was also provided to the Board. He recommended Business Manager and Authority Manager receive on an annual basis some sort of cyber security training. The 2023 audit showed the Authority to be financially sound.

Auditor Mark C. Turnley asked if there were any questions about his presentation. Chairperson Barnes asked if there were any more questions for Mr. Turnley, Mr. Smith asked about establishing baselines for the Authority. Mr. Turnley explained each Authority's situation may be a little different, but the Authority is managing its funds well and growing its net position. She thanked him for coming and presenting the audit findings.

Chairperson Barnes asked if the audit is ready to publish. The Authority Manager stated it is ready to advertise, it was held until Mr. Turnley came out and gave the presentation to give the Board an opportunity to ask questions.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence collection system project. The contractor is working on the punch list items. We had a meeting with them last week, it has been slow going on the grass restoration, so we are going to stay on them. They are working on the concrete driveway restoration. All the sewer line installation work is completed. The only other item is a camera inspection inside the sewers to confirm the final sewer installations. They are trying to get a subcontractor for the inspection. We should be moving towards closing out once they complete all punch list items. On the agenda we do have change order number three for the additional roadway restoration.

Larry Lennon Jr. gave an update on the Treatment Plant contract. We met with the contractor this morning. West Penn Power is working on Georgetown Road installing utility poles. If you recall last month, one of the questionable items was when they were going to do the work and discussion on easements for their work.

West Penn Power confirmed that the easements in place are adequate, so no additional easements are necessary. Working with the contractor on some of the field electrical changes on the site. Contractor likely to ask for a change order for those costs. Contractor discussed a time extension but is waiting to hear a date from West Penn Power when power will be available, then they will submit a formal request for a time extension. Based on the schedule we reviewed two or three months ago; we would recommend proceeding with the schedule they had previously submitted showing that time extension. It depends on West Penn Power.

Recommend approval of Partial Payment No. 14 for Contract No. 21-STP1 (Re-Bid) in the amount of \$529,048.14.

Updates on developments. Waiting on Silver Creek resubmittal and the pickle ball facility submittal was discussed at the last meeting.

Mrs. Barni left the meeting at 7:00 PM.

A meeting with the engineer for the Mount Pleasant Municipal Authority to discuss potential project for a sewer line extension to the Miller's Run system. This was a preliminary meeting to see what they were looking to accomplish. We need more information to see if it would be beneficial.

Chairperson Barnes asked what the timeline would be for us to know something. Mr. Lennon stated if the board has interest, we would start meeting with them on a regular basis and start looking at feasibility. The Mount Pleasant system also includes a portion of the Township called Southview that would get serviced. The next step if the board's interested, we could start to talk and have more discussions with them and work up some feasibility costs and see what it would take to implement.

The 2024 LSA Statewide grant is opening September 1st with a November 30th deadline. Will talk with Authority Manager. There is a \$100 application fee but with LSA and the funding can be used for anything. Repairing a building, buying a truck, doing a sewer project, repairing a plant, repairing a lift station. It is a good grant program; it is the state gaming fund.

Mr. Smith asked about the facility review and capital project planning component. Mr. Lennon stated that it is on hold. Some of the board members had planned to review the facilities before we discuss it and have it as a 2025 budget item. Once authorized a walk-through would be done to establish a 20- or 25-year capital project plan of all the facilities. Chairperson Barnes said we need to set a date and put it on the calendar.

Working on the annual report for 2023. Now that we have the audit, we will get that get that prepared to get that finalized.

MOTION TO APPROVE, DENY, OR TABLE CHANGE ORDER NO. 3 IN THE AMOUNT OF \$66,835.54 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for Change Order No. 3 in the amount of \$66,835.54 For Contract No. 2017-06 (Re-Bid) Construction of Sanitary Sewers and Appurtenances

MOTION TO APPROVE PARTIAL PAYMENT NO. 14 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$529,048.14.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion for Partial Payment No. 14 in the amount of \$529,048.02 for Contract No. 21-STP1.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 15 IN THE AMOUNT OF \$554,797.02.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving the motion for PENNVEST Payment Requisition No. 15 in the amount of \$554,797.02 for Contract No. 21-STP1, Engineering and Permit invoices.

SOLICITOR'S REPORT

Solicitor Nicholas stated there is one item for public comment, the pending CHJA litigation. The deposition of the Canonsburg Borough Manager is set for September 3rd and two weeks later we will have the deposition of another audit representative on the pension aspect of the litigation. Canonsburg requested another mediation; they did not want to mediate in front of the previous mediator, and we have agreed on former Federal Judge Kenneth Benson. Judge Benson is considering dates for mediation, and I will keep the board advised as we get closer.

BUSINESS MANAGERS REPORT

Financial Reports – June 2024. 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 was made on August 5th in the amount of \$66,012.60 for the Series of 2016 bonds that was due on August 15th. A copy of that transaction was included in your packets.

A letter that needs to be signed tonight for M & T Bank stating that there are no funds available to be transferred to the Authority's Capital Improvement and Redemption fund after this Debt Service payment was made.

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

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion to authorize letter to M&T Trust Company in regard to capital improvements and redemption fund transfers.

AUTHORITY MANAGER REPORT

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

OLD BUSINESS

1. The renewal applications for the NPDES permits for the Millers Run, Teodori and Cherrybrook WWTP have been submitted to the PADEP. All three application packages were received and technically complete. We have received the draft NPDES permit for the Miller Run Wastewater Treatment Plant. I have forwarded a copy over to LSSE for comment. We posted what was required for public comment down at the treatment plant for the 30-day period. The PaDEP did add E. Coli testing to be done annually, as monitor and report. They reduced total nitrogen and total phosphorus testing from four times a year to annually. There are no major changes that would affect plant operation. Cherrybrook and Teodori are currently under technical review.
2. Silver Creek Development has addressed all outstanding technical comments. Contractor putting together a request for consideration of the piping to be used on the project. Plan was received and provided to LSSE for consideration.

3. Gerber Collision is looking at modifying the property at 55 Mayview Road. They submitted plans for review. LSSE reviewed revised drawing and comment letter. A comment letter was issued on April 23rd, 2024 and forwarded to developer. No Change.
4. L&S Wastewater had contacted the Authority about the possibility of acquiring the treatment plant and collection system known as the Monaco Plan. A letter was sent asking for additional information to determine if this is feasible for the Authority. The information requested by the Authority has been received along with a current copy of the recently renewed NPDES permit. The information provided is being reviewed.
5. #2 pump at Millers Run Pump Station was removed and sent out for repair. In the process of being repaired.
6. The property at 19 Mayview Road is being subdivided into two parcels. The one parcel is being proposed to be used to build a pickleball facility. The engineer on the project has provided a draft of the Component 3 Project Narrative to be included in the Sewage Facilities Planning Module (SFPM) to estimate the volume of sewage that will be generated daily by the facility. They also submitted the following drawings for review, C.4 (Site-Grading Plan), C.5 (Utility Plan) and C.12 (Site Drive Profile and Sanitary Piping Profile and Details) to show the proposed plans and profile for the service lateral, and the architectural plans for the first and second floors. Revised estimates for sewage flows were forwarded onto LSSE for review and comment. Once finalized, the sewage planning module can be completed.
7. Update about Road Name consideration request for the Klinger Road Pump Station. I did more research and found the file after the meeting last month. Walt had called to say that this was done years ago, and there was an easement done for ingress and egress for the property owner. If the township would decide to open the road, it reverts to the Township. The Township would approve this request.
8. David A. Coldren with KLH met with the Authority Manager and LSSE on August 1st, 2024 to discuss the Mount Pleasant Township Municipal Authority project to provide public sewer for (approximately 100 homes) in the Southview/Antil area of Mt. Pleasant Township. This was covered under the Engineer's Report.
9. Tim Endler from PENNDOT contacted me regarding the Maintenance Bond that the Authority currently has on Georgetown Road for the Lawrence Project. They are requiring us to make base repairs to various places on Georgetown Road that were damaged. No change.
10. At the meeting last month, discussion took place about the server for the Cecil Township Municipal Authority computer system. It is recommended that they be replaced every 5- 7 years. Chairperson Barnes asked about going completely cloud-based, but our IT provider does not recommend going 100% cloud based. The cost would be \$3407.12. The attached quote reflects taxes, but the Authority is tax exempt.
11. Millers Run WWTP tank and building lighting is not working. Investigation determined it is a combination of burnt-out bulbs, fixture failure, and photosensors. Working on pricing to make necessary repairs

NEW BUSINESS

1. Credit for 1501 Route 980 water leak. Authority Manager provided a memorandum to the Board and gave explanation of how leak credit was calculated. Recommend credit of \$672.35.
2. Renewal of Insurance Policy for the Cecil Township Municipal Authority which includes buildings, trucks, equipment, workman's compensation. The Workman's Compensation portion had a slight increase due to some previous claims. The Pennsylvania experience mod increased from 1.38 to 2.89, which is 24%, due to past claims. A five-year run loss showed a couple of those claims are older, so they should come off and that should drop back down in the following years. Recommend the renewal of the policy.
3. Motor for #1 blower at Teodori Plant failed. Ordered replacement motor at a cost of \$1562.21 with freight. Motor installed and blower now operational.
4. A computer and monitor are needed for the receptionist area once the customer service position is filled. The cost is \$724.02. Recommend purchasing the computer and monitor.
5. Update on the funding available for the Lawrence Sewer Project connection. Some residents had said they had reached out to the USDA program. In researching, you can go on USDA's website which prompts you to punch in your address to see if you are eligible for funding. Entering the addresses in Lawrence, it says this project is ineligible for funding. It does not appear to be a viable funding source. Mr. Lennon stated he spoke to the USDA and when you look at Cecil Township, they delineated based on Interstate 79. East of 79 is ineligible and west of 79 is eligible for their rural requirement. I asked how you know half the Township's eligible and not this project, USDA said it is based on the 2020 Census and that the new census might update eligibility for the project. The PENNVEST option low interest loan with a term up to 20 years to repay. Discussion ensued between Chairperson, Engineer, solicitor, and Authority Manager on this matter. Chairperson Barnes was looking into dates to hold a Townhall meeting to update the residents on the status of the project,

MOTION TO AUTHORIZE RENEWAL OF INSURANCE POLICY FOR THE CECIL TOWNSHIP MUNICIPAL AUTHORITY

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, authorized the renewal of insurance policy for the Cecil Township Municipal Authority

MOTION TO AUTHORIZE APPROVE CREDIT FOR 1501 ROUTE 980 WATER LEAK FOR \$672.35

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, authorized the credit for 1501 Route 980 water leak for \$672.35.

REVIEW OF CORRESPONDENCE

Ms. Durig stated we received a note of thanks from Mr. Gennuso thanking the Board for the recognition of his service to the Authority at June meeting.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

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

Frank Ziembra, 333 Anthem Way. Asked about the status of the portion of Lawrence project located after the trestle on Georgetown Road. The Authority Manager stated that is considered Part two of the Lawrence project CTMA has applied for a LSA Grant. CTMA has been pursuing other options to try to get funding, but nothing to date.

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 7:17 pm.

The board came out of executive session at 7:29 PM.

ADJOURNMENT

There being no other business, the Board unanimously voted on a motion to adjourn by Eron Barnes, and seconded by J. Craig Roach, the meeting was adjourned at 7:30 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, September 17th, 2024.



Secretary