

Cecil Township Municipal Authority
Monthly Meeting
November 19th, 2024

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, November 19th, 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 Patrick Gannon of Gaitens, Tucceri, and Nicholas, Kevin Brett of Lennon, Smith, Souleret Engineers (LSSE) arrived after the meeting started; 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 October 15th, 2024 MINUTES

The Board voted on a motion by Eron Barnes, and seconded by Darlene Barni, approving the October 15th, 2024 meeting minutes.

Chairperson Barnes moved on to the Solicitor's Report as the Engineer had not arrived at the meeting.

SOLICITOR'S REPORT

Solicitor Gannon provided an update from the Rules and Regulations Committee meeting. The Committee met to discuss matters related to the Lawrence project. The first item was an ordinance proposal to amend the connection requirements section of the existing ordinance and the abandonment of obsolete septic systems. A draft copy was provided to everyone for comment /changes before sending to the Township. Chairperson Barnes asked Solicitor Gannon to provide the specifics on these two items. Solicitor Gannon stated the first portion that we would look to amend is for projects that are done by CTMA or the Township for acquired connections. We would outline specific notice requirements and the time to connect once proper notice given from either CTMA or the Township. The second portion is a slight amendment to Section 187.3 which contemplates abandonment of obsolete systems. The committee's proposal is to define what CTMA recommends for abandonment of obsolete systems in our Rules and Regulations.

MOTION TO APPROVE, REJECT OR TABLE TO AUTHORIZE SENDING PROPOSED ORDINANCE AMENDMENT PROPOSAL TO TOWNSHIP REGARDING SEWER CONNECTIONS.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach approving to send proposed ordinance amendment proposal to Township regarding sewer connections.

MOTION TO APPROVE, REJECT OR TABLE THE DRAFT LETTER TO CITIZENS REGARDING MANDATORY TAP IN CONNECTIONS THAT WILL BE HELD IN ABEYANCE UNTIL WE ARE READY TO PROCEED WITH TAP INS.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni approving the draft letter to citizens regarding mandatory Tap-In Connections will be held in abeyance until we are ready to proceed with Tap-Ins.

MOTION TO APPROVE, REJECT OR TABLE A RESOLUTION AMENDING THE AUTHORITY'S RULES AND REGULATIONS ATTENDANT TO TIME REQUIREMENTS FOR MANDATORY CONNECTIONS, ABANDONMENT OF SEPTIC SYSTEMS, AND LANGUAGE REGARDING PENALTY PROVISIONS.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes approving to amend the Authority's Rules and Regulations attendant to time requirements for mandatory connections, abandonment of septic systems, and language regarding penalty provisions.

Solicitor Gannon stated he has one item for Executive Session.

ENGINEERS REPORT

Kevin Brett from LSSE gave the Board an update on the Lawrence Collection System Project. Line work has been completed. We are down to punch list items and there is a walk through scheduled with the Township on the paving items.

Mr. Brett gave an update on the Treatment Plant contract. The plant work is ongoing.

Mount Pleasant Sewer System update. The Engineer's Report included a cost estimate for review. We looked at it both ways, gravity and lift station. This was looked at years ago but never went anywhere. A gravity line does work, but it would need to be a 10-inch line so that you hold your velocity. It is cheaper by \$500,000 to \$600,000 and there less risk with the gravity system versus a forced main. The next steps are to see what is in their Act 537 plan for the project and provide them the cost estimate to see if this is competitive with the cost they have been anticipating. The nice thing with this is that you would service a couple of miles of customers in Cecil that would not have service and be difficult to get them service without having a joint project. Chairperson Barnes asked Mr. Brett how long of a period it would be before the Authority would see income. Mr. Brett stated that based on the lineal footage, it is at least 3-to-4 year process to get to construction.

MOTION TO APPROVE, REJECT OR TABLE PARTIAL PAYMENT NO. 17 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$364,681.52.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni approving the motion for Partial Payment No. 17 in the amount of \$364,681.52 for Contract No. 21-STP1.

MOTION TO APPROVE, TABLE, OR DENY CHANGE ORDER NO. 8 FOR CONTRACT NO. 21-STP1 – VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT FOR INCORPORATION OF US EPA CONTRACT REQUIREMENTS PER THAT GRANT'S REQUIREMENTS (NO COST/TIME CHANGE)

The Board unanimously voted on a motion by Darlene Barni, and seconded by Rosanne Rodgers approving Change Order NO. 8 for Contract No. 21-STP1 – Village of Lawrence Sewage Treatment Plant for incorporation of US EPA Contract Requirements per that grant's requirements (No Cost/Time Change)

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 18 IN THE AMOUNT OF \$462,147.25.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Rosanne Rodgers, approving the motion for PENNVEST Payment Requisition No. 18 in the amount of \$462,147.25 for Contract No. 21-STP1, Engineering and Permit invoices.

MOTION TO APPROVE, TABLE, OR DENY RESOLUTION FOR STATEWIDE LSA GRANT APPLICATION FOR CHERRYBROOK WASTEWATER TREATMENT PLANT INFRASTRUCTURE IMPROVEMENTS IN THE AMOUNT OF \$602,550.00

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, approving the Resolution for Statewide LSA Grant Application for Cherrybrook Wastewater Treatment Plant Infrastructure Improvements in the amount of \$602,550.00

MOTION TO APPROVE, TABLE, OR DENY RESOLUTION FOR STATEWIDE LSA GRANT APPLICATION FOR LAWRENCE SEWAGE FACILITIES – PHASE 2 IN THE AMOUNT OF \$1,000,000.00

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approving the Resolution for Statewide LSA Grant Application for the Lawrence Sewage Facilities – Phase 2 in the amount of \$1,000,000.00.

BUSINESS MANAGERS REPORT

Financial Reports – September 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. Included in your packets is the unpaid sewer and tap in lean update with an account summary report for the years 2023 and 2024. On the last page, it lists how much was collected each year. I am currently working on collecting from nine individuals with high outstanding balances. Intent to lien notices have been sent. We have 34 customers that have paid off their liens. Update on deduct meter reads. They were completed in October, and the November bill will reflect these reads for the customers who participated in our deduct meter program. A total of 121 customers participated. We did have some premises that we sent out letters indicating their remote reader was not working.

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 Millers Run Wastewater Treatment Plant. We posted what was required for public comment down at the treatment plant for the 30-day period. Waiting to receive final draft. Cherrybrook and Teodori are currently under technical review. No Change.
2. Silver Creek Development. The pre-development-preconstruction agreement was sent over for them to review along with the required construction checklist of what would be needed. The letter from LSSE regarding the requested changes was sent as well, waiting to see if they request an appeal.
3. Gerber Collision is looking at modifying the property at 55 Mayview Road. They submitted plans for review. 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. Currently being reviewed. No video footage of the collections system available to review condition. Will have a recommendation for December meeting.
5. #2 pump at Millers Run Pump Station came back in last week and tomorrow they are coming out to finalize installing the pump. The air release valve for # 2 pump will be rebuilt and that pump will be back up and operational.

6. 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.
7. Millers Run WWTP tank and building lighting is now working. It was mostly burnout bulbs and one or two photo sensors. There are only two or three lights that may have a broken wire, but it is being investigated.

NEW BUSINESS

1. The Pickleball facility at 19 Mayview Road has been wanting to get the sewage planning facilities planning module resolved. A check for \$5,000 which is needed to set up a developer escrow was dropped off and on the agenda this evening is a motion to authorize signing the Pre-Development Agreement. The next step is getting the Tap-In Fee paid before I issue the official tap-in permit.
2. TOA had reached out regarding a Maintenance Bond, Bond NFB 7314696. This was done in January of 2023 and these maintenance bonds are good for 18 months. Motion to recommend releasing the maintenance bond.
3. There is a motion to approve, reject or table authorizing modifying the CTMA standard details for acceptable lateral connection materials. Recommending adding SDR 26 to give the homeowners another option for when they connect.
4. The memo from the Rules and Regulations Committee meeting was provided for review. If there any questions, feel free to ask.
5. The Budget Committee met, and everything is moving along. There are a couple of things that need clarification. The budget will be presented for approval at next month's meeting.
6. An item to consider on Schedule A, which lists our fees, does not include a rush die test where they want it done within 48 hours. This puts an extra burden on our staff, but if they want it in 10 days or less, there should be an extra fee for that convenience. Chairperson Barnes asked if a motion is needed to approve, and the Authority Manager said it on the agenda at next month's meeting after finalization of Schedule A.

Chairperson Barnes recapped for clarity some of the Motions that were approved under the Solicitor's Report regarding the tap-in letters and timeline. Letters will not go out until spring, but if somebody wants to tap in earlier and is capable, they will be permitted to connect. The ordinance for connection has been submitted to the Township for amendment to give residents a total of 120 days to connect once proper notice is received. The Authority Manager reiterated that if a resident wants to connect but is having issues, please contact the Authority to explain what your situation is so that it can be evaluated and assist, if possible, with potential issues. If there are residents that need help or they have questions, contact the Authority so we can meet with residents to answer these questions to make this process as smooth as possible. Chairperson Barnes asked if item from last month regarding basement drains have been addressed. Authority Manager stated that floor drains will be allowed to be connected. No extra drain or extra water from downspouts, gutters, leaking foundations, internal French drains, or anything that is not gray water or sanitary cannot be connected because it will put an extra burden on our treatment system.

MOTION TO APPROVE, REJECT OR TABLE RELEASE OF MAINTENANCE BOND (NFB7314696) FOR TRADITIONS OF AMERICA PHASE 4 MANHOLES 3-8 TO 4-9 AND MANHOLES 4-3 TO 4-10

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approving release of Maintenance Bond (NFB7314696) for Traditions of America Phase 4 Manholes 3-8 to 4-9 and Manholes 4-3 to 4-10.

MOTION TO APPROVE, REJECT OR TABLE SIGNING OF DOLLARD DEVELOPMENT LLC PRE-DEVELOPER AGREEMENT

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, approving the signing of Dollard Development LLC Pre-Developer Agreement.

MOTION TO APPROVE, REJECT OR TABLE TO AUTHORIZE MODIFYING THE CTMA STANDARD DETAIL FOR ACCEPTABLE LATERAL CONNECTION MATERIALS

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, approving modifying the CTMA Standard Detail for acceptable lateral connection materials.

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 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. There were no comments.

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

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to enter executive session at 7:00 PM.

The board came out of executive session at 7:45 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 7:46 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, December 17th, 2024.

Secretary 

