

Cecil Township Municipal Authority
Monthly Meeting
December 17th, 2024

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, December 17th, 2024. Chairperson Eron Barnes called the meeting to order at 6:30 PM with J. Craig Roach, and Brad Smith in attendance. Darlene Barni participated in the meeting via Zoom. Rosanne Rodgers was absent. 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 November 19th, 2024 MINUTES

The Board voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving the November 19th, 2024 meeting minutes.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence Collection System Project. Contractor continued work on punch list items. Some new items were added to the list. A field review of the roads took place on December 10th, 2024 with the Township. They advised the roads are satisfactory and have no other comments. The contractor did submit pay request number 15 in the amount of \$263,800.00, which is reduction retainage. There is a credit coming for the final change order due to being under on quantities. There are some items that need resolved prior to the final change order, but it should be coming in the next 30 days.

Mr. Lennon gave an update on the Treatment Plant contract. West Penn Power did install the electrical service. Contractor is working with vendors on starting up all the equipment so plant can be started up. Estimate early January the plant should be ready to start receiving flow and can start transferring flow over from the old plant. Authority Manager stated the startup schedule provided by Mele and Mele and Sons was included in the Board packets this evening. Everything is moving forward for startup.

Recommend approval of Partial Payment No. 18 for Contract No. 21-STP1 (Re-Bid) in the amount of \$415,402.43.

Recommend approval of PENNVEST Payment Requisition No.19 in the amount of \$703,479.73. The pay request this month is mostly local share because it is getting close to 80% of the loan where you need to show more local share. The local share amount needs to come up because we've been spending as much of the loan as fast as possible but now, we are at a point where we must show local share funding before they release more funds.

No changes in the developments this month. There is an upcoming meeting with Traditions of America. Authority Manager stated the meeting was cancelled till mid-January.

Silver Creek – no change

Mount Pleasant Sewer System update. The memorandum discussed at the November meeting was sent to their engineer. He requested a meeting in January to discuss. Will coordinate with the Authority Manager and if there are any Board Members that want to participate, let us know. We will try to have that meeting with Mount Pleasant in the middle of January before the next meeting.

Chairperson Barnes asked Mr. Lennon if he is requesting a Board Member be present at the meeting. Mr. Lennon stated that if there is interest, they can attend.

The Statewide LSA grants are filed. Three grants were submitted. We should hear from Washington County LSA soon to have a presentation for Washington County. The way they do their review process, a presentation at the county court house is given and then we hear back later if we received funding. The two Statewide LSA grants are announced in the fall, so fall of 2025.

MOTION TO APPROVE, REJECT OR TABLE PARTIAL PAYMENT NO. 15 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF \$263,889.28.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni approving Partial Payment No. 15 in the amount of \$263,889.23 for Contract No. 2017-06 (Re-Bid) Construction of Sanitary Sewers and Appurtenances

MOTION TO APPROVE, REJECT OR TABLE PARTIAL PAYMENT NO. 18 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$415,402.43.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Brad Smith approving the motion for Partial Payment No. 187 in the amount of \$415,402.43 for Contract No. 21-STP1.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 19 IN THE AMOUNT OF \$703,479.73.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the motion for PENNVEST Payment Requisition No. 19 in the amount of \$703,479.73 for Contract No. 21-STP1, Engineering and Permit invoices.

MOTION TO ADOPT 2025 BUDGET

Chairperson Barnes stated that the budget committee met and reviewed the budget. The Authority Manager made a few adjustments. Those were reviewed and we are ready to propose the 2025 budget.

The Board unanimously voted on a motion by Eron Barnes, and seconded by J. Craig Roach, approving the 2025 budget.

Chairperson Barnes asked if there were any questions or comments. None.

SOLICITOR'S REPORT

Solicitor Nicholas stated the written report been circulated to the Board. There are a few items for comment later in the agenda. Under the manager report, there will be a resolution for the setting of the meeting schedules for 2025. Just for the board's benefit, we amended the bylaws consistent with the code that Municipal Authorities do not have to reorganize, it is not a requirement that you reorganize but most due. We coupled that with our regular meeting schedule so the resolution that will appear later on the agenda is consistent with the design of this board and also with the code.

Safety Manual update. We had a preliminary meeting with Board Member Smith, the Authority Manager, Solicitor Gannon, and myself. We broadly started the process and will reconvene again with Mr. Roach, who

was unable to attend.

The CHJA litigation update will require a brief executive session. I just ask the Chair to include the CHJA litigation in the motion for executive session.

Solicitor Gannon provided an update from the Rules and Regulations Committee meeting. There is a second resolution that addresses the first wave of amendments we are proposing for the Rules and Regulations, specifically ones that are attendant to the Lawrence project. It really identifies the notice requirement timelines and addresses those to reflect the 60-day notice to make application and then 120 from the time of notice to tap in.

MOTION TO APPROVE, REJECT OR TABLE THE PROPOSED RESOLUTION AMENDING THE AUTHORITY'S RULES AND REGULATIONS, PENDING FINAL APPROVAL OF THE SOLICITOR, ENGINEER, AND COMMITTEE MEMBERS.

The Board unanimously voted on a motion by Brad Smith, and seconded by J. Craig Roach approving The proposed Resolution amending the Authority's Rules and Regulations, pending final approval of the Solicitor, Engineer, and Committee Members.

BUSINESS MANAGERS REPORT

Financial Reports – October 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. Chairperson Barnes stated the financial reports are tracking with the budget very well.

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 final NPDES permit for the Millers Run Wastewater Treatment Plant. It becomes effective January 1st, 2025. Last Friday we received the draft copy of the NPDES permit for the Teodori Wastewater Treatment Plant. They added some things to the draft permit, but it is a moot point because this plant will be going offline. Notice was received that the Cherrybrook permit is close to having the draft permit issued
2. Silver Creek Development. Addressed all the outstanding comments other than their request for the change of pipe material. They are requesting to sign the Sewage Service and Construction Agreement that is on the agenda this evening.
3. Gerber Collision - 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 review of the information provided shows there is no CCTV footage of the collection system. This is something that is very critical in determining the condition of the system. The asking price is \$225,000.00. It was mentioned that Pennsylvania American Water has expressed interest in that small plant and collection system. Chairperson Barnes asked for the number of existing customers in the system. Authority Manager stated he would get the number of customers for the Board. The rates have not been raised in many years, and it is a flat

monthly rate. This was an item that additional information was requested along with the collection versus the delinquency collection rate.

5. The #2 pump at Millers Run Pump Station installed and operational. #2 pump air release valve was also rebuilt.
6. PENNDOT Maintenance Bond that the Authority currently has on Georgetown Road for the Lawrence Project. - No Change.
7. The failed bearings on the belt filter press have been replaced. Some spares were ordered in inventory.
8. Received notice that the NPDES permit for the Village of Lawrence Teodori STP expires on August 25th, 2025. The renewal application needs to be submitted no later than March 4th, 2025. Mr. Lennon stated they are working on the application. Authority Manager working on renewal as this information is available from the last application, so the effort should be coordinated. Mr. Lennon agreed. Chairperson Barnes asked if it was necessary to keep that permit even though that is going to change. Authority Manager stated this is the permit for the new treatment plant that has not started yet. Permit was issued back in 2020, but we have not started the plant up and still needs to be renewed. It will be an easy application because there is no sampling, and no samples to provide. Mr. Smith asked how this relates to item number one with the renewal. Authority Manager stated item one is for the old Teodori plant that is going to be taken offline and converted to a pump station. Mr. Lennon stated a letter is submitted to the PADEP to request that permit be taken off the Authority since that permit is no longer valid.
9. Pickleball facility at 19 Mayview Road. The developer has signed the Pre-Development Agreement and dropped off the check to set up the escrow account. They sent an email that the tap-in application is being submitted and are working on getting the check together for the tap-in fees. The check or the application has not been received.

NEW BUSINESS

1. The backflow preventers had their annual service performed. The unit at Cherrybrook Wastewater Treatment Plant did not pass and needed to be replaced along with the pressure reducing valve. The other backflow preventers passed at Millers Run Wastewater Treatment Plant and pump station, but the pressure reducing valve at the pump station was bad. There was inch and a half water supply line that was leaking in the belt filter press room at the Millers Run Wastewater Treatment Plant. Repairs were made to everything listed.
2. A quote was requested from Charter Machine who manufactured the belt filter press to come out and evaluate the unit. The unit is 17 years old, and the belt is worn and should be replaced. Funds were included for the belt filter press in the capital budget for next year to do some work on it. Recommend scheduling this service, the quote is attached for review.
3. The unit heater in the garage at the Millers Run Wastewater Treatment Plant failed. The induction motor and fan need replaced. That work has been authorized. Those units are 17 years old; a quote from McKean Plumbing was provided to have the other heating units serviced. Not sure if the units have ever been cleaned and gone over. There are five units and the cost is \$720.
4. The board was provided with the 2025 budget and capital budget. Authority manager stated he would answer any questions. No questions.

5. Schedule A was reviewed and the only changes that needed to be updated were the rates outlined per Resolution 2023-4 in the fee schedule, dye tests and no lien letters. A copy has been distributed to the Board. The changes are in red. The service charge increases from \$26.00 to \$30.00. Changes to the dye testing fee schedule are being recommended because the office gets notice for rush tests periodically. Changes would be as follows; the sewage no lien letter, less than 48 hours' notice, would be \$75.00. A dye test, less than 10 days' notice, would be \$200.00. A dye test non-residential, less than 10 days' notice, would be \$300.00. Business Manager researched what other Municipalities were charging, and it is very similar. With our limited staff, we must be compensated for short notice requests. Authority Manager asked if there were any questions. No questions.
6. Approval of the Authority meeting dates for calendar year 2025. If the meeting dates are to remain the third Tuesday of every month at 6:30, they can be advertised in the Observer Reporter.
7. There was a recall on the 2023 F350 for an axle hub and one for the 2014 Ford F-150 for a PCM module programming update for the transmission. Woltz and Wind Ford came out on site to perform the recall work. While here, the oil was changed in the 2023 F-350 XL since it was due. They pulled the wheel and took a picture axle hub to send into Ford to determine if it falls under the recall.
8. One of the operators had an accident with the passenger side mirror on the 2023 F-350. The housing and the mirror were both damaged coming back from Cherrybrook when they clipped a tree. It is \$1,000 for the mirror repair. Quote attached.
9. The pump on the sampler at Miller's Run Wastewater Treatment Plant cracked. It was still under warranty. Isco is sending out the replacement pump.
10. Traditions of America has requested the release of Performance Bond, Bond SU1169272 for Phase 4. Recommend releasing the performance bond. Traditions of America is requesting to sign Sewage Service and Construction Agreement for Phase 6 and 7. This is on the agenda this evening.

Chairperson Barnes asked if there are any issues with signing this agreement. Authority Manager stated this is the standard agreement that is used by the Authority for developers and to establish an escrow account. Solicitor Nicholas asked how does the bond carry. Authority Manager stated that it is the performance bond that they put upfront for construction which must be done prior to construction beginning so that the material's already been paid for and put in the ground. Mr. Smith asked if this was a performance and payment bond or just performance bond. Authority Manager stated it is only a performance bond for the materials. The contractor posts the performance bond up front, or they do release of lean on the materials.

MOTION TO APPROVE, REJECT OR TABLE RELEASE OF PERFORMANCE BOND (SU1169272) FOR TRADITIONS OF AMERICA PHASE 4

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving release of Performance Bond (SU1169272) for Traditions of America Phase 4

MOTION TO APPROVE, REJECT OR TABLE SIGNING OF SEWAGE SERVICE AND CONSTRUCTION AGREEMENT FOR SILVER CREEK LAND, LLC

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Eron Barnes, approving the Signing of Sewage Service and Construction Agreement for Silver Creek Land, LLC.

MOTION TO APPROVE, REJECT OR TABLE SIGNING OF SEWAGE SERVICE AND CONSTRUCTION AGREEMENT TRADITIONS OF AMERICA PHASE 6 AND 7.

The Board unanimously voted on a motion by Brad Smith, and seconded by J. Craig Roach, approving signing of Sewage Service and Construction Agreement for Traditions of America Phase 6 and 7.

MOTION TO UPDATE SCHEDULE A WITH 2025 RATES.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approving updating Schedule A with 2025 rates.

MOTION/RESOLUTION TO ADVERTISE MONTHLY AUTHORITY MEETING DATES FOR CALENDAR YEAR 2025

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Darlene Barni, approving to advertise monthly Authority meeting dates for Calendar Year 2025.

REVIEW OF CORRESPONDENCE

Solicitor Nicholas received correspondence from Mr. Vuono, who is the Ingress and Egress property owner at the new plant. He raised a couple of questions about Pennsylvania American Water which will be discussed with the Authority Manager.

COMMITTEE REPORTS

Chairperson Barnes stated that this agenda item will carry moving forward but may not be needed every month. Authority Manager gave brief overview of committee activity.

The Rules and Regulation Committee met to discuss what was pertinent to the Lawrence project, which included the timeline of tie in, addressing the abandonment of obsolete septic tanks, and some other items that were discussed on language that needed more clarification.

The Safety Committee met to discuss the CTMA safety manual. A safety manual can become very burdensome, so focus on items dealt with every day or encountered on a regular basis to get a starting point. Mr. Smith had a good idea to find ways to make the employees step up and be responsible for safety through incentives. A couple of draft safety manuals are available to review, and a Google document of these manuals is being put together for distribution for review/comment.

The Budget Committee met to review the 2025 budget. Some changes were needed prior to finalizing the budget. The changes were made.

Payment Of Expenses/Transfer Of Funds Etc.

The Board unanimously voted on a motion by Brad Smith, 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 J. Craig Roach, to enter Executive Session at 7:05 PM.

The Board came out of Executive Session at 7:37 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 7:38 pm. The next regular meeting is scheduled for 6:30 p.m. Tuesday, January 21st, 2025.


Secretary

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