

**Cecil Township Municipal Authority**  
**Monthly Meeting**  
**March 19<sup>th</sup>, 2024**

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, March 19<sup>th</sup>, 2024. Chairperson Eron Barnes called the meeting to order at 6:30 PM with Rosanne Rodgers, Darlene Barni, and Brad Smith in attendance. J. Craig Roach was absent. Also present were Attorney Romel Nicholas of Gaitens, Tucceri, and Nicholas, Kevin Brett 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 February 20<sup>th</sup>, 2024 MINUTES**

The Board voted on a motion by Eron Barnes, and seconded by Darlene Barni, approving the February 20<sup>th</sup>, 2024 meeting minutes.

**MOTION TO APPROVE, REJECT, OR TABLE AUTHORIZING PAYMENT OF \$100 PER MEETING FOR TOWNSHIP EMPLOYEES WHO ATTEND TOWNSHIP SANCTIONED MEETINGS FOR THE PURPOSE OF OPENING AND CLOSING OF THE BUILDING FOR EACH MEETING, AND RECORDING AND POSTING OF MEETINGS ON THE CECIL TOWNSHIP WEBSITE AND YOU TUBE.**

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, approving the motion for payment of \$100 per meeting for township employees who attend township sanctioned meetings for the purpose of opening and closing of the building for each meeting, and recording and posting of meetings on the Cecil Township website and You Tube.

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

Chairperson Barnes asked for an explanation of the intent of the letter. The Authority Manager explained that when the bond payment is made, any remaining funds can be transferred to the capital improvement fund. A letter still needs to be sent even if there are no funds transferred.

The Board unanimously voted on a motion by Darlene Barni, and seconded by Rosanne Rodgers, approving the motion for the letter to M&T Trust Company regarding capital improvements and redemption fund transfers.

**ENGINEERS REPORT**

Kevin Brett from LSSE gave the Board an update on the Lawrence collection system project. The project is progressing well. 80% of the sewers have been installed. Work on the remaining sewers continues. A meeting with Cecil Township Manager and Public Works Director regarding restoration of Alley A, B, and C. Those alleys had less asphalt than the other alleys in the project and did not hold up during construction. The contract calls for 7 feet of asphalt for the trench restorations and the alleys are 10 feet wide, so an additional 3 feet of paving is needed. The meeting with the Township was also to see if there were any upcoming projects prior to starting the restoration. No projects currently. The contractor will pave the additional 3 feet. The contractor was asked for the additional cost, which is approximately \$20,000.00. Based on the pricing in the contract, the additional cost provided is a competitive price. The project is under budget on other quantities, so it should balance out. A meeting with Cecil Township will need to take place on pavement restoration. Originally it was

thought the Authority was going to have to repave quite a bit of the construction area, but trench restoration may be acceptable. Once the contractor completes the sewer line work, a meeting can be scheduled.

Chairperson Barnes asked Mr. Brett when the next meeting with the Township is to take place. Mr. Brett stated nothing has been scheduled.

Sewer line work is expected to be completed over the next 6 weeks if there are no delays due to weather.

Chairperson Barnes asked Mr. Brett if part of the meeting with the Township included the storm water plan that was going to be done by Cecil Township. Mr. Brett stated it was discussed but it does not appear that anything is currently planned. It was presented at the public meeting held at the Hill Station Civic Center that there was going to be a storm water project after completion of the Lawrence project.

Mr. Brett gave an update on the Treatment Plant contract. The contractor has completed the exterior work on the control building. Work continues on the control building interior, including painting, electrical, HVAC, control panels, underground utilities, and SBR air lines. The construction schedule has been requested from the contractor for equipment delivery, work completion, and plant start up. Would like the schedule by next month. The electrical panel boards have been the delay. 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. 10 for Contract No. 2017-06 (Re-Bid) in the amount of \$405,059.68.

Recommend approval of Partial Payment No. 9 for Contract No. 21-STP1 (Re-Bid) in the amount of \$258,937.36.

Recommend approval of PENNVEST Payment Requisition No. 10 in the amount of \$714,586.42.

**MOTION TO APPROVE PARTIAL PAYMENT NO. 10 FOR CONTRACT NO. 2017-06 (RE-BID) CONSTRUCTION OF SANITARY SEWERS AND APPURTENANCES IN THE AMOUNT OF \$ 405,059.68.**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, approving the motion for Partial Payment No. 10 in the amount of \$405,059.68 for Contract No. 2017-06.

**MOTION TO APPROVE PARTIAL PAYMENT NO. 9 FOR CONTRACT NO. 21-STP1 (RE-BID) VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$258,937.36.**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, approving the motion for Partial Payment No. 9 in the amount of \$258,937.36 for Contract No. 21-STP1.

**MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 10 IN THE AMOUNT OF \$714,586.42.**

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, approving the motion for PENNVEST Payment Requisition No. 10 in the amount of \$714,586.42 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

**SOLICITOR'S REPORT**

Solicitor Nicholas stated in addition to the written report distributed to the board, there are 2 additional items to be considered for executive session this evening. One item is progress and update on the pending CHJA

Litigation, and the other item is property acquisition attendant to the Lawrence project. The Authority Manager also would like to discuss personnel matters during executive session.

### **BUSINESS MANAGERS REPORT**

Financial Reports – January 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.

Business Manager gave the Board an update on the issue with the data received from Pennsylvania American Water for February and March billing periods. Most of the data received from Pennsylvania American Water for February was estimated. When the March data was received, there were several adjustments and cancelled rebills for several customers. The billing clerk and I reviewed the data and made corrections to the customer accounts that were affected by this issue. Pennsylvania American Water said that this was caused by a proration issue.

The renewal of CD #00-13013254 and CD #00-13010664 with Slovenian Savings were due. The rate for each CD was one year at a rate of 4.81% with a yield of 5.00% with no penalty for early withdrawal. A motion to ratify the renewal is needed.

Business Manager stated that Mark C. Turnley has sent over the 2023 Financial Audit punch list with the items needed to start the audit process. I have started gathering items requested.

### **MOTION TO RATIFY RENEWAL OF CD #00-13013254 WITH SLOVENIAN SAVINGS FOR ONE YEAR AT NEW INTEREST RATE OF 4.81% WITH A YIELD OF 5.00% WITH NO PENALTY FOR EARLY WITHDRAWAL**

The Board unanimously voted on a motion by Darlene Barni, and seconded by Eron Barnes, to ratify renewal of CD #00-13013254 with Slovenian Savings for one year at new interest rate of 4.81% with a yield of 5.00 % with no penalty for early withdrawal.

### **MOTION TO RATIFY RENEWAL OF CD #00-13010664 WITH SLOVENIAN SAVINGS FOR ONE YEAR AT NEW INTEREST RATE OF 4.81% WITH A YIELD OF 5.00% WITH NO PENALTY FOR EARLY WITHDRAWAL**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, to ratify renewal of CD #00-13010664 with Slovenian Savings for one year at new interest rate of 4.81% with a yield of 5.00 % with no penalty for early withdrawal.

### **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. Waiting for comments on the applications.
2. Silver Creek Development has addressed all outstanding technical comments. The remaining items are administrative. Waiting to hear back from developer.
3. Working with LSSE to resolve issues with Traditions of America Phase 5.

4. Gerber Collision is looking at modifying the property at 55 Mayview Road. They submitted plans for review. LSSE reviewed and sent a comment letter with concerns on February 9<sup>th</sup>, 2024. We received revised drawing and comment letter. A copy of both was forwarded to LSSE.
5. 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. Waiting for a response.

### **NEW BUSINESS**

- The auto dialer at the Georgetown pump station has failed. The phone line was checked to make sure that it was not the issue, and it was working properly. The new dialer is cloud based and uses cellular service instead of a land line. The Sensaphone Sentinel unit is \$1616.95 plus a yearly cellular subscription of \$335.95. (Attached are the specifications of the unit)
- We had timers for various process equipment motors fail at the Millers Run WWTP. Replacements have been ordered as well as a spare to reduce downtime if there is a failure.
- The spring heavy user maintenance plan for PENNDOT is due by 4/1/2024. I am in the process of completing and submitting.
- A review of the Authority's computer system and network should be done with all the cyberattacks that are going on to ensure that our data and network are up to date and secure. An evaluation of our insurance policy should be done as well to make sure there is adequate coverage in the event of an incident.
- We are having issues with a couple of the company cell phones that are issued to the employees. One phone has issues with the operating system and continually shuts off randomly. The other phone is starting to have issues charging the battery. I am going to explore whether these issues can be fixed and what current offers are available if they need to be replaced.
- The Annual Wasteload Management Reports for 2023 have been completed. Walter O'Shinski assisted in preparing the reports. They needed to be signed to submit the PADEP.
- The auditor submitted the engagement letter to be executed for the 2023 audit.
- Robinson Pipe Cleaning will be out to do line cleaning and televising on a couple of areas that we have been monitoring for issues.
- A company called Waterworth Resources contacted me regarding their platform for asset management and short- and long-term financial planning. They are providing more information to see if this might be beneficial to the Authority

### **MOTION TO AUTHORIZE SIGNING 2023 ANNUAL WASTELOAD MANAGEMENT REPORTS FOR SUBMISSION TO PADEP**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, motion to authorize signing 2023 Annual Wasteload Management Reports for submission to PADEP.

**MOTION TO AUTHORIZE SIGNING 2023 AUDIT ENGAGEMENT LETTER WITH MARK C. TURNLEY**

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, to authorize signing 2023 audit engagement letter with Mark C. Turnley

**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**

There were no comments from the floor.

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 Eron Barnes, and seconded by Darlene Barni, to enter executive session at 6:58 pm.


The board came out of executive session at 8:20 PM.

**MOTION TO ADDRESS PENNSYLVANIA AMERICAN WATER LINE EXTENSION PROPOSAL FOR LAWRENCE SEWAGE TREATMENT PLANT PROJECT**

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Darlene Barni, to address Pennsylvania American water line extension proposal for Lawrence Sewage Treatment Plant Project.

**ADJOURNMENT**

There being no other business, the Board unanimously voted on a motion to adjourn by Eron Barnes, and seconded by Darlene Barni, the meeting was adjourned at 8:21 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, April 16<sup>th</sup>, 2024.

  
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Secretary