

Cecil Township Municipal Authority
Monthly Meeting
January 21st, 2025

The Cecil Township Municipal Authority held its annual reorganization meeting followed immediately by the regular monthly meeting on Tuesday, January 21st, 2025. 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, 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.

Eron Barnes turned the meeting over to Solicitor Gannon to act as temporary chairperson for reorganization.

REORGANIZATION

Solicitor Gannon acting as temporary chairperson asked for nominations for chairperson for 2025.

Rosanne Rodgers nominated Eron Barnes as Chairperson and seconded by J. Craig Roach. Solicitor Gannon asked if there are any other nominations, being there were not any other nominations, he asked for a motion to appoint Eron Barnes as Chairperson.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by J. Craig Roach, to appoint Eron Barnes as Chairperson.

Solicitor Gannon turned the meeting over to Chairperson Barnes.

Chairperson Barnes asked for nominations for Vice Chairperson for 2025.

Eron Barnes nominated Rosanne Rodgers as Vice Chairperson and seconded by Darlene Barni. Chairperson Barnes asked for a motion to appoint Rosanne Rodgers as Vice Chairperson.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to appoint Rosanne Rodgers as Vice Chairperson.

Chairperson Barnes asked for nominations for Secretary/Treasurer for 2025.

Rosanne Rodgers nominated J. Craig Roach for Secretary/Treasurer and seconded by Eron Barnes. Chairperson Barnes asked for a motion to appoint J. Craig Roach as Secretary/Treasurer.

The Board unanimously voted on a motion by Rosanne Rodgers, and seconded by Eron Barnes, to appoint J. Craig Roach as Secretary/Treasurer.

Chairperson Barnes asked for nominations for Assistant Secretary/Treasurer for 2025.

Eron Barnes nominated Brad Smith for Assistant Secretary/Treasurer and seconded by Darlene Barni. Chairperson Barnes asked for a motion to appoint Brad Smith as Assistant Secretary/Treasurer.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to appoint Brad Smith as Assistant Secretary/Treasurer.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to appoint Gaitens, Tucceri, and Nicholas as Solicitor.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Rosanne Rodgers, to designate Lennon, Smith, Souleret Engineering, Inc. as Consulting Engineer.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Darlene Barni, to designate Mark C. Turnley, C.P.A., as auditor.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Brad Smith, to designate CFS Bank as the depository for the Authority.

Chairperson Barnes concluded the reorganization meeting and moved on to the regular monthly Authority meeting.

MOTION TO APPROVE December 17th, 2024 MINUTES

The Board voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving the December 17th, 2025 meeting minutes.

66 CLIFFORD ROAD SEWER SERVICE

Jim Venture from PVE with Gary Schmidt, the property owner at 66 Clifford Road here to discuss a forced main for sewer service to replace the failing septic system at that location. There is no public sanitary sewer service on Clifford Road right now. There was a development above this site which Windsor Woods. In the development there is a sanitary manhole in the Cul de sac approximately 150 ft above the existing Schmidt property. We are proposing to do a E1 grinder type system at the property and then install a small force main (1-1/2") up an existing public utility right of way to get into that manhole Mr. Schmidt would install and maintain the line but if somebody else ever ties into that line and there are multiple customers on that line then at that point it become public and turned over to the Authority. Chairperson Barnes asked the Authority Manager for recommendations/comments. The Authority Manager stated that the current CTMA rules and regulations prohibit having a private lateral on another property. More information was needed in order for the request to be considered. We now have additional information and the proposed plan. The Authority can consider the request to see if it is feasible. Discussion ensued between Board Member Smith, Authority Manager, Authority Engineer, and Mr. Venture.

At end of discussion, Chairperson Bares stated she was in favor of investing the request. Mr. Venture to provide the necessary information to review.

ENGINEERS REPORT

Larry Lennon Jr. from LSSE gave the Board an update on the Lawrence collection system project. It was a quiet month with the weather. Contractor still has remaining punch list items to complete.

Mr. Lennon gave an update on the Treatment Plant contract. Included in the Engineer's Report an update of all the work completed since the last meeting. The significant update is that contractor has completed startup on a majority of the mechanical equipment. We are making some adjustments in the field and working with CTMA Authority Manager and Operators. The plant start up should be before the next meeting and will start pumping from the Teodori Plant over to this site. I think a good target date in terms of the plant being operational is the next 30 days.

Recommend approval of Partial Payment No. 19 for Contract No. 21-STP1 (Re-Bid) in the amount of \$105,069.15.

Mr. Lennon mentioned the Authority Manager has an upcoming meeting with EPA about the grant we received from them. Authority Manager explained that it was to clarify some items in the grant application to make sure it is complete and does delay receipt of the funding.

Recommend approval of PENNVEST Payment Requisition No. 20 in the amount of \$117,280.96.

LSSE provided an update on Traditions of America regarding Phase 6 and 7 and the outstanding issues that need to be resolved to accept the sewers. Chairperson Barnes asked how many phases in that development. Authority Manager stated Phases 6 and 7 are the last ones with 33 homes in Phase 6 and 39 homes in Phase 7.

Update on Silver Creek development. No resubmission but did advise construction to start summer 2025. Going to stick with the original plans submitted. Authority Manager stated they requested to be on the agenda for the February meeting to talk about the pipe material in some of the areas of the project. They submitted a substitution request previously.

Mount Pleasant Sewer System update. LSSE and Authority Manager met with KLH and Mount Pleasant Authority board member on January 9th to discuss the feasibility analysis. They were going to have a board meeting to discuss whether they want to proceed. The first step would be to have some type of agreement between the boards on how we proceed and costs. Waiting for Mt. Pleasant Authority to get back to us.

Fleehler Plan and Ridgewood Heights Sewer Evaluation. In the capital budget is included a CCTV contract in those sewer collection systems. The first step putting together a key map of the area and put that into GIS. The bid documents can be put together and put out to bid.

Millers Run Pump Station emergency bypass outfall repair. There is emergency bypass at the pump station. When high flows occur in the creek located next to the pump station, water does come back into the pump station, thus pumping and treating creek water. Permitting needed for the project is a general permit to clean up the debris around the outfall and add a duck bill check valve on the end of it so water from the stream from entering the pump station. Chairperson Barnes asked Engineer if that need to go through the Township engineer and he stated it does not, just the PaDEP.

Washington County LSA Grant project briefing with the county Review Committee took place on January 15th. The Cherrybrook Pump Station Improvement Project was present for consideration.

MOTION TO APPROVE PARTIAL PAYMENT NO. 19 FOR CONTRACT NO. 21-STP1 (RE-BID)
VILLAGE OF LAWRENCE SEWAGE TREATMENT PLANT IN THE AMOUNT OF \$105,069.15.

The Board unanimously voted on a motion by J. Craig Roach, and seconded by Brad Smith, approving the motion for Partial Payment No. 19 in the amount of \$105,069.15 for Contract No. 21-STP1.

MOTION TO APPROVE PENNVEST PAYMENT REQUISITION NO. 20 IN THE AMOUNT OF
\$117,280.96.

The Board unanimously voted on a motion by Darlene Barni, and seconded by Rosanne Rodgers, approving the motion for PENNVEST Payment Requisition No. 20 in the amount of \$117,280.96 for Contract No. 2017-06, Contract No. 21-STP1, Engineering and Permit invoices.

SOLICITOR REPORT

Solicitor Gannon provided an update from the Rules and Regulations Committee. We have moved forward with ones pertaining to the Lawrence project and the updated version of our Rules and Regulations was circulated to all the committee members. Also tracking on our submission to the Township regarding the ordinance updates. A vote on that ordinance does not appear to have been taken, but it my understanding that they have advertised and are planning to move on that ordinance. Future Rules and Regulation updates to include grease traps, Pre-Development agreements, payment of fees associated with the agreements, and laterals under the roadway.

Safety Manual update. A document that contains a very broad interpretation of what could be our safety manual is being reviewed by our committee now to see what is needed or not needed to finalize that document.

Lawrence Project update. Nothing to report.

BUSINESS MANAGERS REPORT

Financial Reports – November 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.

Ms. Durig stated that prior to the meeting she distributed the Statement of Financial Interests for 2024. Please fill them out and return them no later than May 1st, 2025.

A Debt Service Payment on the 2017 Bonds in the amount of \$219,886.89 was wired on January 3rd, 2025. Payment was due January 15th, 2025.

Updates on various items. The website was updated with the new Schedule A for the service charge and the new fees for the dye testing. The dye test application was updated to include these new fees. The billing clerk included an insert with this month's billing informing the customers of the new service charge rate for 2025. The 2025 budget is entered into the accounting system.

A maturity notice for CD 00- 130118987 was received. The new rates will be available on January 26th. Once received, these will be emailed to the board to see how to proceed.

Started setting up our utility accounts on ACH to pay the monthly bills.

AUTHORITY MANAGER REPORT

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

OLD BUSINESS

- The renewal applications for the NPDES permits. Waiting for the draft permit for Cherrybrook WWTP to be issued. The draft copy of the NPDES permit from the PaDEP for the Teodori WWTP received but as discussed last month, that plant will be going offline so by time we receive the final draft we will be submitting a letter to take the plant off-line and retiring the permit.
- Silver Creek Development has requested to speak at the February 18th, 2025 Authority meeting to discuss pipe materials listed in our Rules and Regulations.
- Gerber Collision. No Change.

- L&S Wastewater had contacted the Authority about the possibility of acquiring the treatment plant and collection system known as the Monaco Plan. Additional information provided under review. Final comments to be provided at February meeting.
- PENNDOT Maintenance Bond for Georgetown Road for the Lawrence Project. No change.
- The renewal application for the Village of Lawrence Teodori is being prepared. Needs to be submitted by no later than March 4th, 2025. Working with LSSE to complete.
- The Pickleball facility at 19 Mayview Road. The Developer has submitted the Tap-In application and the check for the tap-in fees. Will review all documentation.
- The unit heater in the garage at the Millers Run WWTP has been repaired.
- The broken passenger side mirror on the 2023 F-350 XL has been repaired.

Chairperson Banes asked Authority Manager if the pickle ball facility is going to prepare food on site. The Authority Manager stated there is a kitchen on site but has to the application. 5.5 EDUs is what they are estimating for the daily flow and paid that amount. Once connected and operational we will monitor the usage and adjust if necessary.

NEW BUSINESS

- Issue with #1 pump at Millers Run Pump Station. Tripped main breaker for pump and breaker for control panel. It appears that it is either a failed VFD or failed pump motor. Requested a quote for a replacement VFD if that is the issue, pump motor is scheduled to be meggered to see if motor failed. Once problem is determined, can get repair scheduled. Quote for Replacement VFD attached. It is \$7,881.00.
- Annual Chapter 94 Wasteload Management Reports are due by March 28th, 2025 for calendar year 2024. I have started to prepare these reports.
- Cooling fan for Flow Equalization stand-by blower broke. Fan made of plastic. Parts for motor have been discontinued but was able to find an equivalent fan. Replacement fan was \$232.70. Fan has been ordered.

Authority Manager gave board details on a request for a credit for water leak for 1511 Route 980 in the amount of \$907.80. The proper documentation was provided to the Authority. The refund was based on the usage that he was charged, determining the highest three months of usage and subtracting that out to determine the amount to be refunded.

MOTION TO AUTHORIZE APPROVE CREDIT FOR 1511 ROUTE 980 WATER LEAK FOR \$907.80

The Board unanimously voted on the motion by J. Craig Roach, and seconded by Brad Smith, approved the credit for 1511 Route 980 water leak of \$907.80.

MOTION TO APPROVE, REJECT OR TABLE LSSE TO PROCEED WITH PREPARING KEY MAP AND BID DOCUMENTS FOR 2025 CCTV CONTRACT.

The Board unanimously voted on the motion by Eron Barnes, and seconded by Rosanne Rodgers, approved LSSE to proceed preparing key map and Bid Documents for 2025 CCTV Contract.

MOTION TO APPROVE, REJECT OR TABLE LSSE TO PROCEED WITH INITIATING SURVEY, PERMITTING, AND DESIGN FOR OUTFALL REPAIR

The Board unanimously voted on the motion by J. Craig Roach, and seconded by Darlene Barni, approved LSSE to proceed with initiating survey, permitting, and design for outfall repair.

REVIEW OF CORRESPONDENCE

There were no comments on the monthly correspondence.

COMMITTEE REPORTS

Committee activity covered under Solicitor Report.

PAYMENT OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board unanimously voted on a motion by Eron Barnes, and seconded by Eron Barnes, 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

Township Supervisor Frank Egizio asked if the Authority was approached about a potential development located off Glass Hill Road. The Authority Manager stated he was contacted to see where the nearest available sewer service was located. They were going to a Planning Commission Meeting to discuss it further.

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 7:09 PM. The next regular meeting is scheduled for 6:30 P.M. Tuesday, February 18th, 2025.


Secretary