

Cecil Township Municipal Authority
Monthly Meeting
March 4, 2004

The Cecil Township Municipal Authority held its' regular monthly meeting on Thursday, March 4, 2004 at the Cecil Township Municipal Building. Chairman Donald Gennuso called the meeting to order at 7:30 PM with Donald Teyssier, Stephanie Lucchino, Adam Ferragonio and George Elish present. Also present was W. Patric Boyer, Eckert Seamans Cherin & Mellott LLC; Dan Deiseroth, Gateway Engineers; and Dennis Bell, Administrator.

MINUTES OF FEBRUARY 10, 2004

The Board approved by four to one vote the minutes of the February 10, 2004 meeting on motion by Stephanie Lucchino and second by Adam Ferragonio. Mr. George Elish abstained.

BUSINESS MANAGER'S REPORT

REQUEST FOR RELIEF FOR WASTEWATER BILLING – DAN YOUNG

Dennis Bell advised the Board that PA-American Water Company did not code the property located at 508 Cherryhill Drive, Bridgeville PA for wastewater billing. The account was listed on the address register. The customer was back billed from March 30, 2001 in the amount of \$1,276.39. Mr. Dan Young addressed the Board requesting an adjustment to his bill. Mr. Donald Gennuso stated that the service was received and no adjustment could be made on the bill. It was agreed to send a letter to PA-American Water Company requesting they provide some relief to Mr. Young for their mistake in not properly coding the property.

DISCUSS LANDLORD/TENANT NOTIFICATIONS

Dennis Bell advised the Board of the requirements for notifying a landlord with a thirty day notice on tenant unpaid and past due wastewater bills. The notice is given to the landlord so that, the landlord may take appropriate action. Dennis Bell stated that most landlords do not provide the Authority or PA-American Water Company with information on the properties they own and that are tenant occupied. Dennis Bell advised the Board that beginning on April 1, 2004 a landlord notification would be mailed monthly to the landlord.

ANNOUNCE MEETING DATE TO DISCUSS MILLER'S RUN FINANCING OPTIONS

Dennis Bell advised the Board of a meeting scheduled for Thursday, March 18, 2004 at 8:00 AM with the financial advisor for the Miller's Run project. The meeting will be published.

DISCUSS REINVESTMENT OF CD # 01-3-013254 AND CD # 01-3-010664

The Board by unanimous vote on motion by Donald Teyssier and second by Stephanie Lucchino authorized the reinvestment of Certificate number 01-3-013254 valued at \$674,246.03 and Certificate number 01-3-010664 valued at \$732,328.82 for a one-year term at the rate of 4.50 percent with Slovenian Savings and Loan Association. The Board also authorized the purchase of a new Certificate of Deposit in the amount of \$400,000.00 for a one-year term at the same rate.

AUTHORIZE RELEASE OF ADMINISTRATIVE ESCROW TO MAPLE LEAF HOMES

The Board by unanimous vote on motion by Adam Ferragonio and second by Donald Teyssier authorized the release of \$ 623.40 from the developer escrow account to Maple Leaf Homes Inc. as requested by Mr. Dan Caste, partner with Maple Leaf Homes Inc.

REQUEST FOR TAP-IN FEE GILMORE WATER PROJECT

Dennis Bell advised the Board that letters were sent to two property owners located in the Gilmore Water District for unpaid tap-in fees. The tap-in fees are \$1,100.00 per tap. He stated that the properties were tapped into the waterline. Mr. Tim Checca, one of the property owners, stated that the Authority does not own the waterline and therefore cannot collect tap-in fees. Mr. Patric Boyer stated that the Authority built the waterline and pays a monthly debt service to Pennvest. He stated that all fees collected would be used to retire the debt. Mr. Donald Gennuso stated that the tap-in fee must be paid to the Authority.

DISCUSS MONTHLY FINANCIAL REPORT FOR JANUARY 2004

Dennis Bell reviewed the financial statement for January 2004 with the Board. He stated that expenses paid in January were booked in December 2003. He stated that the user fees on the income statement are funds collected during the period. He reviewed the February 2004 CBT report provided by PA-American Water Company. He stated that an adjustment to accounts receivable is made for usage billed in the month.

ENGINEER'S REPORT

AUTHORIZE SIGNING PA DEP PART II APPLICATION AND PAYMENT FOR MILLER'S RUN PROJECT

The Board by unanimous vote on motion by Donald Teyssier and second by Stephanie Lucchino authorized the signing of the PA DEP Part II Application for the Miller's Run project and the signing of a check for \$500.00 payable to the Commonwealth of Pennsylvania.

UPDATE ON VALLEY BROOK COUNTRY CLUB DEDUCT METER APPLICATIONS

Mr. Walter O'Shinski advised the Board that completed and correct applications for deduct meters have not been received from the Valley Brook Country Club. He stated a letter was mailed to Mr. Jim Zeh, the club manager on April 10, 2003 explaining the Authority's procedures regarding deduction meters. Walter O'Shinski stated a letter was written to Mr. Wayne DiBartola on February 26, 2004 regarding the deduction meter applications and the request for adjustment to the wastewater bill. He stated that no adjustments would be made retroactive to January 1, 2003 and that no adjustment will be made until the deduction meters are installed and inspected by the Authority.

UPDATE ON BROOKS & BLAIR PROJECT

Walter O'Shinski advised the Board that no construction agreement has been received from the developers. He stated that the construction plans have been reviewed and comments forwarded to the project engineers.

UPDATE ON MILLER'S RUN PROJECT

Mr. Kevin Hoffman representing KLH Engineers Inc. updated the Board on the design of the treatment plant and pump stations. He stated that the KLH and Mack Industries mechanical design is almost one hundred percent complete. He stated that approximately sixty-five percent of the total design is complete as of March 1, 2004. He stated the design is on schedule to meet the March 31, 2004 deadline for submission to PA DEP. He stated that ongoing meetings are held with Gateway Engineers and Mack Industries.

Mr. Dan Deiseroth updated the Board on the tasks completed in February 2004. He reviewed the schedule for March 2004. He advised the Board that emphasis has been moved from the acquisition plan to the design plan and permitting. He advised the Board that approval is pending from Alcosan for servicing the twenty-two properties located along old Miller's Run Road. The approval is necessary prior to submitting the amended 537 Study to PA DEP.

Mr. Dan Deiseroth discussed the proposal received from GeoMechanics, Inc. for additional core borings at the treatment plant site. Mr. Donald Gennuso requested that the previous report be reviewed to determine if the work proposed was not included in the core borings taken previously by GeoMechanics Inc.

The Board by unanimous vote on motion by George Elish and second by Stephanie Lucchino authorized GeoMechanics, Inc. to perform additional core borings at the treatment plant site at a cost not to exceed \$11,830.00 upon a review of the core boring work completed previously. The authorization is subject to the proposal being reviewed by Walter O'Shinski.

AUTHORIZE PAYMENT OF ADDITIONAL FEES TO GATEWAY ENGINEERS

The Board by a four to one vote on motion by Donald Teyssier and second by George Elish to pay Gateway Engineers for additional engineering work completed in the amount of \$21,976.50 for completion of the 537 Study. Mr. Adam Ferragonio abstained.

SOLICITOR REPORT

UPDATE ON PROPERTY ACQUISITIONS

Mr. Patric Boyer updated the Board on status of meetings with property owners. He indicated two properties originally planned for acquisition were eliminated. He stated a meeting with the attorney representing Mr. Anthony Soviero was held on March 2, 2004. A meeting is schedule for March 12, 2004 with Mr. & Mrs. Andrews. He stated that no meeting has been arranged with Mr. John Kosky.

EXECUTIVE SESSION

The Board entered into Executive Session at 9:05 PM to discuss issues related to property acquisition for the treatment plant and pump station sites. The Board discussed a contract issue between Gateway Engineers and the Authority related to the costs associated with the 537 Study. The Board returned to the general session at 9:30 PM.

CORRESPONDENCE

Correspondence for the month was reviewed for filing. .

PAYING OF EXPENSES/TRANSFER OF FUNDS, ETC.

A unanimous vote on motion by George Elish and second by Donald Teyssier the Board authorized payment of expenses and transfers as follows.

Brush Run Expense/Transfer MM to Checking
Teodori Expenses/Transfer MM to Checking
Southpointe Expenses/Transfer MM to Checking
CherryBrook Expenses/Transfer MM to Checking
Gilmore Expenses/ACH Debit and PNC Requisition
Employee Time Reports/Payroll
941 E Tax Deposit
Payment of Invoices
Discharge Monitoring Reports were approved for submission to the PA DEP.

COMMENTS FROM THE FLOOR

Mr. Dominic DiMatteo spoke regarding an unpaid wastewater bill received for a tenant. Dennis Bell advised the Board that the issue was previously addressed.

ADJOURNMENT

There being no other business a unanimous vote on motion by Donald Teyssier and second by George Elish the meeting was adjourned at 9:40 PM. The next regular meeting is scheduled for Thursday, April 1, 2004 at 7:30 PM.

Secretary