

Cecil Township Municipal Authority
Monthly Meeting
April 17, 2012

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, April 17, 2012 at the Cecil Township Municipal Building. Chairman Donald Gennuso called the meeting to order at 6:00 PM with Stephanie Lucchino, Blane Volovich and Leslie Peters present. Absent was Richard Barnes. Also present was Jeff Hollowood, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers Inc., Walter O'Shinski P.E. and Dennis Bell, Administrator.

MINUTES OF MARCH 20, 2012

The Board, by a three-to-one vote on a motion by Blane Volovich and second by Leslie Peters, approved the minutes of the meeting of March 20, 2012.

PRESENTATION OF BILLING SERVICE PROPOSAL

Mr. Bob Ahern, Senior Sales Manager with Freedom Systems presented information on their company and the service provided for utility billing. He highlighted the company twenty-five (25) years in the business and the 250 Pennsylvania municipal governments using their systems. The "Software as a Service" program is internet driven with access capability by the Municipal Authority similar to the program in existence through PA-American Water Company. Freedom Systems offer technology beneficial to both the Municipal Authority and the customer. The company will complete the monthly mailing and collecting of the bills accepting credit cards and ACH bank transfers as well as through their lock box service. Their program offers rate analysis, unlimited customer support and a link using Google mapping for obtaining property information. Mr. Ahern commented that their programs have been developed over the twenty-five year period with the focus on the end user.

DISCUSS FORMALIZED TAP-IN PAYMENT PLAN

Ms. Leslie Peters presented the payment plan policy for sewer tap-in fee. The arrangements will be for owner/occupied property where the owner can demonstrate a hardship case under the guidelines established under RUS 504. The property owner will provide income and financial document data for review by the Authority. A payment agreement will be between the property owner and the Municipal Authority for a 12 – 18 month payment schedule. (Fleher property owners will be offered a 12 month payment schedule given the number of months already elapsed from the July 2011 official notice.) Payment schedule for a period longer than 12 months will be available; however a municipal lien will be filed at the expiration of 12 months. Minimum interest rate will be charged and will be based on the Municipal Authority bond rate. All payments must be made by the due date. Missing one payment by the due date will initiate a municipal lien to be filed with no further notice to the property owner.

By unanimous vote on motion by Leslie Peters and second by Blane Volovich the Board authorized establishment of the formal payment policy.

COMMENTS FROM THE FLOOR

Ms. Linda Moore, 25 Moore Lane Cecil PA addressed the Board on a water ponding issue on their property. She stated that the problem did not exist prior to the construction of the Valleycrest Drive project. She questioned where is the water coming from and what will be done to correct the problem. She inquired on what the results were when the water was tested. Michael Sherrieb agreed that a problem exists on the property and he provided the Board with the results of the testing. Michael Sherrieb confirmed he has made several site visits and the property has not dried. Ms. Moore commented that the water issue may devalue her property, as she is planning to sell the property. Michael Sherrieb stated he will continue to work with the contractor to correct the problem and it may require additional drainage lines.

ENGINEER REPORT

VALLEYCREST CONSTRUCTION UPDATE

Michael Sherrieb advised the Board that the final inspection on the project was completed with Kerry Fox and Walter O'Shinski in attendance. He indicated that the property restoration work has been completed but there exists a punch list for work to be completed. He advised the Board that funds in the amount of \$20,000 are being held from the contractor.

DISCUSS CALCIUM NITRATE CHEMICAL BID

Walter O'Shinski referred to a letter from SAL Chemical on their inability to deliver the Calcium Nitrate product due to disruption of product availability. Their bid was \$2.68 per gallon. The second lowest bidder was Univar USA at \$2.80 per gallon. He stated approximately 6,000 gallons of the chemical was used in 2011 with the difference in pricing of \$720.00. Jeff Hollowood suggested the costs for litigation would exceed the pricing difference and suggested they go with the second lowest bidder.

By unanimous vote on motion by Leslie Peters and second by Blane Volovich the Board awarded the contract to Univar USA.

REVIEW SLUDGE HAULING BIDS

Walter O'Shinski reviewed the bids received for the liquid sludge hauling. The low bidder was CWM Environmental Inc. for both the liquid sludge hauled to the Millers Run plant and the alternate disposal site, but after the bid CWM Environmental stated an error was made in their bid for the alternate disposal site. Walter O'Shinski

recommended the Board reject all of the bids.

By unanimous vote on motion by Leslie Peters and second by Stephanie Lucchino the Board rejected the 2012 Liquid Sludge Hauling bids. The Board agreed to continue using the present hauler since the rate is less than the bids submitted.

SOLICITOR REPORT

Jeff Hollowood referred to the solicitor report circulated to the Board prior to the meeting. He referenced our letter to William Graziani on the outstanding balance in his developer escrow account.

He referred to item number 6 in the monthly report that discusses Landlord/Tenant Shut-Off policy. He stated the current shut-off notices are not in compliance with USTRA requirements. He recommended revision of notices and/or a change in the policy in the event of a landlord's failure to pay. He suggested the alternative option is to lien the property and continue service to the tenants.

By unanimous vote on motion by Blane Volovich and second by Leslie Peters authorized a change in the landlord/tenant shut off policy for apartment complexes with multiple units and one water service. The policy established is to file a municipal lien for the unpaid wastewater charges.

BUSINESS MANAGER REPORT

AUTHORIZE RENEWAL OF CD 13019161 WITH SLOVENIAN SAVINGS

Dennis Bell reported on the maturity of certificate number 13019161 valued \$3,311,650.10 maturing on April 22, 2012 with Slovenian Savings. By unanimous vote on motion by Leslie Peters and second by Stephanie Lucchino the Board authorized renewing the certificate of deposit for a one-year term at the interest rate of 1.95% with a yield of 2.00% with no penalty for early withdrawal.

DISCUSS WASTEWATER BILLING SERVICES

Dennis Bell recommended that the discussion for selecting a provider for the billing service be postponed until the May 15, 2012 meeting.

DISCUSS CREDIT CARD ACCEPTANCE PROGRAM

Dennis Bell recommended that the discussion for providing credit card acceptance be postponed until the May 15, 2012 meeting. He stated that Freedom Systems accepts credit card payments and the need for our providing the service may be limited.

AUTHORIZE SIGNING CONSTRUCTION AGREEMENT WITH MYLAN INC.

By unanimous vote on motion by Leslie Peters and second by Stephanie Lucchino the Board authorized the Administrator to execute a Sewer Service and Construction Agreement with Mylan Inc. for their new office building in Southpointe 2.

FEBRUARY 2012 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of February 2012 was provided for the Board to review.

CORRESPONDENCE

No comments were made on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Leslie Peters and second by Stephanie Lucchino, the Board authorized payment of expenses and transfers as follows.

DMR Review and Approval; Payment of Expenses/Invoices etc.
Employee Payroll; 941 Tax Deposit; Employee State Tax Payment
Discharge Monitoring Reports were approved for submission to the PA DEP

ADJOURNMENT

There being no other business, by a unanimous vote on a motion by Leslie Peters and second by Stephanie Lucchino, the meeting was adjourned at 7:07 PM. The next regular meeting is scheduled for Tuesday, May 15, 2012 at 6:00 PM.

Secretary