

Cecil Township Municipal Authority
Monthly Meeting
MAY 15, 2012

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, May 15, 2012 at the Cecil Township Municipal Building. Chairman Donald Gennuso called the meeting to order at 6:00 PM with Stephanie Lucchino, Blane Volovich, Leslie Peters and Richard Barnes present. Also present was Romel Nicholas, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers Inc., Walter O'Shinski P.E. and Dennis Bell, Administrator.

MINUTES OF APRIL 17, 2012

The Board, by a three-to-one vote on a motion by Blane Volovich and second by Stephanie Lucchino, approved the minutes of the meeting of April 17, 2012. Richard Barnes abstained and Leslie Peters was not present when the vote was taken.

PRESENTATION OF BILLING SERVICE PROPOSAL

Mr. Tom Tobin, President of Diversified Technology presented information on their company and the service provided for utility billing. He highlighted the company's Visual Utility Billing system originally designed in 1989 and re-designed and programmed for MS Windows and released in September 1998. Diversified Technology's service bureau is capable to providing a full service utility billing and collection service including the ability to collect delinquent past due accounts. Their software installed on their client's computer system provides the client with up to the date account information. Various payment options are available including ACH, Credit Card and Electronic Lock Box. A check clearing system known as Check 21 enables their company to process checks faster and a file uploaded to the client's bank assuring that funds would be available on a timely basis. He provided three service options with pricing for the Board to consider. The Board inquired on the upfront costs for the software program and Mr. Tobin indicated the fee is incorporated in the monthly billing cost.

ENGINEER REPORT

VALLEYCREST CONSTRUCTION UPDATE

Eric Tissue advised the Board that the contractor will be on site the week of May 21, 2012 to complete the punch list work.

AUTHORIZE RELEASE OF MAPLE RIDGE PHASE 3 MAINTENANCE BOND

Walter O'Shinski updated the Board on the status of work in Phase 3 of the Maple Ridge development. By unanimous vote on motion by Richard Barnes and second by Leslie Peters the Board authorized release of the maintenance bond in the amount of \$4,292.40 subject to final inspection.

BUSINESS MANAGER REPORT

DISCUSS WASTEWATER BILLING SERVICES

Romel Nicholas suggested the Board authorize Dennis Bell to work with Adam Buchanan to review and compare notes from interviews conducted by Dennis with the utility billing companies. Leslie Peters volunteered to serve as a Board liaison on this project. Leslie requested the summary sheet be updated to eliminate those firms that did not meet the final selection group.

DISCUSS CREDIT CARD ACCEPTANCE PROGRAM

Dennis Bell recommended that the discussion for providing credit card acceptance be postponed a service provider is selected for the billing.

AUTHORIZE SIGNING PRE-DEVELOPER AGREEMENT FOR OAKBROOKE ESTATES PHASE 4, 5, 6 AND 7

By unanimous vote on motion by Stephanie Lucchino and second by Leslie Peters the Board authorized the Administrator to execute a Pre-Developer Agreement with the developer of the Oakbrooke Estates subdivision for phases 4, 5, 6 and 7.

AUTHORIZE REFUND ON WASTEWATER CHARGES – JEFF THOMPSON, 122 SANDLEWOOD DRIVE

Dennis Bell referred to his email containing details for a request made by Jeff Thompson for a credit to his wastewater bill for a leak located in his sprinkler system. By a 4 to 1 vote on motion by Richard Barnes and second by Blane Volovich the Board authorized issuing a check in the amount of \$304.50 to Mr. Thompson. Donald Gennuso abstained.

AUTHORIZE SIGNING RESOLUTION 2012-1 TAP-IN FEE PAYMENT PLAN

By unanimous vote on motion by Leslie Peters and second by Richard Barnes the Board authorized Resolution 2012-1 establishing formal terms and conditions for participation in an Authority tap-in fee structured payment plan.

MARCH 2012 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of March 2012 was provided for the Board to review. He advised the Board that Cypher and Cypher have completed their review of the financial records for 2011. A final report will be issued and presented to the Board during the July or August 2012 meeting.

SOLICITOR REPORT

Romel Nicholas referred to the solicitor report circulated to the Board prior to the meeting. He requested an executive session to discuss the Sitarik litigation matter.

CORRESPONDENCE

No comments were made on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Blane Volovich and second by Leslie Peters, 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

COMMENTS FROM THE FLOOR

There were no comments from the floor.

EXECUTIVE SESSION

By a unanimous vote on a motion by Richard Barnes and second by Leslie Peters the Board entered into an Executive Session at 6:40 PM to discuss the Sitarik litigation matter. The Board returned to the General Session at 7:00 PM by a unanimous vote on motion by Richard Barnes and second by Leslie Peters.

AUTHORIZE KLH ENGINEERS TO PREPARE SCOPE OF WORK AND CONSTRUCTION DRAWINGS FOR MILLERS RUN PROJECT AREA

By a unanimous vote on a motion by Leslie Peters and second by Blane Volovich the Board authorized KLH Engineers to prepare a scope of work and construction drawings for work to be completed in the Millers Run project area. Walter O'Shinski

will provide all approvals. In addition, the Board authorized KLH Engineers to conduct all field work and inspections to include televising of specific sewer lines. The total fee for all of the work above will not exceed \$50,000.

AUTHORIZE GAITENS, TUCCERI & NICHOLAS TO FILE FORMAL PETITION TO THE FEDERAL COURT ON NORTH AMERICAN SURETY MATTER.

By a unanimous vote on a motion by Richard Barnes and second by Leslie Peters the Board authorized Romel Nicholas to complete work to petition the Federal Court to keep the North American Surety litigation matter open.

ADJOURNMENT

There being no other business, by a unanimous vote on a motion by Leslie Peters and second by Blane Volovich, the meeting was adjourned at 7:05 PM. The next regular meeting is scheduled for Tuesday, June 19, 2012 at 6:00 PM.

Secretary