

Cecil Township Municipal Authority
Monthly Meeting
July 16, 2013

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, July 16, 2013, at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 6:00 PM with Stephanie Lucchino, Blane Volovich, Richard Barnes and Timothy Markovich present. Also present were Romel Nicholas, Gaitens, Tucceri and Nicholas; Michael Sherrieb, KLH Engineers Inc., Walter O'Shinski P.E. and Dennis Bell, Administrator.

MINUTES OF JUNE 18, 2013

The Board on a unanimous vote on a motion by Richard Barnes and second by Timothy Markovich approved the minutes of the meeting of June 18, 2013. Blane Volovich arrived to the meeting late and did not vote.

ENGINEER REPORT

UPDATE ON LAWENCE STUDY

Michael Malak provided a status report on the Lawrence study. He stated the Board at the January 18, 2013 meeting selected Alternative No. 3 abandoning the existing treatment plant and constructing a new plant. He stated a location for the plant has been selected. Richard Barnes inquired if the homes located in the flood plain would be included in the project. Michael Malak stated the properties would be and a pumping station would be built.

Walter O'Shinski stated to achieve a \$50.00 monthly user rate additional grant funding is needed. The amount of additional funding would be \$2.35M. He stated without the additional grant funding, the user rate is projected at \$67.00 per month and would include all properties located in the Lawrence area including those currently on public sewage. The average user in the area currently pays approximately \$37.00 a month. Donald Gennuso stated we need to explore other funding sources and suggested a letter be sent to the Cecil Township Supervisors providing them with the most recent analysis completed by Senate Engineering. It was noted by Michael Malak that the project estimated cost in 2009 was \$6.3M compared to the 2013 cost estimate of \$7.6M. The Board elected to hold all additional engineering work until the funding issue is addressed by the Board of Supervisors. The Board on a unanimous vote on motion by Richard Barnes and a second by Stephanie Lucchino approved the letter be prepared and mailed to the Cecil Township Supervisors.

DISCUSS ARBITRAGE REBATE

Attorney Sean Garin with Dinsmore Shohl, the Authority bond counsel discussed with the Board the IRS requirement to complete a five-year analysis related to arbitrage rebate. The work will include an analysis of the bond money received and the interest generated. The analysis could result in money due to the IRS. Two proposals were received one from Public Financial Management (PFM), the Authority's financial advisor on the 2006 bond issue and Arbitrage Compliance Specialists (ACS). Sean Garin stated that both firms would do a good job in the analysis but suggested PFM would have the details on how the projects were funded. The Board on unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich agreed to have Public Financial Management complete the work, but requested Sean Garin discuss the fee quoted originally by PFM, so that, the fee is within \$500 of the fee quoted by ACS.

AUTHORIZE SIGNING NPDES PART I PERMIT RENEWAL APPLICATION

Walter O'Shinski discussed with the Board the renewal of the NPDES Part I Permit Application for the Millers Run treatment plant. He stated the renewal is for five-years and requested the Board authorize signing the application and submitting it to PA DEP. The Board on a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes authorized the signing of the application.

OVERLOOK PHASE 1 – APPROVE PAY ESTIMATES NO 3 AND 4

Michael Sherrieb requested the Board authorize release of funds to Allegheny Excavating for pay estimates 3 and 4 on sanitary sewer work completed in Phase 1 of the Overlook project. He stated the lines were installed and tested. The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized the release of \$32,653.80 for pay estimate number 3 to Allegheny Excavating. The Board on a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes authorized the release of \$165,803.22 for pay estimate number 4 to Allegheny Excavating. Michael Sherrieb stated that a ten-percent retainage was held in escrow.

SOLICITOR REPORT

Romel Nicholas referred to his monthly report. He stated a personnel matter be discussed in executive session. He referred to item number 5 Landlord/Tenant Shut-Off Policy and specifically a check returned from a landlord marked NSF. The Board on a unanimous vote on motion by Richard Barnes and a second by Stephanie Lucchino authorized the procedure as outlined by the solicitor for individual property posting for water shut-off if the payment is not made good. An inquiry as to the status of the current bill was made and Dennis Bell advised the Board that the June bill is still outstanding and that the proper notification will be made to the property owner. He stated he believes that the long process will be ongoing each month.

Romel Nicholas addressed the Board regarding the Canonsburg-Houston Joint Authority matter and it was agreed to ignore the issue. He discussed the Millers Run litigation matter stating that the Sitarik contract has been settled except for the Salvini claim. He discussed the Moore property matter and the settlement filed with the Washington County Prothonatary. He discussed the Sandlewood Drive easement matter and that his office sent letters to the property owners but with no success. Romel Nicholas suggested that Michael Sherrieb make a contact with the property owners. Michael Sherrieb will send a letter to the property owners.

Walter O'Shinski suggested the items number 4, 6 and 8 be removed from the solicitor report as all have been completed.

Donald Gennuso inquired on the status of the project to eliminate the Sandlewood and Timbercrest Pumping Stations. Michael Sherrieb stated the application for the Montour Trail crossing was submitted and that the project will not be bid until the Redevelopment Authority releases the funding probably in September 2013. Walter O'Shinski stated that Thomas Casciola has agreed to assign the existing utility easements to the Authority and Jeff Hollowood would prepare easement documents for each property impacted by the project.

BUSINESS MANAGER REPORT

AUTHORIZE SIGNING LETTER TO M & T BANK ON EXCESS FUNDS

The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized signing a letter addressed to M & T Bank stating that no funds are available in the Revenue Fund for transfer to the Capital Improvement and Redemption Fund.

REQUEST FOR WATER CREDIT FOR POOL FILLING – 66 WINDCREST DRIVE

Dennis Bell discussed with the Board a request from Dennis Zeh for water used to fill his swimming pool. He stated in reviewing the water account the usage is double from the normal usage of 8,000 gallons. The Board on a vote of four to one on a motion by Richard Barnes and a second by Timothy Markovich authorized a one-time refund in the amount of \$35.18 to the customer, with a letter providing the Authority position regarding future pool filling requests. Stephanie Lucchino voted no.

AUTHORIZE RENEWAL OF CD 13017806 WITH SLOVENIAN SAVINGS

The Board on a unanimous vote on a motion by Timothy Markovich and a second by Blane Volovich authorized renewal for one-year on CD number 13017806 with Slovenian Savings with an interest rate of 1.95% with a yield of 2.00%.

AUTHORIZE SIGNING REPRESENTATIVE LETTER WITH CYPHER & CYPHER

The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized signing the representative letter to Cypher & Cypher for the 2012 audit.

AUTHORIZE RENEWAL OF PROPERTY AND LIABILITY INSURANCE COVERAGE FOR PERIOD AUGUST 6 2013 TO AUGUST 5 2014

The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized approving the insurance coverage for the year beginning on August 6, 2013 with an annual premium of \$18,685.

DISCUSS MAY 2013 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of May 2013 was provided for the Board to review.

AUTHORIZE APPROVING JZ CONSULTING PROPOSAL

The Board on a vote of 4 to 1 on a motion by Richard Barnes and a second by Blane Volovich authorized signing a proposal with JZ Consulting for the purchase of computer hardware for one workstation used by the Administrator and the installation of the various software programs used on the system. Donald Gennuso abstained.

CORRESPONDENCE

There were no comments on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Richard Barnes and second by Blane Volovich, 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

No comments from the floor.

EXECUTIVE SESSION

The Board on a unanimous vote on a motion by Richard Barnes and second by Timothy Markovich entered into an Executive Session at 7:00 PM to discuss a personnel issue. The Board returned to the general session at 7:35 PM.

AUTHORIZE ADVERTISING FOR THREE STAFF POSITIONS

The Board on a unanimous vote on a motion by Richard Barnes and second by Blane Volovich authorized the staff to prepare advertisements for three positions, those being Assistant Administrator; Assistant Engineer and Certified Wastewater Treatment Plant Operator.

AUTHORIZE HIRING CONTRACTOR TO OPERATION TREATMENT PLANT

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized the staff engineer to solicit proposals for contractors to operate the treatment plants.

ADJOURNMENT

There being no other business, on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich, the meeting was adjourned at 7:45 PM. The next regular meeting is scheduled for Tuesday, August 20, 2013 at 6:00 PM.

Secretary