

Cecil Township Municipal Authority
Monthly Meeting
August 20, 2013

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, August 20, 2013, at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 5:57 PM with Stephanie Lucchino, Blane Volovich, Richard Barnes and Timothy Markovich present. Also present were Jeff Hollowood, Gaitens, Tucceri and Nicholas; Michael Sherrieb, KLH Engineers Inc., Walter O'Shinski P.E. and Dennis Bell, Administrator.

MINUTES OF JULY 16, 2013

The Board on a unanimous vote on a motion by Richard Barnes and second by Blane Volovich approved the minutes of the meeting of July 16, 2013.

2012 AUDIT REPORT

Mr. Steven Cypher, Managing Partner - Cypher and Cypher CPA presented the 2012 audit report to the Board.

The Statement of Net Assets – Proprietary Fund reflects total assets of \$36,422,327 and total liabilities of \$16,851,476 with equity of \$19,570,851.

The Statement of Revenue, Expenditures, and Changes in Net Assets – Proprietary Fund reflects operating revenue of \$1,904,680, operating and maintenance expenses were \$1,659,940, administrative expenses were \$223,461, interest expense totaled \$607,002, other non-operating income of \$210,665 with the net income/(loss) of (\$375,058).

Steven Cypher discussed comments in their management letter to assist the Board and management on methods to strengthen internal controls and accounting systems. He focused his discussion on the change in the billing agent from PA-American Water Company to Freedom Systems Corp., a fixed asset appraisal and the fund balance.

ENGINEER REPORT

LAWRENCE ACT 537 PLAN RESPONSE FROM CECIL TOWNSHIP SUPERVISORS

Walter O'Shinski stated a letter was received from the township manager stating that the Township Board of Supervisors asked the Municipal Authority to immediately complete all work on the Act 537 Study for Lawrence. Tom Casciola stated the sewer

project must move forward to eliminate the sewage problems in the village. He discussed his meeting with U.S. Representative Tim Murphy in Lawrence to review the sewage problems and the need for grant funding to get the project to an affordable monthly user fee. In addition, he stated that a meeting was held with Senator Tim Solobay on the availability of state funds and Senator Solobay stated an application should be made for Local Share funds, and that he would do everything to help obtain the funds. Tom Casciola stated that no application for grant funding can be processed until the Authority has an approved 537 Plan and therefore the importance of completing the study.

The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized Senate Engineering to complete the Act 537 Study for Lawrence.

OVERLOOK PHASE 1 CONDITIONAL ACCEPTANCE

Walter O'Shinski discussed with the Board a request for conditional acceptance of the sanitary sewers in the Overlook Phase 1 development. He stated a punch list has outstanding items that need to be completed by the developer. The Board on a unanimous vote on a motion by Blane Volovich and a second by Timothy Markovich approved the acceptance of the sanitary sewers upon completion of the punch list.

COMMENT FROM THE FLOOR

Donald Gennuso inquired if there were any comments from the residents present at the meeting and there were no comments.

SOLICITOR REPORT

Jeff Hollowood referred to his monthly report.

BUSINESS MANAGER REPORT

REQUEST FOR CREDIT ON POOL FILLING – 10 FIELDCREST DRIVE CECIL

Dennis Bell discussed with the Board a request from Suzanne Campbell for water used to fill his swimming pool. He recommended the Board approve a payment of \$51.85. The Board on a vote of four to one on a motion by Richard Barnes and a second by Blane Volovich authorized a one-time refund in the amount of \$51.85 to the customer, with a letter providing the Authority's position regarding future pool filling requests. Stephanie Lucchino voted no.

Blane Volovich discussed with the Board providing the Administrator with the ability to determine on a case-by-case basis requests that are made by residents for

matters related to pool fillings. Donald Gennuso recommended a limit be placed of up to \$75.00 provided that appropriate documentation is provided as evidence for pool fillings without obtaining prior water meter readings. The Board on a four to one vote on a motion by Blane Volovich and a second by Richard Barnes approved the Administrator to approve up to \$75.00 pool filling requests subject to the standard letter indicated that the refund is a one-time adjustment and that the Authority policy regarding pool filling must be followed. Stephanie Lucchino voted no.

AUTHORIZE SIGNING M & T BANK THIRD PARTY ACCESS AGREEMENT

Dennis Bell requested the Board ratify approving an M & T Bank third party access agreement for PFM Asset Management LLC to have access to the Authority account information with M & T Bank. The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized providing the access to PFM Asset Management LLC.

AUTHORIZE SIGNING COMMUNITY BANK CREDIT CARD APPLICATION

Dennis Bell stated that Community Bank is updating their credit card customer accounts and have requested a new application be submitted for the credit card issued in the Municipal Authority name. The Board on a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized signing the credit card application. Donald Gennuso recommended the Visa credit card bill with backup be provided to the Board in the monthly package.

DISCUSS JUNE 2013 FINANCIAL REPORT

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

CORRESPONDENCE

There were no comments on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Blane Volovich and second by Richard Barnes, 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 Blane Volovich entered into an Executive Session at 7:00 PM to discuss a personnel issue. The Board returned to the general session at 7:40 PM.

AUTHORIZE NEGOTIATING A CONTRACT WITH CWM ENVIRONMENTAL

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes authorized entering into a contract with CWM Environmental for operating the three wastewater treatment plants for one-year contingent upon review and approval of the final contract agreement by the Solicitor.

AUTHORIZE ADVERTISING FOR STAFF POSITIONS

The Board on a unanimous vote on a motion by Richard Barnes and second by Timothy Markovich authorized the staff to continue advertising for the staff positions previously discussed with the Board.

ADJOURNMENT

There being no other business, on a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich, the meeting was adjourned at 7:43 PM. The next regular meeting is scheduled for Tuesday, September 17, 2013 at 6:00 PM.

Secretary