

Cecil Township Municipal Authority
Monthly Meeting
September 17, 2013

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, September 17, 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 and Timothy Markovich present. Absent was Richard Barnes. 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 AUGUST 20, 2013

The Board on a unanimous vote on a motion by Blane Volovich and second by Timothy Markovich approved the minutes of the meeting of August 20, 2013.

ENGINEER REPORT

APPROVE FINAL PAY ESTIMATE # 5 FOR OVERLOOK PHASE 1

Michael Sherrieb requested the Board authorize approval for pay estimate number 5 for the Overlook Phase 1 project. The amount recommended by KLH Engineers is payment in the amount of \$111,863.26. He stated that the developer needs to provide the as-built drawings and record an easement. The Board on a unanimous vote on a motion by Blane Volovich and a second by Timothy Markovich authorized the payment but the release should be contingent on all of the items being completed and delivered to the Authority.

SOLICITOR REPORT

Jeff Hollowood referred to his monthly report previously circulated to the Board. He recommended that the insurance carrier be notified of the change with a third party operating the wastewater treatment plants particularly as it relates to workers compensation protection and potential property/premises liability issues. He further stated that the insurance carrier may deem it necessary to conduct a safety audit of the plants.

He also mentioned that a change in the personnel policy manual may be needed regarding the length of the probationary period for new hires and the waiting period for benefits. Donald Gennuso suggested the discussion be held for executive session.

BUSINESS MANAGER REPORT

COMMUNITY BANK PROPOSAL FOR BANKING SERVICES

Dennis Bell discussed a proposal received from Community Bank in Southpointe for banking services. The proposal provided an account analysis on the two PNC Bank accounts. Community Bank proposes consolidating the sweep account and tap-in account with the Authority maintaining a target balance of \$400,000 in the new account. The target balance would offset any fees currently being charged by PNC Bank. He further stated that Community Bank recommends utilizing the internet banking services including the remote deposit. The fee for the remote deposit is \$25.00 per month. Interest would be earned on the accounts and the estimated interest income would be \$1,100.00 annually.

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich authorize transferring the accounts from PNC Bank to the Community Bank.

CYPHER & CYPHER PROPOSAL FOR AUDIT SERVICES 2014, 2015 AND 2016

Dennis Bell discussed a proposal received from Cypher & Cypher CPA for providing audit services for the years 2014, 2015 and 2016. The amounts quoted are based on current audit prices with modest increases in line with inflation. The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich authorized acceptance of the proposal as presented in the letter from Cypher & Cypher CPA dated August 20, 2013.

RATIFY CWM ENVIRONMENTAL CONTRACT

The Board on a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized signing a one-year contract with CWM Environmental Inc. for the regular operation of the three treatment plants. The start date of the contract was September 9, 2013.

Donald Gennuso inquired on the quality of the work being performed to date. Walter O'Shinski stated it is too early in the contract to provide the Board with a review.

DISCUSS JULY 2013 FINANCIAL REPORT

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

AUTHORIZE PREPAYMENT TO VISA FOR CREDIT CARD

The Board on a unanimous vote on a motion by Blane Volovich and a second by Timothy Markovich authorized prepayment in the amount of \$3,000.00 to VISA to cover

the monthly Waste Management charges and to eliminate any late fees associated with the account.

CORRESPONDENCE

There were no comments on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Stephanie Lucchino and a 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 PADEP

COMMENTS FROM THE FLOOR

No comments from the floor.

EXECUTIVE SESSION

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich entered into an Executive Session at 6:28 PM to discuss a personnel issue. The Board returned to the general session at 7:12 PM.

ADJOURNMENT

There being no other business, on a unanimous vote on a motion by Timothy Markovich and a second by Stephanie Lucchino the meeting was adjourned at 7:15 PM. The next regular meeting is scheduled for Tuesday, October 15, 2013 at 6:00 PM.

Secretary

