

Cecil Township Municipal Authority
Monthly Meeting
January 21, 2014

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, January 21, 2014, at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 6:00 PM with Stephanie Lucchino, Richard Barnes and Timothy Markovich present. Absent was Blane Volovich. Also present were Jeff Hollowood, Gaitens, Tucceri and Nicholas; Michael Sherrieb, KLH Engineers Inc., Walter O'Shinski P.E., Dennis Bell, Administrator and Gregory Gennuso, Assistant Administrator.

REORGANIZATION

Chairman Donald Gennuso opened the meeting by asking for the nomination of officers for 2014.

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino nominated and appointed the officers listed below:

Donald V. Gennuso, Chairman.
Stephanie C. Lucchino, Vice Chairperson.
Blane Volovich, Secretary/Treasurer
Richard Barnes, Assistant Secretary/Treasurer.

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino appointed Gaitens, Tucceri and Nicholas as Solicitor.

The Board on a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes appointed KLH Engineers, Inc. as Consulting Engineer.

The Board on a unanimous vote on a motion by Richard Barnes and second by Stephanie Lucchino appointed Community Bank as Trustee/Paying Agent.

ADOPTION OF 2014 BUDGET

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino adopted the 2014 Budget.

MINUTES OF DECEMBER 17, 2013

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes approved the minutes of the meeting of December 17 2013.

ENGINEER REPORT

SANDALWOOD AND TIMBERCREST DRIVE EASEMENT UPDATE

Michael Sherrieb updated the Board on the easements obtain for the Sandalwood and Timbercrest Drive projects. He requested the matter regarding the outstanding easements be discussed in Executive Session.

AUTHORIZE APPROVING AND ACCEPTING A SANITARY SEWER EASEMENT TO SERVICE MBM ENTERPRISES, LLC

Walter O'Shinski requested the Board approve and accept a sanitary sewer easement to service MBM Enterprises for the Southpointe Field House project. The Board on a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes authorized approving and accepting the sanitary sewer easement.

COMMENTS REGARDING LAWRENCE ACT 537 PLAN

Walter O'Shinski advised the Board he reviewed the draft study for Lawrence and provided his comment to Senate Engineering. He stated the plan should consider the outlying areas which could flow by gravity to the new treatment facility. He suggested a meeting with Senate Engineering to discuss the plan and to have any questions addressed.

SOLICITOR REPORT

Jeff Hollowood referred to his monthly report previously circulated to the Board. He updated the Board on the status of the agreement with Southpointe MDC for the pump station generator and the payment of \$45,000 as a substitute for the jib crane. He stated the developer will sign the agreement and provide the funds requested. He discussed the solicitor for Chartiers Township requested a copy of the Authority's Resolution 2-2005 and that no additional response has been received. He advised the Board that no response has been received from RelTek regarding the proposed license agreement for the Montour trail.

Jeff Hollowood addressed the issue regarding the tap-in fee for the Town Center Apartments being constructed in Southpointe II. He stated the multiple unit buildings will utilize only five (5) connections into the Authority sanitary sewers as per his discussion with Attorney Alan Sable with Reed Smith representing GMH. He reference Section 905 of the Authority's Rules and Regulations dealing with a single connection with a payment of tapping fees for the appropriate number of actual units served. The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized Resolution 2014-2.

Jeff Hollowood discussed with the Board the easement document for the Southpointe Force Main project and the realignment of the sewer line through the

Southpointe Golf Club. Michael Sherrieb stated he has not received the easement. Jeff Hollwood stated the document will be forthcoming and recommended the Board authorize conditional approval of the easement subject to the engineers review. The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized a conditional acceptance of the easement subject to the review and approval of the solicitor and engineers.

BUSINESS MANAGER REPORT

AUTHORIZE SIGNING LETTER TO M&T BANK ON EXCESS REVENUE FUNDS

The Board on a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes authorized signing a letter to M&T Bank stating that no excess funds are available in the revenue fund for transfer to the Capital Improvement and Redemption fund.

AUTHORIZE RENEWAL OF CD 13018987 – SLOVENIAN SAVINGS

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized the reinvestment of certificate of deposit number 13018987 for a period of one year at the interest rate of 1.95% with a yield of 2.00%.

AUTHORIZE RESOLUTION 2014-1 PENNSYLVANIA DEPARTMENT OF REVENUE PAYMENT SYSTEM FOR INCOME TAXES

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized signing Resolution 2014-1 authorizing payments to the Commonwealth for employee withholding tax payments.

AUTHORIZE TRANSFER FROM PNC BANK DEVELOPER ESCROW TO COMMUNITY BANK OPERATING CHECKING ACCOUNT

The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the transfer of \$30,000 from the PNC Bank Developer Escrow account to Community Bank Operating Checking account.

AUTHORIZE TRANSFER FROM COMMUNITY BANK DEVELOPER ESCROW TO COMMUNITY BANK OPERATING CHECKING ACCOUNT

The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the transfer of \$141,052.66 from the Community Bank Developer Escrow Account to the Community Bank Operating Checking Account.

LETTER FROM HORIZON PROPERTIES ON DEDUCTION METER REIMBURSEMENT

Dennis Bell addressed the Board on the request from Horizon Properties for deduction meter credits on three office buildings in Southpointe II. He stated the application and initial readings were received in October 2013 but that the properties used water prior to the application being received and the initial reading and inspection being conducted. The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich denied the request.

NSF CHECK POLICY

Timothy Markovich inquired on the Authority procedure for handling checks returned and marked NSF. Richard Barnes suggested that a formal policy be adopted for all NSF checks. Mr. Barnes further recommended that no more than one check issued by a customer and returned as NSF be acceptable. Following that, the customer would be notified in writing that the Authority will only accept either cash, cashier check or money orders. The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich adopted the NSF Check Acceptance Policy.

RATIFY 2014 MEETING DATES AS ADVERTISED

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes ratified the previously advertised 2014 meeting date and time. The Board will meet on the third Tuesday of each month at 6:00 PM. in the township meeting room.

DISCUSS CHANGE IN STAFF VACATION

Dennis Bell referred the Board to the salary and benefit review completed with three (3) local Municipal Authorities in October. He recommend the Board consider changing the vacation in year two of employment from one week to two weeks. The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the change in staff vacation time.

DISCUSS PAPERWORK REDUCTON

Dennis Bell discussed with the Board the goal of reducing the paperwork by providing the members with the correspondence received via PDF thereby eliminating the monthly package. He also suggested that the financial comparison reports for the balance sheet and income statement be eliminated. It was agreed that board information will be emailed each Friday and the financial comparison reports be eliminated.

DISCUSS NOVEMBER 2013 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of November 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 Richard Barnes and a second by Timothy Markovich, 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

EXECUTIVE SESSION

The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich entered into an Executive Session at 7:20 PM to discuss property acquisition. The Board returned to the general session at 7:42 PM.

AUTHORIZE RESOLUTION 2014-3 CONDEMNATION BY EMINENT DOMAIN

The Board on a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized the condemnation of a right of way through property owned by James M. and Linda J. Moore, Moore Revocable Trust for parcel number 140-007-00-00-0004-07 for the purpose of constructing sanitary sewer lines through the property.

AUTHORIZE RESOLUTION 2014-4 CONDEMNATION BY EMINENT DOMAIN

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes authorized the condemnation of a right of way through property owned by Raymond I and Deborah L. Carter for parcel number 140-006-00-00-0038-00 for the purpose of constructing sanitary sewer lines through the property.

AUTHORIZE RESOLUTION 2014-5 CONDEMNATION BY EMINENT DOMAIN

The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the condemnation of a right of way through property

owned by Kenneth W. and Barbara V. Heirendt for parcel number 140-006-00-00-0055-01 for the purpose of constructing sanitary sewer lines through the property.

AUTHORIZE RESOLUTION 2014-6 CONDEMNATION BY EMINENT DOMAIN

The Board on a unanimous vote on a motion by Timothy Markovich and a second by Stephanie Lucchino authorized the condemnation of a right of way through property owned by Cyril James and Suzanne Michalka for parcel number 140-007-00-00-0004-07 for the purpose of constructing sanitary sewer lines through the property.

AUTHORIZE KLH TO COUNTER-OFFER – HEIRENDT PROPERTY

The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes authorized KLH Engineers to respond to the counteroffer requested by Kenneth W. and Barbara V. Heirendt with the terms discussed in the executive session.

ADJOURNMENT

There being no other business, on a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes the meeting was adjourned at 7:45 PM. The next regular meeting is scheduled for Tuesday, February 18, 2014 at 6:00 PM.

Secretary