

Cecil Township Municipal Authority
Monthly Meeting
October 21, 2014

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, October 21, 2014 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 5:59 PM with Stephanie Lucchino, Richard Barnes, and Timothy Markovich in attendance. Also present were Jeff Hollowood, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers Inc.; Walter O'Shinski P.E., Dennis Bell, Administrator and Gregory Gennuso, Assistant Administrator. Blane Volovich was absent.

MINUTES OF SEPTEMBER 16, 2014

The Board by a 3 to 1 vote on a motion by Richard Barnes and a second by Timothy Markovich approved the minutes of the meeting of September 16, 2014. Stephanie Lucchino abstained.

ENGINEER REPORT

UPDATE ON LAWRENCE ACT 537 PLAN

The Lawrence 537 Plan is advertised and is available for the public to review and provide written comment. The LSA grant application for the design of the project was submitted to the Washington County Redevelopment Authority for review.

UPDATE ON SOUTHPOINTE PIPE BURSTING REPAIRS AND PUMP STATION

Michael Sherrieb updated the Board on the status of the Southpointe Pipe Bursting and Pump Station project. He stated that the construction and testing were 100% complete.

Michael Sherrieb requested the Board approve pay estimate #6 on the Southpointe Pipe Bursting project for \$4,799.25. The Board, by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes, authorized payment of pay estimate #6 to Morgan Management.

Michael Sherrieb requested the Board approve pay estimate # 7 on the Southpointe Pump Station project. The amount requested is \$46,038.00 to the developer MDC LLC. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized payment on pay estimate #7.

Michael Sherrieb requested the Board approve pay estimate #12 on the Southpointe Force Main project in the amount of \$781.65 to the developer MDC LLC. The Board, by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes, authorized payment on pay estimate #12.

Michael Sherrieb requested a motion to reduce the retainage amount from 10% to 5%. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino, authorized the motion. Walter O'Shinski stated a punch list has been issued for work to be completed on the project.

AUTHORIZE SIGNING SET-ASIDE AGREEMENT AND FIRST AMENDMENT TO CONSTRUCTION AGREEMENT FOR PHASES 2&3 IN OVERLOOK PLAN

Walter O'Shinski requested that the Board authorize signing the set aside agreement for the performance bond and the first amendment to the sewer service and construction agreement for the Overlook Phase 2 and 3 project. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich, authorized the signing of the agreement and amendment.

REVIEW BIDS ON SANDLEWOOD & TIMBERCREST DRIVE SEWER PROJECT

Eric Tissue reported on the results of the bid tabulations for the Timbercrest Drive and Sandlewood Drive sewer projects. A total of 12 bids were received with the lowest bid coming from R & B Contracting and Excavation, Inc. with a base bid of \$282,645.00 and an alternate bid of \$381,875.00. Eric Tissue recommended that the board accept the alternate bid which covers both sites. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Tim Markovich authorized signing a contract for the alternate bid to R & B Contracting and Excavation Inc.

RELEASE OF MAINTENANCE BOND FOR MISSION HILLS

Walter O'Shinski requested the Board authorize release of the 18 month maintenance bond for Mission Hills. The Board, by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes, authorized release of the maintenance bond.

CONDITIONAL ACCEPTANCE OF SOUTHPOINTE FORCE MAIN AND PUMP STATION

Gary Sipple with Alleghany Excavating addressed the Board and requested the Board authorize a conditional acceptance for the Force Main and Pump station at Southpointe. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich, authorized a conditional acceptance of the Force Main and Pump Station at Southpointe.

SOLICITOR REPORT

Jeff Hollowood referred to his monthly report circulated to the Board. Jeff Hollowood requested a motion to authorize the execution of the Service Agreement

extension with Canonsburg Houston Joint Authority. The agreement will terminate on December 31, 2045. The Board, by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich, authorized the execution of the service agreement.

Jeff Hollowood discussed the Chartiers Township service agreement and that we have received the customer information from Chartiers Township so that a bill may be issued to Chartiers Township.

Jeff Hollowood discussed the purchase of the former PNC Bank property. He stated that he presented the low offer to the agent and is still waiting for the response to the offer, but suspects that the offer will not be accepted.

Jeff Hollowood discussed the Authority's investment policy and informed the Board that he provided Bank of NY Mellon with the Authority's audited statement and a copy of the Municipal Authorities Act for their review.

Jeff Hollowood informed the Board that CWM has been presented with the contract termination letter and that the effective date will be January 9, 2015. He stated that no response has been received from CWM.

BUSINESS MANAGER REPORT

RATIFY REINVESTMENT OF CD # 00-13019917

Dennis Bell requested the Board to ratify the reinvestment of Certificate of Deposit # 00-13019918. The Board, by unanimous vote on a motion by Richard Barnes and second by Stephanie Lucchino, approved the reinvestment for a term of one-year at the interest rate of 1.95% with a yield of 2.00% with no penalty for early withdrawal.

AUTHORIZE REFUND TO RESERVE @ SOUTHPOINTE

Dennis Bell reported that the Reserve @ Southpointe is due a refund of \$60,250.00 for overpayment of tap-ins. The Authority had discussed refunding these monies after it was determined if individual metering and billing per apartment was going to be used or if billing was going to be through a master meter for the entire complex. The sewer configuration and billing option has now been determined and the amount of the tap-in fees is now \$3,000 as opposed to the \$63,250.00 originally received by the Authority. The Board recommended a letter to both DGA Construction and Morgan Management be sent to ensure that the refund goes to the correct party. The Board, by unanimous vote on a motion by Richard Barnes and second by Timothy Markovich authorized the tap-in refund in the amount of \$60,250.00.

FREEDOM SYSTEMS CORPORATION CONTRACT EXTENSION

Dennis Bell reported that a renewal contract from Freedom Systems was received and that the dates on this contract extension were from October 2014 to October 2015

versus our original contract date of June 2012 to June 2014 for two years. He requested the Board consider signing the agreement as presented or have the contract extension letter be amended to cover the period from June 2014 to June 2015. The Board, by unanimous vote on a motion by Timothy Markovich and second by Richard Barnes authorized signing the contract using the June 2015 termination date.

UPDATE OFFICE SPACE AND BILLING SERVICES

Gregory Gennuso reported that office space is available in the Southpointe business park with rentals quoted at \$23.50 to \$24.00 dollars a square foot. All other office space in the Millers Run is currently occupied and/or the space size is not sufficient for the Authority's needs. He reported that an office space in Lawrence, PA is available and the site will be visited by the staff to access viability.

Gregory Gennuso reported that he was meeting with a software provider to see a demo and receive a quote for services. He also reported that services should be able to be acquired in our projected timeline.

DISCUSS AUGUST 2014 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of August 2014 was provided for the Board to review.

REVIEW OF 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 Stephanie Lucchino, 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

ADJOURNMENT

There being no other business, by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich, the meeting was adjourned at 7:02 PM. The next regular meeting is scheduled for 6:00 P.M. Tuesday, November 18, 2014.

Secretary

