

Cecil Township Municipal Authority
Monthly Meeting
January 20, 2015

The Cecil Township Municipal Authority held its reorganization and regular monthly meeting on Tuesday, January 20, 2015 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; Eric Tissue, 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 2015.

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

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

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

MINUTES OF DECEMBER 16, 2014

The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes approved the minutes of the meeting of December 16, 2014.

ENGINEER REPORT

LAWRENCE ACT 537 PLAN UPDATE

Walter O'Shinski advised the Board that PA DEP approved the Lawrence 537 Plan and, with the approval the design, the project may begin. He stated that he and Senate Engineering will attend the Local Share Committee hearing on Wednesday, January 21, 2015 to discuss the project and officially request grant money for the design phase of the project.

UPDATE ON TIMBERCREST AND SANDLEWOOD DRIVE PROJECTS

Eric Tissue updated the Board on the status of the two projects. He stated the Timbercrest Pump Station project is completed with property restoration to be completed in the Spring of 2015. He stated the Sandlewood Pump Station project is continuing. The work at the pump station site is complete and the work on the bore will be started. Walter O'Shinski recommended the Board authorize KLH Engineers to prepare a proposal for completing the as-built plans for both projects. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich authorized KLH Engineers to prepare a proposal for completing the as-built drawings.

RATIFY OPERATIONS CONTRACT WITH H & H WATER CONTROLS

Walter O'Shinski requested the Board ratify a contract with H & H Water Controls at a cost of \$9,300.00 per month for plant maintenance. The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized signing the contract. Stephanie Lucchino inquired if any problems have surfaced with this company. Walter O'Shinski stated the company management has been very responsive to resolving the issues.

CONSIDER ENCROACHMENT AGREEMENT WITH GIANNA YECKLEY

Walter O'Shinski discussed a request from Gianna Yeckley, 1168 Old Farm Road, Lawrence PA for constructing a recreational deck on her property. He stated the deck will encroach two (2) feet into the sanitary sewer easement. He further stated other properties in the area have decks that encroach and recommended the Board approve an encroachment of two (2) feet into the easement. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized signing the sanitary sewer easement.

PAY ESTIMATE # 1 - R & B CONTRACTING

Eric Tissue requested the Board authorize pay estimate number one (1) in the amount of \$77,167.35 for work completed on the Timbercrest and Sandlewood Projects. He stated the quantities have been verified by KLH Engineers. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes

authorized the payment to R & B Contracting in the amount of \$77,167.35.

SOLICITOR REPORT

Jeff Hollowood referred to his monthly report previously circulated to the Board. He requested the Board approve the change to the personnel manual and the employee acknowledgement letter. The Board on a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich authorized the changes. Jeff Hollowood stated the municipal lien for property at 12 Altieri Street Cecil PA should be settled by the end of January 2015.

BUSINESS MANAGER REPORT

FLEEHER APARTMENTS

Mr. Sam Urban addressed the Board regarding outstanding wastewater liens on properties located on Mc Connell Road and owned by Marian Fleeher. He stated he is working to purchase the Fleeher Apartments and he requested the Board give consideration to working a payment plan to clear the liens. The Board advised him that they will give consideration to working on a plan and recommended that he continue to communicate with the office staff.

NOVEMBER 2014 FINANCIAL REPORT

Dennis Bell advised the Board that the financial report for November 2014 was circulated for the Board's review. Gregory Gennuso addressed four (4) areas on the Actual Income to Budget statement previously addressed by Donald Gennuso.

RATIFY 2015 MEETING DATES AS ADVERTISED

The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the meeting dates to be the 3rd Tuesday of each month beginning at 6 PM as advertised.

AUTHORIZE RENEWAL OF CD 13018987 WITH SLOVENIAN SAVINGS

The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes authorized the renewal of CD # 13018987 for a period of one year at the rate of 1.95% with a yield of 2.00%.

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

The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized signing a letter regarding excess revenue funds as required in the bond trust indenture.

REPORT AND RECOMMENDATION FOR BILLING SERVICE PROPOSALS

Gregory Gennuso provided the Board with a quotation of costs from four (4) billing software providers. He stated the programs from Harris and Diversified would be the two finalist for the billing software. He stated he wanted to review both programs again and that he scheduled a meeting with Peters Township Sanitary Authority to review both programs at their office. The Board on a unanimous vote on a motion by Timothy Markovich and a second by Stephanie Lucchino authorized a contract with one of the firms. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized a contract for a 3rd party company for doing the mailings.

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 by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino entered into an Executive Session at 7:15 PM to discuss personnel matters. The Board returned to the general session at 8:00 PM.

ADOPTION OF 2015 BUDGET

The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes approved the 2015 Budget with the changes discussed and recommended.

AUTHORIZE SIGNING OF DISCHARGE MONITORING REPORTS

The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized Edgar Harris to sign the monthly discharge monitoring reports on behalf of the Authority and submit the reports to the PA DEP.

ADJOURNMENT

There being no other business, by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes the meeting was adjourned at 8:05 PM. The next regular meeting is scheduled for Tuesday, February 17, 2015 at 6:00 PM.

Secretary