

Cecil Township Municipal Authority  
Monthly Meeting  
February 17, 2015

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, February 17, 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 and Blane Volovich in attendance. Absent were Richard Barnes and Timothy Markovich. Also present were Jeff Hollowood, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers; Walter O'Shinski P.E., Dennis Bell, Administrator and Gregory Gennuso, Assistant Administrator.

MINUTES OF JANUARY 20, 2015

The Board by a two to one vote on a motion by Stephanie Lucchino and a second by Donald Gennuso approved the minutes of the meeting of January 20, 2015. Blane Volovich abstained.

ENGINEER REPORT

UPDATE ON LAWRENCE ACT 537 PLAN – LSA GRANT AWARD

Walter O'Shinski advised the Board on the LSA grant award for the design of the Lawrence project. The grant is for \$331,000.

AUTHORIZE SUBMISSION OF CHAPTER 94 REPORTS TO PA DEP

Walter O'Shinski stated the Chapter 94 reports have been completed for submission to the PADEP. He requested the Board authorize signing the reports. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich authorized the signing of the reports.

UPDATE ON SANDLEWOOD & TIMBERCREST DRIVE SEWER PROJECT

Walter O'Shinski stated that the contractor has done no work on the Sandlewood project within the past thirty days. Eric Tissue stated the weather has delayed the completion of the bore under the trail. He stated the contract is for sixty days and that the project will not be completed on schedule.

CONSIDER ENCROACHMENT AGREEMENT WITH COUSIN & WEISSER

Walter O'Shinski discussed a sewer line encroachment on property known as 124-A Mission Hills Plan of Lots. He stated the encroachment would be for approximately two feet within the easement. The Board by a unanimous vote on a

motion by Blane Volovich and a second by Stephanie Lucchino authorized the signing of the sanitary sewer encroachment agreement.

#### PAY ESTIMATE # 1 - R AND B CONTRACTING

Walter O'Shinski advised the Board on a procedure change for the processing of the pay estimates with Washington County Redevelopment Authority. He stated all pay estimates will be paid by the Municipal Authority with a reimbursement request mailed to the Washington County Redevelopment Authority for payment. The Board previously approved pay estimate # 1 for R & B Contracting

#### PAY ESTIMATE # 1 FOR OVERLOOK PHASE 2

Eric Tissue requested the Board approve pay estimate # 1 in the amount of \$15,636.60 to Allegheny Excavating for the installation of sanitary sewers in Overlook Phase 2. The Board by unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized the payment.

#### PAY ESTIMATE # 1 FOR OVERLOOK PHASE 3

Eric Tissue requested the Board approve pay estimate # 1 in the amount of \$32,166.90 to Allegheny Excavating for the installation of sanitary sewers in Overlook Phase 3. The Board by unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized the payment.

#### PROPOSAL FROM KLH ENGINEERS FOR AS-BUILT PLANS (SANDLEWOOD AND TIMBERCREST DRIVE PROJECTS)

Eric Tissue submitted a proposal for engineering services for the preparation of as-built plans for the Sandlewood and Timbercrest Drive projects at a cost not to exceed \$2,800.00. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich authorized KLH Engineers to complete the as-built plans.

#### RELEASE PERFORMANCE BOND LETTER OF CREDITS FOR THE RESERVE

Walter O'Shinski requested the Board authorize the release of bonds for two Letter of Credits for the Reserve At Southpointe project. He stated the sanitary lines were previously accepted and the developer posted an 18-month maintenance bond. The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized the release.

## SOLICITOR REPORT

Jeff Hollowood referred to his monthly report. He recommended that no action be taken on a request for relief as requested with respect to delinquent amounts owed to the Authority on the Fleehar properties. He stated the Altieri bankruptcy was settled with payment being received by the Authority and the lien satisfied. The Perri bankruptcy was dismissed on February 10, 2015 and the Board tabled the item until the staff provides detail of the property lien.

## BUSINESS MANAGER REPORT

### AUTHORIZE RENEWAL OF CD 13013879 – SLOVENIAN SAVINGS

The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich authorized renewal of CD 13013879 with Slovenian Savings for a period of one year at the interest rate of 1.95% and a yield of 2.00%.

### AUTHORIZE RENEWAL OF CD 13013254 – SLOVENIAN SAVINGS

The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized renewal of CD 13013254 with Slovenian Savings for a period of one year at the interest rate of 1.95% and a yield of 2.00%.

### AUTHORIZE SIGNING PRE-DEVELOPER AGREEMENT – OVERLOOK PHASE 4

The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized signing a pre-developer agreement with the Overlook At Southpointe LLC.

### DISCUSS OFFICE SPACE AT CECIL PLAZA

Dennis Bell advised the Board of a site meeting at the Cecil Plaza with Thomas Casciola. He stated the purpose of the meeting was to view a floor layout showing placement of office furniture. The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized negotiating a lease agreement with Thomas Casciola for the Cecil Plaza office space with terms discussed by the Board.

### DISCUSS LIEN POLICY AND PROCEDURE

Dennis Bell discussed with the Board a change in the lien filing with the solicitor and filing fees added to the wastewater charges. Jeff Hollowood stated that Attorney Christine Seymour made the change without consulting with the office staff. He suggested a conference call with Attorney Seymour and discuss the procedure. Dennis Bell stated a resolution will have to be adopted concerning the change.

## RATIFY CONTRACT WITH HARRIS COMPUTER SYSTEMS

Greg Gennuso requested the Board to ratify the signing of the contract with Harris Computer Systems for the billing software at a cost of \$26,149.00. The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized the contract.

## DISCUSS DECEMBER 2014 FINANCIAL REPORT

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

## REVIEW OF CORRESPONDENCE

Stephanie Lucchino commented on the Woodcliff Drive project; Menke letter regarding property restoration and the tap-ins released to Canonsburg-Houston Joint Authority and the status of service agreements with the Authorities being serviced by the Canonsburg-Houston Joint Authority plant.

## PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Blane Volovich 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

## COMMENT FROM THE FLOOR

No comments from the floor.

## CHARTIERS TOWNSHIP USAGE DATA

Walter O'Shinski advised the Board that we have not received the usage data for the 4<sup>th</sup> quarter 2014 as required by the agreement. Greg Gennuso stated numerous telephone calls and emails have gone unanswered. The Board requested that the solicitor write a letter to the township manager requesting the information.

## EXECUTIVE SESSION

The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino entered into an executive session at 7:11 PM to discuss a personnel issue. The Board returned to the general session at 7:27 PM.

**RATIFY EMPLOYEE HIRE AS WASTEWATER FACILITY MAINTENANCE  
TECHNICIAN**

The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized hiring Michael Riding for the position of wastewater facility maintenance technician.

**AUTHORIZE HIRING BILLING/COLLECTION AND GENERAL OFFICE CLERK**

The Board by a unanimous vote on a motion by Blane Volovich and a second by Stephanie Lucchino authorized offering the position of billing/collection and general office clerk to candidate # 1. It was further agreed by the Board, that if candidate # 1 declined the position, the staff would offer the position to candidate # 2.

**ADJOURNMENT**

There being no other business, by a unanimous vote on a motion by Stephanie Lucchino and a second by Blane Volovich, the meeting was adjourned at 7:29 PM. The next regular meeting is scheduled for 6:00 P.M. Tuesday, March 17, 2015.

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Secretary