

Cecil Township Municipal Authority
Monthly Meeting
April 19, 2016

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, April 19, 2016 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald V. Gennuso called the meeting to order at 6:00 PM with Timothy Markovich, and Richard Barnes in attendance. Also present were Attorney Romel Nicholas, Gaitens, Tucceri and Nicholas; Eric Tissue P.E., KLH Engineers; Walter O'Shinski P.E., Gregory Gennuso, Assistant Administrator. Stephanie Lucchino and Blane Volovich were absent.

MINUTES OF MARCH 15, 2016

The Board on a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich approved the minutes. Donald V. Gennuso abstained but approved the minutes for the purpose of publication.

ENGINEER'S REPORT

LAWRENCE ACT 537 PLAN UPDATE

Eric Tissue circulated a memo that updated the Board to the status of the project. The following items were contained in the memo:

- SE Technologies completed site work for the Phase II Environmental Site Assessment. The monitoring wells are being sampled this week. Lab data will be available in 2 to 3 weeks after which SE will provide a summary report. Initial information from the core borings indicated the material is mine spoil. Bedrock was encountered approximately 8 feet below Chartiers Creek.
- Ackenheil Associates will be conducting geotechnical work over the next few weeks to determine subsurface conditions for structural foundations. Three to four core borings will be performed in the proposed area of the process tanks and pump station.
- Land and Mapping Services has now provided all of the base mapping necessary for sewer design. The survey crew is back on site getting additional information on storm sewer and basement elevations. We are currently preparing preliminary redline design of the sewers.
- The survey crew will be conducting the dye testing and on-lot survey. The on-lot survey is required by the DEP for Pennvest and is a visual inspection of a portion of the service area.

eDMR REGISTRATION FORM APPROVAL

Walter O'Shinski informed the Board that we have been submitting our discharge monitoring reports via email and that a form is now required for the monitoring. Walter requested the authority to sign the eDMR registration form for submission for the monthly operating reports to the DEP. The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes authorized the signing of the registration forms.

AUTHORIZE SIGNING SANITARY SEWER EASEMENT FOR OAKBROOKE PHASE 5 (MANHOLE CC TO DD) AND ACCEPTANCE OF SEWER

Walter O'Shinski informed the Board that this section of sewer was not included in the original acceptance of the Oakbrooke plan. Walter informed the Board that the line has been tested, there are as built plans, a performance bond in place and all administrative requirements have been met. Walter recommended authorizing the signing of the sanitary sewer easement and accepting the sewer. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the signing of the easement and acceptance of the sewer.

MAINTENANCE BOND RELEASE OVERLOOK AT SOUTHPOINTE PIPE BURSTING PROJECT

Walter O'Shinski recommended the board release the maintenance bond on the Southpointe Pipe Bursting project. The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes authorized the release of the maintenance bond for the Southpointe Pipe Bursting project.

REFUND ANALYSIS OF THE 2011 BOND ISSUE

Zach Williard of Public Financial Management (PFM) addressed the Board on the possibility of refinancing the 2011 Bond Issue. Zach reviewed the handout he distributed to the Board. He explained that rates are at a 40 year low and that now would be the time to begin to initiate the process. He stated the current net savings would be approximately \$225,000 or 3% of the bond. The Board on unanimous vote on motion by Richard Barnes and second by Timothy Markovich authorized Public Financial Management (PFM), financial advisor for the Authority to begin the process.

DISCUSS USER RATES

Greg Gennuso explained the analysis that was distributed out to the Board. He explained that with the administrative and operation costs from 2015 we are currently losing \$1.86 per customer on the service charge. He further explained that our operation costs are currently in line with the wastewater charge of \$7.25 per 1,000 gallons of water. The analysis reinforced the conclusion that the committee of Donald V Gennuso and Stephanie Lucchino when they met to research the rates. The Board on a unanimous vote on a motion by Timothy Markovich and second by Richard Barnes increased the service charge by \$ 1.50 to \$10.25 effective on July 1st, 2016.

Walter O'shinski also discussed his analysis of the Millers Run Debt Service Fee. Walter O'shinski informed the Board that the Authority is currently losing money and that a rate increase is needed sooner rather than later. The Board requested Greg Gennuso to complete a 5 year billing synopsis to see what savings occurred from bringing the billing in-house. The Board elected to wait to change the debt service fee contingent on the results of the refund analysis of the 2011 bonds for the time being. The Board elected to move \$500,000 from the Millers Run Board of Viewers to the rate stabilization fund to help keep the costs down. The Board on a unanimous vote on a motion by Richard Barnes and second by Timothy Markovich moved \$500,000 into the rate stabilization fund.

SOLICITOR REPORT

Romel Nicholas informed the Board that the Salvini vs Cowden pre-trial litigation is set to begin in May. Romel also informed the board that the Windsor Woods requested a release to be signed regarding a previous agreement with the original developer of the plan. Romel and Walter consulted and concluded that this did not appear to be necessary.

BUSINESS MANAGER REPORT

AUTHORIZE RENEWAL OF CD 13019161 MATURING APRIL 22, 2016

Greg Gennuso stated that CD # 00-13019161 matures on April 22, 2016 and recommended renewal for one year at the interest rate of 1.95% with a yield of 2.00% with no penalty for early withdrawal. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich authorized the renewal.

REVISIT CREDIT FOR MARK LEGA

Greg Gennuso reviewed the email Mark Lega sent in requesting a credit for a water leak. Mr. Lega provided the requested copy of the repair bill and water consumption data from 2013 that was requested at the previous meeting. The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes agreed to give a one-time only credit for \$700 to Mark Lega given the circumstances of the leak.

FINANCIAL REPORT FOR FEBRUARY 2016

Greg Gennuso reported that the financial report for the month of February 2016 was provided for the Board to review.

EXECUTIVE SESSION FOR PERSONNEL

The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes named Gregory Gennuso as Administrator. Donald V Gennuso abstained.

REVIEW OF CORRESPONDENCE

There were no comments on the correspondence.

PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes, 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, the Board by a unanimous vote on a motion by Timothy Markovich and a second by Richard Barnes, the meeting was adjourned at 6:59 P.M. The next regular meeting is scheduled for 6:00 P.M. Tuesday, May 17, 2016.

Secretary