

Cecil Township Municipal Authority  
Monthly Meeting  
August 21, 2018

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, August 21, 2018 at the Cecil Township Municipal Building in Cecil, PA. Chairman, Donald V. Gennuso called the meeting to order at 5:00 PM with Donald V. Gennuso, Richard Barnes, Patricia Mowry, Blane Volovich, and Frank Ziemba in attendance. Also present were Attorney Nate Boring, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers, and Gregory Gennuso, Administrator. Walter O'Shinski P.E was absent on medical leave.

MINUTES OF JULY 17, 2018

The Board on a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry approved the minutes of July 17, 2018. Blane Volovich abstained

2017 AUDIT REPORT

Mr. Steven Cypher, Managing Partner - Cypher and Cypher CPA presented the 2017 audit report to the Board.

The Statement of Net Assets – Proprietary Fund (Balance Sheet) reflects total assets and deferred outflows of \$39,933,413 and total liabilities and deferred inflows of \$17,739,420 with a total net position of \$22,193,993.

The Statement of Revenue, Expenditures, and Changes in Fund Net Position – Proprietary Fund reflects operating revenue of \$2,703,570, operating and maintenance expenses were \$2,098,790, administrative expenses were \$312,135, interest expense totaled \$599,017, other non-operating income of \$ 563,850. The net income is shown as \$257,478.

Lukas Rayle discussed the comments in their management letter to assist the Board and management on methods to strengthen internal controls and accounting systems. He focused his discussion on the Authorities investment policies and the continued separation of duties on in-house billing.

ENGINEER'S REPORT

CONDITIONAL APPROVAL MEMO OF UNDERSTANDING FOR THE SEWER EASEMENT FOR FUCHS' DEVELOPMENT

Chalmers McCombs from HMT Associates addressed the Board on the memo of understanding for the location of the easement for the Fuchs' development that goes through the Cecil Township Public Works property. The Board by a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes conditionally approved the memo of understanding contingent on Eric Tissue being satisfied with the location of the manholes. Patricia Mowry abstained because she was absent from the discussion on the topic.

MACK UPDATE

Eric Tissue updated the Board on the ongoing situation with Mack Industries and the repairs at

the Millers Run Wastewater Treatment Plant. Eric Tissue explained that only items remaining are reports from TUV and Ohlin & Reed. Eric explained that we are still lacking an appropriate final report from TUV. Eric Tissue spoke with Phil Reed and confirmed that he does have enough information to complete his report.

#### LAWRENCE UPDATE

Eric Tissue updated the Board on the Lawrence project. Eric Tissue met with plant operator Greg Melone and determined that they had low confidence in the flow data from the plant. They suspect that one half to one third of the flow is being gathered by the current flow meter. Eric explained that in order to gather a more accurate flow reading a flow meter and rain gauge needs to be installed. Eric Tissue further explained that the concrete and steel tanks at the Teodori plant are in good structural condition and some new technologies may make it possible to use the existing footprint, instead of a new plant.

#### AUTHORIZE EMERGENCY GENERATOR MAINTENANCE AGREEMENT WITH CUMMINS BRIDGEWAY(\$2,490,54 for four sites)

Greg Gennuso informed the Board that our yearly maintenance agreement with Cummins Bridgeway needed renewed. This agreement covers the maintenance on the emergency generators at multiple locations. The Board by a unanimous vote on a motion by Patticia Mowry and a second by Blane Volovich authorized the signing of this agreement.

#### CONDITIONAL APPROVAL OF OVERLOOK PHASE 6A

Eric Tissue informed the board that the Overlook Phase 6A as-builts, construction and testing were complete and the only outstanding items were clerical in nature. The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry conditionally approved Phase 6A contingent on receipt of all clerical items.

#### SOLICITOR REPORT

Nate Boring had four items on the solicitor report to update. Nate reviewed the Overlook at Southpointe easement and recommends acceptance. Nate prepared a sequestered account agreement for Ridgewood Heights and this document will be a good template for future sequestered account agreements. Nate reviewed the deeds around the Klinger road pump station and recommended a new agreement will be needed if the land lot around the pump station is developed and that road would provide the primary access point. Nate reviewed the claims on Aerial drive regarding the settlement of the sewer line and recommended a response with Greg Gennuso to send to the complainants.

#### BUSINESS MANAGER REPORT

#### JULY 2018 FINANCIAL REPORT

Greg Gennuso circulated the July 2018 financial report for review.

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

Greg Gennuso requested the Board authorize a letter to M & T Bank that states that no excess funds are available after payment of the debt service, to be transferred into the Capital Improvement Reduction funds. The Board on a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba authorized the letter.

#### AUTHORIZE A CORRESPONDENT FOR INTERROGATORIES

Greg Gennuso informed the Board that a correspondent for the pending litigation with CHJA was needed and Greg recommended himself as this correspondent. The Board on a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes authorized Greg Gennuso as the correspondent.

#### APPROVE HARRIS FLEXIBILL CONFERENCE ATTENDANCE

Greg Gennuso informed the Board that he wanted to attend the upcoming Flexibill Conference in Hershey PA. Greg explained that this was continuing education on our billing system and its costs were covered in the Budget. The Board allowed this attendance, a motion was not needed.

#### REVIEW OF CORRESPONDENCE

There were no comments on the monthly correspondence.

#### COMMENTS FROM THE FLOOR

There were no comments from the floor.

#### PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board by a unanimous vote on a motion by Blane Volovich and a second by Patricia Mowry, 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 Richard Barnes and a second by Blane Volovich, the meeting was adjourned at 5:46 P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, October 16, 2018.

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Secretary