

Cecil Township Municipal Authority  
Monthly Meeting  
November 19, 2019

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, November 19, 2019 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald V. Gennuso called the meeting to order at 5:02 PM with, Patricia Mowry, Blane Volovich, Richard Barnes, and Frank Ziembra in attendance. Also present were Attorney Romel Nicholas, Gaitens, Tucceri and Nicholas; Walter O'Shinski P.E, and Kevin Brett of Lennon, Smith, Souleret Engineers. Donald V. Gennuso attended by phone.

MINUTES OF OCTOBER 15, 2019

The Board on a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziembra approved the minutes of October 15, 2019. Richard Barnes abstained.

ENGINEER'S REPORT

LAWRENCE PROJECT UPDATE

Walter O'Shinski informed the Board that he had spoken with Eric Tissue with KLH and was able to confirm that KLH plans to continue to honor their contract, but they have not yet signed off on the agreement they currently possess. Walt also followed up with KLH on some missing items from the design package and requested to be supplied those items, which included the dye testing of individual homes.

Kevin Brett updated the Board that they had reviewed the flow number for the project and felt that the project was being sized properly. Kevin also brought two resolutions for execution. These resolutions approve the application to two grant programs, the H2O grant and the small water and sewer grant. These applications are due December 13, 2019. The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry approved the H2O grant resolution.

The Board by a unanimous vote on a motion by Patricia Mowry and a second by Richard Barnes approved the small water and sewer grant resolution.

RELEASE MCCONNELL TRAIL PHASE I PERFORMANCE SET ASIDE  
AGREEMENT

Walter O'Shinski informed the Board that McConnell Trails is requesting the release of its Phase I set aside agreement. Phase I is 100% complete and the authority has accepted those sewers and has the maintenance bond in place. The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry approved the release of the set aside agreement.

## CONDITIONAL APPROVAL OF PAYMENT APPLICATION NO.1 MCCONNELL TRAILS PHASE 2A

Walter O'Shinski informed the Board that construction has begun about a month ago on this phase but the payment application was just received. Walt requested conditional approval of the payment application. The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry conditionally approved the payment application.

## WINDCREST DRIVE UPDATE

Walter O'shinski updated the Board on Windcrest Drive sanitary line replacement project. Walter explained that one temporary easement had a question about compensation, Romel Nicholas recommended to discuss this further in executive session. Walter further explained that there are three easements that are still outstanding and that steps to get the condemnation process started should be considered so not to hold up the project in the spring. The Board elected to start the drafting of a project specific condemnation resolution for next meeting and to allow the solicitor to start the condemnation process. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba authorized the motion.

## SOLICITOR REPORT

Romel Nicholas has two items for discussion in executive session. Those items are the CHJA litigation and property acquisition. Romel Nicholas updated the Board on the Ridgewood heights repair for Dave Brown. Mr Brown did not like the wording of the release and it has been changed so that it is acceptable to all parties. We are waiting for Mr. Brown to sign the release and then the check will be given to him.

## BUSINESS MANAGER REPORT

### OCTOBER 2019 FINANCIAL REPORT

Greg Gennuso circulated the October 2019 financial report for review.

### DISCUSS/APPROVE INVOICE CLOUD FOR CREDIT CARDS AND CUSTOMER PORTAL

Greg Gennuso circulated a quote for invoice cloud computer software. Invoice cloud software is a customer portal and a credit card service that would replace our current credit card service and would add the customer portal for the customer so that they can see their history and make payments online. Invoice cloud would help to streamline the billing process with a minimal cost to the Authority. The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry approved the purchase of invoice cloud.

## DETERMINE BUDGET COMMITTEE FOR 2019

Greg Gennuso requested two Board members for a Budget committee. Donald V Gennuso and Patricia Mowry volunteered for the budget committee.

## COMMENTS FROM THE FLOOR

There were no comments from the floor.

## REVIEW OF CORRESPONDENCE

There were no comments on the monthly correspondence.

## PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board by a unanimous vote on a motion by Patricia Mowry and a second by Richard Barnes 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 FOR CHJA LITIGATION AND PROPERTY ACQUISITION

The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba entered into an executive session at 5:54 pm. The Board exited the executive session at 6:26 pm. The executive session brought forth two motions:

The Board by a unanimous vote on a motion by Frank Ziemba and a second by Richard Barnes approved the mediation agreement with CHJA and authorized Romel Nicholas to sign the agreement for the Board.

The Board by a unanimous vote on a motion by Frank Ziemba and a second by Richard Barnes authorized the payment of the attorney fees that were submitted for the Windcrest Drive easement.

ADJOURNMENT

There being no other business, the Board by a unanimous vote on a motion by Frank Ziembra and a second by Richard Barnes, the meeting was adjourned at 6:28 P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, December 17, 2019.

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Secretary