

Cecil Township Municipal Authority
Monthly Meeting
January 21, 2020

The Cecil Township Municipal Authority held its reorganization and regular monthly meeting on Tuesday, January 21, 2020 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald V. Gennuso called the meeting to order at 5:00 PM with , Richard Barnes, Patricia Mowry, Frank Ziembra and new member Darlene Barni in attendance. Also present were Attorney Romel Nicholas, Gaitens, Tucceri and Nicholas; Kevin Brett and Larry Lennon Jr. of Lennon, Smith, Souleret Engineers (LSSE); Walter O'Shinski P.E and Gregory Gennuso. Donald V. Gennuso attended the meeting remotely by phone.

MINUTES OF DECEMBER 17, 2019

The Board on a unanimous vote on a motion by Frank Ziembra and a second by Richard Barnes approved the minutes of December 17, 2019. Patricia Mowry and Darlene Barni abstained.

REORGANIZATION

Richard Barnes motioned for the nomination of officers for 2020.

The Board by a unanimous vote on a motion by Richard Barnes and a second by Frank Ziembra nominated and appointed the officers listed below:

Donald V. Gennuso, Chairman
Richard Barnes, Vice Chairperson
Frank Ziembra, Secretary/Treasurer
Patricia Mowry, Assistant Secretary/Treasurer
Darlene Barni, Member

The Board by a unanimous vote on a motion by Richard Barnes and a second by Patricia Mowry appointed Gaitens, Tucceri and Nicholas as Solicitor.

The Board by a unanimous vote on a motion by Patricia Mowry and second by Frank Ziembra appointed of Lennon, Smith, Souleret engineers as Consulting Engineer.

The Board by a unanimous vote on a motion by Patricia Mowry and second by Frank Ziembra appointed Community Bank as Trustee/Paying Agent.

ENGINEER'S REPORT

LAWRENCE PROJECT UPDATE

Kevin Brett updated the Board on the Lawrence design proposal. Several options were

investigated and the revised proposal now reflects their best price and an updated timeline. Walter O'Shinski reviewed the proposal and determined the price to be fair.

Patricia Mowry had a concern on the coordination efforts of the job, who is doing the easements, and the items that have been paid already to KLH engineers. Romel Nicholas and Walter O'Shinski met with KLH and discussed the items already paid and recommended the discussion to be continued in executive session. Walter O'shinski addressed the coordination effort. KLH will do the collection system and force main. LSSE will do the treatment plant. The jobs will be done concurrently and bid as though they are one job. There should not be a coordination problem. KLH will be presenting a scope of work for the easements for a set price per easement. The easement itself is a standardized document that will be reviewed by and recorded by the municipal authority office staff. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba approved the revised proposal from LSSE contingent on legal corrections being completed.

WINDCREST DRIVE UPDATE –EMERGENCY REPAIR

Walter O'Shinski updated the Board on the progress of the emergency repair at 15 Windcrest drive in which we are going to install a new lateral connection. The permit has been applied for with the township, the one call has been called in and a quote from Stewart contracting to complete the work has been received. We are waiting for the manhole to be precast. This repair should be completed before the next board meeting.

WINDCREST DRIVE UPDATE

Walter O'Shinski updated the Board on Windcrest Drive sanitary line replacement. KLH engineers will complete the job through bidding, which they provided a proposal price of \$1,750 to complete the work. LSS engineers will then take over the inspection of the job. Walt recommended approving the proposal. The Board by a unanimous vote on a motion by Frank Ziemba and a second by Patricia Mowry approved the proposal.

MCCONNELL TRAIL PHASE 1B- ACCEPTANCE RESOLUTION

Walter O'Shinski explained that at the last meeting the Board approved the acceptance of the Phase 1 B sewers and now a formal resolution has been provided memorializing the acceptance. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba approved the resolution.

MCCONNELL TRAIL PHASE 2A-APPROVAL OF PAY APPLICATION NO. 3

Walter O'Shinski informed the Board that McConnell Trails is requesting a pay reduction on its Phase 2A set aside agreement. LSSE has not yet reviewed and approved the quantities. The recommendation to the Board is to conditionally approve this reduction once the quantities are verified. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziemba conditionally approved the reduction.

WINDSOR WOODS PHASE 6B DEED OF SANITARY SEWER EASEMENTS APPROVAL AND CONDITIONAL ACCEPTANCE OF SANITARY SEWERS

Walter O'Shinski informed the Board that the work at Windsor Woods Phase 6B is nearing completion and two sanitary sewer easements are needed to be executed tonight. The Board by a unanimous vote on a motion by Frank Ziembra and a second by Patricia Mowry approved signing the easements.

Walter O'Shinski recommended the Board give conditional acceptance of the sewers in Phase 6B contingent on the close out items being received and reviewed by the office, which should occur in the next week or so. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziembra conditionally accepted the sewers in Windsor Woods Phase 6B.

SOLICITOR REPORT

Romel Nicholas updated the Board on the CHJA mediation. They have met with the mediator in order to get the auditor for the forensic audit in place. The judge will continue to oversee the case and the mediator will continue to be in play for the forensic audit. The next follow up mediation session is scheduled for May of 2020.

BUSINESS MANAGER REPORT

DECEMBER 2019 FINANCIAL REPORT

Greg Gennuso circulated the December 2019 financial report for review.

RATIFY 2020 MEETING DATES AS ADVERTISED

Greg Gennuso informed the Board that an advertisement for the reorganization meeting was placed in the Observer Reporter. The advertisement also included the 2020 meeting schedule-every third Tuesday at 5 PM. He requested the Board ratify the action. The Board by a unanimous vote on a motion by Richard Barnes and a second by Frank Ziembra ratified the legal advertisement.

CERTIFICATE OF DEPOSIT 13018987 RENEWAL WITH SLOVENIAN SAVINGS

Greg Gennuso stated that CD # 00-13018987 matures on January 28, 2020 and recommended renewal for one year at the new interest rate of 2.440% with a yield of 2.50% with no penalty for early withdrawal. The Board by a unanimous vote on a motion by Patricia Mowry and a second by Frank Ziembra authorized the renewal of the CD.

ADVERTISEMENT OF AUTHORITY OPERATIONS MANAGER/ENGINEER AND CERTIFIED OPERATOR

This item is moved to the executive session.

DISCUSS UPDATING OF ACCOUNTING SYSTEM

Greg Gennuso requested the services of Board member Patricia Mowry to help update/coordinate the accounting software accounts and billing software. Patricia works for the Peters Township Sanitary Authority which happens to run the same accounting and billing software configuration. Romel Nicholas confirmed this unique situation does not represent a conflict of interest, but Patricia must abstain from any votes on the subject. Patricia Mowry is going to submit a proposal for the Board to approve.

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 Frank Ziembra 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 on a motion by Richard Barnes and a second by Frank Ziembra entered an executive session at 6:11 pm to discuss personnel and property acquisition.

The Board exited executive session at 7:23 pm with the motion to approve the 2020 budget. The Board by a unanimous vote on a motion by Frank Ziembra and a second by Darlene Barni approved the 2020 budget.

ADJOURNMENT

There being no other business, the Board by a unanimous vote on a motion by Frank Ziembra and a second by Darlene Barni, the meeting was adjourned at 7:23 P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, February 18, 2020.

Secretary