

Cecil Township Municipal Authority  
Monthly Meeting  
May 19, 2020

The Cecil Township Municipal Authority held a telephone and video monthly meeting on Tuesday, May 19, 2020 . Chairman Donald V. Gennuso called the meeting to order at 5:00 PM with Frank Ziembra, Darlene Barni, Richard Barnes, and Donald V Gennuso attending remotely by telephone or computer. Walter O'shinski P. E., Gregory Gennuso, Attorney Romel Nicholas with Gaitens, Tucceri and Nicholas, and Kevin Brett with Lennon Smith Souleret Engineers also attended remotely. This meeting had an abbreviated agenda due to the Corona Virus. Patricia Mowry was absent.

MINUTES OF APRIL 21, 2020

The Board on a unanimous vote on a motion by Darlene Barni and a second by Richard Barnes approved the minutes of April 21, 2020

ENGINEER'S REPORT

APPROVE SANITARY SEWER EASEMENT AND CONDITIONAL ACCEPTANCE OF SANITARY SEWERS FOR MCCONNELL TRAILS PHASE 2A

Walter O'Shinski informed the Board that a motion for the approval of the easement was needed for this project. Walter also recommended conditional approval of the project as only clerical items are needed to close out the project and they should be received before the next meeting. The Board by a unanimous vote on a motion by Richard Barnes and a second by Frank Ziembra conditionally accepted the sewer and approved signing of the easement.

WINDCREST DRIVE REPLACEMENT CONTRACT AWARD

Walter O'Shinski advised the Board that a bid opening with KLH engineers was held at the Cecil Township Park Pavilion. **Strnisha Contracting was the low bidder for the project with a bid of \$162,431.50. Walt informed the Board that KLH reviewed the bid documents and recommended awarding the contract to Strinisha Contracting. The Board by a unanimous vote on a motion by Frank Ziembra and a second by Darlene Barni approved awarding the contract.**

**Walter further informed the Board that KLH has completed their contract with this phase of the project. LSSE will project management and inspection services during the construction phase of the project. A proposal from LSS engineering was submitted and the Board by a unanimous vote on a motion by Richard Barnes and a second by Darlene Barni conditionally approved the proposal contingent on Walter O'Shinski's review and approval.**

## LAWRENCE PROJECT UPDATE

Kevin Brett from LSS engineering updated the Board on the status of the Lawrence project. Kevin explained that the Part 1 permit was submitted 40 days ago and they were hoping to get the NDPS Permits by the end of June. Kevin also mentioned that a decision on the easements would be needed by the June meeting or it could impact the schedule.

Romel Nicholas updated the Board on the property acquisition for the Lawrence Project. Romel and Richard Barnes have met with the owners and the appraiser has been re-engaged to update the appraisal.

## SOLICITOR REPORT

Romel Nicholas updated the Board on the CHJA mediation and audit. Romel explained that the timeline for the audit to be complete was extended due to Covid-19 and hopes were for the audit report to be done by June 3, 2020. Romel also informed the Board that there is still some engineering information that has yet to be turned over and we are hoping to get that soon.

Romel informed the Board that the repair matter with Dave Brown at 51 Ridgewood has been completed, with the receipt of the release which was executed by all parties.

## BUSINESS MANAGER REPORT

### APRIL 2020 FINANCIAL REPORT

Greg Gennuso circulated the April 2020 financial report for review.

### DISCUSS OFFICE STATUS, DYE TESTS AND MEETING FORMATS THROUGH QUARANTINE

The Board recommended the office adopt a similar office policy to the township. The office will be open 7:30- 4 on June 1<sup>st</sup>, but because of limited space and safety concerns, the public will not be able to enter the office suite, they will be able to transact with the staff through the glass door. Any meetings necessary will adhere to current health guidelines and will be on an appointment basis only.

Dye testing for home purchases are currently suspended. They will continue to be suspended until all protective equipment that is currently on back order is received or the next board meeting on June 16, 2020.

The meeting format will continue to be a video and telephone conference for now. The decision to meet for June's meeting will be made by the chairman and the public will be notified via advertisement and via the website at [www.ctmaonline.org](http://www.ctmaonline.org).

## DISCUSS DELINQUENCY LETTERS, LATE FEES AND PAYMENT PLANS

The Board elected to adopt the following policies through the quarantine: The policy of no late fees will continue through June. Delinquency letters, which inform customers are 60 days and over \$50 late, will be sent out in June to help collection. Long term payment plans are not accepted and short term payment plans are at the administrator's discretion.

## COMMENTS FROM THE FLOOR

There were no comments from the floor. No one was in attendance.

## 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 Richard Barnes 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

## ADJOURNMENT

There being no other business, the Board by a unanimous vote on a motion by Darlene Barni and a second by Richard Barnes, the meeting was adjourned at 6:00P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, June 16, 2020.

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Secretary