

Cecil Township Municipal Authority  
Monthly Meeting  
September 21, 2021

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, September 21, 2021. Chairman Patricia Mowry called the meeting to order at 5:01 PM with Patti Mowry, Frank Ziemba, Darlene Barni, and Timothy Stiffey in attendance. Also present were Attorney Romel Nicholas Gaitens, Tucceri and Nicholas; Kevin Brett of Lennon, Smith, Souleret Engineers (LSSE); Walter O'Shinski P.E and Gregory Gennuso. Donald V Gennuso attended remotely.

MINUTES OF AUGUST 17, 2021

The Board on a unanimous vote on a motion by Darlene Barni and a second by Frank Ziemba approved the minutes of August 17, 2021.

COMMENTS FROM THE FLOOR 1

Residents Robert and Rebecca Beccari inquired about the status of the Lawrence project as they owned a property in the project area. Kevin Brett informed them of the estimated timeline of the project as follows: Line work and plant construction will begin in Spring of 2022. Construction work should take about a year. Sewer lines will be active in fall of 2023. Notices for residents to tie in will begin in Fall of 2023 and residents will have 60 days to tie into the system. Kevin Brett will give a snippet to administrator Greg Gennuso to post to the website. Greg Gennuso informed the residents that the website was undergoing a transfer and information on the project should be posted in the very near future.

ENGINEER'S REPORT

MCCONNELL TRAILS PHASE 2B SECURED FUND REDUCTION #3

Walter O'Shinski informed the Board that LSSE has received and reviewed a reduction request in the amount of \$20,493.00. Kevin Brett recommended approval. The Board by a unanimous vote on a motion by Frank Ziemba and a second by Timothy Stiffey approved the payment reduction.

LAWRENCE PROJECT UPDATE

Kevin Brett updated the Board on status of the Lawrence project. Kevin requested numerous financial items from Greg Gennuso and Walter O'Shinski in order to prepare for the Pennvest submission in November. Kevin also requested that the board set the tap in fee for the Lawrence service district. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Frank Ziemba set the tap in fee for Lawrence at \$ 5,000.00.

Kevin Brett also inquired as what the CTMA contribution would be to the Lawrence Project to determine the amount of the Pennvest loan. Chairperson Patricia Mowry suggested that Kevin request the highest loan amount possible so that we are borrowing the money at the best interest rate and then we can also work the loan amount down after the budget is complete. It was clarified that \$1.5 million of CTMA funds would be used along with the \$1.0 million from the township and then any grants that we would receive.

Romel Nicholas inquired to Kevin Brett if the takings for the easements and the plant site are not perfected until December if that would throw the timeline off. Kevin stated that it would not affect the timeline.

The Board requested Kevin Brett to revisit the rate structure analysis for the next meeting in October.

AUTHORIZE SIGNING DEED OF EASEMENT FOR TOA (MH 2-19 to 3-9 and 2-7 to 3-2) and CONDITIONAL SEWER ACCEPTANCE FOR TOA (MH 2-19 to 3-9 and 2-7 to 3-2)

Walter O'Shinski informed the board that TOA is completing work on an additional section of their project, and he recommends signing the sanitary sewer easement. The Board by a unanimous vote on a motion by Darlene Barni and a second by Timothy Stiffey approved the signing of the easement.

Walter O'Shinski requested conditional acceptance of the current completed section for TOA. There are only clerical punch list items remaining that will be completed in the next couple of days. The Board by a unanimous vote on a motion by Darlene Barni and a second by Timothy Stiffey conditionally accepted the phase pending Walter O'Shinski's approval.

### SOLICITOR REPORT

Romel Nicholas three items to review with two of the items for executive session for property acquisition in Lawrence and pending litigation regarding CHJA.

Romel Nicholas informed the Board that Kate McCullough's appeal of her disorderly conduct case was heard on September 17, 2021. The judge issued an order that Ms. McCullough was to have 6 months of no contact with the Cecil Township Municipal Authority(CTMA). Ms McCullough has since issued a phone call and an email to Romel Nicholas who is an officer of CTMA. This is clearly a violation of the order and the judge was made aware of this violation by Romel as an officer of the court. Romel recommended a phone call with the chief of police and/or the assistant district attorney who has this case so that a contempt order can be placed.

### BUSINESS MANAGER REPORT

## AUGUST 2021 FINANCIAL REPORT

Greg Gennuso circulated the August 2021 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 Darlene Barni and a second by Frank Ziemba authorized the letter.

## CERTIFICATE OF DEPOSIT 13017918 AND 13019917 RENEWALS WITH SLOVENIAN SAVINGS

Greg Gennuso stated that CD # 00-13017918 matures on October 16, 2021 and CD 13019917 matures on October 20, 2021 and recommended renewal for one year at the new interest rate of 1.95% with of a yield 2.0% with no penalty for early withdrawal. The Board by a unanimous vote on a motion by Frank Ziemba and a second by Timothy Stiffey authorized the renewal of the CDs.

## CFS BANK AUTHORIZATION

Greg Gennuso requested to transfer bank accounts from Community Bank to CFS Bank. The local Community bank branch closed in Southpointe and was giving us difficulties with opening bank accounts and transferring between accounts. CFS bank is in Southpointe and would make banking and wiring of fund easier for the Authority. This transition would occur slowly and be completed by 2022. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Frank Ziemba authorized using CFS Bank.

## DISCUSS COVID POLICY

Romel Nicholas circulated a covid policy for the board to review. The Board allowed the managerial staff and Romel to institute a policy for the Authority based on the CDC guidelines.

Walter O'Shinski explained that one of our employees had COVID and that two additional sick days can be added for this employee by Board authorization. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Darlene Barni authorized the two additional sick days for this employee.

## DISCUSS BILLING/COLLECTION POLICY

Chairperson Patricia Mowry addressed the board on the collection policy requested the

collection committee meet in the next month to address additional collection related issues and requested the following motions. To authorize management to send the “important notice” correspondence to all delinquent rate-payers with the condition that the language, “for all liens” is added to the letter. The Board by a unanimous vote on a motion by Frank Ziembra and a second by Timothy Stiffey authorized the letter.

To administratively adopt as policy the ability to use any of the six options advanced by the solicitor to collect on delinquent accounts. The Board by a 4-1 vote on a motion by Frank Ziembra and a second by Timothy Stiffey authorized the policy. Donald V Gennuso voted no, on the option of Sheriff sale.

### 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 Frank Ziembra and a second by Timothy Stiffey 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

### COMMENTS FROM THE FLOOR II

Supervisor Eric Sivavic informed the Board that he had a meeting in Lawrence and the residents voted on 19-2 to request an informational meeting in the next two months. Chairperson Patricia Mowry explained that an informational meeting will be held closer to construction and asked Kevin Brett to get a timeline and maps to the Greg Gennuso at the authority to get on the website.

### EXECUTIVE SESSION

The Board on a motion by Darlene Barni and a second by Frank Ziembra entered an executive session at 6:47 pm to discuss litigation matters and property acquisition. The Board exited executive session at 7:29 pm with the following motions.

The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Darlene Barni agreed to proceed to file the next litigation in the CHJA mediation against Canonsburg, Houston, and any other indispensable party.

The Board by a unanimous vote on a motion by Frank Ziembra and a second by Timothy Stiffey authorized letter to SCB capital in regards to the EJC for \$5,900.00.

ADJOURNMENT

There being no other business, the Board by a unanimous vote on a motion by Frank Ziembra, and a second by Timothy Stiffey the meeting was adjourned at 7:31 P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, October 19, 2021.

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Secretary