

Cecil Township Municipal Authority
Monthly Meeting
October 19, 2021

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, October 19, 2021. Chairman Patricia Mowry called the meeting to order at 5:00 PM with Patti Mowry, Frank Ziemba, Darlene Barni, and Timothy Stiffey in attendance. Also present were Attorney Christine Seymour 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 SEPTEMBER 21, 2021

The Board on a unanimous vote on a motion by Timothy Stiffey and a second by Darlene Barni approved the minutes of September 21, 2021.

2020 AUDIT PRESENTATION

Sandy Guthrie and Brandon Baldauf of the firm Guthrie, Belczyk, & Associates presented the 2020 audit to the Board. The following financial statements reflect the changes in the Authority's financial position.

The unrestricted net position increased from \$10,961,971 to \$12,941,388. Cash and investments increased to \$11,139,769 from \$11,047,448 a net change of \$92,321. Other current assets were \$841,405, an increase from \$676,844 or a net difference of \$164,561 due to an increase in sewage accounts receivable of approximately \$111,400, an increase in tap-in receivables of approximately \$101,700 and a decrease in assessment receivable of approximately \$43,600. Restricted assets are stated as \$1,649,244, a decrease from \$1,723,793 due to a net decrease of \$155,977 in the Debt Service and Debt Service Reserve Fund.

Total assets and deferred outflows for the period ending December 31, 2020 were \$41,478,269 with net fixed assets representing 65.80% and cash, investments, and net accounts receivable representing 27.65% of the total.

The value of capital assets included in non-current assets total \$39,422,758 with accumulated depreciation of \$12,123,390 resulting in net capital assets of \$27,293,368. Restricted assets, stated in current assets, decreased from \$1,732,793 to \$1,649,244. The amounts restricted for debt service decreased by \$156,043.

The Authority's long-term liabilities as of December 31, 2020 were debt service of \$15,537,984 for the Millers Run bonds with interest payments totaling \$485,798 paid in 2020.

Liabilities include funds received from developers and held in escrow totaling \$158,739 and accounts payable totaling \$150,588. The current portion of bonds payable totals \$430,000.

The Board on a unanimous vote on a motion by Frank Ziemba and a second by Timothy Stiffey accepted the 2020 Audit.

ENGINEER'S REPORT

MCCONNELL TRAILS PHASE 2B AUTHORIZE SIGNING OF SANITARY SEWER EASEMENT (MH S-224 to S-226 and S-205 to S-209)

Walter O'Shinski informed the Board that this portion is constructed, and a sanitary sewer easement is required to be signed. The Board by a unanimous vote on a motion by Frank Ziembra and a second by Timothy Stiffey approved signing the easement.

MCCONNELL TRAILS PHASE 2B CONDITIONAL ACCEPTANCE OF SEWERS (MH S-224 to S-226 and S-205 to S-209)

Walter O'Shinski informed the Board that this portion of McConnell trails phase 2B is complete with administrative punch list items remaining and recommended conditional acceptance. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Frank Ziembra conditionally accepted the phase pending Walter O'Shinski's approval.

ADOPT SEWER ACCEPTANCE RESOLUTION FOR TOA (MH2-19 to 3-9) and (2-7 to 3-2)

Walter O'shinski informed the Board that last month this section was approved for acceptance and all easements have been recorded. Walter has prepared the acceptance resolution for approval. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Darlene Barni accepted the resolution.

AUTHORIZE SIGNING LAWRENCE PROJECT LSA GRANT AGREEMENT

Walter O'shinski informed the Board that the Washington County Redevelopment Authority requested the Board to sign the cooperation agreement for the \$300,000 dollar grant that was awarded for the Lawrence project. The Board by a unanimous vote on a motion by Timothy Stiffey and a second by Darlene Barni authorized signing the cooperation agreement.

LAWRENCE PROJECT UPDATE

Kevin Brett updated the Board on status of the Lawrence project. Kevin requested the resolution and certification letter to Pennvest to be signed for our Pennvest submission on November 3rd. The Board on a unanimous vote on a motion by Frank Ziembra and a second by Darlene Barni approved the Pennvest resolution. Donald V Gennuso recused himself from voting as he is a member of the Pennvest Board.

The Board on a unanimous vote on a motion by Frank Ziembra and a second by Timothy Stiffey authorized the certification letter to Pennvest. Donald V Gennuso recused himself from voting as he is a member of the Pennvest Board.

Kevin also updated the cost of construction and the overall budget for the Pennvest submission, an additional one million was added to the construction costs due to supply chain issues and this may change by the time construction starts.

Kevin Brett informed the Board that Cecil Township wanted a copy of the plans submitted for land development. Kevin will provide the township those plans.

Kevin Brett had contacted the township engineer to see if a subdivision plan is necessary, as the property was already taken and the consensus is that the county will accept the parcel without a subdivision plan. This will be cleared up by the next meeting.

Kevin Brett informed the Board that the user rate analysis was adjusted to reflect the paydown of the Bonds and the increase of customers to the system. Walt clarified that for next meeting an approval of the user rate analysis would need to be approved.

SOLICITOR REPORT

Christine Seymour has two of the items for executive session for property acquisition in Lawrence and pending litigation regarding CHJA.

BUSINESS MANAGER REPORT

SEPTEMBER 2021 FINANCIAL REPORT

Greg Gennuso circulated the September 2021 financial report for review.

PAYMENT PLAN RESOLUTION

Greg Gennuso circulated the payment plan resolution for approval. This resolution would give lien accounts an opportunity to enter into a payment plan. The payment plan lengths vary based on the amount of the lien. The higher the amount owed the longer the payment plan. The general setup is as follows: \$5,000 or more- 60 months, \$4,999-\$1,000 is 36 months and \$1,000 and less is 12 months. The Board is also giving a one time 10% discount if any of the current past due lien accounts pay their total in full within 60 days of the notice deadline. The Board on a unanimous vote on a motion by Darlene Barni and a second by Frank Ziemba approved the resolution.

DISCUSS BILLING/COLLECTION

Greg Gennuso asked the Board what they want to do about collection of delinquent land lords and well water customers. Patricia Mowry stated that management and solicitor would be responsible for collection based on the memo that was circulated by Romel last meeting.

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.

BUDGET COMMITTEE

Greg Gennuso requested a committee for the 2022 Budget. Patricia Mowry and Darlene Barni volunteered. Frank Ziembra agreed to replace Darlene if she was elected as supervisor in November election.

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 Darlene Barni 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

There were no comments from the floor.

EXECUTIVE SESSION

The Board on a motion by Frank Ziembra and a second by Timothy Stiffey entered an executive session at 5:49 pm to discuss litigation matters and property acquisition. The Board exited executive session at 6:11 pm with no motions.

ADJOURNMENT

There being no other business, the Board by a unanimous vote on a motion by Darlene Barni, and a second by Timothy Stiffey the meeting was adjourned at 6:11 P.M. The next regular meeting is scheduled for 5:00 P.M. Tuesday, November 16, 2021.

Secretary