

Cecil Township Municipal Authority  
Monthly Meeting  
January 19, 2016

The Cecil Township Municipal Authority held its reorganization and regular monthly meeting on Tuesday, January 19, 2016 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 6:00 PM with Stephanie Lucchino, Blane Volovich, Richard Barnes and Timothy Markovich in attendance. Also present were Attorney Romel Nicholas, Gaitens, Tucceri and Nicholas; Eric Tissue P.E., KLH Engineers; Walter O'Shinski P.E., Dennis Bell, Administrator and Gregory Gennuso, Assistant Administrator.

REORGANIZATION

Chairman Donald Gennuso opened the meeting by asking for the nomination of officers for 2016.

The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich nominated and appointed the officers listed below:

Donald V. Gennuso, Chairman  
Stephanie C. Lucchino, Vice Chairperson  
Blane Volovich, Secretary/Treasurer  
Richard Barnes, Assistant Secretary/Treasurer

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

The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes appointed KLH Engineers, Inc. as Consulting Engineer.

The Board by a unanimous vote on a motion by Richard Barnes and second by Blane Volovich appointed Community Bank as Trustee/Paying Agent.

MINUTES OF DECEMBER 15, 2015

The Board by a three to two vote on a motion by Richard Barnes and a second by Stephanie Lucchino approved the minutes. Timothy Markovich and Blane Volovich abstained.

EXECUTIVE SESSION

The Board entered into an executive session at 6:03 PM to discuss personnel and the proposed budget for 2016. The administrative staff was excused for the session.

The Board exited executive session at 6:10 PM and a motion to approve the budget as submitted. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Richard Barnes approved the budget for 2016.

## ENGINEER'S REPORT

### LAWRENCE ACT 537 PLAN UPDATE

Eric Tissue circulated a memo that updated the Board to the status of the project. The following items were contained in the memo:

- SE Technologies is in the process of conducting Phase I Environmental Survey for the WWTP site. SE Technologies has spoken with landowner, Mr. Deblasio, and will be meeting with him on January 21, 2016 to discuss site conditions with him. He indicated that he has maps and other historical information about the site that will be helpful.
- KLH has provided control point elevation information to Land and Mapping Services for preparation of base mapping. They are estimating that the base mapping will be completed by the end of next week. The crew will continue to be on site over the next couple of weeks to complete field location and measurements of features that do not show up on the aerial photogrammetry such as storm sewers, catch basin depths, etc.
- KLH will be conducting the wildcat sewer verification in the near future.
- Lead Designer, Joe Gianvito, has completed an outline of Basis of Design Report that will provide guidance on the design of the Wastewater Treatment Plant. A meeting with Walter O'Shinski will be held to discuss the outline prior to finalizing the report.

### OVERLOOK PHASE 4 - SET ASIDE AGREEMENT IN LIEU OF PERFORMANCE BOND

Walter O'Shinski informed the Board that the developer of the Overlook at Southpointe has requested approval for a set-aside agreement with his bank versus posting a performance bond. He stated that the developer had done set-aside agreements with the Authority on previous phases. Walter O'Shinski stated that Romel Nicholas reviewed the agreement. The Board by a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes authorized signing the agreement.

### OVERLOOK PHASE 4 CONSTRUCTION AGREEMENT

Walter O'Shinski requested the Board authorize signing the construction agreement for Overlook Phase 4 project. The Board by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized signing the agreement.

## RIDGEWOOD HEIGHTS PHASE 5 SEQUESTERED AGREEMENT IN LIEU OF PERFORMANCE BOND

Walter O'Shinski informed the Board that the developer of Ridgewood Heights Phase 5 has requested approval of a Sequestered Agreement in lieu of a performance bond. Romel Nicholas reviewed the Sequestered Agreement and a final document was provided to the Board for review and execution. The Board by a unanimous vote on a motion by Blane Volovich and a second by Timothy Markovich authorized signing the sequestered agreement.

## CFS BANK CONSTRUCTION AGREEMENT APPROVAL

Walter O'Shinski advised the Board that CFS Bank is constructing a new banking facility in Southpointe and that a construction agreement has been completed. The Board by a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized signing a construction agreement with CFS Bank.

## SOLICITOR REPORT

Romel Nicholas informed the Board that all of his active issues were covered by Walter O'Shinski in the engineer's report.

## BUSINESS MANAGER REPORT

## RATIFY 2016 MEETING DATES AS ADVERTISED

Dennis Bell informed the Board that an advertisement for the reorganization meeting was placed in the Observer Reporter. The advertisement also included the 2016 meeting schedule being held on the third Tuesday at 6 PM. He requested the Board ratify the action. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich ratified the legal advertisement.

## DISCUSS ACCOUNT MANAGEMENT CHANGE AT WELLS FARGO - SIMPLE IRA

Dennis Bell informed the Board that a meeting with Jeff Deluca, our new account manager at Wells Fargo and with Mark Eckles, our previous account manager with Wells Fargo was held. Mr. Eckles is now associated with Confluence and affiliated with Raymond James Financial Services Inc. He stated the consensus was to recommend remaining with Mark Eckles based on the relationship and the costs. He stated the Simple IRA program was established in 1999 and managed by Mark Eckles from the inception. He requested the Board approve the change from Wells Fargo to Raymond James. The Board by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino authorized the change.

## CERTIFICATE OF DEPOSIT RENEWAL WITH SLOVENIAN SAVINGS

Greg Gennuso stated that CD # 00-13018987 matures on January 28, 2016 and recommended renewal for one year at the interest rate of 1.95% with a yield of 2.00% with no penalty for early withdrawal. The Board by a unanimous vote on a motion by Timothy Markovich and a second by Blane Volovich authorized the renewal.

## LETTER FROM BERNADETTE GARDNER FOR TWO OUTSTANDING LIENS

Greg Gennuso informed the Board of a request by Bernadette Gardner to forgive or subordinate the two municipal liens currently on her property at 23 Klinger Road. Ms. Gardner provided an email letter to be presented to the Board. The letter explained her husband passing at the time of the Millers Run sewer project and while the Authority has supporting documentation signed from her acknowledging and accepting the liens, she requested forgiveness of the liens or subordination of the liens so that she can refinance into a reverse mortgage. The Board elected to offer a settlement on the liens based on the unique circumstances of Ms. Gardner's case and the present value of money. The settlement covers the liens and the costs to administer the liens, the Board agreed to waive the interest. The Board by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino approved the offer as discussed.

## LETTER FROM KAYE GASPER FOR SANITARY LIEN

Greg Gennuso informed the Board on the email request by Kaye Gasper to forgive her lien on unpaid sewage charges from her tenant at the property at 41 Sycamore Street. Ms. Gasper requested forgiveness of this lien based on the fact that she did not receive any of the bills for the property. The Authority has records reflecting numerous notification were sent both by the Authority's office and by the solicitor's office to her attention. The Board on a motion by Timothy Markovich and a second by Blane Volovich rejected Ms. Gasper's request for forgiveness of the lien.

## FINANCIAL REPORT FOR NOVEMBER 2015

Greg Gennuso reported that the financial report for the month of November 2015 was provided for the Board to review.

## REVIEW OF CORRESPONDENCE

There were no comments on the correspondence.

## PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

The Board by a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich, the Board 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 Richard Barnes and a second by Blane Volovich, the meeting was adjourned at 6:43 P.M. The next regular meeting is scheduled for 6:00 P.M. Tuesday, February 16, 2016.

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Secretary