

Cecil Township Municipal Authority  
Monthly Meeting  
December 16, 2014

The Cecil Township Municipal Authority held its regular monthly meeting on Tuesday, December 16, 2014 at the Cecil Township Municipal Building in Cecil, PA. Chairman Donald Gennuso called the meeting to order at 6:03 PM with Stephanie Lucchino, Richard Barnes, Blane Volovich, and Timothy Markovich in attendance. Also present were Jeff Hollowood, Gaitens, Tucceri and Nicholas; Eric Tissue, KLH Engineers; Walter O'Shinski P.E., Dennis Bell, Administrator. Gregory Gennuso was absent.

MINUTES OF NOVEMBER 18, 2014

The Board by a unanimous vote on a motion by Richard Barnes and a second by Stephanie Lucchino approved the minutes of the meeting of November 18, 2014.

ENGINEER REPORT

UPDATE ON LAWRENCE ACT 537 PLAN

Walter O'Shinski updated the board on the Lawrence 537 Plan. He stated the Cecil Township Supervisors adopted a resolution supporting the plan at their December 1, 2014 meeting. He stated the revised plan was submitted to the PA DEP for final approval.

UPDATE ON SANDLEWOOD & TIMBERCREST DRIVE SEWER PROJECT

Eric Tissue advised the Board that the Timbercrest project is completed with the exception of relocating cable lines and that the contractor is working toward resolving the issue. He stated that the Sandlewood project has not started but that the contractor notified the impacted property owners of a construction start date.

APPROVE ASSIGNMENT OF SANITARY SEWER EASEMENT – MBM LLC

Walter O'Shinski advised the Board on a new sanitary sewer easement to replace an easement previously recorded due to the relocation of the sanitary sewer line into the adjoining property. The developer Matt Gagliotti obtained the easement and request the Board accept the assignment of the easement. The Board by a unanimous vote on a motion by Richard Barnes and a second by Blane Volovich authorized acceptance of the easement assignment.

## RATIFY CORRECTED SANITARY SEWER EASEMENT – FLEEHER

Walter O'Shinski requested the Board authorize signing a new sanitary sewer easement for property owned by Marian Fleeher. The easement was required due to a conflict with a stone wall and underground transformer located on the property in the Timbercrest Drive project that need to be relocated. Marian Fleeher signed the new easement. The Board by a unanimous vote on a motion by Stephanie Lucchino and a second by Timothy Markovich authorized signing the sanitary sewer easement.

## DISCUSS CWM CONTRACT

Walter O'Shinski discussed a meeting he held with CWM for extending their plant maintenance contract. He stated the new contract is necessary so that work being done by CWM may continue after the January 7, 2015 notice of termination previously provided to the company. He stated the contract is quoted at ten thousand dollars per month for a two year contract or an increase of approximately twenty percent. He stated that the new NPDES Permits issued this year for the three plants require daily effluent monitoring which not a previous requirement. He also indicated that the operator should begin completing and signing the monthly reports that are provided to PA DEP and that as part of the negotiation they include completing these reports as a part of the fee paid.

Donald Gennuso inquired if other companies provided the service. Eric Tissue stated that several companies provide the service. It was requested that we discuss the matter with other companies. The Board by a unanimous vote on a motion by Richard Barnes and a second by Timothy Markovich approved negotiating a contract with an operations company after negotiating the terms with the provider but not to exceed Eleven Thousand Dollars a month with a contract not to exceed two years.

## SOLICITOR REPORT

Jeff Hollowood referred to his monthly report circulated to the Board. He reported the amount requested for the bank building and his discussion with Al Pacelli. He provided a proposed revision to the personnel handbook related to personal days and sick days for Board action. On the matter of a conflict of interest with other employment, he recommended a change to the sign off letter acknowledging the employment handbook. Donald Gennuso recommended the matter be tabled until the January 2015 meeting so that the members may review the policy change provided to them.

## BUSINESS MANAGER REPORT

### UPDATE OFFICE SPACE AND BILLING SERVICES

Dennis Bell recommended the Board concentrate on obtaining a software provider for in house billing. He stated the contract with Freedom Systems expires in June 2015

and that in order to make a change in the billing action must be taken soon. He stated the current office space may be reconfigured to accommodate in house billing for the short term. Donald Gennuso requested that a recommendation be provided to the Board at the January 2015 meeting on a software company. He also requested a job description be completed for a billing clerk position and the advertisement for the position so that the Board may approve at the January 2015 meeting. Donald Gennuso also requested a job description for a laborer/mechanic position for the treatment plants and to work on hiring the assistant engineer position. The Board decided to continue exploring opportunities for a new office.

#### DISCUSS OCTOBER 2014 FINANCIAL REPORT

Dennis Bell reported that the financial report for the month of October 2014 was provided for the Board to review.

#### REVIEW OF CORRESPONDENCE

There were no comments on the correspondence.

#### PAYING OF EXPENSES/TRANSFER OF FUNDS ETC.

By a unanimous vote on a motion by Blane Volovich and a second by Richard Barnes, 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

#### COMMENT FROM THE FLOOR

Eric Tissue spoke to the Board and he offered his apology for the Board on the results of an employee conflict of interest. He stated that KLH Engineers wishes to continue in the role of Consulting Engineer for the Authority and that he would be personally attending the Municipal Authority meetings.

#### ADJOURNMENT

There being no other business, by a unanimous vote on a motion by Blane Volovich and a second by Timothy Markovich, the meeting was adjourned at 7:05 PM. The annual reorganization and regular meeting is scheduled for 6:00 P.M. Tuesday, January 20, 2015.

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Secretary

