

THE McCANDLESS TOWNSHIP SANITARY AUTHORITY

THE ORGANIZATIONAL AND REGULAR MEETING

MINUTES – JANUARY 3, 2019

MEETING NO. 01

CALL TO ORDER – The Organizational and Regular Meeting of the McCandless Township Sanitary Authority Board of Directors was held on Thursday, January 3, 2019 at 7:31 p.m. at the Authority’s Administration Building, 418 Arcadia Drive, Pittsburgh, Pennsylvania 15237. Mr. R. Thomas Riley called the meeting to order.

ROLL CALL – Mr. Riley, Chairman called roll. Authority Board Members present were William C. Kirk, Jr., Christopher Eddy, Patrick Semon, James Forsey.

Also present were: Ronald Brown, Solicitor of Dickie, McCamey, Chilcote, P.C.; Kevin Creagh, KLH Engineers, Inc.; William Youngblood, Executive Director; Dennis Blakley, Director of Operations; Raymond Aufman, Development/Administrative Manager; Mike Stupy, Superintendent; Chad Alviani, Business Manager; Ed Bricker, Plant Manager, and Elizabeth Keast, Recording Secretary.

INVOCATION: Mr. Riley gave the invocation.

PLEDGE OF ALLEGIANCE: Mr. Riley led the Board and staff in the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS: Mr. Riley reported that there were no public comments.

COMMUNICATIONS: Secretary Eddy read into the record a letter from the Town of McCandless dated December 20, 2018, addressed to Patrick M. Semon. The letter reads: “Dear Mr. Semon, At its Regular Business Meeting of December 17, 2018, Town Council appointed you to a five-year term as a member of the McCandless Township Sanitary Authority. This appointment will commence on January 1, 2019 and extend through December 31, 2023. Your willingness to serve this Community is greatly appreciated. Sincerely yours, Tobias M. Cordek, Town Manager.”

Secretary Eddy read a card received from the Authority Staff and Employees thanking the Board of Directors and the Executive Director for sponsoring our holiday event.

NOMINATIONS AND ELECTION OF OFFICERS TO THE McCANDLESS TOWNSHIP SANITARY AUTHORITY BOARD OF DIRECTORS FOR YEAR 2019: In accordance with the Municipalities Authority Act of 1945, as amended, Mr. Riley, Acting Chairman requested Solicitor Ronald J. Brown to assume the position of temporary Chairman to conduct the election of officers to The McCandless Township Sanitary Authority Board of Directors for year 2019.

OFFICE OF CHAIRMAN: Temporary Chairman Brown accepted nominations for the office of Chairman. Mr. Kirk moved to nominate R. Thomas Riley for the office of Chairman, seconded by Mr. Semon. There being no other nominations, Mr. Kirk moved to close nominations, seconded by Mr. Semon. *All in favor, motion carried.* Mr. Kirk moved to elect R. Thomas Riley to serve as Chairman of the Board of Directors of the McCandless Township Sanitary Authority for year 2019, by acclamation, seconded by Mr. Semon. *All in favor, motion carried.*

OFFICE OF VICE CHAIRMAN: Temporary Chairman Brown accepted nominations for the office of Vice Chairman. Mr. Semon moved to nominate William C. Kirk, Jr., for the office of Vice Chairman, seconded by Mr. Eddy. There being no other nominations, Mr. Semon moved to close nominations, seconded by Mr. Eddy. *All in favor, motion carried.* Mr. Semon moved to elect William C. Kirk, Jr. to serve as Vice Chairman of the Board of Directors of the McCandless Township Sanitary Authority for 2019, by acclamation, seconded by Mr. Eddy. *All in favor, motion carried.*

OFFICE OF SECRETARY: Temporary Chairman Brown accepted nominations for the office of Secretary. Mr. Semon moved to nominate Christopher Eddy for the office of Secretary, seconded by Mr. Forsey. There being no other nominations, Mr. Kirk moved to close nominations, seconded by Mr. Semon. *All in favor, motion carried.* Mr. Semon moved to elect Christopher Eddy, to serve as Secretary of the Board of Directors of the McCandless Township Sanitary Authority for 2019, by acclamation, seconded by Mr. Riley. *All in favor, motion carried.*

OFFICE OF TREASURER: Temporary Chairman Brown accepted nominations for the office of Treasurer. Mr. Riley moved to nominate Patrick Semon for the office of Treasurer, seconded by Mr. Eddy. There being no other nominations, Mr. Kirk moved to close nominations, seconded by Mr. Riley. *All in favor, motion carried.* Mr. Riley moved to elect Patrick Semon, as Treasurer of the Board of the McCandless Township Sanitary Authority for 2019, by acclamation, seconded by Mr. Eddy. *All in favor, motion carried.*

OFFICE OF ASSISTANT TREASURER: Temporary Chairman Brown accepted nominations for the office of Assistant Treasurer. Mr. Riley moved to nominate James Forsey for the office of Assistant Treasurer, seconded by Mr. Eddy. There being no other nominations, Mr. Kirk moved to close nominations, seconded by Mr. Eddy. *All in favor, motion carried.* Mr. Kirk moved to elect James Forsey, as Assistant Treasurer of the Board of the McCandless Township Sanitary Authority for 2019, by acclamation, seconded by Mr. Semon. *All in favor, motion carried.*

Temporary Chairman Brown offered his best wishes to the Board of Directors on their appointments for the New Year. At this time, temporary Chairman Brown returned the Chair to R. Thomas Riley, as all nominations were concluded. Mr. Riley thanked Solicitor Brown for fulfilling his position of temporary Chairman.

APPOINT PROFESSIONAL SERVICES: Chairman R. Thomas Riley entertained motions to appoint the professional services for year 2019.

APPOINTMENT OF SOLICITOR: A motion was made by Mr. Semon to appoint the firm of Dickie, McCamey, Chilcote, P.C. to provide legal services, represented by Ronald J. Brown, Esquire, as Solicitor to the Authority for year 2019 based on the reappointment letter submitted dated December 20, 2018, with fee schedule, seconded by Mr. Eddy. *All members present voted “Aye” and the motion carried unanimously.*

APPOINTMENT OF ENGINEER OF RECORD: A motion was made by Mr. Eddy to appoint the firm of KLH Engineers, Inc. to provide engineering services, represented by Eric Tissue, P.E, as Engineer of Record for year 2019 based on the Annual Engineering Services Agreement and fee schedule submitted under letter dated January 2, 2019, seconded by Mr. Forsey. *All members present voted “Aye” and the motion carried unanimously.*

APPOINTMENT OF AUDITOR: A motion was made by Mr. Forsey and seconded by Mr. Kirk to appoint the firm of Maher Duessel, Certified Public Accountants to provide professional services as Auditors for year 2019 in the amount of \$21,000.00 for the Authority Audit and \$4,000.00 for the Lowries Run Audit, as recommended by Business Manager Alviani. *All members present voted “Aye” and the motion carried unanimously.*

APPOINTMENT OF INSURANCE AGENT: A motion was made by Mr. Kirk and seconded by Mr. Semon to appoint The HDH Group, Inc., as MTSA’s Insurance Agent effective January 1, 2019, for the policy period January 1, 2019 to January 1, 2020, for the following policies:

- | | |
|----------------------------------------|-----------------------------|
| Property | Equipment Breakdown |
| Inland Marine | Crime Coverage |
| General Liability | Fire & Damage |
| Automobile Liability & Physical Damage | Commercial Excess Liability |

All members present voted “Aye” and the motion carried unanimously.

RATIFY ACCEPTANCE OF INSURANCE CARRIER AND POLICIES: A motion was made by Mr. Semon and seconded by Mr. Eddy to ratify the acceptance of the following policies covered by Argonaut Great Central Insurance Company for the MRM Property & Liability Trust, managed by The HDH Group, Inc. for an estimated annual premium of \$119,070.00, effective January 1, 2019, for the policy period January 1, 2019 to January 1, 2020, for the following policies:

- | | |
|----------------------------------------|-----------------------------|
| Property | Equipment Breakdown |
| Inland Marine | Crime Coverage |
| General Liability | Fire & Damage |
| Automobile Liability & Physical Damage | Commercial Excess Liability |

All members present voted “Aye” and the motion carried unanimously.

WORKERS' COMPENSATION INSURANCE CARRIER: A motion was made by Mr. Eddy and seconded by Mr. Forsey to appoint Municipal Risk Management (MRM) as the Authority's Workers' Compensation Insurance Carrier for coverage for year 2019 for an estimated annual premium of \$108,760.00, effective January 1, 2019 through December 31, 2019. *All members present voted "Aye" and the motion carried unanimously.*

The Authority has been a member of the Municipal Risk Management program for seventeen years.

Mr. Kirk stated that the Authority did receive a rebate last year from MRM Trust of approximately \$80,000.00.

PUBLIC OFFICIALS LIABILITY INSURANCE COVERAGE: Mr. Youngblood reported that the current carrier, National Casualty Company submitted a renewal with an increase in premium of \$12,000.00. MTSA Staff has requested a quote from Simpson & McCrady, LLC for the Public Officials Liability Insurance Coverage. The quote is to be provided for review by January 15, 2019.

Board consensus was expressed to recess the meeting to review the quote to be submitted by Simpson & McCrady, LLC.

OFFICIAL PUBLICATION: A motion was made by Mr. Semon and seconded by Mr. Eddy to appoint The Pittsburgh Post-Gazette, as the official publication for the Authority for year 2019. *All members present voted "Aye" and the motion carried unanimously.*

OPERATIONAL APPOINTMENTS: A motion was made by Mr. Eddy and seconded by Mr. Forsey to appoint William Youngblood as Executive Director and Assistant Secretary to the Board of Directors for year 2019. *All members present voted "Aye" and the motion carried unanimously.*

Mr. Youngblood thanked the Authority Board for the appointment as Executive Director and Assistant Secretary to the Board of Directors for year 2019.

LOWRIES RUN OPERATING COMMITTEE–REPRESENTATIVES FOR YEAR 2019: A motion was made by Mr. Forsey and seconded by Mr. Kirk to appoint R. Thomas Riley and William Youngblood to serve as Representatives, with Christopher Eddy to serve as alternate Representative of The McCandless Township Sanitary Authority to the Lowries Run Operating Committee (LROC) for year 2019. *All members present voted "Aye" and the motion carried unanimously.*

BEAR RUN OPERATING COMMITTEE–REPRESENTATIVES FOR YEAR 2019: A motion was made by Mr. Kirk and seconded by Mr. Semon to appoint William Youngblood and Christopher Eddy to serve as Representatives of The McCandless Township Sanitary Authority to the Bear Run Operating Committee (BROC) for year 2019. *All members present voted "Aye" and the motion carried unanimously.*

PENSION PLAN COMMITTEE AND PLAN ADMINISTRATOR FOR YEAR 2019: A motion was made by Mr. Eddy and seconded by Mr. Kirk to appoint R. Thomas Riley, Patrick Semon and William Youngblood to serve as Representatives, with James Forsey to serve as alternate Representative to the Pension Plan Committee for the Year 2019 and to appoint Chad Alviani to serve as Plan Administrator to the Pension Plan Committee for year 2019. *All members present voted “Aye” and the motion carried unanimously.*

RECOMMEND THE FOLLOWING BE PLACED IN MOTION:

MINUTES OF THE REGULAR MONTHLY MEETING OF DECEMBER 6, 2018 AND THE RECONVENED MEETING OF DECEMBER 20, 2018: A motion was made by Mr. Semon and seconded by Mr. Eddy to approve the Minutes of the Regular Monthly Meeting of December 6, 2018 and the Reconvened Meeting of December 20, 2018, as submitted to each Board Member. *All members present voted “Aye” and the motion carried unanimously.*

LIST OF BILLS DATED JANUARY 3, 2019: Mr. Semon reviewed with the Board the List of Bills Report for period December 6, 2018 through January 3, 2019, totaling \$1,075,956.40. Mr. Semon answered several questions concerning the List of Bills.

A motion was made by Mr. Eddy and seconded by Mr. Forsey to approve for payment the List of Bills dated December 6, 2018 through January 3, 2019, as presented to each Board Member. *All members present voted “Aye” and the motion carried unanimously.*

PAY RATE INCREASE OF 2.5% IN EMPLOYEE WAGE CLASSIFICATIONS: Mr. Youngblood reported that the pay rate increase of 2.5% in the Employee Wage Classifications was included in the 2019 Operating Budget.

A motion was made by Mr. Forsey and seconded by Mr. Kirk to approve a pay rate increase of 2.5% in the Employee Wage Classifications to be effective the first full pay of January 2019. *All members present voted “Aye” and the motion carried unanimously.*

SCHULTHEIS ROOFING INC., CHANGE ORDER NO 1, IN THE AMOUNT OF \$1,798.00, DATED DECEMBER 3, 2018: Mr. Blakley reviewed Change Order No. 1, in the amount of \$1,798.00, dated December 3, 2018 with the Board.

A motion was made by Mr. Kirk and seconded by Mr. Semon to approve Change Order No. 1, in the amount of \$1,798.00, consisting of changes to the Pine Creek Roof Replacement Project Contract. The nature of change, Item 1 is for replacement of wood decking on the Lime Building and the perimeter wood blocking on 3 canopy roofs for \$3,909.00 and Item No. 2 is for a skylight not required in the amount of (-2,111.00), submitted by Schultheis Roofing Inc., as described. *All members present voted “Aye” and the motion carried unanimously.*

SYSTEM REPORTS:

SOLICITOR: Solicitor Brown reported on the following issues:

ALCOSAN Regionalization Draft Transfer Agreement: Solicitor Brown has reviewed the ALCOSAN Regionalization Draft Transfer Agreement received in mid-December. In the Transfer Agreement there are some sections of concern that will require further explanation. The Transfer Agreement should only pertain to the Lowries Run system owned and operated by Ross Township and the McCandless Township Sanitary Authority.

The Authority is in receipt of a letter dated December 13, 2018, from ALCOSAN that the Basin Meetings are scheduled to be held in January to discuss the Transfer Agreement for municipal elected officials and managers only. The Northern Basin Meeting will be held on January 29, 2019 at the Shaler Municipal Building, beginning at 10:00 a.m. and the Avalon Municipal Building, beginning at 6:00 p.m.

Allegheny County Health Department–Draft Consent Order/PADEP Update: Solicitor Brown reported that there is nothing new to report concerning the Draft Consent Order.

The Authority is in receipt of a letter dated December 20, 2018 from the Pennsylvania Department of Environmental Protection (PADEP) to Mark Wolinsky of 3 Rivers Wet Weather addressing the Interim Correction Action Plan (CAP) and Tap Allocation Plan (TAP) approvals that were granted for 2018. The letter indicates that the Department will allow the extension of current TAP approvals and approval of additional taps until June of 30, 2019, based on the conditions outlined in their letter.

MTSA has filed an Interim Cap Report with PADEP in year 2018. Staff will determine the number of additional taps needed for the MTSA Lowries Run system and for the Borough of Franklin Park for year 2019. KLH Engineers, Inc. will prepare a letter to submit to PADEP requesting the additional taps needed.

Land Fill Site License Revised Draft Agreement: Solicitor Brown has incorporated the modifications discussed at the last meeting into the Land Fill Site License Draft Agreement. He has forwarded a copy of the Draft Agreement to Gavin Robb, Solicitor for the Town of McCandless for review and comment. The Draft Agreement will then be sent to the Attorney for the Badamo Family Trust for review.

KLH ENGINEERS, INC. ENGINEER’S REPORT: Engineer Creagh reported on the following:

A & B STP & Pump Station Conversion/Peebles Pump Station Upgrade: Engineer Creagh reported KLH Engineers, Inc. continues to work on the design for the A & B and Peebles Pump Stations.

Following completion of the Geotech Report by Ackenheil Engineering, KLH Engineers, Inc. will proceed to incorporate the design recommendations contained in the report for the A & B pump station and the Peebles Pump Station. This information will be presented to Board and Staff for review. The Peebles Pump Station design is ready to proceed once the Geotech recommendations are incorporated into it. KLH Engineers is in the process of preparing the Part II Permit Application for these pump stations.

Mr. Creagh of KLH Engineers provided a brief overview of the Minutes of the December 18, 2018 Pine Creek Treatment Plant Phase I Expansion Design Meeting No. 2. The meeting included discussions on equipment being considered for the plant expansion specifically the flow meter placement as well as the process for demolishing the chlorine contact tanks. The next meeting is scheduled for January 22, 2018 at the Authority's office.

Mr. Creagh discussed the time schedule for the project over the next course of the year from October 2018 to October 2019 will be on the design work. KLH Engineers, Inc. is allowing 9 to 12 months for permitting and review. He anticipates construction to begin in the year 2021.

Executive Director's Report: Mr. Youngblood reported on the following:

MTSA Development Operation-Update: Mr. Aufman discussed with the Board the Sanitary Sewer Permit and Tap Fee Report submitted by the development office summarizing the figures for the month of December. He also reviewed with the Board Reports on the 2018 Permits by Municipality, Ten-Year Permit Comparison by Year and Current Development Projects.

Allegheny Health Network (AHN)-Wexford Hospital: Mr. Aufman reported that the Authority has received the revised sanitary sewer design drawings for the Wexford Hospital project. The Authority is in receipt of the check for the project based on the Authority's previous tap fee. MTSA Management contacted an AHN Representative to discuss the previous project versus the new project, the tap fee due and the status of the Agreement. A modified Twelve Quarter Agreement incorporating the entire facility to be constructed was sent to AHN for execution.

MTSA Staff also discussed the status of the Tap Fee Monitoring Agreement sent to the AHN-McCandless Hospital.

MTSA Field and Maintenance Operation: Mr. Stupy reviewed his report with the Board dated January 3, 2018.

- The Televising Crew is still working in the Peebles Pump Station watershed area.
- All three crews have been performing C.I.P.P. spot repairs along the Route 19 corridor in Wexford.
- The Lines Crew is working on projects on the winter work list. The crew is digging and installing a new feed line to the thickeners at the Pine Creek Plant. They are fabricating a silencing enclosure for the blower on tank no. 4 at Pine Creek Plant.

- The Maintenance Crew is performing electrical upgrades at the Pine Creek Plant. The pump controls have been replaced at the Babcock Pump Station with a new complete system.
The crew is continuing to replace old lighting with new LED fixtures.

McCandless Crossings Issues: Mr. Youngblood has been contacted by the Town of McCandless, Property Manager for Adventure Development LLC, and the Allegheny County Health Department concerning odor complaints in the vicinity of the IHOP Restaurant in McCandless. The Authority's trunk lines within the shopping center were televised and we did not find any issues that would have caused the odor complaints. The Authority staff will continue to investigate the matter and provide an update.

Form 43 Annual Sludge Analysis: Mr. Bricker reported MTSA Staff will begin the process of setting up the tests with the laboratory to complete the Form 43 Annual Sludge Analysis that will be sent to the permitted landfills. This testing is required for the landfill permit once a year.

Pine Creek Plant Organic Loading-Update: The Authority is required to submit reports on the Pine Creek Plant organic loads to the Pennsylvania Department of Environmental Protection. All the loading reports since June have showed that the limits are within the permit requirements. KLH Engineers will prepare the December report to submit to PADEP once all the flow data is reviewed.

Mr. Bricker mentioned that all four plants and pump stations are running and operating as designed.

Wet Weather Issues: Mr. Youngblood reported that MTSA has received the December update transmittal from 3 Rivers Wet Weather concerning the basin meetings scheduled by ALCOSAN.

PMAA-The Authority-Update: Mr. Youngblood reviewed the Government Relations Update in "The Authority," publication concerning the legislation directly impacting Authorities. This legislation includes House Bill 798, and House Bill 1346 that will be closely followed by the Authority.

The Department of Community and Economic Developer released its new online form for the Annual Report of Municipal Authorities and Authority Non-Profits to use.

Allegheny League of Municipalities Spring Educational Conference: The Allegheny League of Municipalities Spring Educational Conference is scheduled to be held on April 4-7, 2019 at the Seven Springs Mountain Resort in Champion, Pennsylvania.

LROC Act 537 Plan: Mr. Youngblood provided for Board review a copy of the summary for the Lowries Run Operating Committee Act 537 Plan for the Lowries Run watershed currently still under review by the Pennsylvania Department of Environmental Protection.

Employee Year-End Meeting: The Employee Year-End Meeting is scheduled to be held on January 8, 2018 at the Maintenance Facility beginning at 8:00 a.m.

Town of McCandless Update: Mr. Kirk Liaison for the Town of McCandless reported on potential development the Town of McCandless has under review. Town of McCandless has approved special conditional use for the Sheetz proposed to be constructed on Route 19. The Planning Commission will meet to consider an ordinance change on the zoning that would allow the development of a Senior Living Facility as well as a number of residential units to be constructed at the former Trader Horn property.

RECESS TO RECONVENE: A motion was made by Mr. Semon to recess the January 3, 2019 Reorganizational & Regular Meeting to reconvene on January 17, 2019 to consider a quote from Simpson & McCrady, LLC for the Public Officials Liability insurance coverage, seconded by Mr. Eddy. There being no further business to bring before the board the meeting was recessed at 9:25 p.m.

Eak/1/22/2019