

**THE McCANDLESS TOWNSHIP SANITARY AUTHORITY**  
**THE REORGANIZATIONAL AND REGULAR MEETING**

**MINUTES – JANUARY 7, 2016**

**MEETING NO. 01**

**CALL TO ORDER** – The re-organizational and regular meeting of the McCandless Township Sanitary Authority Board of Directors was held on Thursday, January 7, 2016 at 7:30 p.m. at the Authority’s Administration Building, 418 Arcadia Drive, Pittsburgh, Pennsylvania 15237. Mr. William C. Kirk, Jr. called the meeting to order.

**ROLL CALL** – Mr. Kirk, Jr., Chairman called roll. Authority Board Members present were R. Thomas Riley, James J. Wallaert and Patrick Semon. Mr. Hunkele was absent.

Also present were: Ronald Brown, Solicitor of Grogan, Graffam, P.C.; Donald Newman, Engineer of Record, Buchart Horn, Inc.; William Youngblood, Executive Director; Dennis Blakley, Director of Operations; Raymond Aufman, Development/Administrative Manager; Mike Stupy; Superintendent; Mr. Flaherty, Business Manager and Elizabeth Keast, Recording Secretary.

**INVOCATION:** Mr. Kirk, Jr. gave the invocation.

**PLEDGE OF ALLEGIANCE:** Mr. Kirk, Jr., led the Board and staff in the Pledge of Allegiance to the Flag.

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

**COMMUNICATIONS:** Secretary Riley read into the record a letter from the Town of McCandless dated December 23, 2015, addressed to William C. Kirk. The letter reads: “At Council’s Regular Business Meeting of December 21, 2015, you were unanimously reappointed to a five year term on the Board of the McCandless Township Sanitary Authority. This appointment will commence January 1, 2016 and will expire December 31, 2020. Your willingness to serve on this Board is greatly appreciated. Sincerely, Tobias M. Cordek, Town Manager.”

**NOMINATIONS AND ELECTION OF OFFICERS TO THE McCANDLESS TOWNSHIP SANITARY AUTHORITY BOARD OF DIRECTORS FOR THE YEAR 2016:** In accordance with the Municipalities Authority Act of 1945, as amended, Mr. Kirk, 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 reorganization for the year 2016, for a term not to exceed one year or until a successor is named during the year of 2016:

**ELECTION FOR OFFICE OF CHAIRMAN FOR 2016:** Temporary Chairman Brown asked for nominations for the office of Chairman. Mr. Riley motioned to nominate William C. Kirk, Jr., and Mr. Wallaert seconded the motion. Mr. Riley moved to close nominations and that William C. Kirk, Jr., be elected Chairman of the Board of Directors of the McCandless Township Sanitary Authority for 2016, by acclamation. The motion was seconded by Mr. Wallaert. All members present voted “Aye” and the motion carried unanimously.

**ELECTION FOR OFFICE OF VICE CHAIRMAN FOR 2016:** Temporary Chairman Brown asked for nominations for the office of Vice Chairman. Mr. Kirk motioned to nominate William C. Hunkele, and Mr. Semon seconded the motion. Mr. Kirk moved to close nominations and that William C. Hunkele be elected Vice Chairman of the Board of Directors of the McCandless Township Sanitary Authority for 2016, by acclamation. The motion was seconded by Mr. Semon. All members present voted “Aye” and the motion carried unanimously.

**ELECTION FOR OFFICE OF SECRETARY FOR 2016:** Temporary Chairman Brown asked for nominations for the office of Secretary. Mr. Semon motioned to nominate R. Thomas Riley and Mr. Kirk seconded the motion. Mr. Semon moved to close nominations and that R. Thomas Riley be elected Secretary of the Board of Directors of the McCandless Township Sanitary Authority for 2016, by acclamation. The motion was seconded by Mr. Kirk. All members present voted “Aye” and the motion carried unanimously.

**ELECTION FOR OFFICE OF TREASURER FOR 2016:** Temporary Chairman Brown accepted nominations for the office of Treasurer. Mr. Riley motioned to nominate James Wallaert and Mr. Kirk seconded the motion. Mr. Riley moved to close nominations and that James Wallaert be elected Treasurer of the Board of the McCandless Township Sanitary Authority for 2016, by acclamation. The motion was seconded by Mr. Kirk. All members present voted “Aye” and the motion carried unanimously.

Temporary Chairman Brown offered his congratulations to the Board of Directors on their appointments for the new year. At this time, temporary Chairman Brown returned the Chair to Chairman William C. Kirk, Jr., as all nominations were concluded. He thanked Solicitor Brown for fulfilling the position of temporary Chairman during the proceedings of appointments.

**APPOINT PROFESSIONAL SERVICES FOR THE YEAR 2016:** Chairman William C. Kirk, Jr., entertained motions to appoint the professional services for year 2016.

**SOLICITOR:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to re-appoint the firm of Grogan, Graffam, P.C. to provide legal services, represented by Ronald J. Brown, Esquire, as Solicitor to the Authority for the year 2016 based on the Reappointment Letter dated December 31, 2015 for the year 2016 submitted with fee schedule as described and attached. All in favor say aye. All ayes. **Motion Carried.**

**ENGINEER OF RECORD:** A motion was made by Mr. Wallaert and seconded by Mr. Riley to re-appoint the firm of Buchart Horn, Inc. to provide engineering services, represented by Donald H. Newman, P.E., as Engineer of Record for the year 2016 based on the Reappointment Letter dated January 6, 2016, for the year 2016 submitted based on the Annual Engineering Services Agreement and 2016 Hourly Rate Schedule as described and attached. All in favor say aye. All ayes. **Motion Carried.**

Mr. Kirk expressed appreciation on behalf of the Board of Directors to the firms of Bucharthorn, Inc. and Grogan Graffam, P.C. for the level of service that each firm has provided to the McCandless Township Sanitary Authority.

**AUDITOR:** A motion was made by Mr. Semon and seconded by Mr. Riley to appoint the firm of Maher Duessel, Certified Public Accountants to provide professional services as Auditors for the year 2016 in the amount of \$24,750.00 for the Authority Audit and Review and \$4,100.00 for the Lowries Run Audit, as recommended by Business Manager Flaherty. All in favor say aye. All ayes. **Motion Carried.**

**INSURANCE BROKER:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to appoint The HDH Group, Inc., as MTSA's Insurance Agent effective January 1, 2016, for the policy period January 1, 2016 to January 1, 2017, for the following policies:

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

All in favor say aye. All ayes. **Motion Carried.**

**INSURANCE CARRIER:** A motion was made by Mr. Wallaert and seconded by Mr. Semon 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 \$113,419.00, effective January 1, 2016, for the policy period January 1, 2016 to January 1, 2017, for the following policies:

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

All in favor say aye. All ayes. **Motion Carried.**

**WORKERS' COMPENSATION INSURANCE CARRIER:** A motion was made by Mr. Semon and seconded by Mr. Riley to appoint Municipal Risk Management (MRM) as the Authority's Workers' Compensation Insurance Carrier for coverage for the year 2016 for an estimated annual premium of \$111,989.12, effective January 1, 2016 through December 31, 2016. All in favor say aye. All ayes. **Motion Carried.**

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

**PUBLIC OFFICIALS LIABILITY INSURANCE COVERAGE:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to approve the Public Officials Liability insurance coverage through The HDH Group, Inc. covered by National Casualty Company, policy term January 31, 2016 to January 31, 2017 for an annual premium of \$24,635.00. All in favor say aye. All ayes. **Motion Carried.**

**OFFICIAL PUBLICATION FOR THE YEAR 2016:** A motion was made by Mr. Wallaert and seconded by Mr. Semon to appoint The Pittsburgh Tribune-Review as the official publication for the year 2016. All in favor say aye. All ayes. **Motion Carried.**

**OPERATIONAL APPOINTMENTS FOR THE YEAR 2016:** A motion was made by Mr. Semon and seconded by Mr. Riley to appoint William Youngblood as Executive Director and Assistant Secretary to the Board of Directors for the year 2016. All in favor say aye. All ayes. **Motion Carried.**

Mr. Youngblood thanked the Authority Board for the appointment as Executive Director and Assistant Secretary to the Board of Directors for the year 2016.

**LOWRIES RUN OPERATING COMMITTEE – REPRESENTATIVES FOR THE YEAR 2016:** A motion was made by Mr. Wallaert and seconded by Mr. Semon to appoint R. Thomas Riley and William Youngblood to serve as representatives, with James Wallaert to serve as alternate representative of The McCandless Township Sanitary Authority to the Lowries Run Operating Committee (LROC) for the year 2016. All in favor say aye. All ayes. **Motion Carried.**

**BEAR RUN OPERATING COMMITTEE – REPRESENTATIVES FOR THE YEAR 2016:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to appoint James Wallaert and William Youngblood to serve as representatives, with R. Thomas Riley to serve as alternate representative of The McCandless Township Sanitary Authority to the Bear Run Operating Committee (BROC) for the year 2016. All in favor say aye. All ayes. **Motion Carried.**

Mr. Youngblood reported that the Bear Run Operating Committee consists of four committee members, two representatives from McCandless Township Sanitary Authority and two representatives from Ohio Township Sanitary Authority.

**PENSION PLAN COMMITTEE AND PLAN ADMINISTRATOR FOR YEAR 2016:** A motion was made by Mr. Semon and seconded by Mr. Riley to appoint R. Thomas Riley, James Wallaert and William Youngblood to serve as representatives, with William C. Hunkele to serve as alternate representative to the Pension Plan Committee for the Year 2016 and to appoint John T. Flaherty to serve as Plan Administrator to the Pension Plan Committee for the Year 2016. All in favor say aye. All ayes. **Motion Carried.**

**RECOMMEND THE FOLLOWING BE PLACED IN MOTION:**

**APPROVAL OF THE MINUTES OF THE REGULAR MONTHLY MEETING OF DECEMBER 3, 2015:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to approve the Minutes of the Regular Monthly Meeting of December 3, 2015, as submitted to each Board Member. All in favor say aye. All ayes. **Motion Carried.**

**APPROVAL OF THE LIST OF BILLS DATED JANUARY 7, 2016:** A motion was made by Mr. Wallaert and seconded by Mr. Semon to approve for payment the List of Bills dated January 7, 2016, as presented to each Board Member. Mr. Wallaert met with William Youngblood, Dennis Blakley and John Flaherty to review the list of bills totaling \$1,416,728.34. Mr. Wallaert gave an update on the several items included in the List of Bills and satisfactorily answered several questions. All in favor say aye. All ayes. **Motion Carried.**

**ADOPT RESOLUTION 564, BEAR RUN NEW TAPPING FEE \$225.00:** A motion was made by Mr. Semon and seconded by Mr. Riley to adopt Resolution No. 564, A Resolution of the Board of Directors of the McCandless Township Sanitary Authority, Adopting New Tapping Fees as Authorized and Permitted by Section 5607(d) of the Act of June 19, 2001, (P.L. 287, No. 22), Known as the Municipal Authorities Act of 2001, as amended by Act 57 of 2003; Such New Tapping Fee to be imposed in the Bear Run Watershed Served by the Bear Run Operating Committee to be contingent upon approval by Ohio Township Sanitary Authority. All in favor say aye. All ayes. **Motion Carried.**

Buchart Horn, Inc. prepared the Act 57 calculation to establish the new tapping fee and the report will be attached to the resolution.

**APPROVE FOR PAYMENT INVOICE NO. 7622 SUBMITTED BY INSIGHT PIPE CONTRACTING:** A motion was made by Mr. Riley and seconded by Mr. Wallaert to approve for payment Invoice No. 7622, in the amount of \$14,094.36 submitted by Insight Pipe Contracting for pretelevising and cleaning for the Lowries Run Cured-In-Place Lining Project Phase I, as directed by the Lowries Run Operating Committee to be contingent upon approval by Ross Township and contingent upon receipt of compliance documentation. All in favor say aye. All ayes. **Motion Carried.**

**ADOPT RESOLUTION NO. 565, MODIFYING AND AMENDING MTSA MINIMUM STANDARDS:** A motion was made by Mr. Wallaert and seconded by Mr. Riley to adopt Resolution No. 565, A Resolution of the Board of Directors of the McCandless Township Sanitary Authority, Modifying and Amending Minimum Standards for Design and Construction of Sanitary Sewer Systems of the McCandless Township Sanitary Authority to be effective 1/1/2016, as recommended by Buchart Horn, Inc. and the Development Department. All in favor say aye. All ayes. **Motion Carried.**

**SYSTEM REPORTS:**

**SOLICITOR: Solicitor Brown reported on the following issues:**

**Lowries Run Encroachment Issue:** Solicitor Brown reported that the Authority has been made aware that a property owner in Ross Township has constructed a block building over the Lowries Run interceptor line. MTSA and Ross Township have discussed the situation with the Lowries Run Operating Committee Co-solicitors.

**Announcement of Executive Session:** Solicitor Brown requested that the Board meet in executive session to discuss matters of potential litigation with regard to the Lowries Run Encroachment issue. Chairman Kirk retired the Board into executive session at 7:55 p.m. to discuss matters of potential litigation. After discussion, the Board returned to the Regular Meeting at 8:29 p.m.

**BUCHART HORN ENGINEER’S REPORT:** Engineer Newman reported on the following:

**Chapter 94 Wasteload Management Reports:** Engineer Newman reported that Buchart Horn, Inc. is in the process of preparing the Chapter 94 Wasteload Management Reports for the Lowries Run and McCandless Township Sanitary Authority systems.

**Sample Valley Pump Station Update:** Engineer Newman reported that the remainder of the property survey has been completed for the Sample Valley Pump Station. The additional survey work and deed research is being completed. The property corners have been located in the field for the Kohut and Martin properties. The description for the Kohut property has been completed. A new description will need to be written for the Martin property. The access road design has been revised. The internal analysis that would allow fire protection has been completed and the wet well has been resized.

Buchart Horn is working on sizing the generator and designing the structure to house the generator according to code compliance.

Buchart Horn will contact Greg Alan of Duquesne Light to discuss revisiting the installation of the utility pole due to its close proximity to the entrance clearances.

**Pine Creek Sewage Treatment Plant Centrifuge:** Engineer Newman reported that he has been in touch with the supplier for the two grinder pumps for the centrifuge. The equipment is expected to be delivered in two to three weeks. The Authority is in the process of inspecting the equipment received to determine if we are in receipt of all the items. The Authority will release payment when all the equipment is received.

**Pine Creek Sewage Treatment Plant Centrifuge Repermitting:** Engineer Newman reported that the permits requirements are under review due to the changes to the Pine Creek plant.

**Executive Director’s Report:** Mr. Youngblood provided an update on the following:

**MTSA Development Operation-Update:** Mr. Aufman reviewed with the Board the Sanitary Sewer Permit and Tap Fee Report summarizing the figures for the month of December submitted from the development office. He also provided for review a report listing permits by municipality for 2015.

Mr. Aufman provided the Board with an update on the construction occurring throughout the service area. Construction is still ongoing at the Taylor Ridge Apartments located in Franklin Park Borough. The hotel and assisted living facility at McCandless Crossings is moving forward. The development office has received a request for information from the developer for a new housing development to be located in Pine Township.

**MTSA Field and Maintenance Operation:** Mr. Stupy reviewed his report with the Board. The televising crew has finished the 2015 schedule and has started on the 2016 schedule. The cleaning crew is working on the 2016 root cutting list. The lines crew has cleaned up and reorganized the stock area. The maintenance crew has pulled a pump at the Shenot Pump Station to replace a seal. The maintenance crew continues to install the centrifuge and components. The crew will be coring the floor of the control room to pull wires for the pumps and grinders. Mr. Blakley provided a slideshow presentation of the work being completed at the Pine Creek Plant on the centrifuge project.

**MTSA Plant Operation:** Mr. Blakley reported that the plant manager with the assistance of Buchart Horn is in the process of setting up the tests with the lab 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.

On January 5, 2016, the Pine Creek Wastewater Treatment Plant experienced a liquid chlorine solution line failure due to a frozen water line. MTSA Staff responded to the call immediately and the operational problem was addressed by heat taping the line that froze. Mr. Blakley explained that there was not a release to the atmosphere of chlorine gas. He is in the process of reviewing internal procedures to assure that all agencies are notified as required.

Board consensus was expressed for Director of Operations Blakley to proceed with sending out the Request for Qualification letters to several engineering firms for the upgrade planned for the Pine Creek plant. A draft schedule and a copy of the Buchart Horn, Inc., Biowin Study will be provided to the engineering firms for reference.

**Wet Weather Issues:** Mr. Youngblood reported that the Authority is in receipt of a letter from Alcosan asking if the Authority had any other infrastructure that we would consider for transfer to Alcosan. After discussion, it was agreed that there were no other infrastructure that would be considered for transfer.

Mr. Youngblood reviewed with the Board the 3 Rivers Wet Weather, Inc. Inflow & Infiltration Report and chart. A discussion concerning groundwater and stormwater issues took place.

**Articles of Interest:** Mr. Youngblood provided in the Board packet several articles of interest from the local news publications as well as annual conferences being scheduled for the new year.

**ADJOURNMENT:** Mr. Semon moved to adjourn the January 7, 2016 Reorganizational and Regular Meeting, seconded by Mr. Riley and carried. The meeting adjourned at 9:17 p.m.

**Eak/1/27/2016**