

Minutes of the Fox Chapel Authority Board of Directors held Tuesday April 28, 2020 by teleconference due to the Coronavirus pandemic.

Board of Directors present	Mrs. A. C. Lehman, President Mr. P. A. Iurlano, Vice President Mr. J. A. Domaratz, Treasurer Mrs. R. C. Saunders Mrs. N. S. Snider
Board of Directors absent	Mrs. S. M. Mantia, Secretary
Others present	Mr. M. S. Moore, Bankson Engineers, Inc. Mr. A. A. Ditka, Dinsmore & Shohl Mr. G.R. Hart, Interim Manager

Mrs. Lehman, President, presided and called the meeting to order at 7:17 p.m.

#### Approval of March 31, 2020 Meeting Minutes

Mrs. Lehman requested any comments or corrections to the minutes of the March 30, 2020 meeting. There were none. Mr. Domaratz made a motion to accept as presented and Mrs. Snider seconded. All voted in favor.

It was noted that the Minutes are to be available publicly within 48 hours on the website once they are approved.

#### Visiting Delegations/Comment Period

None.

#### Financial Report

Mr. Hart reviewed the financial statements and noted that revenues are ahead of budget by \$54,000 and last year. Our balance sheet reflects \$30,397,490 in assets which is up by \$643,830 over last year.

#### Consulting Engineer's Report

Mr. Moore reported on the River Road station progress. Work by Norfolk Southern began last Tuesday to put pipe across the tracks. Mr. Moore, Mr. Hart and Mr. Kendrick visited the site. There is fiber optic cable in the way that must be moved. There is no definite time frame, Mr. Moore noted that the project must be put out for bid and the design adjusted as needed. Mrs. Lehman asked if that would occur this summer and Mr. Moore responded that it should be one before winter.

Paving bids were discussed and the need to get bid process advertised in the Herald. Deadline is May 7 with bids due by the 21<sup>st</sup> of May, with the possibility of awarding bid at the next meeting. Mr. Domaratz made a motion to authorize paving bids and Mrs. Saunders seconded. The motion carried.

#### Solicitor's Report

Mr. Ditka had no report.

### Manager's Report

Mr. Hart reported that we had non-billable water of 30.4% with large breaks on the 15<sup>th</sup> and 21<sup>st</sup> of March, which contributed to the loss of revenue.

He informed us of progress on collection of unpaid bills in the amount of \$4894 or 81% and of a possible lien.

Leak detection work is to be rescheduled and has been delayed due to the staffing situation.

He explained that the workforce has been split and alternates shifts. We had one employee off due to possible exposure who has returned. The office staff is not rotating and is practicing physical distancing.

### Committee Reports

The Committee reviewed a recommendation that had been made by Mr. Nicely and was subsequently recommended by Mr. Hart to compensate the two supervisors who are required to cover additional on-call time due to the vacancy in the third supervisor position. Mrs. Saunders made a motion to approve the recommendation which was seconded by Mrs. Snider. The motion carried, with Mr. Domaratz abstaining.

### Old Business

It was the consensus that any decision to fill the vacant supervisor and vacant crew position be deferred until a new Manager is hired.

It was the consensus that review of Mr. Nicely's recommendation for a Fox Chapel surcharge be deferred until a new Manager is hired and can evaluate.

### New Business

PWSA has announced a proposed rate increase which is being postponed until 2022.

It was agreed that a delinquent penalty policy during the period of Covid restrictions would be drafted by Mr. Hart and Mr. Ditka which would 1) suspend application of the late fee policy for a period of two months for customers affected by Covid impact and 2) adopt a policy regarding liens and payment plans to be determined by the solicitor and management.

Mr. Domaratz made the motion which was seconded by Mr. Iurlano. All voted in favor.

Mr. Iurlano noted that any person/entity requesting relief under the policy be required to submit a signed statement documenting their circumstances.

### Adjournment

There being no further business, Mrs. Snider made a motion to adjourn, which was seconded by Mrs. Saunders. All voted in favor. The meeting was adjourned at 8:39 p.m.

