

Minutes of the Fox Chapel Authority Board of Directors held Tuesday September 29<sup>th</sup>, 2020.

Due to the continued Covid-19 pandemic meetings have been a mix of in-person attendance, Zoom calls and phone conference calling. This should be expected to continue to be the normal process for some time.

Board of Directors present

Mrs. A. C. Lehman, President (absent)  
Mr. P. A. Iurlano, Vice President (Zoom)  
Mr. J. A. Domaratz, Treasurer (present)  
Mrs. N. S. Snider (call-in)  
Mrs. S. M. Mantia, Secretary (Zoom)  
Mr. C. Pegher (Zoom)  
Mr. D. Newman (present)

Others present

Mr. M. S. Moore, Bankson Engineers, Inc. (present)  
Mr. A. A. Ditka, Dinsmore & Shohl (Zoom)  
Mr. Justin C. Jump, Manager (present)

Mr. Iurlano, Vice President, presided and called the meeting to order at 7:01 p.m. Mr. Iurlano introduced the newest members of the Board of Directors. Representing O'Hara Township, Mr. Christian Pegher. Representing Fox Chapel Borough, Mr. Donald Newman.

#### **Approval of August 2020 Meeting Minutes**

Mr. Iurlano requested any comments or corrections to the minutes of the August 25<sup>th</sup>, 2020 meeting. Mrs. Mantia made motion to approve. Mrs. Snider seconded. All voted in favor.

#### **Visiting Delegations/Comment Period**

None.

#### **Financial Report**

Mr. Jump reviewed the income statement and balance sheet for August and the budgeted statement of income.

Mr. Jump reviewed the financial data for the month and explained the details on the short forms. Comprehensive forms were provided to each board member for review.

#### **Consulting Engineer's Report**

Mr. Moore submitted a written report.

Mr. Moore advised that there has been communication with Norfolk Southern, and that the storm drain work is to be started on November 9<sup>th</sup>. The cabin lane contract has been signed and submitted. The paving request from M. O'Herron was submitted to the Authority and approved.

## **Solicitor's Report**

Mr. Ditka discussed two issues that have been recent discussions at the Authority.

Mr. Ditka first discussed an issue of conducting psychological exams for the hiring of new employees. Mr. Ditka consulted with in-house support for this issue, and was advised that the practice of performing psychological exams should be discontinued. Normally, these types of tests are reserved for first responder type of job duties, and could lead to violation of the Americans with Disabilities Act.

Mr. Ditka then discussed the issue that recently came into play at the Authority with parental and maternity leave. This issue ties into the reorganization of the Personnel Committee, and once the Board Members are assigned to this committee, this should be the first priority. Mrs. Snider requested that she be included in any discussions that pertain to parental and/or maternity leave.

## **Manager's Report**

Mr. Jump submitted a written report.

Total pumpage for the 12 months ended August 31, 2020 was 616,568,000 gallons while sales for the same period were 416,045,000 gallons. The difference of 200,523,000 gallons in non-billable water is 32.5%. Compared to August (33.0%) this is a decrease of 0.5% of non-billable water.

Mr. Jump reviewed the progress of several projects including Cabin Lane, Fairview Road, Windsor Road and the request for service on West Chapel Ridge Road in the Manager's Report.

Mr. Jump also reviewed the Break Report through September 23<sup>rd</sup> with one additional Cabin Lane break (break #73) occurring on September 18<sup>th</sup>.

Mr. Jump reviewed the ongoing request for a security system, and has received a quotation from 2 Krew Security for a door entry camera system for the front door to the main office. There was a request for an additional intercom for the conference room if possible. There was a motion by Mr. Domaratz to accept the bid from 2 Krew Security, and this motion was seconded by Mr. Newman and unanimously accepted.

Mr. Jump reviewed the annual Minimal Municipal Obligation (MMO) calculations that were performed by Mockenhaupt Benefits Group. The calculations were shown to the Board at this meeting, and will be signed and sent back to Mockenhaupt Benefits Group.

## **Committee Reports**

None

## **Old Business**

The Authority approved to end the waiver period for late fee's and shut off notices and letters were sent out to customers in September. Beginning in October, the Authority will enforce shut off polices one again.

Mr. Jump continues to research potential firms for an audit of the accounting polices and practices of the Authority.

Don Kendrick, water quality supervisor for the Authority has returned to work from Short Term disability.

### **New Business**

The Authority was requested to renew the potential extension of the water line on West Chapel Ridge Road. Mr. Ditka requested that the information for this request be forwarded to him to research the issue and potential solutions.

### **Adjournment**

There being no further business, Mrs. Snider made a motion to adjourn, which was seconded by Mr. Domaratz. All voted in favor. The meeting was adjourned at 8:43 pm.