

Minutes of the Fox Chapel Authority Board of Directors held Tuesday December 1<sup>st</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 (Zoom)  
Mr. P. A. Iurlano, Vice President (Zoom)  
Mr. J. A. Domaratz, Treasurer (Zoom)  
Mrs. N. S. Snider (present)  
Mr. C. Pegher (Zoom)  
Mr. D. Newman (Zoom)

Others present

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

Board of Directors absent

Mrs. S. M. Mantia, Secretary (absent)

Mrs. Lehman, President, presided and called the meeting to order at 7:04 p.m.

#### **Approval of October 2020 Meeting Minutes**

Mr. Newman abstained from any voting for adjustments, the October 2020 minutes should be amended to show that. Mr. Newman made motion to approve. Mr. Domaratz seconded. All voted in favor.

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

None.

#### **Financial Report**

Mr. Jump provided the income statement and balance sheet for October and the budgeted statement of income for review prior to the meeting.

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

Mr. Moore submitted a written report. Mr. Moore advised that the portion of the new drain line at the River Road station has been installed under the railroad tracks by Norfolk Southern. FCA and Bankson will look to bid out the remaining part of the job in the February timeframe. Mr. Moore also advised of the additional paving repairs submitted to M. O'Herron for the breaks that have occurred since the last submittal. Mr. Moore also submitted a progress report on Cabin Lane.

#### **Solicitor's Report**

Mr. Ditka advised on the recent bankruptcy document that was received. FCA will review the case and estimate charges going forward from the filing date. Mr. Ditka also reviewed the Writ that was received from Peoples Natural Gas in regards to line damage. Mr. Iurlano made a motion to review the

Writ with Peoples and agree to pay the claim not exceeding \$600. Mrs. Snider seconded this motion. All voted in favor.

### **Manager's Report**

Mr. Jump submitted a written report.

Total pumpage for the 12 months ended October 31, 2020 was 618,778,000 gallons while sales for the same period were 426,623,000 gallons. The difference of 192,155,000 gallons in non-billable water is 31.1%.

Mr. Jump reviewed the progress of several projects including the Emergency Generator, Cabin Lane and Windsor Road.

Mr. Jump also reviewed the Break Report through November 23<sup>rd</sup>, with twelve additional breaks since October 21<sup>st</sup>.

### **Committee Reports**

The Finance Committee has a meeting scheduled for December 14<sup>th</sup> to discuss the 2021 Annual Budget.

### **Old Business**

Mr. Jump reviewed two requests for billing adjustments from last meeting. The first adjustment was the request from Nancetta's restaurant in regards to sewage billing for O'Hara Township. This request was denied due to no supporting information from Nancetta's as to meter issues. Mr. Jump also reviewed the requests for billing adjustments from two other accounts. Both requests were denied due to previous adjustments being given.

The request from Fox Chapel borough for a billing adjustment on a private fire hydrant, after further review, was denied.

Mr. Ditka reviewed the request for the extension of the water line on West Chapel Ridge Road. Mr. Ditka advised that we request the attorneys for the homeowners requesting the water line extension to research the right of ways and easements on West Chapel Ridge Road. The Board agreed with this direction, Mr. Ditka to reach out to the representing attorney and advise of the request for them to provide information for right of ways and easements.

### **New Business**

Mr. Jump reviewed the office hours that the administration staff works. Now that more residents are paying their bills electronically (online, electronic bill pay, credit card) office traffic has decreased significantly. Mr. Jump requested the office hours be shifted to 7:00am – 3:30pm daily. Mr. Domaratz made a motion to adjust the office hours. Mr. Newman seconded this motion. All voted in favor.

Mr. Jump review the budget preparation for 2021, and advised it was in progress and will provide an update at the January meeting.

Mr. Jump reviewed an outstanding issue with the interpretation of a drawing for the installation of a backflow preventer. The drawing that is currently on the website was misleading. This drawing was updated and a new drawing posted to the website.

### **Executive Session**

The Authority did not enter into any Executive Session during this meeting.

### **Board Comments**

Mrs. Lehman brought to the Boards attention that Zoom Meetings could be the normal avenue going into and through 2021, and the Board members should think about this and start to prepare for this through 2021.

Mr. Pegher asked if there was any sort of policy on Planned Residential Developments, and the Board nor the manager were aware of any such policy. Mr. Jump to look into this and provide an update at the next meeting.

### **Adjournment**

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