

Minutes of the Fox Chapel Authority Board of Directors held Tuesday January 25th, 2022.

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 (Present)
Mrs. S. M. Mantia, Secretary (Zoom)
Mrs. N. S. Snider (Present)
Mr. C. Pegher (Zoom)
Mr. D. Newman (Present)

Others present

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

Mrs. Lehman, President, presided and called the meeting to order at 7:01 p.m.

Approval of December 2021 Meeting Minutes

Mrs. Mantia made a motion to approve the December meeting minutes and Mr. Domaratz seconded, all voted in favor.

Approval of December 14, 2021 Special Meeting Minutes

Mrs. Mantia made a motion to approve the December 14th, 2021 special meeting minutes and Mrs. Snider seconded, all voted in favor.

Visiting Delegations/Comment Period

None.

Financial Report

Mr. Jump provided the income statement and balance sheet for December 2021 and the budgeted statement of income for review before the meeting. Mr. Jump reviewed the details under the Statement of Income and Comprehensive Income. Mr. Jump also reviewed and commented on the Budgeted Statement of Income.

Consulting Engineer's Report

Mr. Moore reviewed the current status of the current projects ongoing with the Authority. Included were the completed River Road Storm Drain Project, 2021 Paving Repairs that are the responsibility for FCA to complete, and the current SCADA upgrade specification package being written by FCA and reviewed by Bankson. Mr. Moore commented that the paving project is complete, and will work with the Authority to start the process for 2022.

Solicitor's Report

Mr. Ditka reviewed the loan refinancing the Authority recently closed on and covered the details on the loan.

Mr. Ditka commented on the status of the PWSA contract renewal and subsequent meetings that occurred with PWSA and Fox Chapel Authority. Mr. Ditka reviewed some of the discussions that have occurred with Management and reminded the Board that PWSA is now subject to PUC oversight, and the PUC will review and comment on any contract terms between the PWSA and the Authority.

Mrs. Snider asked about the Hampton Shaler Water Authority's unsuccessful merger with Fox Chapel Authority. Mr. Ditka along with some comments from board members who were present at the time reviewed the details and why the merger was not successful.

Manager's Report

Mr. Jump reviewed the items on the monthly manager report.

Mr. Jump reviewed with the Board the upcoming project for this year on Hillcrest Road in Fox Chapel. Mr. Jump commented that in speaking with vendors for the pipe availability, there could be longer than expected lead times. There is also a price increase coming in February, and it will save an estimated 12% if we order the material now. Mr. Jump will work with suppliers to get the best pricing and delivery.

Mr. Jump reviewed the upcoming vehicle replacement plan for 2022 and commented on using historically retail dealers that participate in the COSTARS program is unsuccessful due to vehicle availability and local dealerships not having enough inventory to participate. Mr. Jump reached out to three conventional government and municipal vehicle suppliers and Laurel Auto Group has quoted the best pricing for the vehicle replacements. Laurel Auto Group does participate in the COSTARS program. Mr. Domaratz made a motion to use Laurel Auto Group for the vehicle replacements, this motion was seconded by Mrs. Snider, all voted in favor.

Mr. Jump reviewed the office upgrades that are in progress and informed the Board that the carpet replacement is estimated to be at the amount that qualifies for advertisement. Mr. Jump advised the Board that an advertisement has already been placed for the Herald to appear on January 27th, 2022, with bids due on February 4th, 2022. Mr. Domaratz commented that the Authority should inquire with Chuck Smith Flooring.

Mr. Jump, along with comments from Mr. Domaratz and Mrs. Snider, updated the Board on the upcoming 2022 union contract and advised the Board that the Team will meet next week to work out the details and present a package to the Board based on the Unions proposal.

Mr. Jump presented to the Board a COVID-19 policy for the authority employees to follow going into 2022 and beyond. Mr. Ditka commented that he spoke to Jim Thomas about the policy and they did not advise on any issues. Mr. Newman made a motion to approve the COVID-19 policy, this motion was seconded by Mr. Domaratz, all voted in favor.

Mr. Jump presented to the Board a revised adjustment policy. Mr. Ditka advised that the statement for a timeframe between adjustment requests was missing, this will be added into the policy. Mr. Domaratz made a motion to approve the adjustment policy as amended, this motion was seconded by Mrs. Snider, all voted in favor.

Committee Reports

The Finance Committee reiterated the comments that Mr. Ditka reviewed on the closed loan refinance and also stated to the Board that there is a meeting to be scheduled with First National Bank to review the pension program. Mr. Jump to schedule this meeting.

The Personnel Committee had discussed the upcoming 2022 union contract. The negotiation team met with the union on January 24th, 2022, and exchanged proposals. The team will review and provide feedback back to the Board.

Old Business

Mr. Jump reviewed the items listed out under old business. The accounting policy has been given to the administrative staff for review and implementation and will be drafted into a policy for review by the Board.

Mr. Jump reviewed the current status of the meter replacement program, and a success story on the new AMI technology and how it is helping to determine and find leaks.

Mr. Jump reminded the Board that going forward, all information will be sent to the foxchapelwater.com emails about meetings, communications, etc.

Mr. Jump reviewed the request from the December meeting to inquire about the cost to increase the theft coverage limit from \$100K to \$500K in the current policy. The estimated cost provided by the insurance broker, MRM, to raise the limit is estimated at \$750 to \$1,000. The Board agreed that the current limits are sufficient.

New Business

Mr. Jump reviewed the 2021 payment request from Fox Chapel for paving water line break repairs in the borough. Mr. Jump answered questions about the submittal and commented that the submittal will be paid during this month.

The Authority reviewed the current professional services that are retained by the Authority.

Mr. Domaratz made a motion to retain Bankson Engineering, based on the January 4th, 2022 letter, and rates. This motion was seconded by Mr. Newman, all voted in favor.

Mr. Newman made a motion to retain Anthony Ditka from Dinsmore and Shohl as the Authority's solicitor. This motion was seconded by Mr. Domaratz, all voted in favor.

Mr. Domaratz made a motion to retain James Thomas from Clark Hill as the Authority's labor attorney. This motion was seconded by Mrs. Mantia, all voted in favor.

The 2022 Election of Officers for the Authority are as follows:

Mrs. Mantia made a motion for Mrs. Snider for the position of President of the Board. This motion was seconded by Mr. Domaratz. Three board members voted in favor.

Mr. Newman made a motion for Mrs. Lehman for the position of President of the Board. This motion was seconded by Mr. Iurlano. Four board members voted in favor.

Mrs. Lehman is appointed the position of President of the Authority Board.

Mrs. Lehman made a motion for Mr. Iurlano for the position of Vice President of the Board. This motion was seconded by Mr. Newman. Mr. Three board members voted in favor.

Mrs. Snider made a motion for Mr. Domaratz for the position of Vice President of the Board. This motion was seconded by Mrs. Mantia. Four board members voted in favor.

Mr. Domaratz is appointed the position of Vice President of the Authority Board.

Mrs. Snider made a motion for Mrs. Mantia for the position of Secretary of the Board. This motion was seconded by Mr. Newman, all voted in favor.

Mrs. Mantia is appointed the position of Secretary of the Authority Board.

Mrs. Lehman made a motion for Mr. Iurlano for the position of Treasurer of the Board. This motion was seconded by Mr. Pegher. Mr. Iurlano declined the position.

Mrs. Mantia made a motion for Mr. Newman for the position of Treasurer of the Board. This motion was seconded by Mr. Domaratz, all voted in favor.

Mr. Newman is appointed the position of Treasurer of the Board.

Mrs. Mantia made a motion for Mrs. Snider for the position of Assistant Secretary & Treasurer of the Board. This motion was seconded by Mr. Domaratz, all voted in favor.

Mrs. Snider is appointed the position of Assistant Secretary & Treasurer of the Board.

Adjustment Requests

Mr. Jump to review the current adjustment requests adhering to the policy approved previously approved under the Managers Report. No vote was needed for these requests.

Executive Session

There was no executive session for this meeting.

Board Comments

Mrs. Snider commented on the upcoming Board Member seminar presented by the PMAA located in Cranberry. Mr. Jump will register any Board members interested in attending.

Mrs. Lehman reminded the Board members about adhering to the foxchapelwater.com email policy. Mr. Jump to start communicating via this method going forward.

Adjournment

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