

Minutes of the Fox Chapel Authority Board of Directors held Tuesday July 26th, 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 (Present)
Mr. J. A. Domaratz, Vice President (Absent)
Mr. D. Newman, Treasurer (Present)
Mrs. S. M. Mantia, Secretary (Present)
Mr. P. A. Iurlano (Present)
Mrs. N. S. Snider (Absent)
Mr. C. Pegher (Absent)

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 7:03 p.m.

Approval of June 2022 Meeting Minutes

Mr. Iurlano commented on the wording used in the executive session. The word convened should be replaced with reconvened.

Mr. Ditka commented on the wording used in the solicitor's report. The words email correspondence should be added to clarify that Mr. Ditka provided his comments through email.

Mrs. Lehman commented on the wording used in the personnel committee comments. The manager feedback form was provided to the personnel committee, and not the entire board.

Mr. Jump to make the changes listed above.

Mr. Newman made a motion to accept the minutes as amended. This motion was seconded by Mr. Iurlano and all voted in favor.

Visiting Delegations/Comment Period

None.

Financial Report

Mr. Jump provided the income statement and balance sheet for June 2022 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 SCADA bid package and the submittal provided by Emerson Process Management. Mr. Moore recommended that the Authority review the two options presented by Emerson, which were the all-cellular option and the hybrid option. Mr. Newman commented that the Authority should consider entering into a memorandum of understanding (MOU) with Emerson that the award letter will be granted for the all-cellular option, with the understanding that the Authority will provide a change notice to Emerson requesting that the SCADA program proceed forward with the hybrid option.

Mr. Jump and Mr. Ditka to work on the MOU to be completed and signed by the Authority and Emerson, and if needed, Mr. Jump to schedule a special board meeting to award the bid to Emerson.

Mr. Newman questioned if there was a bid bond, and Mr. Moore commented that there was a 10% bid bond. Mr. Newman also asked Mr. Moore to clarify the length of the performance and maintenance bond. Mr. Moore clarified this and stated that the performance and maintenance bond was for two years.

Solicitor's Report

Mr. Ditka discussed the options for Authority advertisements. The Authority historically has been using the Herald for the majority of its advertisements. There is the option to also use the Pittsburgh Post-Gazette. The Post-Gazette meets the Pennsylvania Municipal Authorities Act as a publication sold for distribution. Mr. Iurlano suggested that going forward the Authority should post all advertisements in the Pittsburgh Post-Gazette.

Mr. Ditka recommended that the Authority should declare at the December meeting annually the publication of choice for the Authority for published advertisements.

Manager's Report

Mr. Jump reviewed the items on the monthly manager report as presented. Mr. Jump reviewed the SCADA project, the current water line project on Hillcrest Road, the 2021 Financial Audit, and recent documentation received by Verizon for the current antennas on the North Tank, and possible use of the South Tank for cellular antenna coverage.

Committee Reports

The Finance Committee has reviewed the draft of the 2021 Financial Audit submitted by Louis Plung. The initial draft that was received did not include any comments from the Auditor. Mr. Jump to reach out to Louis Plung and ask for the comments.

The discussions on the meter program replacement have been ongoing. Mr. Jump to review the potential use of capital spending with a combination of a line of credit for the funding of the meter replacement program with the Finance Committee.

Mrs. Mantia questioned the use of State loan money and/or the use of PennVest. Mr. Ditka provided comments and the pros and cons of each.

Old Business

Mr. Jump reviewed the items that were covered under Old Business.

New Business

Mr. Jump reviewed the information received from Verizon Wireless. The contract requests recently received from Verizon were turned over to Mr. Ditka. Mr. Jump and Mr. Ditka to review the proposals and provide feedback to the Board.

Adjustment Requests

Mr. Jump advised there was one adjustment request for 615 Epsilon Drive. This issue was reviewed by the Board and met the policy requirements for the issuance of an adjustment.

Executive Session

The Board entered into an executive session at 7:23 p.m. to discuss potential litigation issues and the regular meeting reconvened at 8:27 p.m.

Board Comments

Mrs. Lehman requested Mr. Jump to schedule the special board meeting to issue the SCADA bid once the MOU is reviewed and signed by Emerson. Mr. Jump to coordinate this with Emerson and schedule the meeting if and when necessary.

Adjournment

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