

Minutes of the Workshop Meeting of the
Board of The Wilkinsburg-Penn Joint Water
Authority held on March 28, 2023, at 6:30
o'clock p.m. at 2200 Robinson Boulevard
Wilkinsburg, PA 15221

Present:	Fuller	Czekaj	Broz
	McKinley	Rawlins	Crombie-Collins
			Simon

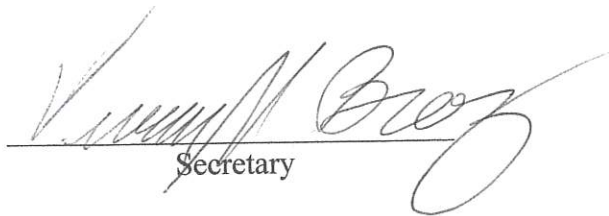
Others Present: Komandt, Bianchi, Akam, Balewski, Alexander, and Davis

Absent: Vento, Williams, Vahosky, Scolieri, Gilliland

Although no formal action was taken, the following workshop minutes are presented for the record. The workshop meeting commenced at 6:35 p.m. with Mr. Simon, chairman presiding. The Chairman then asked for the reports of the Consulting Engineer and Solicitor. Both reports, presented with questions asked and answered, are attached hereto, and made a part of these minutes. Next, Mr. Komandt, Executive Director, reviewed the items on his Management Report which is attached hereto and made a part of these minutes.

- Mr. Komandt, advised that the switchover to mailing utility bills in the letter/envelope format will not take place before September 2023.
- He also, gave further explanation of some advantages gained by the Agreement with Ring Central to upgrade the phone system.

There being no further business to discuss, the workshop session concluded at 7:38 pm.
The regular board meeting commenced at 7:45 pm.


Secretary

Minutes of the Regular Meeting of
the Board of The Wilkinsburg-Penn
Joint Water Authority held on
March 28, 2023, at 7:00 o'clock p.m.
at 2200 Robinson Boulevard,
Wilkinsburg, PA. 15221.

Present:	Fuller	Czekaj	Broz
	McKinley	Rawlins	Crombie-Collins
			Simon

Others Present: Komandt, Bianchi, Akam, Balewski, Alexander, and Davis

Absent: Vento, Williams, Vahosky, Scolieri, Gilliland

The regular meeting commenced at 7:55p.m. with Mr. Simon, chair presiding, and Ms. Davis recording the minutes. The meeting was called to order by Mr. Simon followed by roll call and the Pledge of Allegiance. The Chair then called for public comments, of which there were none. Next Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of February 28, 2023, whereupon;

**APPROVAL OF THE
FEBRUARY 28, 2023, WORKSHOP
AND REGULAR MEETING
MINUTES**

On a motion by Mr. Fuller, seconded by Ms. Broz, it was resolved by voice vote that the Workshop, and Regular Meeting Minutes of February 28, 2023, be approved as written and the same are hereby approved as written.

BILLS AND COMMUNICATIONS:

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order No. 1 on Contract #22-009 re-bid "Grove Street Water Line Replacement" (East McKeesport) by *Lawson Excavating* for a project increase of \$48,552.00. Change order is for additional quantities needed to complete the project, whereupon;

**APPROVAL OF CHANGE ORDER
NO. 1 ON CONTRACT #22-009 RE-
BID "GROVE STREET WATER LINE
REPLACEMENT" (EAST
MCKEESPORT) BY LAWSON
EXCAVATING FOR A PROJECT
INCREASE OF \$48,552.00. CHANGE
ORDER IS FOR ADDITIONAL
QUANTITIES NEEDED TO
COMPLETE THE PROJECT**

On a motion by Mrs. Crombie-Collins, seconded by Ms. Boz, with one (1) abstention, it was resolved by voice vote to approve Change Order No. 1 on Contract #22-009 re-bid at the amount of \$48,552.00, and the same are hereby authorized and approved.

Abstention: Czekaj

In response to published advertisement for Contract #23-003 "Coal, North, and Ravine Streets Waterline Replacement", sealed Proposals were received, opened and read at The Turtle Creek Valley Council of Governments, offices in Monroeville, PA 15146 on March 14, 2023, with copies of Bid Tabulations filed in the Administrative Office at 2200 Robinson Boulevard, Wilkinsburg, Pennsylvania 15221.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to award Contract #23-003 "Coal, North, and Ravine Streets Waterline Replacement" (Pitcairn) to *Lawson Excavating, Inc.*, the lowest remaining bidder, in the amount of \$500,140.00. Bid opening was March 14, 2023, whereupon;

**APPROVAL TO AWARD CONTRACT
#23-003 "COAL, NORTH, AND
RAVINE STREETS WATERLINE
REPLACEMENT" (PITCAIRN) TO
LAWSON EXCAVATING, INC., THE
LOWEST REMAINING BIDDER, IN
THE AMOUNT OF \$500,140.00. BID
OPENING WAS MARCH 14, 2023**

On a motion by Mrs. Crombie-Collins, seconded by Ms. Broz, with one (1) abstention, it was resolved by voice vote to award Contract #23-003 at the amount of \$500,140.00, and the same are hereby authorized and approved.

Abstention: Czekaj

REPORTS OF OFFICERS:

Mr. Simon, Chair,
No report

Mr. Fuller, Vice Chair,
No report

Ms. Broz, Secretary,
No report

Mr. Fuller, Vice Chairman:

Mr. Fuller, vice chair, asked the body if they had any questions of the voucher run that was mailed out this past week under separate cover. Hearing none, he made the following motion based on management's recommendation and his review of the bills that expenditures from February 18, 2023, through March 17, 2023, be ratified in the amount of \$2,372,335.23. Said amount does not include net payroll, payment of payroll taxes or the electronic transfer of some municipality's sewage collections. In addition, authorization of disbursements was requested through April 25, 2023, whereupon;

**RATIFICATION OF EXPENDITURES
FROM FEBRUARY 18, 2023, THROUGH
MARCH 17, 2023, IN THE AMOUNT
OF \$2,372,335.23. AND
AUTHORIZATION OF VOUCHER
DISBURSEMENTS THROUGH
APRIL 25, 2023**

On a motion by Mr. Fuller, seconded by Ms. Broz, with two (2) exceptions, it was resolved by roll call vote that ratification of expenditures from February 18, 2023, through March 17, 2023, in the amount of \$2,372,335.23 be authorized. (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through April 25, 2023, are hereby ratified and authorized.

Abstentions: Czekaj from bills pertaining to *Glenn Engineers*
Simon from bills pertaining to *ms consultants, inc.*

REPORT OF COMMITTEES:

EXECUTIVE COMMITTEE:
No report

FINANCE COMMITTEE:
Absent-No report

LABOR COMMITTEE:
Absent-No report

POLICY COMMITTEE:
No report

ENGINEERING COMMITTEE:
Absent-No report

CONSULTANTS REPORTS:

Consulting Engineer

Mr. Balewski discussed his report at the earlier workshop.
He had nothing further to add.

Solicitor

Mr. Alexander discussed his report at the earlier workshop.
He had nothing further to add.

REPORT OF MANAGEMENT:

The report of Management is made part of the workshop minutes, having been discussed and distributed to each Board member at the earlier workshop. In conjunction, Mr. Komandt had the following items to submit for approval:

- ◆ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract #23-006 "Ductile Iron Pipe and Accessories" Bid opening scheduled for April 18, 2023, whereupon;

AUTHORIZATION TO PREPARE BID SPECIFICATIONS AND BID CONTRACT #23-006 "DUCTILE IRON PIPE AND ACCESSORIES" BID OPENING SCHEDULED FOR APRIL 18, 2023

On a motion by Mr. Fuller, seconded by Mr. Czekaj, it was resolved by voice vote to go out to bid on Contract #23-006, and the same is hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract #23-007 "Silica Sand and Gravel" and Contract #23-008 "Anthracite Filter Material". Bid opening scheduled for April 18, 2023, whereupon;

AUTHORIZATION TO PREPARE BID SPECIFICATIONS AND BID CONTRACT #23-007 "SILICA SAND AND GRAVEL" AND CONTRACT #23-008 "ANTHRACITE FILTER MATERIAL". BID OPENING SCHEDULED FOR APRIL 18, 2023,

On a motion by Mr. Czekaj, seconded by Mr. Fuller, it was resolved by voice vote to go out to bid on Contract #23-007 and #23-008, and the same is hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to enter into a three (3) year contract with *INFOSEND* to print letter sized bills with a return envelope. The cost of the service is \$.1380 per piece for an estimated additional cost per year of \$73,000.00, whereupon;

AUTHORIZATION TO ENTER INTO A THREE (3) YEAR CONTRACT WITH *INFOSEND* TO PRINT LETTER SIZED BILLS WITH A RETURN ENVELOPE. THE COST OF THE SERVICE IS \$.1380 PER PIECE FOR AN ESTIMATED ADDITIONAL COST PER YEAR OF \$73,000.00

On a motion by Mrs. Crombie-Collins, seconded by Ms. Broz, it was resolved by voice vote to enter a three (3) year contract with *INFOSEND* for print services. The cost is \$.1380 per piece for an estimated additional cost per year of \$73,000.00, and the same is hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to enter a five (5) year Agreement with *Ring Central* for telephone software upgrades. The upgrades will allow for improvements in Customer Service, whereupon;

AUTHORIZATION TO ENTER INTO A FIVE (5) YEAR AGREEMENT WITH *RING CENTRAL* FOR UPGRADES TO TELPEPHONE SOFTWARE. THE UPGRADES WILL ALLOW FOR IMPROVEMENTS IN CUSTOMER SERVICE

On a motion by Ms. Broz, seconded by Mrs. Crombie-Collins, it was resolved by voice vote to enter a five (5) year Agreement with *Ring Central* for upgrades to the telephone software, and the same is hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to hire summer workers from May 2023 to September 2023. No specific number of hires was given, whereupon;

AUTHORIZATION TO HIRE SUMMER WORKERS FROM MAY 2023 TO SEPTEMBER 2023. NO SPECIFIC NUMBER OF HIRES WAS GIVEN

On a motion by Ms. Broz, seconded by Mr. Fuller, it was resolved by voice vote to hire summer workers from May 2023 through September 2023, and the same is hereby authorized and approved.

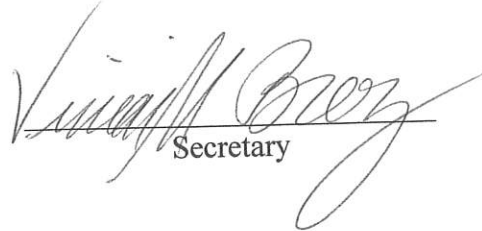
Unfinished Business

None

New Business

None

There being no further business to come before the Board, on a motion by Ms. Rawlins, seconded by Mr. Fuller and unanimously carried, the meeting adjourned at 7:55 p.m.


Secretary