

Minutes of the Workshop Meeting of the
Board of The Wilkinsburg-Penn Joint Water
Authority held on November 24, 2020, at
6:30 o'clock p.m. at 2200 Robinson
Boulevard Wilkinsburg, PA

Present:	Vento	Czekaj	Rawlins
	Fuller	Scolieri	Broz
	Coles	Gilliland	Crombie-Collins
	Joyce-May		Simon

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

Absent: Vahosky

Although no formal action was taken, the following workshop minutes are presented for the record. The workshop meeting held via audio conference call commenced at 6:30 pm with Mr. Simon, chairman presiding. The Chairman then asked for the reports of the Consulting Engineer and Solicitor. Both reports were discussed with questions raised and answered are hereto attached and made a part of these minutes.

Afterwards, Mr. Bianchi reviewed the items on his Management Report and acknowledged comments made regarding the progress of a customer assistance program, and status of payment plan modifications. He then responded to questions pertaining to Capital and Operating Budget items. The Management Report is attached hereto and made a part of these minutes.

There being no further business to discuss, the workshop session concluded at 7:03 p.m. The regular board meeting commenced at 7:05 pm.

Secretary

Minutes of the Regular Meeting of
the Board of The Wilksburg-Penn
Joint Water Authority held on
November 24, 2020, at 7:00 o'clock
p.m. at 2200 Robinson Boulevard,
Wilksburg, PA. 15221.

Present:	Vento	Czekaj	Rawlins
	Fuller	Scolieri	Broz
	Coles	Gilliland	Crombie-Collins
	Joyce-May		Simon

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

Absent: Vahosky

The Regular Meeting held via audio conference call commenced at 7:05 pm with Mr. Simon, chairman 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 Chairman then called for public comments upon which the following individuals addressed the board with their concerns: *Madeline Weiss*, of "Our Water Campaign" appealed to the Authority to continue the shut-off moratorium through the winter months in light of the pandemic and commended their voluntary participation as such. In addition, the following comments were emailed and entered into the record: *Moses Nelson*, of "Clean Water Action" expressed his concern for residents having difficulty paying their bills and his support of continuing the shut-off moratorium throughout the winter months. *Victoria Walker*, resident of Penn Hills Municipality, reiterated her previous concerns and dissatisfaction with the quality of her drinking water. She is seeking assurance of clean uncontaminated drinking water. *Lois Campbell*, resident of Edgewood Borough, asked that delinquent residents be offered flexible and affordable payment options. In addition, she asked that the shut-off moratorium be extended throughout the winter months. *Caitlin Schroering*, Department of Sociology of University of Pittsburgh appealed to the board to extend the shut-off moratorium through the winter; and establish a low-income assistance program containing a winter moratorium. Lastly, she asked that the in-person protocol for submitting public comments be changed to allow remote participation in light of the pandemic. *Ed Gainey*, State Representative, stated in the interest of public health and safety the current shut-off moratorium should be extended during the winter months. He also supports a customer assistance plan to make it easier for customers to catch up on their bills. Upon conclusion of the public comment period, Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of October 27, 2020, at which time an amendment was requested to correct the date of the Regular Meeting minutes within the header, and the acknowledgement of questions/comments pertinent to Unfinished Business, whereupon;

**APPROVAL OF THE WORKSHOP
AND AMENDED REGULAR
MEETING MINUTES OF
OCTOBER 27, 2020**

On a motion by Ms. Broz, seconded by Mrs. Crombie-Collins, it was resolved by voice vote that the Workshop and amended Regular Meeting minutes of October 27, 2020, be approved as amended and the same are hereby approved as amended and written.

BILLS AND COMMUNICATIONS:

In response to published advertisement for Contract #2020-13 "Furnishing and Delivering Water Treatment Chemicals" multiple vendors participated in a Reverse Auction conducted by *eBridge*. Bids were submitted and video cast live at 11:00 am Thursday November 19, 2020. Bid Tabulations are filed in the Administrative Office at 2200 Robinson Boulevard, Wilkinsburg, Pennsylvania 15221.

- ◆ As discussed in the earlier workshop meeting, authorization was requested for Executive Director to award Contract #2020-13 "Furnishing and Delivering Water Treatment Chemicals" to the lowest most responsible Bidders, upon the review of any bidding exceptions, at amounts stated on the Bid Tab. Further, authorize said award be ratified at the January 26, 2021, board meeting, whereupon;

**AUTHORIZATION FOR EXECUTIVE
DIRECTOR TO AWARD CONTRACT
#2020-13 "FURNISHING AND
DELIVERING WATER TREATMENT
CHEMICALS" TO THE LOWEST
MOST RESPONSIBLE BIDDERS,
UPON THE REVIEW OF ANY
BIDDING EXCEPTIONS, AT
AMOUNTS STATED ON THE
ENCLOSED BID TAB. AWARD TO
BE RATIFIED AT THE
JANUARY 26, 2021 BOARD
MEETING**

On a motion by Mr. Fuller, seconded by Mrs. Joyce-May, it was resolved by voice vote to award Contract #2020-13 at the amounts stated on the enclosed Bid Tab, and ratify at the January 26, 2021, board meeting, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order No.1 Contract #19-016 "Fourth Avenue Water Line Replacement" (Rankin Borough). Change Order will decrease project cost by \$27,761.88 due to final project reconciliation, whereupon;

**APPROVAL OF CHANGE ORDER
NO.1 CONTRACT #19-016 "FOURTH
AVENUE WATER LINE
REPLACEMENT" (RANKIN
BOROUGH). CHANGE ORDER WILL
DECREASE PROJECT COST BY
\$27,761.88 DUE TO FINAL PROJECT
RECONCILIATION,**

On a motion by Ms. Broz, seconded by Mr. Czekaj, it was resolved by voice vote to approve Change Order No. 1 on Contract #19-016 for a cost reduction in the amount of \$27,761.88, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order No.1 Contract #19-014 "Garden Terrace/Rural Court Waterline Replacement" (Churchill Borough). Change Order will decrease project cost by \$22,102.00 due to final project reconciliation, whereupon;

**APPROVAL OF CHANGE ORDER
NO.1 CONTRACT #19-014 "GARDEN
TERRACE/RURAL COURT
WATERLINE REPLACEMENT"
(CHURCHILL BOROUGH). CHANGE
ORDER WILL DECREASE PROJECT
COST BY \$22,102.00 DUE TO FINAL
PROJECT RECONCILIATION,**

On a motion by Mr. Scolieri, seconded by Mr. Coles, it was resolved by voice vote, with three (3) abstentions, to approve Change Order No. 1 on Contract #19-014 for a cost reduction in the amount of \$22,102.00, and the same are hereby authorized and approved.

Abstentions: Vento, Czekaj, Gilliland

REPORTS OF OFFICERS:

Mr. Simon, Chairman,
No report

Mr. Vento, Vice Chairman,
No report

Ms. Broz, Secretary,
No report

Mr. Fuller, Treasurer:

Mr. Fuller, treasurer, 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 October 17, 2020, through November 13, 2020, be ratified in the amount of \$1,676,544.00. 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 January 26, 2021, whereupon;

**RATIFICATION OF EXPENDITURES
FROM OCTOBER 17, 2020 THROUGH
NOVEMBER 13, 2020, IN THE
AMOUNT OF \$1,676,544.00 AND
AUTHORIZATION OF VOUCHER
DISBURSEMENTS THROUGH
JANUARY 26, 2021**

On a motion by Mr. Fuller, seconded by Ms. Broz, with three (3) exceptions, it was resolved by voice vote that ratification of expenditures from October 17, 2020, through November 13, 2020, in the amount of \$1,676,544.00 be authorized. (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through January 26, 2021, are hereby ratified and authorized.

Abstention: Gilliland from bills pertaining to *Glenn Engineers*
Czekaj from bills pertaining to *Glenn Engineers*
Simon from bills pertaining to *ms consultants*

REPORT OF COMMITTEES:

EXECUTIVE COMMITTEE:

No report

FINANCE COMMITTEE

No report

LABOR RELATIONS COMMITTEE:

In Mr. Vahosky's absence, Mr. Bianchi informed the board that the Union has requested a meeting with the Labor Committee. He will be in touch to coordinate available meeting times.

POLICY COMMITTEE:

No report

ENGINEERING COMMITTEE:

Mrs. Joyce-May stated that she and Mr. Bianchi were working to schedule a meeting with *ms consultants* to discuss contractual matters.

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. An executive session was held and attended by the solicitor. 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 meeting. In conjunction, Mr. Bianchi had the following items to submit for approval.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve the 2021 Operating Budget in the amount of \$26,981,050 and the Capital Improvement Budget in the amount of \$10,343,950. The recommended action will require a five (5) percent increase in the Authority's residential water rate, whereupon;

**APPROVAL OF THE 2021
OPERATING BUDGET IN THE
AMOUNT OF \$26,981,050 AND THE
CAPITAL IMPROVEMENT BUDGET
IN THE AMOUNT OF \$10,343,950.
THE RECOMMENDED ACTION
WILL REQUIRE A FIVE (5)
PERCENT INCREASE IN THE
AUTHORITY'S RESIDENTIAL
WATER RATE**

On a motion by Mr. Fuller, seconded by Mr. Gilliland, with one nay vote, it was resolved by voice vote to approve the 2021 Operating and Capital Improvement Budgets at aforementioned amounts, and the same are hereby authorized and approved.

Motion yielded: Yea: ten (10) Vento, Fuller, Coles, Joyce-May, Czekaj, Scolieri, Gilliland, Rawlins, Broz, Simon

Nay: one (1) Crombie-Collins

- ◆ As discussed in the earlier workshop meeting, authorization was requested to increase the bulk water sale to the Braddock Water Authority by 5% effective January 1, 2021, whereupon;

**AUTHORIZATION TO INCREASE
THE BULK WATER SALE TO THE
BRADDOCK WATER AUTHORITY
BY 5% EFFECTIVE JANUARY 1, 2021**

On a motion by Ms. Broz, seconded by Mr. Scolieri, with one (1) abstention, it was resolved by voice vote to approve the 5% increase for the bulk water sale to the Braddock Water Authority, and the same are hereby authorized and approved.

Abstention: Gilliland

- ◆ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract # 2020-16 “Middle Avenue Mainline Replacement” (Borough of Wilmerding). Bid opening scheduled for Tuesday December 8, 2020. Further, authorize the Executive Director to award to the lowest responsible bidder, and ratify action at the January 26, 2021 board meeting, whereupon;

**AUTHORIZATION TO PREPARE BID
SPECIFICATIONS AND BID
CONTRACT # 2020-16 “MIDDLE
AVENUE MAINLINE
REPLACEMENT” (BOROUGH OF
WILMERDING). BID OPENING
SCHEDULED FOR TUESDAY
DECEMBER 8, 2020. FURTHER,
AUTHORIZE THE EXECUTIVE
DIRECTOR TO AWARD TO THE
LOWEST MOST RESPONSIBLE
BIDDER, AND RATIFY ACTION AT
THE JANUARY 26, 2021, BOARD
MEETING**

On a motion by Mrs. Crombie-Collins, seconded by Mr. Scolieri, with two (2) abstentions, it was resolved by voice vote to prepare Bid Specifications and bid Contract #2020-16. Further, award to the lowest most responsible bidder and ratify action at the January 26, 2021, board meeting, and the same are hereby authorized and approved.

Abstentions: Czekaj, Gilliland

- ◆ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract # 2020-17 “Wall Avenue Mainline Replacement” (Borough of Pitcairn). Bid opening to be scheduled upon the release of the “*Allegheny County Community Development Funds*”, whereupon;

AUTHORIZATION TO PREPARE BID SPECIFICATIONS AND BID CONTRACT # 2020-17 “WALL AVENUE MAINLINE REPLACEMENT” (BOROUGH OF PITCAIRN). BID OPENING TO BE SCHEDULED UPON THE RELEASE OF THE “ALLEGHENY COUNTY COMMUNITY DEVELOPMENT FUNDS”

On a motion by Mrs. Joyce-May, seconded by Mr. Scolieri, it was resolved by voice vote to prepare Bid Specifications and bid Contract # 2020-17 upon release of funding, and the same are hereby authorized and approved.

- ♦ As discussed in the earlier workshop meeting, authorization was requested to prepare Bid Specifications and bid Contract # 2020-18 “Clugston Avenue Mainline Replacement” (Wilkins Township). Bid opening to be scheduled upon the release of the “*Allegheny County Community Development Funds*”, whereupon;

AUTHORIZATION TO PREPARE BID SPECIFICATIONS AND BID CONTRACT # 2020-18 “CLUGSTON AVENUE MAINLINE REPLACEMENT” (WILKINS TOWNSHIP). BID OPENING TO BE SCHEDULED UPON THE RELEASE OF THE “ALLEGHENY COUNTY COMMUNITY DEVELOPMENT FUNDS”

On a motion by Mr. Scolieri, seconded by Mr. Coles, it was resolved by voice vote to prepare Bid Specifications and bid Contract # 2020-18 upon release of funding, and the same are hereby authorized and approved.

After presenting his report, Mr. Bianchi gave the following updates: Employees are in the process of being updated regarding amended protocols being implemented in response to the COVID-19 pandemic. Everyone will be required to wear a mask except when a medical or respiratory condition exempts. Effective 11/30/2020 all employees will go through a temperature screening. If traveling outside of the Commonwealth of Pennsylvania employee must be tested 72 hours before returning to PA or quarantine 14 days after returning. Requirements are based upon mandates from *Allegheny County Department of Health*. Questions were asked and answered regarding the Family’s First Coronavirus Response Act eligibility.

- ♦ Upon conclusion of updates and discussions, he requested a motion be made to enter an Executive Session to discuss personnel matters after which the board would return to continue business, whereupon;

**AUTHORIZATION TO ENTER AN
EXECUTIVE SESSION TO DISCUSS
PERSONNEL MATTERS**

On a motion by Mrs. Joyce-May, seconded by Ms. Broz, it was resolved by voice vote to enter an Executive Session, and the same are hereby authorized and approved.

- ◆ A motion was made to come out of Executive Session and resume the regular board meeting, whereupon;

**AUTHORIZATION TO COME OUT
OF EXECUTIVE SESSION AND
RESUME REGULAR BOARD
MEETING**

On a motion by Mr. Fuller, seconded by Mrs. Joyce-May, it was resolved by voice vote to come out of the Executive Session, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to increase management's base salary by three (3) percent effective January 1, 2021, whereupon;

**AUTHORIZATION TO INCREASE
MANAGEMENT'S BASE SALARY BY
THREE (3) PERCENT EFFECTIVE
JANUARY 1, 2021,**

On a motion by Mr. Fuller, seconded by Mrs. Joyce-May, it was resolved by voice vote to increase management's base salary by three (3) percent effective January 1, 2021, and the same are hereby authorized and approved.

Unfinished Business

A question was raised regarding testing results of a resident's water quality. Mr. Bianchi informed the board of the measures that were taken to remedy the water quality and the customers concerns. However, the Authority was not able to obtain water samples from inside the residence for comparison. Additionally, a request was made that other virtual meeting options be considered.

New Business

Mr. Bianchi extended Happy Holiday wishes to the Board.

There being no further business to come before the Board, on a motion by Mrs. Joyce-May and seconded by Mr. Scolieri and unanimously carried, the meeting adjourned at 8:05 p.m.

Secretary

Minutes of the Budget Meeting of the Board of
The Wilkinsburg-Penn Joint Water Authority held
on November 12, 2020 at 6:30 PM at 2200
Robinson Boulevard, Wilkinsburg, PA. 15221.

Present: Simon, Vento, Broz, Czekaj, Coles, Crombie-Collins,
Joyce-May, Rawlins, Scolieri, Vahosky

Others Present: Bianchi, Komandt, Sorce and Davis

Absent: Gilliland

The following meeting minutes are presented for the record. The purpose of the meeting is to give the Board a review of the proposed 2021 budget.

The 2021 Budget meeting was called to order by Chairman Simon at 6:30 PM. Mr. Simon turned the meeting over to the Executive Director, Nick Bianchi who recorded those that were present. The Executive Director proceeded, with the assistance of Assistant Executive Director, Anthony Sorce and Comptroller, Doug Komandt, to present the proposed 2021 Operating and Capital Budgets.

Informational handouts were presented identifying the budget process and a review of our current demographics. Projections continue to illustrate a reduction in our customer base and consumption.

Staff inform the Board that the 2020 Water Revenue Bond would fund a number of 2021 Capital Budget Projects, eliminating the need to fund from water revenue.

Management recommended a five (5%) rate increase for the 2021 Operating Budget.

The staff also presented the 2021 Capital Budget identifying projects and potential funding.

At the conclusion of the presentation, Chairman Simon asked for general comment on the 2021 budget.

The budget meeting concluded at 8:00 PM