

Minutes of the Workshop Meeting of the
Board of The Wilkinsburg-Penn Joint Water
Authority held on October 27, 20200, at 6:30
o'clock p.m. at 2200 Robinson Boulevard
Wilkinsburg, PA

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

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

Absent: Scolieri

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. After that, Mr. Bianchi reviewed the items on his Management Report and answered questions put forth. 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 6:45 p.m. The regular board meeting commenced at 6:51 pm.

Secretary

Minutes of the Regular Meeting of
the Board of The Wilksburg-Penn
Joint Water Authority held on
October 27, 2020, at 7:00 o'clock
p.m. at 2200 Robinson Boulevard,
Wilksburg, PA. 15221.

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

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

Absent: Scolieri

The Regular Meeting held via audio conference call commenced at 6:51 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 consider developing a "Customer Assistance Program" to offer relief to customers adversely affected by the Pandemic. In addition, she asked that the current shut-off moratorium to be extended through the winter months. *Victoria Walker*, resident of Penn Hills, voiced concerns over the quality of her drinking water. She had her water tested and analyzed by PWSA who claimed it contained contaminants. She asked that her water be tested by WPJWA at regular intervals for quality and assurance of safe drinking water to her other residents in her general vicinity. She brought samples for WPJWA to test and report back to her. *Brenda Smith*, Executive Director of the "Nine Mile Run Water Shed" Association, addressed the Board with concerns related to the shut-off moratorium. She noted that some residents use radiator heat and water terminations could leave them without both water and heat. She supports a "Customer Assistance Program" especially in light of the current pandemic making payment of bills difficult for many and that a winter shut-off moratorium be implemented on a permanent basis. Upon conclusion of the public comment period Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of September 22, 2020, whereupon;

**APPROVAL OF THE WORKSHOP
AND REGULAR
MEETING MINUTES OF
SEPTEMBER 22, 2020**

On a motion by Mr. Fuller, seconded by Ms. Broz, it was resolved by voice vote that the Workshop and Regular meeting minutes of September 22, 2020, be approved as written and the same are hereby approved as written.

BILLS AND COMMUNICATIONS:

In response to published advertisement for Contract #2020-14 "Airbrake Avenue Waterline Replacement" (Wilmerding Borough) eight (8) Vendors picked up with eight (8) returning. Bids were opened and read at 11:00 am Monday October 19, 2020, 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 #2020-14 "Airbrake Avenue Waterline Replacement" (Wilmerding) to *Lawson Excavating, Inc.*, the lowest most responsible Bidder, at the amount of \$235,246.00, whereupon;

**APPROVAL OF CONTRACT
2020-14 "AIRBRAKE AVENUE
WATERLINE REPLACEMENT"
(WILMERDING) TO LAWSON
EXCAVATING, INC., THE LOWEST
MOST RESPONSIBLE BIDDER, AT
THE AMOUNT OF \$235,246.00**

On a motion by Mrs. Joyce-May, seconded by Mr. Vahosky, with two (2) abstentions, it was resolved by voice vote to award Contract #2020-14 to *Lawson Excavating, Inc.*, the lowest most responsible bidder, at the amount of \$235,246.00, and the same are hereby authorized and awarded.

Abstention: 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 September 12, 2020, through October 16, 2020, be ratified in the amount of \$2,203,695.37. 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 November 24, 2020, whereupon;

**RATIFICATION OF EXPENDITURES
FROM SEPTEMBER 12, 2020
THROUGH OCTOBER 16, 2020, IN
THE AMOUNT OF \$2,203,695.37 AND
AUTHORIZATION OF VOUCHER
DISBURSEMENTS THROUGH
NOVEMBER 24, 2020**

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 September 12, 2020, through October 16, 2020, in the amount of \$2,203,695.37 be authorized. (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through November 24, 2020, 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:
No report

POLICY COMMITTEE:
No report

ENGINEERING COMMITTEE:
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. Bianchi had the following items to submit for approval.

- ♦ As discussed in the earlier workshop meeting, authorization was requested to approve the “2019” Audit as presented at the Regular Meeting on September 22, 2020, whereupon;

AUTHORIZATION TO APPROVE THE 2019 AUDIT AS PRESENTED AT THE REGULAR MEETING ON SEPTEMBER 22, 2020

On a motion by Mr. Fuller, seconded by Mr. Vahosky, it was resolved by voice vote to approve the “2019” Audit, and the same are hereby authorized and approved.

- ♦ As discussed in the earlier workshop meeting, authorization was requested to approve Resolution 2020-06 “Continuation of the 457 Governmental Deferred Compensation Plan and Trust for Participating WPJWA Employees”, whereupon;

AUTHORIZATION TO APPROVE RESOLUTION 2020-06 “CONTINUATION OF THE 457 GOVERNMENTAL DEFERRED COMPENSATION PLAN AND TRUST FOR PARTICIPATING WPJWA EMPLOYEES”

On a motion by Ms. Broz, seconded by Mr. Vento, it was resolved by voice vote to approve Resolution 2020-06, and the same are hereby authorized and approved.

- ♦ As discussed in the earlier workshop meeting, authorization was requested for Chairman Simon to sign the following CDBG Year 47 Resolutions: Wall Ave Phase 2/Pitcairn; Larimer Ave/Turtle Creek-Wilkins; McMaster Ave/Wilkins; Stokes Ave/North Braddock; Negley Ave/ Turtle Creek-Wilkins, whereupon;

AUTHORIZATION FOR CHAIRMAN SIMON TO SIGN THE FOLLOWING CDBG YR. 47 RESOLUTIONS: WALL AVE PHASE 2/PITCAIRN; LARIMER AVE/TURTLE CREEK/WILKINS; MCMASTER AVE/WILKINS; STOKES AVE/NORTH BRADDOCK; NEGLEY AVE/TURTLE CREEK/WILKINS

On a motion by Mrs. Joyce-May, seconded by Mr. Coles, it was resolved by voice vote that Chairman Simon sign CDBG Yr. 47 Resolutions for the aforementioned water line replacement projects, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to cancel Contract #19-025 “Ramsey Material Storage Structure” awarded to *JDL Construction*, due to various supplier issues related to COVID-19. Further, authorize the rebidding of said project. Both the engineer and solicitor have reviewed and approved this request. whereupon;

AUTHORIZATION TO CANCEL CONTRACT #19-025 “RAMSEY MATERIAL STORAGE STRUCTURE” AWARDED TO *JDL CONSTRUCTION*, DUE TO VARIOUS SUPPLIER ISSUES RELATED TO COVID-19. FURTHER, AUTHORIZE THE REBIDDING OF SAID PROJECT. BOTH THE ENGINEER AND SOLICITOR HAVE REVIEWED AND APPROVED THIS REQUEST

On a motion by Mr. Vento, seconded by Mr. Vahosky, it was resolved by voice vote to cancel Contract # 19-025 and re-bid said project, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to reimburse the Borough of Forest Hills under Contract #2020-06 “Cherry Valley Road Water Line Replacement” in the amount of \$8,585.00. The amount represents the cost of 850 square yards of street restoration, whereupon;

AUTHORIZATION TO REIMBURSE THE BOROUGH OF FOREST HILLS UNDER CONTRACT #2020-06 “CHERRY VALLEY ROAD WATER LINE REPLACEMENT” IN THE AMOUNT OF \$8,585.00. THE AMOUNT REPRESENTS THE COST OF 850 SQUARE YARDS OF STREET RESTORATION

On a motion by Ms. Broz, seconded by Mrs. Joyce-May, with two (2) abstentions, it was resolved by voice vote to reimburse the Borough of Forest Hills \$8,585.00 for street restoration costs, under Contract #2020-06, and the same are hereby authorized and approved.

Abstentions: Czekaj, Gilliland

- ◆ As discussed in the earlier workshop meeting, authorization was requested to award the third-year renewal option under Contract #18-018 “Janitorial Services” to *Signature Building Services*. The amount remains the same as last year at \$1,090.00 per month, whereupon;

AUTHORIZATION WAS REQUESTED TO AWARD THE THIRD-YEAR RENEWAL OPTION OF CONTRACT #18-018 “JANITORIAL SERVICES” TO SIGNATURE BUILDING SERVICES. THE AMOUNT REMAINS THE SAME AS LAST YEAR AT \$1,090.00 PER MONTH

On a motion by Mr. Vahosky, seconded by Ms. Broz, it was resolved by voice vote to renew the third-year option on Contract #18-018 at 1,090.00 per month, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to award Contract #2020-13 “Furnishing and Delivering Water Treatment Chemicals” to the lowest most responsible bidders. Reverse Auction scheduled for Thursday November 19, 2020. Award to be ratified at the November 24, 2020, regular meeting, whereupon;

AUTHORIZATION TO AWARD CONTRACT #2020-13 “FURNISHING AND DELIVERING WATER TREATMENT CHEMICALS” TO THE LOWEST MOST RESPONSIBLE BIDDERS. REVERSE AUCTION SCHEDULED FOR THURSDAY NOVEMBER 19, 2020. AWARD TO BE RATIFIED AT THE NOVEMBER 24, 2020, REGULAR MEETING

On a motion by Mr. Fuller, seconded by Mrs. Joyce-May, it was resolved by voice vote to award Contract #2020-13 to lowest most responsible bidders and ratify action at the 11-24-2020 regular meeting, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to purchase employee Christmas Appreciation Gifts, amount not exceed \$50.00 per individual, whereupon;

AUTHORIZATION TO PURCHASE EMPLOYEE CHRISTMAS APPRECIATION GIFTS; AMOUNT NOT EXCEED \$50.00 PER INDIVIDUAL

On a motion by Mr. Vento, seconded by Ms. Broz, it was resolved by voice vote to authorize purchase of employee Christmas Appreciation Gifts, and the same are hereby authorized and approved.

After presenting his report, Mr. Bianchi gave the following updates: on steps being taken to analyze costs associated with implementing a "Customer Assistance Program". While the *PUC* has lifted their utility shut-off moratorium the *Authority* has not followed suit at the present time. We continue to explore payment plan options aimed at making bills more affordable to customers that may be delinquent. The Lobby remains closed for customer service. We continue to work with the Commonwealth regarding the lead line replacement program through Penn Vest. Questions regarding business operations were asked and answered

Unfinished Business

None

New Business

None

There being no further business to come before the Board, on a motion by Mr. Vento and seconded by Mrs. Joyce-May and unanimously carried, the meeting adjourned at 7:28 p.m.

Secretary