

Minutes of the Workshop Meeting of the
Board of The Wilkinsburg-Penn Joint Water
Authority held on September 22, 2020, at
6:30 o'clock p.m. at 2200 Robinson
Boulevard Wilkinsburg, PA

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

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

Absent: Coles, Czekaj

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 p.m. with Mr. Simon, chairman presiding. Next, Doug Komandt, comptroller, introduced Jared Ewing, CPA and George Jurcevich CPA, of Zelenkofske Axelrod LLC., who presented the Financial Statement Audit for Calendar year 2019.

The Chairman then asked for the reports of the Consulting Engineer and Solicitor. Both reports were discussed with questions raised and answered, 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 regarding items up for discussion during the upcoming Budget Review Meeting scheduled November 12, 2020. The Management Report is attached hereto and made a part of these minutes. He had the following update to add:

- ♦ Mr. Bianchi apprised the Board of information recently received from the *Commonwealth of PA*, regarding the availability of approximately 93 million dollars in Grant money being offered by *Penn Vest* to various *Authority's and Agencies*. The funding is to address the replacement of lead service lines throughout the Commonwealth and require the participants to replace both the public and private side of the service line. He further, outlined the particulars of making the Grant application and available options for funding amounts needed over and above the Grant allocation.

There being no further business to discuss, the workshop session concluded at 7:20 p.m. The regular board meeting commenced at 7:21 pm.

Secretary

Minutes of the Regular Meeting of
the Board of The Wilksburg-Penn
Joint Water Authority held on
September 22, 2020, at 7:00 o'clock
p.m. at 2200 Robinson Boulevard,
Wilksburg, PA. 15221.

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

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

Absent: Coles, Czekaj

The Regular Meeting held via audio conference call commenced at 7:21 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" spoke regarding the development of a "Customer Assistance Program" and her Company's willingness to connect the Authority with program experts and facilitating the process in any way possible. She appealed to the programs potential to help customers afford and pay their bills on time especially during a pandemic. She urged the Authority to consider its benefit both to the customer and the Authority. *Zinna Scott*, resident of City of Pittsburgh, had concerns over the length of time it takes to restore the pavement after a waterline break occurs and the clean-up process of dirt and debris that accumulates as a result of the said breaks. Mr. Bianchi responded with updates of what measures had already taken place and acknowledged her suggestions. Upon conclusion of the public comment period Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of August 11, 2020, whereupon;

**APPROVAL OF THE WORKSHOP
AND REGULAR
MEETING MINUTES OF
AUGUST 11, 2020**

On a motion by Mr. Vento, seconded by Ms. Broz, it was resolved by voice vote that the Workshop and Regular meeting minutes of August 11, 2020, be approved as written and the same are hereby approved as written.

BILLS AND COMMUNICATIONS:

In response to published advertisement for Contract #2020-12 "Cascade Road Waterline Replacement" (Forest Hills) eleven (11) Vendors picked up with eight (8) returning. Bids were opened and read at 11:00 am Friday September 18, 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 #2020-12 "Cascade Road Waterline Replacement" (Forest Hills Borough) to *JS Bova*, the lowest most responsible Bidder, at the amount of \$625,174.00 contingent on final review of references, whereupon;

**APPROVAL OF CONTRACT #2020-12
"CASCADE ROAD WATERLINE
REPLACEMENT" (FOREST HILLS)
TO *JS BOVA*, THE LOWEST MOST
RESPONSIBLE BIDDER, AT THE
AMOUNT OF \$625,174.00
CONTINGENT ON FINAL REVIEW
OF REFERENCES**

On a motion by Ms. Broz, seconded by Mrs. Joyce-May, with one (1) abstention, it was resolved by voice vote to award Contract #2020-12 to *JS Bova*, the lowest most responsible bidder, at the amount of \$625,174.00, and the same are hereby authorized and awarded.

Abstention: Gilliland

- ♦ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order No. 1 Contract #19-017 "Corey Avenue Water Line Replacement" (Braddock Borough). Change Order amount of \$38,845.00 included the mainline replacement on First Avenue approved by the *Authority* Engineer, whereupon;

**APPROVAL OF CHANGE ORDER
NO. 1 CONTRACT #19-017 "COREY
AVENUE WATER LINE
REPLACEMENT" (BRADDOCK
BOROUGH). CHANGE ORDER
AMOUNT OF \$38,845.00 INCLUDED
THE MAINLINE REPLACEMENT ON
FIRST AVENUE UPON APPROVAL
OF THE *AUTHORITY* ENGINEER**

On a motion by Mr. Vahosky, seconded by Mr. Fuller, with one (1) abstention, it was resolved by voice vote to approve Change Order No. 1 on Contract #19-017 in the amount of \$38,845.00, and the same are hereby authorized and approved.

Abstention: Gilliland

- ◆ As discussed in the earlier workshop meeting, authorization was requested to approve Change Order No. 1 Contract #2020-06 “Cherry Valley Road Water Line Replacement” (Forest Hills Borough). Change Order was due to final quantity adjustments reducing the contract amount by \$31,656.70, whereupon;

**APPROVAL OF CHANGE ORDER
NO. 1 CONTRACT #2020-06
“CHERRY VALLEY ROAD WATER
LINE REPLACEMENT” (FOREST
HILLS BOROUGH). CHANGE
ORDER DUE TO FINAL QUANTITY
ADJUSTMENTS REDUCING THE
CONTRACT AMOUNT BY \$31,656.70**

On a motion by Ms. Broz, seconded by Mr. Vahosky, with one (1) abstention, it was resolved by voice vote to approve Change Order No. 1 on Contract #2020-06 in the amount of \$31,656.70, and the same are hereby authorized and approved.

Abstention: 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 August 1, 2020, through September 11, 2020, be ratified in the amount of \$2,574,667.10. 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 October 27, 2020, whereupon;

**RATIFICATION OF EXPENDITURES
FROM AUGUST 1, 2020, THROUGH
SEPTEMBER 11, 2020, IN THE
AMOUNT OF \$2,574,667.10 AND
AUTHORIZATION OF VOUCHER
DISBURSEMENTS THROUGH
OCTOBER 27, 2020**

On a motion by Mr. Fuller, seconded by Ms. Broz, with two (2) exceptions, it was resolved by voice vote that ratification of expenditures from August 1, 2020, through September 11, 2020, in the amount of \$2,574,667.10 be authorized. (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through October 27, 2020, are hereby ratified and authorized.

Abstention: Gilliland 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:

Mrs. Joyce-May

- ♦ As discussed in the earlier workshop meeting, authorization was requested upon recommendation of the Engineering Committee, to move forward with the Grant application to *Penn Vest* to secure funds for public and private lead service line replacements. Further, authorize the payment for servicing fees in the amount of \$35,000.00 to *ms consultants* to prepare applications with requisite environmental reviews, whereupon;

**AUTHORIZATION UPON THE
RECOMMENDATION OF THE
ENGINEERING COMMITTEE TO
MOVE FORWARD WITH THE
GRANT APPLICATION TO *PENN
VEST*. FURTHER AUTHORIZE, THE
PAYMENT FOR SERVICING FEES IN
THE AMOUNT OF \$35,000.00 TO *MS
CONSULTANTS* TO PREPARE
APPLICATIONS WITH REQUISITE
SUBMITTALS**

On a motion by Mrs. Joyce-May, seconded by Mr. Fuller, with one (1) abstention, it was resolved by voice vote to apply for the Grant application with *Penn Vest* and further authorize payment of \$35,000.00 to *ms consultants* to prepare all requisite documents for said application, and the same are hereby authorized and approved.

Abstention: Simon

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 submit CDBG Year 47 applications and approve Resolutions for the following mainline replacement projects: Wall Ave. Phase 2 - Pitcairn; Larimer Ave. - Turtle Creek/Wilkins Twp.; McMasters Ave. - Wilkins Twp.; Stokes Ave. - North Braddock; Negley Ave. - Turtle Creek/Wilkins Twp., whereupon;

**AUTHORIZATION TO SUBMIT
CDBG YEAR 47 APPLICATIONS AND
APPROVE RESOLUTIONS FOR THE
FOLLOWING MAINLINE
REPLACEMENT PROJECTS: WALL
AVE. PHASE 2 - PITCAIRN;
LARIMER AVE. - TURTLE
CREEK/WILKINS TWP.;
MCMASTERS AVE. - WILKINS
TWP.; STOKES AVE. - NORTH
BRADDOCK; NEGLEY AVE. -
TURTLE CREEK/WILKINS TWP.**

On a motion by Mr. Vahosky, seconded by Mrs. Crombie-Collins, with one (1) abstention, it was resolved by voice vote to submit CDBG Yr. 47 application and approve Resolutions for aforementioned mainline replacement projects, and the same are hereby authorized and approved.

Abstention: Gilliland

- ♦ As discussed in the earlier workshop meeting, authorization was requested to conduct a reverse auction for Contract #2020-13 “Furnishing and Delivering of Water Treatment Chemicals” for 2021. The auction tentatively scheduled for November 2020 will be managed by *eBridge* at no cost to the Authority, whereupon;

**AUTHORIZATION TO CONDUCT A
REVERSE AUCTION FOR
CONTRACT # 2020-13 “FURNISHING
AND DELIVERING OF WATER
TREATMENT CHEMICALS” FOR
2021. THE AUCTION TENTATIVELY
SCHEDULED FOR NOVEMBER 2020
WILL BE MANAGED BY *EBRIDGE*
AT NO COST TO THE AUTHORITY**

On a motion by Ms. Broz, seconded by Mrs. Crombie-Collins, it was resolved by voice vote to conduct a reverse auction through *eBridge* for Contract #2020-13, and the same are hereby authorized and approved.

- ♦ As discussed in the earlier workshop meeting, authorization was requested to exercise renewal option on Contract #19-027 “Furnishing and Delivering of Water Treatment Chemicals” to *JCI Jones Chemicals, Inc.*, for Liquid Chlorine at \$669.50 per one-ton cylinder and \$77.25 per 150lb cylinder. The proposed prices are same as 2020 rates with same contract terms and conditions. Renewal is for calendar year commencing January 1, 2021, whereupon;

**AUTHORIZATION TO EXERCISE
RENEWAL OPTION ON CONTRACT
#19-027 “FURNISHING AND
DELIVERING OF WATER
TREATMENT CHEMICALS” TO JCI
JONES CHEMICALS, INC., FOR
LIQUID CHLORINE AT \$669.50/ONE-
TON CYLINDER AND \$77.25/ 150LB
CYLINDER. THE PROPOSED
PRICES ARE SAME AS 2020 RATES
WITH SAME CONTRACT TERMS
AND CONDITIONS. RENEWAL IS
FOR CALENDAR YEAR
COMMENCING JANUARY 1, 2021**

On a motion by Mrs. Joyce-May, seconded by Ms. Broz, it was resolved by voice vote to exercise the renewal option on Contract # 19-027 at same rates, terms and conditions with *JCI Jones Chemicals, Inc.*, and the same are hereby authorized and approved.

- ◆ As discussed in the earlier workshop meeting, authorization was requested to receive Grant award in the amount of \$100,000.00 from the *Pennsylvania Commonwealth Finance Authority*, for the “Duffield Road Waterline Improvement”. Further, authorize the appropriate officers to sign contract documents, whereupon;

**AUTHORIZATION TO RECEIVE
GRANT AWARD IN THE AMOUNT
OF \$100,000.00 FROM THE
PENNSYLVANIA COMMONWEALTH
FINANCE AUTHORITY, FOR THE
DUFFIELD ROAD WATERLINE
IMPROVEMENT. FURTHER,
AUTHORIZE THE APPROPRIATE
OFFICERS TO SIGN CONTRACT
DOCUMENTS**

On a motion by Mr. Gilliland, seconded by Mrs. Joyce-May, it was resolved by voice vote to receive Grant award amount of \$100,000.00 and authorize appropriate officers to sign contract documents, and the same are hereby authorized and approved.

Afterwards, Mr. Bianchi provided the following updates: review of COVID-19 measures that are still in place; the moratorium is still in effect; the building remains closed to customers while the drive-thru window is open between 8:00 am and 4:15 pm Monday through Friday; all COVID-19 workforce scheduling modifications remain in place. He further, apprised the board of state legislation being considered through the Care’s Act that might provide financial assistance to customers with their utilities.

He then, gave an overview of the status of customer account delinquencies and their financial impact on the Authority. Lastly, questions were raised, and discussion had regarding implementing a customer assistance program.

Unfinished Business

The question was raised regarding a timeline for returning to in-person board meetings and if Zoom or another virtual option might be considered to better facilitate communications during meetings.

New Business

There being no further business to come before the Board, on a motion by Mr. Vento and seconded by Ms. Broz and unanimously carried, the meeting adjourned at 8:05 p.m.

Secretary