

Minutes of the Workshop Meeting of
the Board of the Wilksburg-Penn
Joint Water Authority held on October
28,2025, at 6:30 o'clock pm at 2200
Robinson Boulevard, Wilksburg, PA
15221

Present:	Fuller	Williams	Smith
	Vahosky	Czekaj	Scolieri
	Gilliland	Rawlins	Broz
	Crombie-Collins	Simon	

Others: Bianchi, Balewski, Akam, Missenda, Alexander, and Carroll

Although no formal action was taken, the following workshop minutes are presented for the record. The workshop meeting commenced at 6:30 pm with Mr. Simon, chair presiding. The chair then asked for the reports of the Consulting Engineer and Solicitor. Both reports presented with questions asked and answered are attached hereto and make a part of these minutes. Next Mr. Bianchi, Executive Director, reviewed the items in the Management Report which is attached hereto and made a part of these minutes.

There being no further business to discuss, the workshop session concluded at 7:13 pm. The regular board meeting commenced at 7:14 pm.


Secretary

Minutes of the Regular Meeting of
the Board of the Wilkinsburg-Penn
Joint Water Authority held on
October 28, 2025, at 2200 Robinson
Boulevard Wilkinsburg, PA 15221

Present: Fuller Williams Smith
Vahosky Czekaj Scolieri
Gilliland Rawlins Broz
Crombie-Collins Simon

Others: Bianchi, Balewski, Akam, Missenda, Alexander, and Carroll

The regular meeting commenced at 7:14 pm with Mr. Simon, chair presiding, and Mrs. Carroll recording the minutes. The meeting was called to order by Mr. Simon followed by the roll call and the Pledge of Allegiance. The chair then called for public comments, where there were none. Next Mr. Simon called for the approval of the Workshop and Regular Meeting Minutes of September 23, 2025, whereupon;

**APPROVAL OF SEPTEMBER 23, 2025,
WORKSHOP AND REGULAR MEETING
MINUTES**

On a motion by Mr. Fuller, seconded by Mrs. Crombie-Collins, it was resolved by voice vote to approve the September 23, 2025, Workshop and Regular Meeting Minutes and the same is hereby and approved as written.

BILLS AND COMMUNICATIONS



As discussed in the earlier workshop meeting authorization to award Contract 25-005, Furnishing and delivering of Water Treatment Chemicals, to the lowest most responsible bidders. A copy of the bid tabulation is included in your packet, whereupon;

AUTHORIZATION TO AWARD CONTRACT 25-005, FURNISHING AND DELIVERING OF WATER TREATMENT CHEMICALS, TO THE LOWEST MOST RESPONSIBLE BIDDERS. A COPY OF THE BID TABULATION IS INCLUDED IN YOUR PACKET

On a motion by Mr. Czekaj, seconded by Ms. Broz, it was resolved by voice vote to award Contract 25-005, Furnishing and Delivering of Water Treatment Chemicals to the lowest most responsible bidders and the same is hereby authorized and approved.

REPORT OF OFFICERS:

Mr. Simon, Chair
No Report

Mr. Fuller, Vice Chair
No Report

Ms. Broz, Secretary
No Report

Mr. Gilliland, Treasurer

Mr. Gilliland, treasurer, asked the body if they had any questions about 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 expenditure from September 13, 2025, through October 17, 2025, be ratified in the amount of \$4,282,542.66. Said amount does not include municipality's sewage collections. In addition, authorization of disbursements was requested through November 25, 2025, whereupon;

**RATIFICATION OF EXPENDITURES FROM
SEPTEMBER 13, 2025, THROUGH
OCTOBER 17, 2025, BE RATIFIED IN THE
AMOUNT OF \$4,282,542.66 AND
AUTHORIZATION OF DISBURSEMENTS
THROUGH NOVEMBER 25, 2025**

On a motion by Mr. Gilliland, seconded by Ms. Broz, with three (3) abstentions it was resolved by roll call vote that ratification of the expenditures from September 13, 2025, through October 17, 2025, in the amount of \$4,282,542.66 be authorized (Electronic transfers have been included but are not reflective in the total) Additionally, authorization of expenditures through November 25, 2025, are hereby ratified and authorized.

Abstentions: Williams from bills pertaining to *ms consultants*
Czekaj from bills pertaining to *Glenn Engineering*
Simon from bills pertaining to *ms consultants*

REPORT OF COMMITTEES:

EXECUTIVE COMMITTEE:

No Report

FINANCE COMMITTEE:

❖ Meeting Thursday, October 30, 2025, to review the preliminary budget

LABOR COMMITTEE:

No Report

POLICY COMMITTEE:

No Report

ENGINEERING COMMITTEE:

No Report

CONSULTANTS REPORTS:

Consulting Engineer:

Mr. Missenda discussed his report at the earlier workshop. He has 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 a part of the workshop minutes, having been discussed and distributed to each board member at the earlier workshop. In conclusion, Mr. Bianchi had the following to submit for approval:

◇

As discussed at the earlier workshop meeting, authorization to extend Contract 24-011, for year two (2) Janitorial Services to Kirkman Building Services LLC, in the amount of \$1,331.00 per month for the Robinson Blvd building, whereupon;

AUTHORIZATION TO EXTEND CONTRACT 24-011 FOR YEAR TWO (2) JANITORIAL SERVICES TO KIRKMAN BUILDING SERVICES LLC, IN THE AMOUNT OF \$1,331.00 PER MONTH FOR THE ROBINSON BLVD BUILDING

On a motion by Mr. Vahosky, seconded by Mr. Scolieri, it was resolved by voice vote to extend Contract 24-011, for year two (2) Janitorial Services to Kirkman Building Services LLC, in the amount of \$1,331.0 per month for the Robinson Blvd building, and the same is hereby authorized and approved.

◇

As discussed at the earlier workshop meeting, authorization to purchase \$50 Giant Eagle gift cards as employee holiday appreciation gifts, whereupon

AUTHORIZATION TO PURCHASE \$50 GIANT EAGLE GIFT CARDS AS EMPLOYEE HOLIDAY APPRECIATION GIFTS

On a motion by Ms. Rawlins, seconded by Mr. Scolieri, it was resolved by voice vote to give authorization to purchase \$50 Giant Eagle gift cards as employee holiday appreciation gifts, and the same is hereby authorized and approved.

◇

As discussed at the earlier workshop meeting, approval of Resolution 2025-005, allowing the authority to apply for a Statewide Local Share Assessment (LSA) Grant in the amount of \$1,000,000.00 from the Commonwealth Financing Authority to be used for the Replacement and Installation of Meter Interface Units (MIUs) for the remote reading of water meters and providing alarm capabilities, whereupon;

APPROVAL OF RESOLUTION 2025-005, ALLOWING THE AUTHORITY TO APPLY FOR A STATEWIDE LOCAL SHARE ASSESSMENT (LSA) GRANT IN THE AMOUNT OF \$1,000,000.00 FROM THE COMMONWEALTH FINANCING AUTHORITY TO BE USED FOR THE REPLACEMENT AND INSTALLATION OF METER INTERFACE UNITS (MIUS) FOR THE REMOTE READING OF WATER METERS AND PROVIDING ALARM CAPABILITIES

On a motion by Mrs. Crombie-Collins, seconded by Ms. Broz, it was resolved by voice vote to approve Resolution 2025-005, allowing the authority to apply for a Statewide Local Share Assessment (LSA) Grant in the amount of \$1,000,000.00 from the Commonwealth Financing Authority to be used for the Replacement and Installation of Meter Interface Units (MIUs) for the remote reading of water meters and providing alarm capabilities, and the same is hereby authorized and approved.

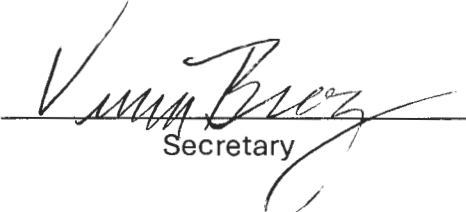
Unfinished Business:

- ❖ A reminder was made for the finance department to include page numbers and comparables from year to year when preparing for the meeting on October 30, 2025.
- ❖ It was explained; the rules book is still not updated on the website due to coding issues with RosTech on the updated fees.
- ❖ Updates with Edmunds, the company who purchased RosTech, were discussed.
- ❖ The preliminary findings with the water loss report will be discussed on December 11, 2025, with the staff.
- ❖ It was confirmed a policy meeting has not yet been scheduled.

New Business:

- ❖ Mr. Scolieri made a motion, seconded by Ms. Broz, to enter an Executive Session to discuss a personnel matter.
- ❖ Mr. Gilliland made a motion, seconded by Mr. Williams, to end the Executive Session.

There being no further business to come before the Board, on a motion by Mr. Vahosky, seconded by Mr. Fuller, and unanimously carried, the meeting adjourned at 8:41 pm.


Secretary