

MEETING MINUTES WORK SESSION
NORTH SEWICKLEY TOWNSHIP WATER AUTHORITY
July 16, 2020

Roll Call	Chairman, Kenneth Chute, opened the Regular Business meeting at 7:00 pm. Present were Jerry Bilkey, Emmett Santillo (via telephone), Jerry Sadler, Solicitor, Myron Sainovich, Engineer, Emily Palmer, and Manager, Lisa Crespo. Visitor, Justin Hart
Pub/Input	None
Meeting Minutes	Motion by Emmett Santillo and seconded by Jerry Bilkey to approve the Regular Business Meeting Minutes dated June 18, 2020. Four ayes, motion carried.
Bills For Board Approval	The bills from the June meeting were presented to the Board for review. Bills totaling \$61,688.23 were presented for review/approval. Motion by Emmett Santillo and seconded by Ken Chute to approve payment of all bills. Four ayes, motion carried.
Budget Review	Presented was the Budget for review from June 2020. Discussion on the budget.
Engineers Report	Emily Palmer informed the Board that she will be looking at the activities with tank painting since it is budget season and we need to plan for those tasks. Emily informed the Board that she did look at the Act 57 Plan regarding taps and tap fees. There is a calculation for taps and it takes in to consideration a long and short tap. Average cost is saying \$688.00 and it is not clear what the final decision for the tap is. Per the Act 57 plan, we can charge up to \$2,700.00 per tap. Emily recommends that we revisit and update the plan annually. Emily feels the labor rate in the current plan is low for what it should be. Motion by Jerry Bilkey and seconded by Emmett Santillo to approve LSSE to update the Act 57 Plan. Four ayes, motion carried. Discussion on the SUEZ contract, Ken Chute asked if we are owed any services. Myron explained that according to the contract, we get no money back from SUEZ for cancelling. The SUEZ contract stated there was annual inspection, Emily feels that is a little too frequent but we want to stay on top of it.
Solicitors Report	Myron talked about the current COVID-19 pandemic. Myron discussed developing a plan for forgiveness, maybe an application process. Myron also suggested possibly setting money aside for an assistance fund, although it may not be as much of a problem in our area like it is other areas. Myron recommended discontinuing penalties and shut off's until at least September, most of his other Authorities are doing the same. Myron suggested keeping track of lost revenues in the case there is a reimbursement program in the future from the state. There may be a second stimulus coming and we may be entitled to subsidies. Motion by Ken Chute and seconded by Emmett Santillo to delay penalty and shut off notices until September 2020 due to the COVID-19 pandemic. Four ayes, motion carried.
General Reports	Presented was the water loss in gallons for June 2020, the balance sheet, employee activity reports, Board member pay and the Authority magazine.
Old Business	Lisa informed the Board that she, Arthur and Justin are still working on the GIS mapping and plotting of water breaks. Lisa reported there is nothing new on the merger and it will be brought forward when there is. Lisa updated the Board the we closed on the 590 Mercer Road property and the proceeds have been deposited to the Money Max account. Discussion on Ron Diehl and using our fire hydrant for hauling water from the Hamilton storage parking lot fire hydrant. Motion by Emmett Santillo and seconded by Jerry Bilkey to charge Mr. Diehl a discounted rate of \$5.00 per 1,000 gallons for his water hauling business for the purchase of bulk water. Four ayes, motion carried.

Discussion on the Request for Banking Services. Emmett Santillo informed the board that he provided a paper requesting bids. The information regarding Edward Jones has gone to the Ethics commission and as required, he will provide a bid as well as anyone else that wants to place a bid. **Motion by Ken Chute and seconded by Jerry Bilkey to place a bid for the Request for Banking Services, as provided by Emmett Santillo. Three ayes, motion carried. One abstain, Emmett Santillo.**

New Business

Lisa informed the Board that we are in the process of flushing fire hydrants as we are to do on an annual basis. The water loss report may reflect a slightly high loss due to this flushing in the month of July. Ken Chute discussed that Lisa will distribute the meeting information on Monday prior to the Thursday meeting. Jerry Bilkey brought up the building we have been discussing now that 590 Mercer Road has sold. He would like to know what we are going to do. Ken Chute informed Jerry Bilkey that the Supervisors are going to take over the project and work with the Sewer and Water Authority Boards. It was discussed that the building will need to accommodate the Township, the Sewer and the Water. Jerry Sadler asked what the square footage will be. Emmett informed that we do not have that information yet. Emmett suggested that the Sewer Authority building should sell first before we decide to move forward with this project. There is no size yet, we need input from the Sewer, the Water the Road Crew, Lisa and her team. Jerry Bilkey stated that we have \$58,000 sitting outside because we don't have a garage and the potential for someone to be able to steal the excavator and that the gate was unlocked to the Township yard. Emmett Santillo informed Mr. Bilkey that due to clean up day, that is the reason the gate was open and it is normally locked. Emmett discussed that a bond for the building and capital improvements may be a good choice. Ken Chute explained that he met with Lisa and Justin to look at the property where a garage may go, he explained why the excavator was out and the situation with all the equipment. Ken is happy to hear what Justin had to say about everything. Jerry Bilkey stated that this is probably going to be a two year deal. He stated that we are currently renting the storage container, would it make more sense to buy them. Ken recommended looking elsewhere because we can get them cheaper. Ken will help us with that investigation. Myron stated that rates are very low right now in regards to a bond for the Capital improvements and building financing. The bond market is excellent and we should take advantage of the economy. **Motion by Ken Chute and seconded by Jerry Bilkey to approve Solicitor, Myron Sainovich, to move forward with looking in to bond financing for discussion at the August meeting. Four ayes, motion carried.** Ken Chute mentioned that good things are coming, the Boards will be merging, we have and good management team and employees alike. He is very please with everyone that we have on board and the goals we are accomplishing

Announcements None

Adjournment **Motion by Ken Chute and seconded by Jerry Bilkey to adjourn the meeting at 7:37 pm. Four ayes, motion carried.**

Lisa A. Crespo, Authority Manager

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