

# CLAIRTON MUNICIPAL AUTHORITY

## BOARD OF DIRECTORS MEETING

August 17, 2017

Meeting called to order at 7:24 P.M. by Delwyn Peterson.

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Executive Session was held at 6:00 pm until 7:00 pm on August 17, 2017 to discuss personnel and litigation.

		Present	Absent
<u>Roll Call</u>	Susan Vigliotti	_____X_____	_____
	Nick Nickolich	_____X_____	_____
	Jim Cerqua	_____X_____	_____
	Perry Ohm	_____X_____	_____
	Delwyn Peterson	_____X_____	_____

### Administration/Professional

Brian Secrest, Superintendent  
Jim Hannan, P.E., Finance Director  
Gary Matta, Solicitor  
John Mowry, KLH Engineers  
Jeff Marcink, KLH Engineers

### Citizens Comments

None

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Jim Cerqua moved and Nick Nickolich seconded the motion to approve the minutes from the July 20, 2017 Board Meeting. The motion carried 5-0.

Jim Cerqua moved and Nick Nickolich seconded the motion to approve the paying of the bills from July 21, 2017-August 17, 2017. The motion carried 3-0-2. Nickolich abstained from Nickolich's Towing and Sanitation Bill and Ohm abstained from A and H Equipment's Bill.

Jim Cerqua moved and Nick Nickolich seconded the motion to approve the Year to Date Income Statements for Treatment and Collections. The motion carried 5-0.

Nick Nickolich moved and Perry Ohm seconded the motion to approve Collection System Billing Summary. The motion carried 5-0.

**CMA**  
**MEETING Check Register**  
**For the Period From Jul 21, 2017 to Aug 17, 2017**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4578	8/3/17	A&H EQUIPMENT	10310-G	250.00
4579	8/3/17	AMERICAN UNITED	10310-G	1,422.07
4580	8/3/17	Applied Maintenance	10310-G	427.45
4581	8/3/17	CENTRAL WESTMO	10310-G	195.00
4582	8/3/17	CINTAS	10310-G	222.82
4583	8/3/17	COMCAST	10310-G	443.13
4584	8/3/17	CUSTOM ENVIRON	10310-G	6,302.00
4585	8/3/17	Dan's Truck Service	10310-G	82.00
4586	8/3/17	DAVID W. JONES	10310-G	702.00
4587	8/3/17	Dean Bradley	10310-G	770.00
4588	8/3/17	DeLattre Corp.	10310-G	235.00
4589	8/3/17	DIRECT ENERGY B	10310-G	10,155.77
4590	8/3/17	DRV, Incorporated	10310-G	916.50
4591	8/3/17	FIRST A M E CHUR	10310-G	2,800.00
4592	8/3/17	FISHER SCIENTIFIC	10310-G	34.36
4593	8/3/17	Groff Tractor & Equip	10310-G	54.32
4594	8/3/17	HENDERSON PEST	10310-G	90.00
4595	8/3/17	HOME DEPOT	10310-G	80.42
4596	8/3/17	LINK COMPUTER C	10310-G	2,184.58
4597	8/3/17	Mon River Supply	10310-G	548.00
4598	8/3/17	NICKOLICH SANITA	10310-G	16,164.81
4599	8/3/17	PA AMERICAN WAT	10310-G	407.35
4600	8/3/17	Pioneer Research	10310-G	477.79
4601	8/3/17	POSTMASTER	10310-G	225.00
4602	8/3/17	PRECISION COPY P	10310-G	179.46
4603	8/3/17	PREMIER SAFETY	10310-G	611.59
4604	8/3/17	Quill.com	10310-G	200.89
4605	8/3/17	SHILOH SERVICE, I	10310-G	923.25
4606	8/3/17	SNYDER BROTHER	10310-G	71.99
4607	8/3/17	STONE & CO	10310-G	1,500.00
4608	8/3/17	UNIVAR USA	10310-G	2,540.00
4609	8/3/17	VERIZON WIRELES	10310-G	214.12

**CMA**  
**MEETING Check Register**  
**For the Period From Jul 21, 2017 to Aug 17, 2017**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
4610	8/3/17	US POSTAL SERVIC	10310-G	10,000.00
4611	8/17/17	51 AUTO PARTS	10310-G	30.69
4612	8/17/17	A&H EQUIPMENT	10310-G	2,142.89
4613	8/17/17	ACTION SUPPLY PR	10310-G	564.99
4614	8/17/17	ALLOY OXYGEN &	10310-G	99.74
4615	8/17/17	AQUA FILTER FRES	10310-G	114.18
4616	8/17/17	C. GREGG BOYCE	10310-G	400.00
4617	8/17/17	C.E.S.T. INC.	10310-G	775.00
4618	8/17/17	Clairton Piping Cons	10310-G	800.00
4619	8/17/17	COLUMBIA GAS	10310-G	103.77
4620	8/17/17	DE LAGE LANDEN F	10310-G	225.50
4621	8/17/17	DIRECT ENERGY B	10310-G	139.83
4622	8/17/17	DODARO, MATTA &	10310-G	4,460.75
4623	8/17/17	DONNA'S CATERIN	10310-G	239.00
4624	8/17/17	DRNACH ENVIRON	10310-G	5,175.00
4625	8/17/17	DRV, Incorporated	10310-G	8,326.86
4626	8/17/17	DUQUESNE LIGHT	10310-G	262.12
4627	8/17/17	EJ USA INC	10310-G	2,303.18
4628	8/17/17	FARNHAM & PFILE	10310-G	217.59
4629	8/17/17	FAYETTE WASTE L	10310-G	85.00
4630	8/17/17	FirstSource Solutions	10310-G	421.00
4631	8/17/17	FNB Commercial Cre	10310-G	9,095.59
4632	8/17/17	HACH COMPANY	10310-G	2,295.02
4633	8/17/17	IEH AUTO PARTS LL	10310-G	178.09
4634	8/17/17	KLH ENGINEERS, IN	10310-G	2,688.68
4635	8/17/17	M & B Window Clean	10310-G	250.00
4636	8/17/17	MAHER DUESSEL	10310-G	2,517.50
4637	8/17/17	Matheson Tri-Gas	10310-G	50.15
4638	8/17/17	MEIT	10310-G	22,864.56
4639	8/17/17	MODEL UNIFORMS	10310-G	463.63
4640	8/17/17	Mon River Supply	10310-G	1,341.74
4641	8/17/17	MONONGAHELA VA	10310-G	240.00

CMA  
Year to Date Income Statement  
WWTP Budget to Actual  
For the Seven Months Ending July 31, 2017  
Percent of Year 58.33% (7 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
<b>Revenues</b>				
Clairton Collecti/Debt Service	\$ 695,359.98	\$ 1,191,025.00	495,665.02	58.38
Jefferson Hills Debt Service	541,383.29	928,123.00	386,739.71	58.33
Petersan WWTP Debt Service	467,030.20	800,656.00	333,625.80	58.33
South Park Debt Service	84,183.40	144,320.00	60,136.60	58.33
<b>Total Debt Service Revenues</b>	<b>1,787,956.87</b>	<b>3,064,124.00</b>	<b>1,276,167.13</b>	<b>58.35</b>
Clairton Collec/Operation/Main	506,378.00	1,200,000.00	693,622.00	42.20
Jefferson Hills Operation/Main	492,908.00	918,000.00	425,092.00	53.69
Petersan Operation/Maint	531,418.00	936,000.00	404,582.00	56.78
South Park Operation/Maint	96,002.00	136,000.00	39,998.00	70.59
<b>Total Consumption Revenues</b>	<b>1,626,706.00</b>	<b>3,190,000.00</b>	<b>1,563,294.00</b>	<b>50.99</b>
<b>Other Revenue</b>				
Sludge Acceptance	80,525.75	136,000.00	55,474.25	59.21
Miscellaneous Income	3,474.01	0.00	(3,474.01)	0.00
Collection Office Rent	0.00	12,000.00	12,000.00	0.00
Interest Income	9,938.12	8,800.00	(1,138.12)	112.93
Investment Interest	96,120.20	220,000.00	123,879.80	43.69
Capacity Fees	33,318.04	24,180.00	(9,138.04)	137.79
<b>Total Other Revenues</b>	<b>223,376.12</b>	<b>400,980.00</b>	<b>177,603.88</b>	<b>55.71</b>
<b>Total Revenues</b>	<b>\$ 3,638,038.99</b>	<b>\$ 6,655,104.00</b>	<b>3,017,065.01</b>	<b>54.67</b>
<b>Expenses</b>				
Office Expenses	\$ 7,422.89	\$ 12,550.00	5,127.11	59.15
Treatment Supplies & Chemicals	51,671.30	95,300.00	43,628.70	54.22
Treatment Sludge Disposal	123,858.97	306,681.00	182,822.03	40.39
Flow Monitoring Data & Fees	75,722.09	123,000.00	47,277.91	61.56
Equipment	49,482.83	402,700.00	353,217.17	12.29
Maintenance & Repair	35,001.49	178,000.00	142,998.51	19.66
Vehicle Expense	3,782.66	59,200.00	55,417.34	6.39
Utilities	85,211.55	209,922.00	124,710.45	40.59
Wages & Taxes	431,636.70	736,860.00	305,223.30	58.58
Employee Benefits	158,082.21	320,915.00	162,832.79	49.26
Conference & Memberships	9,033.70	28,450.00	19,416.30	31.75
Professional Services	86,262.90	113,650.00	27,387.10	75.90
Insurance	45,325.62	55,000.00	9,674.38	82.41
<b>Total Operating Expenses</b>	<b>1,162,494.91</b>	<b>2,642,228.00</b>	<b>1,479,733.09</b>	<b>44.00</b>
<b>Total Debt Payments</b>				
Series B Bond Interest Expense	1,057,000.00	0.00	(1,057,000.00)	0.00
Debt Service Coverage - 10%	0.00	306,413.00	306,413.00	0.00
DEBT PMT Transfers Wells Fargo	1,787,333.31	3,064,125.00	1,276,791.69	58.33
<b>Total Debt Payments</b>	<b>2,844,333.31</b>	<b>3,370,538.00</b>	<b>526,204.69</b>	<b>84.39</b>
<b>Total Expenses</b>	<b>4,006,828.22</b>	<b>6,012,766.00</b>	<b>2,005,937.78</b>	<b>66.64</b>
<b>Over/Under Budget</b>	<b>\$ (368,789.23)</b>	<b>\$ 642,338.00</b>	<b>1,011,127.23</b>	<b>(57.41)</b>

For Management Purposes Only

CMA  
Year to Date Income Statement  
Collection Budget to Actual  
For the Seven Months Ending July 31, 2017  
Percent of Year 58.33% (7 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
<b>Revenues</b>				
Residential Flat Rate	\$ 843,803.93	\$ 1,680,000.00	836,196.07	50.23
Commerical Flat Rate	103,626.50	178,000.00	74,373.50	58.22
Alleg Housing Flat Rate	67,200.00	115,200.00	48,000.00	58.33
School Flat Rate	12,600.00	21,600.00	9,000.00	58.33
USS Flat Rate	501,550.00	859,800.00	358,250.00	58.33
<b>Total Debt Service Revenues</b>	<u>1,528,780.43</u>	<u>2,854,600.00</u>	<u>1,325,819.57</u>	53.55
<b>Total Consumption Revenues</b>	<u>619,503.75</u>	<u>1,130,000.00</u>	<u>510,496.25</u>	54.82
<b>Total Consumption Revenues</b>	<u>\$ 619,503.75</u>	<u>\$ 1,130,000.00</u>	<u>510,496.25</u>	54.82
<b>CTH Consumption Revenues</b>	<u>\$ 46,083.20</u>	<u>\$ 30,000.00</u>	<u>(16,083.20)</u>	153.61
<b>CTH Debt Service Revenues</b>	<u>97,200.00</u>	<u>184,200.00</u>	<u>87,000.00</u>	52.77
<b>CTH Penalty and Interest</b>	<u>15,068.58</u>	<u>0.00</u>	<u>(15,068.58)</u>	0.00
<b>Total Century Townhomes</b>	<u>158,351.78</u>	<u>214,200.00</u>	<u>55,848.22</u>	73.93
<b>Other Revenue</b>				
Penalty	48,209.70	72,000.00	23,790.30	66.96
Dye Test Fees - Plumber	(2,800.00)	0.00	2,800.00	0.00
Dye Test - Application Fees	1,575.00	2,200.00	625.00	71.59
Lien Letter Fees	1,425.00	1,900.00	475.00	75.00
NSF Fees	173.00	300.00	127.00	57.67
Posting Fees -Terminations \$20	7,320.00	7,200.00	(120.00)	101.67
Magistrate & Legal Fees	0.00	500.00	500.00	0.00
Notice Fee - \$15	39,817.41	42,000.00	2,182.59	94.80
Vactor Rental	750.00	100.00	(650.00)	750.00
Miscellaneous Income	31,873.55	0.00	(31,873.55)	0.00
Investment Interest	(4,532.76)	0.00	4,532.76	0.00
Prior Sewage Fee	1,197.94	0.00	(1,197.94)	0.00
<b>Total Other Revenues</b>	<u>125,008.84</u>	<u>126,200.00</u>	<u>1,191.16</u>	99.06
<b>Total Revenues</b>	<u>\$ 2,431,644.80</u>	<u>\$ 4,325,000.00</u>	<u>1,893,355.20</u>	56.22
<b>Expenses</b>				
Office Expenses	\$ 4,912.74	\$ 5,200.00	287.26	94.48
Billing Expense	28,459.56	58,050.00	29,590.44	49.03
Collection System Supplies	32,374.75	25,980.00	(6,394.75)	124.61
Equipment	72,694.48	164,787.00	92,092.52	44.11
Maintenance & Repair	41,051.22	126,000.00	84,948.78	32.58
Vehicle Expense	6,002.74	12,800.00	6,797.26	46.90
Utilities	7,292.38	25,440.00	18,147.62	28.67
Wages & Taxes	213,238.00	328,023.00	114,785.00	65.01
Employee Benefits	51,419.58	186,010.00	134,590.42	27.64
Conference & Memberships	3,535.74	2,650.00	(885.74)	133.42
Professional Services	61,556.87	85,450.00	23,893.13	72.04
Insurance	30,277.38	25,000.00	(5,277.38)	121.11
WWTP Treatment Charges	506,378.00	1,100,000.00	593,622.00	46.03
<b>Total Operating Expenses</b>	<u>1,059,193.44</u>	<u>2,145,390.00</u>	<u>1,086,196.56</u>	49.37

For Management Purposes Only

CMA  
Year to Date Income Statement  
Collection Budget to Actual  
For the Seven Months Ending July 31, 2017  
Percent of Year 58.33% (7 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Total Debt Payments				
Series A Bond Interest Expense	176,543.76	0.00	(176,543.76)	0.00
Debt Pmt City of Clairton	237,847.12	407,738.00	169,890.88	58.33
Debt Pmt (full bond)	308,051.03	528,088.00	220,036.97	58.33
Debt Service Coverage - 10%	0.00	52,809.00	52,809.00	0.00
Debt Pmt WWTP Transfers	695,359.98	1,190,977.00	495,617.02	58.39
	<u>1,417,801.89</u>	<u>2,179,612.00</u>	<u>761,810.11</u>	<u>65.05</u>
Total Expenses	<u>2,476,995.33</u>	<u>4,325,002.00</u>	<u>1,848,006.67</u>	<u>57.27</u>
Over/Under Budget	\$ <u>(45,350.53)</u>	\$ <u>(2.00)</u>	<u>45,348.53</u>	<u>2,267,526.5</u>

**CTH Billing  
Summary  
January**

2017

gallons used  
1,408,000

Consumption Charge	\$	11,264.00
flat fee billed	\$	13,200.00
<b>Total Bill</b>	<b>\$</b>	<b>24,464.00</b>
payment	\$	(20,500.00)

**Feb**

Consumption Charge	\$	13,560.00	1,695,000
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>26,760.00</b>	
payment	\$	(31,284.00)	

**March**

Consumption Charge	\$	9,544.00	1,193,000
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>22,744.00</b>	
payment	\$	(45,000.00)	

**April**

Consumption Charge	\$	10,760.00	1,345,000
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>23,960.00</b>	
payment	\$	(19,810.00)	

**May**

Consumption Charge	\$	-	0
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>13,200.00</b>	
payment	\$	(13,200.00)	

**June**

Consumption Charge	\$	2,314.40	289,300
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>15,514.40</b>	
payment	\$	(39,000.00)	

**July**

Consumption Charge	\$	955.20	119,400
flat fee billed	\$	13,200.00	
<b>Total Bill</b>	<b>\$</b>	<b>14,155.20</b>	
payment	\$	(13,200.00)	

**August**

Consumption Charge	\$	11,232.00	1,404,000
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	\$	<u>24,432.00</u>	
payment	\$	(8,219.31)	

**September**

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	\$	<u>13,200.00</u>	
payment			

**October**

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	\$	<u>13,200.00</u>	
payment			

**November**

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	\$	<u>13,200.00</u>	
payment			

**December**

Consumption Charge			0
flat fee billed	\$	13,200.00	
<u>Total Bill</u>	\$	<u>13,200.00</u>	
payment			

<b>TOTAL TO DATE</b>		<b>Charges</b>	<b>Gallons</b>	
Consumption Charge		59,629.60	7,453,700	7,453,700
flat fee billed		66,000.00		
<u>Total Bill</u>	\$	<u>125,629.60</u>		
Total Payments	\$	(129,794.00)	\$	(4,164.40)



## **Report of the Finance Director – August 17, 2017**

**Century Townhomes** – We adjusted the bankruptcy off of the account going back to 2/1/2016. We will have discussions with them on their delinquent amounts. We had a meeting with them on May 26, 2017 to discuss their delinquent account.

**Delinquent Accounts shutoffs** - In July we sent out 225 – 10- day delinquent notices, 77 properties were posted for shutoff, and 9 accounts were shut off.

**Collections Crew Management and Reporting** – The July 2017 report is in your packet.

**Short Term Disability** – We have no employees out on short term disability (LTD). However, we received an inquiry from our LTD carrier about the availability of light duty for one of our employees on LTD. This was forwarded to the solicitor for response.

**Liens** – Working with the solicitor to lien properties. We have submitted documentation to the solicitor to lien properties on the demolition list recently published in the paper. The solicitor has filed then liens on the 11 properties that have amounts owed greater than \$250.

**Sewage Sludge Hauling and Disposal Contract** – The contract proposals were received on July 27, 2017. The solicitor and engineer will discuss this.

**\$Energy Fund** – In July the fund processed 2 applications, approved 0 and denied 2.

## AUGUST 2017 OPERATIONS AND COLLECTIONS REPORT

Mascaro Update – Masonry work should be finished soon on the headworks building and roof planks installed within the next few weeks. The Duperon screens have been set in place as well. Concrete and rebar work continue in the pump station, pipe and conduit excavation continues throughout the site. Portion of the pump station floor will be poured on 8/15.

JetJack Update – JetJack continues to chip away at the deposits and camera as they go until the pipe will be suitable for lining.

WIMS Update – Starting September 12, Hach will be on-site for three days of training for the new software.

On 7/27, the Western Pa Lab Practices Committee had their meeting here. It was a big success with 25 people in attendance. The Committee asked that I pass along their Thank You to the Board for providing them with a great venue and luncheon.

On September 27, Pat Thornton will be here to conduct another safety class with the topics being: Confined Space refresher, PPE, and Construction Safety.

I updated all three of the Authority cell phones and our JetPack since there was a promotion going on with Verizon. All devices were free of charge, but I did purchase new cases for the devices. It's been two years since we've updated even though we are allowed to update every 10 months, I like to wait until they have these types of promotions.

We contacted our paving contractor (Lutterman) to do the large areas of paving where we've done repairs in the roadway. They said it'd be a few weeks.

New safety shoring was ordered for the collection system. It's a more versatile and portable setup than our big aluminum box that we use for larger excavations.

On 8/8, Mascaro hit one of the electrical lines that deals with our dewatering room power. Everything was restored rather quickly except that the centrifuge VFD and motor shorted out. The VFD was replaced and the motor sent out for repair. Additionally, the moisture analyzer wouldn't work due to a power fault. All repair costs are being kept track of and will be sent to Mascaro once everything is fixed. As of now, we lost four days of run time on the centrifuge.



**CLAIRTON MUNICIPAL AUTHORITY**

**Consulting Engineer's Report**

**August 17, 2017**

**ACTIVE ITEMS**

**WWTP Phase 1 Expansion Project**

Work is progressing on the pump station and headworks. Brick work is being completed on the headworks and various concrete pours are being completed on the pump station. Change Order No. 16 in the amount of \$42,000 is presented for Board approval.

**Maintenance Garage and Trail Relocation**

A final closeout meeting was held today with the Contractor.

**Coal Valley Road Pump Station**

KLH has finalized plans and delivered original signed drawings to Gateway. KLH has reviewed Gateway specs and standard details for sewers and manholes. Gateway is proceeding with permit submission.

**Billing Meter Improvements**

KLH is proceeding with the design of the improvements in conjunction with the upstream communities' requests. The meters will be placed online when directed by the upstream communities.

**State Street Sewer CCTV and Heavy Cleaning**

Jet Jack has made significant progress. As of August 10, there is approximately one (1) week of work remaining to completely clean and CCTV the line.

**CDBG Year 41 Projects**

All work is complete. The Solicitor provided a release for Mr. Fox to sign. The release was delivered to Mr. Fox, but he would like to wait and see if the concrete holds up for a longer period of time.

### **CDBG Year 44 Projects**

CMA did not receive grant funding under CDBG Year 43. KLH will resubmit the application for CDBG Year 44, which begins August 2017. Pre-applications are due by September 8, 2017.

### **Chlorine Room Hoist Upgrades**

The new conductor bar system is installed. Since the new conductor bar system is installed, there are no safety concerns while operating the hoist. The new hoist is scheduled to be delivered August 23. Installation will take one (1) day.

### **PA Small Water and Sewer Program**

KLH submitted a portion of the Golden Gate Sewer Improvements for DCED Grant. The Authority has granted \$85,750.00 to complete the work. Construction has begun.

### **Sludge Hauling Contract**

Bids were opened on July 27<sup>th</sup>.

### **State Street Sewer Lining and Manhole Repair**

KLH is preparing bidding documents for the State Street Sewer Lining and Manhole Repair. Once Jet Jack completes the cleaning contract, KLH will move forward with advertisement of the lining contract.

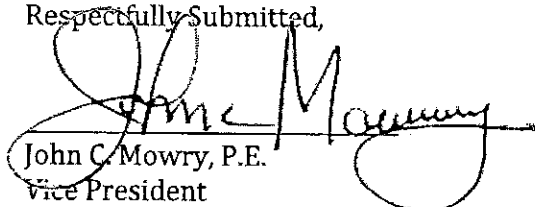
### **2017 Sewer Repairs**

CMA completed CCTV on approximately 20 of the worst level 5 sewers throughout the City. KLH is reviewing the video and determining required repairs.

### **Capital Requisition**

Requisition 315-A in the amount of \$65,544.00, and 316-B in the amount of \$2,488,323.89 are presented for Board approval.

Respectfully Submitted,

  
John C. Mowry, P.E.  
Vice President



**Clairton Municipal Authority**  
**Removal, Hauling and Disposal of Dewatered Municipal WWTP Solids**  
**Contract No. 2017-03**  
**Bidders Tab**  
**July 27, 2017 -- 1:00 PM**

CONTRACTOR	SURETY/ AMOUNT	ADDENDUM NO. 1, 2	TOTAL BID AMOUNT
Nickolich Sanitation LLC 1121 McPherson Ave Claition, PA 15025	10%	None	\$ 1,137,900
Republic Services 234 Landfill Road Scottdale, PA 15683	10%	Yes	\$ 900,000
Synagro Central, LLC 435 Williams Court, Suite 100 Baltimore, MD 21220			
Waste Management 625 Cherrington Pkwy Moon Twp, PA 15108	10%	Yes	\$ 949,500