

# **CLAIRTON MUNICIPAL AUTHORITY**

## **BOARD OF DIRECTORS**

### **Regular Monthly Meeting**

December 21, 2018

1:00 P.M.

### **AGENDA**

#### Roll Call and Pledge of Allegiance

1. Comments from the Public
2. Approval of Minutes
  - a. Motion to approve the minutes from the Regular Board Meeting of November 15, 2018.
3. Motion to approve the bills
4. Motion to approve the Year to Date Income Statements for both Treatment and Collection.
5. Motion to approve Collection System Billing Summary.
6. Finance Report
  - a. Motion to approve the agreement with Maher Duessel Certified Public Accountants to provide an audit of the financial statements for the year ending December 31, 2018.
  - b. Motion to approve the 2018 Board meeting schedule and authorizing staff members to publish it.
  - c. Motion to Approve the 2018 Budget for Treatment and Collections
  - d. Motion to grant the refund of a tap purchased for lot 223 Bonnie Dell Drive South Park Township
7. Collection & Operation Report
8. Engineer's Report
  - a. Approval of request submitted by John Mowry of KLH, for Requisition #326A in the amount of \$\_\_\_\_\_ and #332B in the amount of \$\_\_\_\_\_.
9. Solicitor's Report
10. New Business
11. Old Business

Motion to Adjourn

# CLAIRTON MUNICIPAL AUTHORITY

## BOARD OF DIRECTORS MEETING

December 21, 2018

Meeting called to order at 1:00 P.M. by Perry Ohm.

\*\*\*\*\*  
Executive Session was held at 1:00 pm until December 21, 2018 to discuss personnel and litigation.

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

### Administration/Professional

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

### Citizens Comments

\*\*\*\*\*

Delwyn Peterson moved and Jim Cerqua seconded the motion to approve the minutes from the November 15, 2018 Board Meeting. The motion carried 5-0.

Jim Cerqua moved and Delwyn Peterson seconded the motion to approve the paying of the bills from November 16, 2018- December 14, 2018. The motion carried 4-0-1. Nickolich abstained

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

Delwyn Peterson moved and Jim Cerqua seconded the motion to approve Collection System Billing Summary. The motion carried 5-0.

Delwyn Peterson moved and Jim Cerqua seconded the motion to approve the agreement with Maher Duessel Certified Public Accountants to provide an audit of the financial statements for the year ending December 31, 2018. The motion carried 5-0.

motion to approve the 2019 Board Meeting schedule and authorizing staff members to publish the meetings every third Thursday of the month with executive session starting at 5:00 pm and the meeting to start immediately after the executive session. The motion carried 4-0-1. Peterson abstained

Jim Cerqua moved and Sue Vigliotti seconded the motion to approve the 2019 Budget for Treatment and Collections. The motion carried 4-0-1. Peterson abstained

Delwyn Peterson moved and Nick Nickolich seconded the motion to grant the refund of a tap purchased for Lot # 223 Bonnie Dell Acres, South Park, PA. The motion carried 5-0.

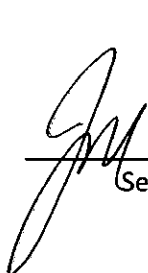

Delwyn Peterson moved and Jim Cerqua seconded the motion to approve the request submitted by John Mowry of KLH Engineers for Requisition # 326A in the amount of \$184.00 Requisition #332 B in the amount \$230,223.05. The motion carried 5-0.

Jim Cerqua moved and Sue Vigliotti seconded the motion to approve the change order #40 for \$28,988.00 work associated with abandoning unforeseen utilities. The motion carried 5-0.

Delwyn Peterson moved and Jim Cerqua seconded to extend Triad's agreement for 6 months at an increase to \$4,000 a month. The motion carried 4-0.

Delwyn Peterson moved and Nick Nickolich seconded the motion to begin the process of RFP's with KLH Engineers and Solicitor for potential sale of the treatment plant and collection system. The motion carried 5-0.

Jim Cerqua moved to adjourn at 1:10 PM.

  
  
\_\_\_\_\_  
Secretary

**CMA**  
**MEETING Check Register**  
**For the Period From Nov 16, 2018 to Dec 13, 2018**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5776	12/4/18	AMERICAN UNITED	10310-G	1,438.55
5777	12/4/18	AMERICAN WATER	10310-G	1,860.00
5778	12/4/18	Applied Maintenance	10310-G	403.16
5779	12/4/18	CINTAS	10310-G	174.86
5780	12/4/18	CLYDE GOUKER'S	10310-G	316.00
5781	12/4/18	COLUMBIA GAS	10310-G	26.94
5782	12/4/18	COMMONWEALTH	10310-G	41.00
5783	12/4/18	DE LAGE LANDEN F	10310-G	110.00
5784	12/4/18	DeLattre Corp.	10310-G	240.00
5785	12/4/18	DIRECT ENERGY B	10310-G	17,428.93
5786	12/4/18	DODARO, MATTA &	10310-G	5,274.00
5787	12/4/18	ELIZABETH ELECTR	10310-G	158.94
5788	12/4/18	FARNHAM & PFILE	10310-G	669.60
5789	12/4/18	FAYETTE WASTE L	10310-G	89.25
5790	12/4/18	First National Bank	10310-G	1,500.00
5791	12/4/18	EDWARD GASDICK	10310-G	149.99
5792	12/4/18	HENDERSON PEST	10310-G	90.00
5793	12/4/18	HOME DEPOT	10310-G	340.58
5794	12/4/18	JD PRINTING INC	10310-G	2,529.00
5795	12/4/18	KINZUA ENVIRONM	10310-G	165.00
5796	12/4/18	KLH ENGINEERS, IN	10310-G	19,161.88
5797	12/4/18	LINK COMPUTER C	10310-G	1,214.19
5798	12/4/18	M & B Window Clean	10310-G	250.00
5799	12/4/18	NICKOLICH SANITA	10310-G	18,421.07
5800	12/4/18	PA AMERICAN WAT	10310-G	427.56
5801	12/4/18	Pioneer Research	10310-G	478.13
5802	12/4/18	PITTSBURGH POST	10310-G	9.80
5803	12/4/18	PLAVCHAK CONST	10310-G	8,960.82
5804	12/4/18	PURCHASE POWER	10310-G	29.99
5805	12/4/18	Quill.com	10310-G	288.41
5806	12/4/18	SHILOH SERVICE, I	10310-G	1,003.00
5807	12/4/18	JAMES SPLEND A	10310-G	150.00

**CMA**  
**MEETING Check Register**  
**For the Period From Nov 16, 2018 to Dec 13, 2018**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5808	12/4/18	TRIAD STRATEGIES	10310-G	2,800.00
5809	12/4/18	UNITED LABS	10310-G	381.70
5810	12/4/18	UNIVAR USA	10310-G	2,620.00
5811	12/4/18	USA BLUE BOOK	10310-G	250.26
5812	12/4/18	VERIZON WIRELES	10310-G	214.99
5813	12/4/18	Web-Makeovers	10310-G	75.00
5814	12/4/18	WATER ENVIRONM	10310-G	195.00
5815	12/4/18	WEX BANK	10310-G	1,302.39
5816	12/13/18	AIR TECHNOLOGIE	10310-G	3,788.10
5817	12/13/18	ALLOY OXYGEN &	10310-G	96.70
5818	12/13/18	Anchor Seals Inc.	10310-G	1,276.44
5819	12/13/18	AQUA FILTER FRES	10310-G	8.88
5820	12/13/18	BENACK' S INC.	10310-G	1,000.00
5821	12/13/18	BRUCE ARNOLD	10310-G	150.00
5822	12/13/18	CITY OF CLAIRTON	10310-G	407,737.88
5823	12/13/18	COMCAST BUSINES	10310-G	1,173.95
5824	12/13/18	D&S Hoist and Crane	10310-G	1,657.50
5825	12/13/18	DIRECT ENERGY B	10310-G	269.95
5826	12/13/18	DRNACH ENVIRON	10310-G	5,745.00
5827	12/13/18	DUQUESNE LIGHT	10310-G	7,832.58
5828	12/13/18	ELIZABETH ELECTR	10310-G	135.50
5829	12/13/18	FAYETTE PARTS SE	10310-G	987.82
5830	12/13/18	FISHER SCIENTIFIC	10310-G	391.36
5831	12/13/18	FNB Commercial Cre	10310-G	651.33
5832	12/13/18	HACH COMPANY	10310-G	178.60
5833	12/13/18	HORIZON	10310-G	105.00
5834	12/13/18	IEH AUTO PARTS LL	10310-G	746.30
5835	12/13/18	KLH ENGINEERS, IN	10310-G	19,161.88
5836	12/13/18	MARK CERYAK	10310-G	150.00
5837	12/13/18	Matheson Tri-Gas	10310-G	53.25
5838	12/13/18	MEIT	10310-G	24,913.58
5839	12/13/18	MODEL UNIFORMS	10310-G	455.44

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Check #	Date	Payee	Cash Account	Amount
5840	12/13/18	PA AMERICAN WAT	10310-G	95.71
5841	12/13/18	PENNSYLVANIA ON	10310-G	58.91
5842	12/13/18	PEOPLES NATURAL	10310-G	997.84
5843	12/13/18	PETERSEN MACHIN	10310-G	633.00
5844	12/13/18	PITNEY BOWES INC	10310-G	426.93
5845	12/13/18	Quill.com	10310-G	72.97
5846	12/13/18	RC WALTER & SON	10310-G	68.01
5847	12/13/18	RONDINELLI, DEBO	10310-G	500.00
5848	12/13/18	SAMS CLUB	10310-G	75.66
5849	12/13/18	SHILOH SERVICE, I	10310-G	38.00
5850	12/13/18	UNISAFE	10310-G	293.55
<b>Total</b>				<b><u>573,167.61</u></b>

DRAFT  
Collection System  
2019 Budget

Budget 2019

Revenues

Debt Pmt Revenues

91001-C	Residential Flat Rate		1,658,400
91002-C	Commercial Flat Rate		178,000
91003-C	Alleg Housing Flat Rate		115,200
91004-C	School Flat Rate		21,600
91005-C	USS Flat Rate		859,800
Total Debt Service Revenues			<b>2,833,000</b>

90001-C	Sewer Consumption Charge -\$6	\$	1,185,000
90002-C	Treatment Consump Charge -\$2	\$	-
Total Consumption Revenues			<b>\$ 1,185,000</b>

90003-C	Century Townhomes Consumption	\$	-
91006-C	Century Townhomes Flat	\$	-
98500-C	CTH- Penalty	\$	-
CTH - Total			<b>\$ -</b>

Other Revenues

92000-C	Penalty	\$	75,000
96100-C	Dye Test Fees - Plumber	\$	-
96101-C	Dye Test - Application Fees	\$	2,500
96200-C	Lien Letter Fees	\$	2,300
96201-C	NSF Fees	\$	300
96202-C	Posting Fees -Terminations \$20	\$	25,000
96203-C	Magistrate & Legal Fees	\$	4,500
96204-C	Notice Fee - \$15	\$	15,000
96300-C	Vactor Rental	\$	750
98110-C	Interest Income	\$	75
98110-C	Investment Interest	\$	300
98300-C	Prior Sewage Fee/ Miscellaneous/Bad	\$	2,000
			<b>\$ 127,725</b>

Total Revenues			<b>\$ 4,145,725</b>
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Expenses

Salaries

43000-C	Wages - Administrative	\$	65,034
43100-C	Wages	\$	199,847
43101-C	Wages - Overtime	\$	12,000
Total Salaries			<b>\$ 276,881</b>

43230-C	Health and Disability Insurance	\$	60,764
43232-C	HRA Account	\$	6,000
43233-C	Employees Health Ins CO-Pay	\$	600
43240-C	Pension	\$	35,822
43241-C	Deferred Comp 457 Plan	\$	16,000
43242-C	OPEB - Employee Benefit	\$	5,000
43250-C	Education	\$	4,000
43270-C	Uniform Expense	\$	2,000
Total Employee Benefits			<b>\$ 130,186</b>

43010-C	FICA & Medicare	\$	4,975
43020-C	Unemployment - Admin		405
43110-C	FICA & Medicare	\$	16,206

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Collection System  
2019 Budget

		Budget 2019
43120-C	Unemployment - Union	\$ 1,080
	Total Payroll Taxes	\$ 22,666



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Collection System  
2019 Budget

		Budget 2019
40401-C	Telephone	\$ 8,250
40402-C	Cell Phone	\$ 1,000
40410-C	Electric - Collection PS/BLDG	\$ 5,600
40420-C	Gas	\$ 1,500
40430-C	Garbage	\$ 1,020
40450-C	Water	\$ 500
40451-C	Office Rent	\$ 12,000
	<b>Total Utilities</b>	<b>\$ 29,870</b>
40005-C	Postage Expense	\$ 46,000
40006-C	Printing Fees	\$ 3,075
40007-C	Billing Data & Billing Consult	\$ 14,500
40008-C	Constable Fees for Termination	\$ 18,000
40009-C	Termination Fees - PAWC	\$ -
40010-C	Bank Fees	\$ -
44801-C	Trustee Fees	\$ -
40011-C	Magistrate & Legal Fees	\$ 3,400
	<b>Total Contracted Services</b>	<b>\$ 84,975</b>
40300-C	Maint & Repair - Building	\$ -
40301-C	Maint & Repair - Grounds	\$ -
40310-C	Maint & Repair - Collection Sy	\$ 109,000
40330-C	Maint & Repair - Equipment	\$ 42,100
40210-C	Computer Equipment	\$ 4,200
40211-C	Office Minor Equipment	\$ 3,500
40200-C	Equipment & Rental Expense	\$ 7,665
	<b>Total Repairs, replacements, and oper</b>	<b>\$ 166,465</b>
47020-C	Treatment Charge	\$ 1,066,187
45000-C	Insurance - General Liability	\$ 20,000
45100-C	Workers Compensation	\$ 15,000
	<b>Total Insurance</b>	<b>\$ 35,000</b>
44000-C	Auditor Fees	\$ 5,800
44001-C	Actuarial Fees-457 Plan fees	\$ 650
44100-C	Appraisal Services	\$ 500
44200-C	Computer Software & Support	\$ 6,000
44300-C	Contracted Services	\$ 4,500
44400-C	Engineering Services	\$ 40,000
44500-C	Legal	\$ 24,000
	<b>Total Professional</b>	<b>\$ 81,450</b>
40030-C	Safety Supplies	\$ 2,500
40031-C	Collection Supplies	\$ 16,000
40100-C	Minor Equipment & Tools	\$ 6,000
40102-C	PA One Call	\$ 800
	<b>Total Supplies and equipment</b>	<b>\$ 25,300</b>
40201-C	Equipment Replacement Allowance	\$ 19,380
49000-C	Depreciation Expense	\$ -
	Series A Debt Service Coverage - 10%	\$ 52,809
	<b>Total Depreciation</b>	<b>\$ 72,189</b>
40001-C	Office Supplies	\$ 3,200

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Collection System  
2019 Budget

		Budget 2019
40002-C	Janitorial Supplies	\$ 750
40003-C	Advertising Expense	\$ 1,000
40004-C	Miscellaneous	\$ -
<b>Total Other Expenses</b>		<b>\$ 4,950</b>
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40109-C	Maint & Repair - Vehicles	\$ 4,200
40110-C	Vehicle Fuel	\$ 14,400
<b>Total Vehicle fuel and repairs</b>		<b>\$ 18,600</b>
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43280-C	Travel, Meals & Board Expense	\$ 600
43281-C	Conference Expense	\$ 800
43282-C	Dues/Memberships & Subscription	\$ 1,350
<b>Total Conference Membership</b>		<b>\$ 2,750</b>
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<b>Total Expenses</b>		<b>\$ 2,017,469</b>
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Total Debt Payments		
	Series A Bond Interest Expense	\$ 343,764
	Debt Pmt City of Clairton	\$ 407,738
	Series A Bond Principal	\$ 185,000
	Debt Pmt WWTP Transfers - Series B	\$ 1,191,754
<b>Total Debt Payments</b>		<b>\$ 2,128,256</b>
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<b>Total Expenses &amp; Debt Payment</b>		<b>\$ 4,145,725.20</b>
<hr/>		
<b>Net Income (Loss)</b>		<b>0</b>

**DRAFT**  
CMA - Treatment System  
Budget 2019

**DRAFT BUDGET 2019**

Revenues			
90000-T	Clairton Collec/Operation/Main	\$	1,066,187
90100-T	Jefferson Hills Operation/Main	\$	649,328
90200-T	Petersan Operation/Maint	\$	1,029,143
90300-T	South Park Operation/Maint	\$	304,987
Total Consumption Revenues		\$	3,049,645

Other Revenue			
98000-T	Miscellaneous Income	\$	-
98002-T	Collection Office Rent	\$	12,000
98001-T	Insurance Dividend	\$	-
Total Other Revenues		\$	12,000

Total Revenues		\$	3,061,645
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Expenses			
Salaries			
43000-T	Wages - Administraive	\$	171,773
43100-T	Wages	\$	564,525
43101-T	Wages - Overtime	\$	100,483
Total Salaries		\$	836,781

43200-T	Certifications	\$	1,200
43230-T	Health Insurance	\$	275,000
43232-T	HRA Account	\$	22,000
43233-T	Employees Health Ins Co-Pay	\$	2,200
43240-T	Pension	\$	71,400
43241-T	Deferred Comp 457 Plan	\$	39,250
43250-T	Education	\$	6,000
43270-T	Uniform Expense	\$	4,500
Total Employee Benefits		\$	421,550

43010-T	FICA & Medicare	\$	13,150
43020-T	Unemployment - Admin	\$	605
43110-T	FICA & Medicare	\$	43,200
43120-T	Unemployment - Union	\$	2,430
Total Payroll Taxes		\$	59,385

40401-T	Telephone	\$	12,100
40402-T	Cell Phone	\$	2,400
40410-T	Electric - WWTP	\$	225,000
40420-T	Gas - WWTP	\$	14,300
40450-T	Water	\$	6,500
Total Utilities		\$	\$260,300

40115-T	Billing Data	\$	74,000
40111-T	Flow Meters Upstream Communities	\$	15,600
40113-T	Flows Meters CSO'S	\$	36,480

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CMA - Treatment System  
Budget 2019

<b>DRAFT BUDGET 2019</b>			
40114-T	Permit & DMR Fees	\$	3,625
40026-T	Licenses	\$	-
	<b>Total Contracted Services</b>	<b>\$</b>	<b>129,705</b>
40300-T	Maint & Repair - Building	\$	9,300
40301-T	Maint & Repair - Grounds	\$	4,650
40310-T	Maint & Repair - WWTP	\$	135,000
40330-T	Maint & Repair - Equipment	\$	53,500
40210-T	Computer Equipment	\$	4,650
40200-T	Equipment Expense	\$	50,950
	<b>Total Repairs, Replacements, and Maintenance</b>	<b>\$</b>	<b>258,050</b>
40012-T	Sludge Disposal	\$	233,400
	<b>Total Sludge Disposal</b>	<b>\$</b>	<b>233,400</b>
45000-T	Insurance - General Liability	\$	50,000
45100-T	Workers Compensation	\$	22,000
	<b>Total Insurance</b>	<b>\$</b>	<b>72,000</b>
44000-T	Auditor Fees	\$	16,000
44001-T	Actuarial Fees-457 Plan fees	\$	2,100
44100-T	Appraisal Services	\$	700
44200-T	Computer Software & Support	\$	14,400
44300-T	Contracted Services	\$	33,338
44400-T	Engineering Services	\$	32,000
44401-T	Design Engineering	\$	-
44500-T	Legal	\$	42,000
44501-T	Legal - Permitting/Property	\$	-
44800-T	Bank Fees	\$	-
44801-T	Trustee Fees	\$	3,000
	<b>Total Professional</b>	<b>\$</b>	<b>143,538</b>
40023-T	Chemicals	\$	49,800
40026-T	Licenses	\$	-
40020-T	Lab Supplies	\$	15,500
40022-T	Lab Testing	\$	4,800
40021-T	Lab Equipment	\$	11,100
40030-T	Safety Supplies	\$	4,500
40031-T	WWTP Supplies	\$	8,000
40100-T	Minor Equipment & Tools	\$	4,200
	<b>Total Supplies and Equipment</b>	<b>\$</b>	<b>97,900</b>
40201-T	Equipment Replacement Allowanc	\$	164,724
48203-T	Debt Service Coverage - 10%	\$	306,562
49000-T	Depreciation Expense	\$	-
	<b>Total Equip Replacment/Debt Coverage/Depreciation</b>	<b>\$</b>	<b>471,286</b>
40000-T	Office Minor Equipment	\$	2,500
40001-T	Office Supplies	\$	4,000

**DRAFT**  
CMA - Treatment System  
Budget 2019

		<b>DRAFT BUDGET 2019</b>	
40002-T	Janitorial Supplies	\$	1,500
40003-T	Advertising Expense	\$	3,000
40004-T	Miscellaneous	\$	-
40005-T	Postage Expense	\$	250
	<b>Total Other Expenses</b>	<b>\$</b>	<b>11,250</b>
<hr/>			
40202-T	Vehicle Equipment	\$	30,000
40109-T	Maint & Repair - Vehicles	\$	5,000
40110-T	Vehicle Fuel	\$	5,300
	<b>Total Vehicle Fuel and Repairs</b>	<b>\$</b>	<b>40,300</b>
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43280-T	Travel, Meals & Board Expense	\$	14,000
43281-T	Conference Expense	\$	11,000
43282-T	Dues/Memberships & Subscriptions	\$	1,200
	<b>Total Conference Membership</b>	<b>\$</b>	<b>26,200</b>
<hr/>			
	<b>Total Expenses</b>	<b>\$</b>	<b>3,061,645</b>
	<b>Net Income Before Non-Operating</b>	<b>\$</b>	<b>0</b>
<hr/>			
<b>Debt Pmt Revenues</b>			
91000-T	Clairton Collecti/Debt Service	\$	1,191,754
91100-T	Jefferson Hills Debt Service	\$	928,691
91200-T	Petersan WWTP Debt Service	\$	801,146
91300-T	South Park Debt Service	\$	144,409
	<b>Total Debt Service Revenues</b>	<b>\$</b>	<b>3,066,000</b>
<hr/>			
<b>Total Debt Payments</b>			
48000-T	Series B Bond Interest Expense	\$	2,061,000
	Capitalized Interest Series B	\$	-
48300-T	DEBT PMT Transfers Wells Fargo	\$	1,005,000
	<b>Total Debt Payments</b>	<b>\$</b>	<b>3,066,000</b>
	<b>Net after Debt Obligations</b>	<b>\$</b>	<b>-</b>
<hr/>			
<b>Non-Operating Revenues &amp; Exp</b>			
98110-T	Investment Interest	\$	80,000
98100-T	Interest Income	\$	12,000
98200-T	Capacity Fees	\$	50,000
	Insurance Dividend	\$	-
98400-T	Gain of Sale of Assets	\$	-
49100-T	Loss of Sale of Asset	\$	-
44801-T	Bond Investment Fees & Trustee	\$	3,000
93000-T	Sludge Acceptance	\$	140,000
	<b>Total Other Revenues</b>	<b>\$</b>	<b>285,000</b>
<hr/>			
	<b>Net Income (Loss)</b>	<b>\$</b>	<b>285,000</b>
<hr/>			
	<b>Capital Transfer for Budget</b>	<b>\$</b>	<b>(285,000)</b>
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## Report of the Finance Director – December 21, 2018

**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. The parent company of the majority owner of the units has filed for bankruptcy in California, there has not been any information or notices given to us. Pa American Water has threatened to shut off the water for non-payment of their water bills. We received notice from the bankruptcy court in California and submitted information to the solicitor's office for a response. The Century Townhomes Association has filed for Bankruptcy protection under Chapter 11 of the Code on May 10, 2018. The solicitor's office will update the Board on this. The Board agreed to a request from the Association to restrict its ability to terminate service as long as the Association continued to pay all undisputed invoices when due with all other amounts owed will be settled in the Bankruptcy proceedings. A monthly accounting of their accounts has been sent to the Solicitor.

**Upstream Communities:** We sent out the Maher Duessel report and the calculation indicating the credit amounts to all communities. **We have not heard anything back from the upstream communities.**

**Delinquent Accounts shutoffs** - In November we sent out 255 10- day delinquent notices,

**Collections Crew Management and Reporting** – The November 2018 report is in your packet.

**Energy Fund** – In November the fund processed 12 applications, approved 11 and denied 1.

**PA American Water** – Brian and I met with them on February 27, 2018. They will be making a field visit to see the progress of the plant improvements the morning of March 15, 2018. Nothing new to report. They have requested some additional information which we will provide upon completion of the 2017 audit report. We have provided the information requested to PA American Water. We have been told that the PA American Water will get back to us in late July. On July 31 I received an email from PA AM requesting a signed copy of a contract previously provided to them. It was sent to them the next day. There are no outstanding requests from PA AM water. **Nothing new to report.**

**PennVest** – Representatives of CMA, KLH Engineers, Peters Creek Sanitary Authority, Jefferson Hills Borough met with PennVest on June 26<sup>th</sup> for a preapplication meeting. **Nothing new to report.**

**Grants** – We have been notified that we have received a \$337,000 grant for the 1<sup>st</sup> phase of the Dry Run Project. This represents about 80% of the engineers cost estimate for this project. **Nothing new to report.**

**Asbestos Litigation** – The CMA has been named as a defendant in an asbestos lawsuit. The plaintiff is the wife of a contractor's employee who alleged to have worked at the plant sometime in its history. The CMA is one of at least 55 named defendants. Our Insurance carrier has been notified as well as the Solicitor. **We are trying to research our files on when if ever the individuals in the lawsuit ever worked at our facility.**

**2019 CMA Budget** – The budget approval is on our agenda for action.

**October 26, 2018 Meeting** – Staff and Board Members met with the upstream communities. Status of Phase I and schedule for Phase II were discussed. The financing for Phase II and refund to the upstream communities were also discussed. **Nothing new to report.**

CMA  
Cash Account Monthly Summary  
As of: November 30, 2018

	<u>Beginning Balance</u>		<u>Deposits</u>		<u>Disbursements</u>		<u>Ending Balance</u>
<b>Operating Accounts</b>							
10320-T FN-WWTP Depository	4,840,693.83	\$	469,969.33	\$	(409,738.48)	\$	4,900,924.68
10330-C FN-Collection Depository	2,441,830.71		338,384.04		(245,256.98)		2,534,957.77
10310-G FN-Disbursements	561,960.11		136,104.65		(136,104.65)		561,960.11
10311-G FN-Payroll	1,543.20		86,938.71		(85,591.15)		2,890.76
<b>Reserved Accounts</b>							
10331-C FN-Collection City Pmts	496,081.31		33,978.16		0.00		530,059.47
10322-T FN-OPEB	486,441.91		599.72		0.00		487,041.63
10321-T FN-WWTP Capacity & Capital Im	3,540,970.49		10,827.37		0.00		3,551,797.86
10333-C Collection Capital Improvement	1,390,552.49		0.00		0.00		1,390,552.49
10332-T WWTP Debt Coverage	76,604.46		94.44		0.00		76,698.90
Total FNB Accounts	<u>13,836,678.51</u>	\$	<u>1,076,896.42</u>	\$	<u>(876,691.26)</u>	\$	<u>14,036,883.67</u>
<b>Trustee Accounts</b>							
10200-C WF Series A - Construction	185.13	\$	0.83	\$	0.00	\$	185.96
10200-T WF - Series B - Construction	5,344,389.95		4,910.51		(318,865.93)		5,030,434.53
10220-T WF - Debt Service	2,106,906.13		303,029.76		0.00		2,409,935.89
10221-T WF - Debt Service Reserve	3,748,715.07		2,616.81		0.00		3,751,331.88
Total Trustee Accounts	<u>11,200,196.28</u>	\$	<u>310,557.91</u>	\$	<u>(318,865.93)</u>	\$	<u>11,191,888.26</u>
Grand Total	<u>25,036,874.79</u>	\$	<u>1,387,454.33</u>	\$	<u>(1,195,557.19)</u>	\$	<u>25,228,771.93</u>

CMA  
Cash Account Monthly Summary  
As of: November 30, 2018

	<u>Beginning Balance</u>		<u>Deposits</u>		<u>Disbursements</u>		<u>Ending Balance</u>
<b>Operating Accounts</b>							
10320-T FN-WWTP Depository	4,840,693.83	\$	469,969.33	\$	(409,738.48)	\$	4,900,924.68
10330-C FN-Collection Depository	2,441,830.71		340,752.43		(247,102.18)		2,535,480.96
10310-G FN-Disbursements	561,960.11		136,104.65		(136,104.65)		561,960.11
10311-G FN-Payroll	1,543.20		88,712.18		(85,591.15)		4,664.23
<b>Reserved Accounts</b>							
10331-C FN-Collection City Pmts	496,081.31		33,978.16		0.00		530,059.47
10322-T FN-OPEB	486,441.91		599.72		0.00		487,041.63
10321-T FN-WWTP Capacity & Capital Im	3,540,970.49		10,827.37		0.00		3,551,797.86
10333-C Collection Capital Improvement	1,390,552.49		0.00		0.00		1,390,552.49
10332-T WWTP Debt Coverage	76,604.46		94.44		0.00		76,698.90
<b>Total FNB Accounts</b>	<u>13,836,678.51</u>	<u>\$</u>	<u>1,081,038.28</u>	<u>\$</u>	<u>(878,536.46)</u>	<u>\$</u>	<u>14,039,180.33</u>
<b>Trustee Accounts</b>							
10200-C WF Series A - Construction	185.13	\$	0.83	\$	0.00	\$	185.96
10200-T WF - Series B - Construction	5,344,389.95		4,910.51		(318,865.93)		5,030,434.53
10220-T WF - Debt Service	2,106,906.13		303,029.76		0.00		2,409,935.89
10221-T WF - Debt Service Reserve	3,748,715.07		2,616.81		0.00		3,751,331.88
<b>Total Trustee Accounts</b>	<u>11,200,196.28</u>	<u>\$</u>	<u>310,557.91</u>	<u>\$</u>	<u>(318,865.93)</u>	<u>\$</u>	<u>11,191,888.26</u>
<b>Grand Total</b>	<u>25,036,874.79</u>	<u>\$</u>	<u>1,391,596.19</u>	<u>\$</u>	<u>(1,197,402.39)</u>	<u>\$</u>	<u>25,231,068.59</u>



## Collection System - Sewage Billing Summary

### Accounts Receivable

As of 012/03/2018	\$ 1,271,916.39		
Minus CTH Delinq.*	\$ (164,801.87)		
			1,114,890.62
<b>Total Accts Receivable</b>	<b>\$ 1,107,114.52</b>		

<b>Century Townhomes delinquent plus the \$164,801.87</b>			<b>\$ 463,811.70</b>
Active Accounts	Number of accounts	1,492	643,860.72
Inactive Accounts	Number of accounts	621	\$ 164,243.97
			\$ 1,271,916.39

Current	31-60 Days	61-90 Days	91-120 DAYS
\$ 109,257.54	\$ 16,640.78	\$ 78,664.99	\$ 1,067,353.08

### \*\*Monthly Billing

January	\$ 395,125.03
February	395,687.00
March	399,078.32
April	371,573.54
May	396,808.11
June	372,265.50
July	394,715.73
August	400,825.40
September	376,776.76
October	377,131.11
November	390,579.05
December	-
<b>Total Billing</b>	<b>\$ 4,270,565.55</b>

### Monthly Collections

January	\$ 393,553.36
February	358,849.96
March	370,115.35
April	398,467.40
May	381,541.21
June	382,339.71
July	367,870.59
August	372,221.80
September	333,268.14
October	385,805.50
November	347,572.38
December	-
<b>Total Collections</b>	<b>\$ 4,091,605.40</b>

**CTH Billing Summary**

**2018**

**January**

Consumption	1167000.00
Billed	0.00
	<u>1167000.00</u>

Consumption Charge	\$ 9,336.00
flat fee billed	\$ 13,300.00
<b>Total Bill</b>	<b>\$ 22,636.00</b>
payment	\$ (22,536.00)

**Feb**

Consumption	2053000.00
Billed	0.00
	<u>2053000.00</u>

Consumption Charge	\$ 16,424.00
flat fee billed	\$ 13,300.00
<b>Total Bill</b>	<b>\$ 29,724.00</b>
payment	\$ (30,182.87)

**March**

Consumption	2148000.00
Billed	0.00
	<u>2148000.00</u>

Consumption Charge	\$ 17,184.00
flat fee billed	\$ 13,300.00
<b>Total Bill</b>	<b>\$ 30,484.00</b>
payment	\$ (16,115.00)

**April**

Consumption	1689000.00
Billed	0.00
	<u>1689000.00</u>

Consumption Charge	\$ 13,512.00
flat fee billed	\$ 13,300.00
<b>Total Bill</b>	<b>\$ 26,812.00</b>
payment	\$ (26,812.00)

**May**

Consumption	1921000.00
Billed	0.00
	<u>1921000.00</u>

Consumption Charge	\$ 15,368.00
flat fee billed	\$ 13,300.00
<b>Total Bill</b>	<b>\$ 28,668.00</b>
payment	\$ (20,104.98)

**June**

Consumption	1917000.00
Billed	0.00
	<hr/>
	1917000.00

Consumption Charge	\$ 15,336.00
flat fee billed	13,300.00
<hr/>	
Total Bill	\$ 28,636.00
payment	\$ (26,727.02)

**July**

Consumption	1679000.00
Billed	0.00
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	1679000.00

Consumption Charge	\$ 15,336.00
flat fee billed	\$ 13,300.00
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Total Bill	\$ 28,636.00
payment	\$ (15,100.00)

**August**

Consumption	1715000.00
Billed	0.00
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	1715000.00

Consumption Charge	\$ 13,720.00
flat fee billed	\$ 13,300.00
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Total Bill	\$ 27,020.00
payment	\$ (16,100.00)

**September**

Consumption	1662000.00
Billed	0.00
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	1662000.00

Consumption Charge	\$ 13,296.00
flat fee billed	\$ 13,300.00
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Total Bill	\$ 26,596.00
payment	\$ (100.00)

**October**

Consumption	1842000.00
Billed	0.00
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	1842000.00

Consumption Charge	\$ 14,736.00
flat fee billed	\$ 13,300.00
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Total Bill	\$ 28,036.00
payment	\$ (16,100.00)

**November**

Consumption	1512000.00
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Billed		<u>0.00</u>
		1512000.00

Consumption Charge	\$	12,096.00
flat fee billed	\$	13,300.00
<u>Total Bill</u>	\$	<u>25,396.00</u>
payment	\$	(14,000.00)



**December**

Consumption		0.00
Billed		<u>0.00</u>

Consumption Charge		
flat fee billed	\$	13,300.00
<u>Total Bill</u>	\$	<u>13,300.00</u>
payment		

TOTAL TO DATE		Charges
Consumption Charge		144,248.00
flat fee billed		133,000.00
<u>Total Bill</u>	\$	<u>304,684.00</u>

Total Payments	\$	(203,877.87)
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## DECEMBER 2018 OPERATIONS AND COLLECTIONS REPORT

Mascaro Update – Deep utility excavation is nearly complete and the gas line will be installed soon so that we have heat. We are scheduled to go live with a portion of the flow on January 15<sup>th</sup> and a few weeks after that we should be 100% of our flow through the new system. There will be a period of time when both pump stations will operate simultaneously.

I processed the upstream communities' tap requests for 2019 to the DEP. PCSA requested 150, and Jefferson requested 110.

I went through the job applicants and brought in one potential candidate for an informal interview and tour. Board interview is scheduled for 12/21 at 8:30am prior to our meeting with the City and Board Meeting.

The new entry gate has been installed and if you haven't received a new fob I can get you one.

We had two preconstruction meetings, one for HVAC in the administration building, and one for the State Street Lining Project. The HVAC project is weather dependent since the heat will need to be off for a few days. The lining project can't start until warmer weather and will start after April 1.

Thompson Line Relocation – KLH has performed the survey, just waiting for the right of way to be established. We will do the relocation with our employees barring any complications.

Need to set the 2019 Board meeting dates/time so that we can advertise them in the newspaper.

Merry Christmas and Happy New Year