

CLAIRTON MUNICIPAL AUTHORITY

BOARD OF DIRECTORS

Regular Monthly Meeting

Thursday October 18, 2018

6:00 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 September 20, 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 confirm the phone poll taken on September 21, 2018 to extend the contract of Triad Strategies LLC for an additional term of 6 months at the same rate and terms of compensation.
 - b. Motion to accept a grant from the PA Small Water and Sewer Program in the amount of \$337,000 for Phase I of the Dry Run Sewer Project and authorizing the appropriate Authority officials to execute the agreement with Pennsylvania Department of Community and Economic Development.
7. Collection & Operation Report
 - a. Motion to allow the Authority Management to advertise for the maintenance position.
8. Engineer's Report
 - a. Approval of request submitted by John Mowry of KLH, for Requisition #325A in the amount of \$305.94 and Requisition #330B in the amount of \$308,999.02.
 - b. Motion to approve Mascaro (Contract 2016-01) Change Order No. 32 in the amount of +\$31,500.
 - c. Motion to approve Mascaro (Contract 2016-01) Change order No. 33 in the amount of +\$45,600.
9. Solicitor's Report
10. New Business
11. Old Business

Motion to Adjourn

CLAIRTON MUNICIPAL AUTHORITY

BOARD OF DIRECTORS MEETING

October 18, 2018

Meeting called to order at 6:15 P.M. by Perry Ohm.

Executive Session was held at 5:00 pm until 6:00 pm on August 16, 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> </u>	<u> X </u>
	Delwyn Peterson	<u> X </u>	<u> </u>
	Perry Ohm	<u> X </u>	<u> </u>

Administration/Professional

Jim Hannan, P.E., Finance Director
Joe DelFonso, Solicitor
Jeff Marcink, KLH Engineers
John Mowry, KLH Engineers
Gary Matta, Solicitor

Citizens Comments

None

Perry Ohm moved and Nick Nickolich seconded the motion to approve the minutes from the September 20, 2018 Board Meeting. The motion carried 3-0-1 Ohm abstained.

Delwyn Peterson moved and Nick Nickolich seconded the motion to approve the paying of the bills from September 21, 2018- October 18, 2018. The motion carried 3-1-1. Vigliotti-no and Nickolich abstained from Nickolich Sanitation's Bill.

Delwyn Peterson moved and Nick Nickolich seconded the motion to approve the Year to Date Income Statements for Treatment and Collections. The motion carried 4-0.

Delwyn Peterson moved and Nick Nickolich seconded the motion to approve Collection System Billing Summary. The motion carried 4-0.

Delwyn Peterson moved and Sue Vigliotti seconded the motion to accept the grant from PA Small Water and Sewer Program in the amount of \$337,000.00 for Phase I of the Dry Run Sewer Project and authorizing the appropriate Authority officials to execute the agreement with the Pennsylvania Department of Community and Economic Development. The motion carried 4-0.

Delwyn Peterson moved and Sue Vigliotti seconded the motion to allow the Authority Manager to advertise for the maintenance position. The motion carried 4-0.

Sue Vigliotti moved and Nick Nickolich seconded the motion to approve the request submitted by John Mowry of KLH Engineers for Requisition #325A in the amount of \$305.94 and Requisition #330B in the amount of \$308,999.02. The motion carried 4-0.

Delwyn Peterson moved and Nick Nickolich seconded the motion to approve the Change Order #32 to Contract 2016-01 for Mascaro Construction in the amount of \$31,500.00 The motion carried 4-0.

Delwyn Peterson moved and Nick Nickolich seconded the motion to approve Change Order #33 to Contract 2016-01 for Mascaro Construction in the amount of \$45,600.00 The motion carried 4-0.

Nick Nickolich moved and Delwyn Peterson seconded the motion to reject Bid CD#44. The motion carried 4-0.

Nick Nickolich moved and Delwyn Peterson seconded the motion to award contract No. 2018-2 the Administration Building with HVAC to Reno Brothers in the amount of \$36,979.00 The motion carried 4-0.

Dewlwyn Peterson moved to adjourn at 6:25 P.M.



SECRETARY

CMA
MEETING Check Register
For the Period From Oct 1, 2018 to Oct 31, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5638	10/2/18	AMERICAN UNITED	10310-G	1,438.55
5639	10/2/18	Boxer LLC	10310-G	1,350.00
5640	10/2/18	CINTAS	10310-G	125.80
5641	10/2/18	CLYDE GOUKER'S	10310-G	71.69
5642	10/2/18	COMCAST BUSINES	10310-G	424.80
5643	10/2/18	FARNHAM & PFILE	10310-G	117.60
5644	10/2/18	GRAINGER	10310-G	28.59
5645	10/2/18	HENDERSON PEST	10310-G	90.00
5646	10/2/18	IDEXX Laboratories	10310-G	1,038.76
5647	10/2/18	JEFFERSON HILLS	10310-G	349.44
5648	10/2/18	NICKOLICH SANITA	10310-G	20,449.40
5649	10/2/18	PITNEY BOWES INC	10310-G	213.17
5650	10/2/18	PITNEY BOWES GL	10310-G	1,251.39
5651	10/2/18	PMAA REGION 10	10310-G	20.00
5652	10/2/18	PREMIER SAFETY	10310-G	103.09
5653	10/2/18	SERPENTIX CONVE	10310-G	2,502.75
5654	10/2/18	STEEL RIVERS COU	10310-G	218.40
5655	10/2/18	VERIZON WIRELES	10310-G	216.70
5656	10/2/18	WATER ENVIRONM	10310-G	195.00
5657	10/2/18	WEX BANK	10310-G	1,145.35
5658	10/17/18	ALLOY OXYGEN &	10310-G	297.20
5659	10/17/18	AQUA FILTER FRES	10310-G	68.49
5660	10/17/18	CLYDE GOUKER'S	10310-G	111.28
5661	10/17/18	COMCAST BUSINES	10310-G	1,173.95
5662	10/17/18	CUSTOM ENVIRON	10310-G	6,532.00
5663	10/17/18	DE LAGE LANDEN F	10310-G	110.00
5664	10/17/18	DIRECT ENERGY B	10310-G	215.65
5665	10/17/18	DON PARKER SALE	10310-G	315.00
5666	10/17/18	DRNACH ENVIRON	10310-G	24,509.00
5667	10/17/18	DUQUESNE LIGHT	10310-G	339.56
5668	10/17/18	EJ USA INC	10310-G	1,444.16
5669	10/17/18	ELIZABETH ELECTR	10310-G	152.65

CMA
MEETING Check Register
For the Period From Oct 1, 2018 to Oct 31, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5670	10/17/18	ENVIRONMENTAL S	10310-G	2,935.00
5671	10/17/18	FARNHAM & PFILE	10310-G	402.66
5672	10/17/18	FAYETTE PARTS SE	10310-G	74.20
5673	10/17/18	FAYETTE WASTE L	10310-G	89.25
5674	10/17/18	FISHER SCIENTIFIC	10310-G	89.86
5675	10/17/18	FNB Commercial Cre	10310-G	2,465.05
5676	10/17/18	GRAINGER	10310-G	1,661.35
5677	10/17/18	Guy Benack	10310-G	2,000.00
5678	10/17/18	HENWIL CORPORA	10310-G	3,220.00
5679	10/17/18	HOME DEPOT	10310-G	83.82
5680	10/17/18	IEH AUTO PARTS LL	10310-G	450.41
5681	10/17/18	JAMES P. HANNAN	10310-G	32.70
5682	10/17/18	JEFFERSON HILLS	10310-G	1,492.10
5683	10/17/18	KLH ENGINEERS, IN	10310-G	13,977.75
5684	10/17/18	LINK COMPUTER C	10310-G	1,214.19
5685	10/17/18	M. & B Window Clean	10310-G	250.00
5686	10/17/18	MARISSA ZAJICEK	10310-G	97.43
5687	10/17/18	Matheson Tri-Gas	10310-G	53.25
5688	10/17/18	MEIT	10310-G	23,197.78
5689	10/17/18	Mission Communicati	10310-G	910.80
5690	10/17/18	MODEL UNIFORMS	10310-G	562.56
5691	10/17/18	Mon River Supply	10310-G	2,057.49
5692	10/17/18	PA AMERICAN WAT	10310-G	516.59
5693	10/17/18	PASTORE PLUMBIN	10310-G	400.00
5694	10/17/18	PENNSYLVANIA ON	10310-G	45.34
5695	10/17/18	PEOPLES NATURAL	10310-G	48.83
5696	10/17/18	PETERSON, DEL	10310-G	20.00
5697	10/17/18	Pioneer Research	10310-G	478.13
5698	10/17/18	PITTSBURGH POST	10310-G	147.00
5699	10/17/18	PRECISION COPY P	10310-G	204.83
5700	10/17/18	RAM INDUSTRIAL S	10310-G	1,437.39
5701	10/17/18	RC WALTER & SON	10310-G	440.56

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5702	10/17/18	RONDINELLI, DEBO	10310-G	400.00
5703	10/17/18	SAMS CLUB	10310-G	134.66
5704	10/17/18	SHERWIN WILLIAM	10310-G	171.51
5705	10/17/18	SHILOH SERVICE, I	10310-G	939.25
5706	10/17/18	STEEL RIVERS COU	10310-G	3,000.00
5707	10/17/18	TRIAD STRATEGIES	10310-G	2,800.00
5708	10/17/18	UNISAFE	10310-G	293.55
5709	10/17/18	UNIVAR USA	10310-G	2,620.00
5710	10/17/18	Yvonne gouker	10310-G	143.20
5711	10/17/18	DUQUESNE LIGHT	10310-G	4,613.87
5712	10/17/18	THE INTERCHANGE	10310-G	170.00
Total				<u>142,961.78</u>

Collection System - Sewage Billing Summary

Accounts Receivable

As of 010/01/2018	\$ 1,208,017.46		
Minus CTH Delinq.*	\$ (164,801.87)		
			1,114,890.62

Total Accts Receivable	\$ 1,043,215.59
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Century Townhomes delinquent plus the \$164,801.87			\$ 433,633.50
Active Accounts	Number of accounts	1,401	\$ 603,408.60
Inactive Accounts	Number of accounts	616	\$ 170,975.36
			\$ 1,208,017.46

Current	31-60 Days	61-90 Days	91-120 DAYS
\$ 179,123.90	\$ 9,651.69	\$ 97,214.93	\$ 922,026.94

**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	-
November	-
December	-
Total Billing	\$ 3,502,855.39

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	-
November	-
December	-
Total Collections	\$ 3,358,227.52

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
Total Bill	<u>\$ 22,636.00</u>
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
Total Bill	<u>\$ 29,724.00</u>
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
Total Bill	<u>\$ 30,484.00</u>
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
Total Bill	<u>\$ 26,812.00</u>
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
Total Bill	<u>\$ 28,668.00</u>
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
<hr/>		
payment	\$	(26,727.02)

July

Consumption	1679000.00
Billed	0.00
	<hr/>
	1679000.00

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

August

Consumption	1715000.00
Billed	0.00
	<hr/>
	1715000.00

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

September

Consumption	1662000.00
Billed	0.00
	<hr/>
	1662000.00

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

October

Consumption	1842000.00
Billed	0.00
	<hr/>
	1842000.00

Consumption Charge	\$	14,736.00
flat fee billed	\$	13,300.00
<hr/>		
Total Bill	\$	28,036.00
<hr/>		
payment	\$	(16,000.00)

November

Consumption	0.00
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Billed 0.00

Consumption Charge

flat fee billed \$ 13,300.00
Total Bill \$ 13,300.00
payment

December

Consumption 0.00
Billed 0.00

Consumption Charge

flat fee billed \$ 13,300.00
Total Bill \$ 13,300.00
payment

TOTAL TO DATE

Charges

Consumption Charge 144,248.00
flat fee billed 133,000.00
Total Bill \$ 279,288.00

Total Payments \$ (189,777.87)

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

	<u>Beginning Balance</u>		<u>Deposits</u>		<u>Disbursements</u>		<u>Ending Balance</u>
Operating Accounts							
10320-T FN-WWTP Depository	4,755,367.82	\$	544,670.25	\$	(442,608.50)	\$	4,857,429.57
10330-C FN-Collection Depository	1,975,510.57		356,373.65		(501,023.20)		1,830,861.02
10310-G FN-Disbursements	561,960.11		159,987.08		(159,987.08)		561,960.11
10311-G FN-Payroll	5,003.97		84,716.50		(86,637.81)		3,082.66
Reserved Accounts							
10331-C FN-Collection City Pmts	428,124.99		33,978.16		0.00		462,103.15
10322-T FN-OPEB	485,463.89		335.17		0.00		485,799.06
10321-T FN-WWTP Capacity & Capital Im	3,451,386.98		4,805.14		0.00		3,456,192.12
10333-C Collection Capital Improvement	1,390,552.49		0.00		0.00		1,390,552.49
10332-T WWTP Debt Coverage	76,450.44		52.78		0.00		76,503.22
Total FNB Accounts	<u>13,129,821.26</u>	\$	<u>1,184,918.73</u>	\$	<u>(1,190,256.59)</u>	\$	<u>13,124,483.40</u>
Trustee Accounts							
10200-C WF Series A - Construction	3,827.77	\$	7.24	\$	(3,348.53)	\$	486.48
10200-T WF - Series B - Construction	6,063,584.85		11,622.39		(424,786.33)		5,650,420.91
10220-T WF - Debt Service	1,502,945.80		301,774.71		0.00		1,804,720.51
10221-T WF - Debt Service Reserve	3,739,395.85		2,397.81		0.00		3,741,793.66
Total Trustee Accounts	<u>11,309,754.27</u>	\$	<u>315,802.15</u>	\$	<u>(428,134.86)</u>	\$	<u>11,197,421.56</u>
Grand Total	<u>24,439,575.53</u>	\$	<u>1,500,720.88</u>	\$	<u>(1,618,391.45)</u>	\$	<u>24,321,904.96</u>

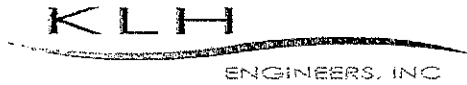
CMA
Year to Date Income Statement
Collection Budget to Actual
For the Nine Months Ending September 30, 2018
Percent of Year 75.0% (9 months /12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Revenues				
Residential Flat Rate	\$ 1,255,354.74	\$ 1,500,000.00	244,645.26	83.69
Commerical Flat Rate	132,250.94	178,000.00	45,749.06	74.30
Alleg Housing Flat Rate	86,400.00	115,200.00	28,800.00	75.00
School Flat Rate	16,200.00	21,600.00	5,400.00	75.00
USS Flat Rate	644,850.00	859,800.00	214,950.00	75.00
Total Debt Service Revenues	<u>2,135,055.68</u>	<u>2,674,600.00</u>	<u>539,544.32</u>	79.83
Total Consumption Revenues	<u>1,081,200.81</u>	<u>1,100,000.00</u>	<u>18,799.19</u>	98.29
Total Consumption Revenues	<u>\$ 1,081,200.81</u>	<u>\$ 1,100,000.00</u>	<u>18,799.19</u>	98.29
CTH Consumption Revenues	<u>\$ 0.00</u>	<u>\$ 85,000.00</u>	<u>85,000.00</u>	0.00
CTH Debt Service Revenues	<u>119,700.00</u>	<u>158,400.00</u>	<u>38,700.00</u>	75.57
CTH Penalty and Interest	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
Total Century Townhomes	<u>119,700.00</u>	<u>243,400.00</u>	<u>123,700.00</u>	49.18
Other Revenue				
Penalty	58,030.12	72,000.00	13,969.88	80.60
Dye Test Fees - Plumber	(2,800.00)	0.00	2,800.00	0.00
Dye Test - Application Fees	2,400.00	2,200.00	(200.00)	109.09
Lien Letter Fees	2,054.00	1,900.00	(154.00)	108.11
NSF Fees	62.00	300.00	238.00	20.67
Posting Fees -Terminations \$20	24,801.48	7,200.00	(17,601.48)	344.47
Magistrate & Legal Fees	3,451.50	500.00	(2,951.50)	690.30
Notice Fee - \$15	18,270.00	45,000.00	26,730.00	40.60
Vactor Rental	0.00	750.00	750.00	0.00
Interest Income	130.40	0.00	(130.40)	0.00
Investment Interest	688.39	0.00	(688.39)	0.00
Prior Sewage Fee	677.33	0.00	(677.33)	0.00
Total Other Revenues	<u>107,765.22</u>	<u>129,850.00</u>	<u>22,084.78</u>	82.99
Total Revenues	<u>\$ 3,443,721.71</u>	<u>\$ 4,147,850.00</u>	<u>704,128.29</u>	83.02
Expenses				
Office Expenses	\$ 4,306.58	\$ 5,200.00	893.42	82.82
Billing Expense	55,812.86	59,050.00	3,237.14	94.52
Collection System Supplies	14,853.97	25,980.00	11,126.03	57.17
Equipment	10,386.37	35,680.00	25,293.63	29.11
Maintenance & Repair	70,790.46	172,000.00	101,209.54	41.16
Vehicle Expense	13,876.03	12,800.00	(1,076.03)	108.41
Utilities	13,448.31	25,440.00	11,991.69	52.86
Wages & Taxes	219,029.77	326,180.00	107,150.23	67.15
Employee Benefits	72,338.28	177,810.00	105,471.72	40.68
Conference & Memberships	1,277.64	2,650.00	1,372.36	48.21
Professional Services	71,986.40	84,450.00	12,463.60	85.24
Insurance	31,034.39	25,000.00	(6,034.39)	124.14
WWTP Treatment Charges	760,522.00	1,015,416.00	254,894.00	74.90
Total Operating Expenses	<u>1,339,663.06</u>	<u>1,967,656.00</u>	<u>627,992.94</u>	68.08

For Management Purposes Only

CMA
Year to Date Income Statement
Collection Budget to Actual
For the Nine Months Ending September 30, 2018
Percent of Year 75.0% (9 months /12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Total Debt Payments				
Series A Bond Interest Expense	174,356.26	353,088.00	178,731.74	49.38
Series A Bond Principal	0.00	175,000.00	175,000.00	0.00
Debt Pmt City of Clairton	305,803.44	407,738.00	101,934.56	75.00
Debt Pmt (full bond)	396,534.42	0.00	(396,534.42)	0.00
Debt Service Coverage - 10%	0.00	52,809.00	52,809.00	0.00
Debt Pmt WWTP Transfers	893,670.03	1,191,559.00	297,888.97	75.00
	<u>1,770,364.15</u>	<u>2,180,194.00</u>	<u>409,829.85</u>	81.20
Total Expenses	<u>3,110,027.21</u>	<u>4,147,850.00</u>	<u>1,037,822.79</u>	74.98
Over/Under Budget	\$ <u>333,694.50</u>	\$ <u>0.00</u>	<u>(333,694.50)</u>	0.00



CLAIRTON MUNICIPAL AUTHORITY

Consulting Engineer's Report

October 18, 2018

ACTIVE ITEMS

WWTP Phase 1 Expansion Project

- The main pumps have been started.
- The headworks has been started.
- The new influent lines should be installed in the next month.
- Final site grading will commence in the upcoming weeks.

Long Term Control Plan

The DEP has approved the plan.

CDBG Year 44 Projects

Bids were received and read aloud at the SRCOG office on October 10, 2018, at 10:00 a.m. The apparent low bidder is A. Merante Contracting with a total bid amount of \$168,440.40. The project has a grant component of \$67,402.00, leaving the Authority with a local share of \$101,038.40. Due to the low remaining funds in the collection system bond, KLH recommends rejecting all bids in order to focus efforts on Dry Run.

State Street Sewer Lining and Manhole Repair

The contract documents have been sent to Insituform for execution.

Dry Run Sewer Replacement

Detailed design has commenced.

WWTP and Sanitary Sewer Valuation

CMA has requested KLH complete a system valuation of the WWTP, conveyance system, and the City of Clairton collection system. KLH is currently preparing a detailed valuation report, which will include a written system description as well as compile all historical projects and costs. A draft report has been distributed to CMA for review. KLH is requesting CMA review and approval, specifically the financial items.

Administration Building HVAC Replacement

Low bid was received from Reno Brothers in the amount of \$36,979.00.

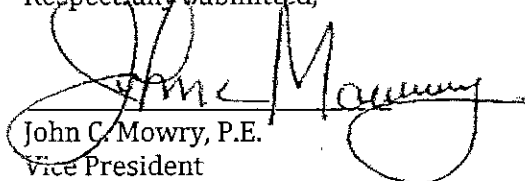
CDBG Year 45

KLH has submitted the pre-application to the SRCOG for review and acceptance. The submitted project includes five (5) Level 5 sewer replacements. The total project cost estimate is \$373,168.70 with a local share of \$154,432.65.

Capital Requisition

Requisitions 330-B in the amount of \$308,999.02 and 325-A in the amount of \$305.94 are presented for Board approval.

Respectfully Submitted,



John C. Mowry, P.E.
Vice President