

Minutes of the Fox Chapel Authority Board of Directors held Tuesday, August 29th, 2023

Board of Directors present

Mrs. A. C. Lehman, President (Present)
Mr. J. A. Domaratz, Vice President (Present)
Mr. D. Newman, Treasurer (Present)
Mrs. N. S. Snider, Secretary (Absent)
Mr. C. Pegher, Asst. Secretary & Treasurer (Present)
Mr. P. A. Iurlano, (Present)
Mrs. S. M. Mantia, (Present)

Others present

Mr. M. S. Moore, Bankson Engineers, Inc. (Present)
Mr. J.M. Stacko, Dinsmore & Shohl (Present)
Mr. J.C. Jump, Manager (Present)

Mrs. Lehman, President, presided and called the meeting to order at 7:03 p.m.

Approval of the July 2023 Meeting Minutes

Mrs. Mantia made a motion to approve the July meeting minutes, Mr. Domaratz seconded, and all voted in favor.

Visiting Delegations/Comment Period

None.

Financial Report

Mr. Jump provided the income statement and balance sheet for July 2023 and the budgeted statement of income for review before the meeting. Mr. Jump reviewed the details under the Statement of Income and Comprehensive Income. Mr. Jump also reviewed and commented on the Budgeted Statement of Income.

Consulting Engineer's Report

Mr. Moore provided a recap of ongoing projects with the Authority and reviewed the SCADA project and the review of the Tapping Fees. Mr. Moore provided an update on the review of the Rate Study and provided the board members with packages for review. Mr. Moore also mentioned the local share account application for the Gaming Economic Development Tourism Fund. Mr. Moore and Mr. Jump to discuss options.

Solicitor's Report

Mr. Stacko, attending on behalf of Mr. Ditke, reviewed the information for the collection of attorneys fees, should the Authority ever need to pursue legal action for past due balances. Mr. Stacko to provide a draft of this resolution to the board for review.

Mr. Stacko also reviewed the latest on the Fox Chapel Mew's and any further direction if needed. Mr. Jump to reach out to O'Hara Township and see if they have proceeded in any way.

Manager's Report

Mr. Jump reviewed the items on the monthly manager report and reviewed the projects and items for discussion. Mr. Jump provided updates on the SCADA project, the Year 1 Meter Program, the Hillcrest Road Water Line Project, and the 2023 Paving Contract.

Mr. Jump also reviewed the potential retirement and long-term leaves that may occur at the Authority. Mr. Jump advised that the search for a candidate will start in early September, with plans to hire a replacement in early October.

Mr. Jump to check on the availability of Mr. Verbanic for a presentation on Leak Detection for the September meeting.

Committee Reports

The Finance Committee provided comments on the review of the draft of the 2022 Audit. The committee has provided updates on the Meal Purchasing Program for the distribution employees. Mr. Jump to provide the policy for approval at the August meeting.

Mr. Newman also reviewed potential revenue opportunities after a review of the tapping and connection fee study provided by Bankson. Mr. Newman to review with the Finance Committee for presentation at the September board meeting. Mr. Newman also questioned the Authority on the numbering and tracking of resolutions. Mr. Jump to review this with Mr. Ditka.

Mr. Jump, Mr. Pegher, and Mr. Moore reviewed the discussions on the roofing project. Mr. Jump to solicit bids for the small roof through the cooperative purchasing networks, Keystone Purchasing Network, and COSTARS.

Old Business

The Finance Committee will meet before next month's meeting to discuss the opportunities provided by Bookkeepers and Strategic Solutions. Mr. Jump to solicit another provider of this service.

New Business

Mr. Jump reviewed the items under New Business. Mr. Jump reviewed the annual report due for the Minimum Municipal Obligation (MMO) provided by Mockenhaupt Benefits Group. Mr. Jump reviewed the data provided to the board. Mrs. Lehman made a motion to accept the MMO, Mr. Newman seconded this motion, and all voted in favor.

Mr. Jump reviewed the policy for the Meal Purchasing Account for Union employees. Mr. Newman made a motion to accept this policy, Mr. Domaratz seconded this motion, and all voted in favor.

Mr. Jump reviewed a request for material substitution at the residential development at Miramar Estates in O'Hara Township. In place of push-on fittings, the developer is requesting to use mechanical joint fittings. It is the practice of the Authority, and in the Authority's design specifications to use push-on fittings, therefore this request is denied.

Adjustment Requests

Mr. Jump reviewed the current adjustment request from the Community Swin Club for the waiver of the late fee. After discussion, this late fee will be waived.

Executive Session

The Personnel Committee entered an executive session at 8:58 p.m. to discuss personnel issues. The regular meeting reconvened at 9:16 p.m.

Board Comments

There were no board comments at this meeting.

Adjournment

There being no further business, Mr. Domaratz made a motion to adjourn, which was seconded by Mr. Pegher, and all voted in favor. The meeting was adjourned.