

Minutes of the Fox Chapel Authority Board of Directors held Tuesday, January 30th, 2024

Board of Directors present

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

Others present

Mr. M. S. Moore, Bankson Engineers, Inc. (Present)
Mr. A.A. Ditka, Dinsmore & Shohl (Present)
Mr. Donald F. Kendrick, Interim Manager (Present)

Mrs. Lehman, President, presided and called the meeting to order at 7:13 p.m.

Approval of December 5, 2023 Meeting Minutes

Mr. Domaratz made a motion to approve the amended December meeting minutes and Mrs. Snider seconded, all voted in favor.

Approval of December 29, 2023 Special Meeting Minutes

Mr. Newman made a motion to approve the December 29th, 2023 special meeting minutes, Mr. Domaratz seconded, and all voted in favor.

Visiting Delegations/Comment Period

None.

Financial Report

None.

Consulting Engineer's Report

Mr. Moore reviewed the status of the current projects ongoing with the Authority. Included were the updates on the SCADA project with Emerson and discussions on the current grants and funding that have been submitted on behalf of the Authority for the Distribution Garage Roof. Mr. Moore also presented the official copy of the 2023 Annual Report and 2024 Budget that are available for distribution.

Solicitor's Report

Mr. Ditka addressed the request by Harmar Township Water Authority to sell water to portions of the Authority's system located in Harmar township. Fox Chapel Authority has an exclusive contract with PWSA which restricts the Authority from purchasing water from another supplier except in emergency situations.

Mr. Ditka then addressed the PWSA contract which was originally a 25 year term and set to expire in 2025. The Authority may want to attempt to adopt a shorter term with rate increases capped at a reasonable percentage. Mr. Ditka will be meeting with PWSA's lawyer.

Manager's Report

Mr. Kendrick reviewed the items on the monthly manager report and reviewed the projects and items for discussion. Mr. Kendrick provided updates on the SCADA project, the Year 2 Meter Program, 2024 paving continuing with LSSE, Fox Chapel Borough and O'Hara Township.

Committee Reports

Mr. Newman, on behalf of the Finance Committee, stressed the importance of implementing a purchase order system. Such a system would help keep finances in better order.

Mr. Newman, on behalf of the Personnel Committee, indicated that Gary Kohler and Julie Jakubec have offered contacts of professionals that would be able to assist the office staff with accounting training. Mr. Domaratz also provided a contact.

Mrs. Mantia indicated that Dan Anderson would be supplying names of possible applicants for the Manager position. Mrs. Mantia will contact Mr. Anderson for those names and their contact info.

The Parental Leave policy was then discussed. After discussion, Mr. Newman made a motion to adopt the policy. The motion as seconded by Mr. Domaratz and all voted in favor.

Merit increases for staff will be put on hold until the financial report issues are resolved.

Old Business

Mrs. Snider advised that she is continuing to work on getting a grant for the cost of the distribution garage roof. Mr. Moore clarified that any notice of award of grants would not be until late 2024. The question was asked if the Authority can spend the money ahead of receiving the grant. Mr. Moore indicated that it was not allowed.

Mr. Kendrick was asked to contact TRS Roofing and to obtain a letter confirming the price and their ability to proceed with the distribution garage roof replacement.

New Business

Mr. Kendrick presented information and pricing for replacement of the River Road backup pump base. The decision will be held until the next board meeting

The Board reviewed the current professional services that are retained by the Authority.

Mrs. Mantia made a motion to retain Mr. Anthony Ditka from Dinsmore & Shohl as Solicitor, Mr. Michael Moore from Bankson Engineering as Engineer, Mr. Joseph Zovko from Louis Plung as Auditor, and Ms. Jessica Lynch from Lynch Legal Consulting as Human Resource Consultant. This motion was seconded by Mr. Newman and all voted in favor.

Mr. Ditka advised that the Pittsburgh Post-Gazette is the only viable option for all legal advertising and announcements. Mr. Newman made a motion to use the Pittsburgh Post-Gazette. The motion was seconded by Mr. Domaratz and all voted in favor.

The 2024 Election of Officers for the Authority is as follows:

Mrs. Snider made a motion for Mr. Domaratz for the position of President of the Board. This motion was seconded by Mrs. Mantia. Three board members voted in favor.

Mr. Newman made a motion for Mrs. Lehman for the position of President of the Board. This motion was seconded by Mr. Iurlano. Four board members voted in favor.

Mrs. Lehman is appointed the position of President of the Authority Board.

Mr. Newman made a motion for Mr. Domaratz for the position of Vice President of the Board. Being that there are no other nominations, Mr. Domaratz is appointed Vice President.

Mrs. Mantia made a motion for Mrs. Snider for the position of Secretary of the Board. Being that there are no other nominations, Mrs. Snider is appointed Secretary.

Mr. Domaratz made a motion for Mr. Newman for the position of Treasurer of the Board. Being that there are no other nominations, Mr. Newman is appointed Treasurer.

Mr. Newman made a motion for Mr. Pegher for the position of Assistant Secretary & Treasurer of the Board. Being that there are no other nominations, Mr. Pegher is appointed Assistant Secretary & Treasurer.

Adjustment Requests

Mr. Kendrick reviewed one adjustment request presented to the Authority. The request meets the intent of the adjustment policy and will be granted.

Executive Session

None

Board Comments

There were no board comments at this meeting.

Adjournment

There being no further business, Mr. Newman made a motion to adjourn, which was seconded by Mrs. Mantia. All voted in favor. The meeting was adjourned.