MINUTES OF THE MONTHLY MEETING

MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

JANUARY 26, 2016

7:15 PM

The Marshall Township Municipal Sanitary Authority held its Regular Meeting at the Marshall Township Municipal Building, 525 Pleasant Hills Road. The following persons were present:

Authority Board:	Phil Troy, Chairmen
	Chris Gilson, Vice Chairmen
	Carl Schultz, Secretary/Treasurer
	Jack Candek
	John Harvey
Solicitor:	Joel Lennen
Manager:	Bill Campbell
Engineer:	Art Gazdik
Recording Secretary:	Kimberly Pinkerton

Mr. Troy called the meeting to order at 7:15 PM.

EXECUTIVE SESSION

MR. GILSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:15 PM. TO CONSULT WITH COUNSEL TO DISCUSS POTENTIAL CLAIMS AND LEGAL AND EMPLOYMENT ISSUES. VOTE IN FAVOR WAS UNANIMOUS (5-0).

AT 7:50 MR. GILSON MOVED TO EXIT EXECUTIVE SESSION AND RESUME THE AUTHORITY'S PUBLIC MEETING. MR.SHULTZ SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Mr. Troy discussed the Cranberry Township Sewage Plant Upgrade and the Memorandum of Understanding that exists during the upgrade period. MTMSA's capacity goes from 750 thousand to 1.3 million gallons per day. He stated the Memorandum of Understanding limits the flow to 750 thousand gallons per day until the expansion is complete and imposes some limitations on MTMSA, either the number of planning modules or the number of sewage permits issued may be limited. Mr. Lennen added that because a planning module is approved does not mean a sewage/tapping permit will be approved.

PUBLIC COMMENT

-None

OLD BUSINESS

Review of Action items

-Cranberry correspondence. Mr. Lennen reported that he had contacted Cranberry Township's Solicitor (Blaine Lucas).

-Mr. Campbell and Mr. Gazdik met with Cranberry Officials on January 20th to discuss administrative tracking of planning modules.

-Mr. Lennen investigated the legal ramifications of having approved planning modules, and being unable to issue building/tapping fees because of capacity. Mr. Lennen completed the research and issued a report (privileged and confidential) to the MTMSA Board.

-Mr. Campbell and Mr. Gazdik met with John Place, local supplier of Mission Control Metering Products. Mr. Gazdik spoke with Cranberry Township regarding the type of equipment that should be installed and gaining access to the Brush Creek meter. It still needs to be determined who the installation contractor will be. The current monitoring company is unable to install the updates, so an electrical contractor will be needed to install the equipment. The current meter is a parshall flume. 95% percent of MTMSA's flow goes through the Brush Creek Meter. The Mission System will make the data accessible immediately through a wireless connection, rather than waiting weeks to obtain the data from Cranberry. It will also notify us of higher flows when they occur. Currently the data is collected on-site in the data collector, whereas with the proposed metering that same signal will be sent to the Mission System, which is a Cellular point of access to transmit the data off-site so it can be easily gathered. Because the data will be transmitting continuously, if a problem with flow is detected an alarm will be triggered alerting MTMSA that the Brush Creek meter station needs attention.

- Mr. Campbell reviewed the revised budget memo. The approved budget had a deficit of $116,525.74. The deficit resulted in part from the 2015 Bond Debt Service and the Greenbriar Pump Station Renovation project. Since the approval of the budget on November 29th, the Greenbriar Pump Station Bid was approved which increased the deficit to $163,225.00. The MTMSA Board requested a User Fee analysis be done to determine the amount of increase required to eliminate the 2016 Budget deficit and to satisfy future debt service. Analysis has indicated and supported that a $10.00 quarterly Base Fee increase would eliminate the 2016 Budget deficit and provide sufficient funds to cover future Debt Service costs. MTMSA customer base totaled 2,163 as of January 12, 2016. Projections indicate that approximately 130 new customers will be connected in 2016. Half of that number (65) was used in the analysis coming out to 2,228 customers for 2016. 2,228 customers multiplied by the $10.00

additional Quarterly Base Fee per year totals $89,210.00 in additional revenue. In addition, MTMSA's regulations permit charging a Base Fee to each individual apartment unit in the service area. MTMSA will be charging those individual apartments moving forward. Those additional individual apartment unit Base Fees would generate an additional $81, 664.00. The additional revenue of approximately $170,874.00 would provide a revised 2016 Budget with an approximate surplus of $8,000. A $10.00 per quarter Base Fee increase was recommended. Mr. Lennen reviewed Resolution 192 pertaining to the Base Fee increase.

NEW BUSINESS

Resolution 192-Revised User Fees

MR. GILSON MADE A MOTION TO PASS RESOLUTION 192 IMPLEMENTING THE $10.00 BASE FEE INCREASE. MR. CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Revise 2016 Budget

MR. GILSON MADE A MOTION TO PASS THE REVISED BUDGET TO REFLECT THE $10.00 INCREASE PER QUARTER. MR. CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Venango Trails Phase 3A

MR. GILSON MADE A MOTION FOR CONDITIONAL ACCEPTANCE AND REDUCTION OF PERFORMANCE BOND FROM $263,225.00 TO $39,483.00 WITH ENGINEER'S CONDITION THAT THE DEVELOPER SUBMIT ACCEPTABLE AS BUILTS. MR. SCHULTZ SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

REPORTS

-Approve December 2015 Meeting Minutes

MR. GILSON MOVED TO APPROVE. MR. CANDEK SECONDED. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

-Expenditures for December 2015

MR. GILSON MOVED TO APPROVE EXPENDITURES. SECONDED BY MR. SHULTZ. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

-Financial Statement for December 2015

MR. GILSON MOVED TO APPROVE. SECONDED BY MR. SHULTZ. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

-Manager's Report - Please see written report

-Field Maintenance Supervisor's Report – Please see written report

-Solicitor's Report - none

-Engineer's Report – Notice to proceed was sent out for Greenbriar Pump Station Project.

-Miscellaneous Correspondence
-Notice to Proceed, Greenbriar Pump Station Renovation Project.
-PMAA Board Member Training Seminar

MR. GILSON MADE A MOTION TO ACCEPT THE REPORTS AS WRITTEN. SECONDED BY MR. CANDEK. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

ADJOURN

MR. HARVEY MOTIONED TO ADJOURN AT 8:45 P.M. SECONDED BY MR. GILSON. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

NEXT MEETING IS SCHEDULED FOR : Tuesday February 23, 2016 at 7:00 P.M.

Respectfully submitted,

Kimberly Pinkerton

MEMORANDUM

TO: MTMSA Board
FROM: Alice Weigand, Bookkeeper
SUBJECT: Expenditures for Approval
DATE: December 2015

Acct #	Payee and Description	Amount	Check #	
480-000-8316	Alleg Cnty Dpt Real Estate-Recording fee-Hammel	$162.00	13768	
480-000-8316	Barristers Land Abstract - Refund OVPT Lien Ltr Req	$21.00	13769	
364-000-1501	Beverly J Deaugustino - Ref FB - 161 Harmony Rd	$63.50	13770	
364-000-1501	Bilal Sitwat - Ref FB - 132 Harmony Rd	$78.16	13771	
364-000-1501	Christie & Todd Peters - RD FB - 903 Silver Springs	$166.00	13772	
427-066-3321	Consolidated Communications - Valley 11/16-12/15/15	$83.81		
400-000-3321	Consolidated Communications - Fax 11/16-12/15/15	$31.00	13773	$114.81
427-032-4450	Cranberry- Inv 11309840 Treatment-183M 10/29-11/25	$1,717.87		
427-032-4450	Cranberry- Inv 11309841 Treatment-301M 10/29-11/25	$1,414.27		
427-032-4450	Cranberry- Inv 11309844 Treatment-2007M 10/29-11/25	$1,378.85	13774	$4,510.99
427-000-4450	Crea Excavating Inc-Inv 10581 - Excavator 11/18 11/20	$550.00	13775	
364-000-1501	David Krepps - Ref FB - 131 Wheatland Road	$29.32	13776	
248-775-0248	Eckert Seamans - Inv 1187383 - Hammel-Nov	$741.00		
404-000-3314	Eckert Seamans - Inv 1187383 - General-Nov	$3,180.50	13777	$3,921.50
248-085-0248	Groundwork Civil - Inv 219 - Park at Marshall	$170.00		
248-190-0248	Groundwork Civil - Inv 219 - Emerald Fields	$4,821.63		
248-775-0248	Groundwork Civil - Inv 219 Hammel	$269.55		
248-812-0248	Groundwork Civil - Inv 219 Venango	$960.38		
408-000-3311	Groundwork Civil - Inv 219 General	$5,471.04		
408-000-3311	Groundwork Civil - Fed X	$27.45		
408-00-3311	Groundwork Civil - Fed X	$17.94		
408-000-3311	Groundwork Civil - Copies	$54.06	13778	$11,792.05
437-000-2231	Guttman Oil Co - Inv 110171 Gasoline - Nov	$43.24		
437-000-2231	Guttman Oil Co - Inv 110482 Gasoline - Nov	$40.07	13779	$83.31
230-000-0201	Marshall Twp - November Expenses - Payroll	$11,179.85		
400-000-3119	Marshall Twp - UMPC	$1,616.15		
437-0002231	Marshall Twp - Gasoline - BC/Truck	$70.35		
400-000-3119	Marshall Twp - Met Life	$115.45		
400-000-3321	Marshall Twp - Verizon Wireless	$54.64		
400-000-3119	Marshall Twp - Lincoln National	$134.06		
400-000-3119	Marshall Twp - Highmark	$16.54		
400-000-4450	Marshall Twp - Computer Maint & Repair	$61.68		
400-000-3321	Marshall Twp - Consolidated Communications	$142.59		
400-000-4450	Marshall Twp - Shred-It	$16.50		
404-000-3314	Marshall Twp - BCCZ-MTMSA Bond 2015	$109.00		
400-000-2210	Marshall Twp - Office Depot-Supplies	$54.96		
400-000-2210	Marshall Twp - Envelopes	$601.90	13780	$14,173.67
427-065-3361	Penn Power - Greenbriar 11/12-12/9/15	$641.95		
427-066-3361	Penn Power - Valley 11/11-12/9/15	$453.90		
427-064-3361	Penn Power - Thorn Hill 11/10-12/9/15	$19.72	13781	$1,115.57
400-000-4450	Precision Copy Products - Montly Main 10/30-11/29	$37.16	13782	
427-000-4450	Rusty Killen - Installation of 3 Curb Boxes-Pikemont	$1,863.43	13783	

400-000-2345	S&T Bank - Postage	$6.25		
480-000-8316	S&T Bank - Workshop	$145.00		
480-000-8316	S&T Bank - Parking	$6.00		
400-000-2345	S&T Bank - Postage	$1.20	13784	$158.45
400-000-3341	Tribune - Inv 6220942 Request for Sealed Bids	$116.84	11385	
364-000-1501	William John & Joanne Smisko - Rfd FB-140 Pikemont	$60.88	11386	
437-000-2231	WL Davison Auto & Truck - Inspection-Sewer Truck	$38.50	11387	
230-000-0201	Marshall Township - 4th Quarter Lien Letters	$305.00		
230-000-0201	Marshall Township - Payroll-Dec	$11,062.99		
400-000-3119	Marshall Township - UMPC	$1,616.15		
437-000-2231	Marshall Township - BC/MTMSA Truck	$38.46		
400-000-3119	Marshall Township - Met Life	$115.45		
400-000-3321	Marshall Township - Verizon Wireless	$54.64		
400-000-3119	Marshall Township - Lincoln National	$134.06		
400-000-3119	Marshall Township - Highmark	$15.99		
400-000-4450	Marshall Township - Computer Maint & Repair	$125.52		
400-000-4450	Marshall Township - Shred-It Monthly Service	$16.50		
400-000-2210	Marshall Township - Office Supplies	$8.89		
437-000-2251	Marshall Township - BC - 2015 Mileage Reimbursement	$1,307.98		
437-000-2251	Marshall Township - AW -2015 Mileage Reimbursement	$153.12		
400-000-2210	Marshall Township - Office Supplies	$21.00		
230-000-0201	Marshall Township - Credit for Overpayment	-$21.50		

Total	$54,011.39
Operating Costs	
Capitol Costs	
Project Costs	
Transfers	

Respectfully submitted,

Alice Weigand

Alice Weigand
Bookkeeper

MARSHALL TOWNSHIP MUNICIPAL SANITARY BOARD **12/31/2015**

Alice Weigand, Bookkeeper

December 2015 Balance Sheet Report

Prepared for December Meeting

Checking Account - WesBanco

	Balance 11/30/15		**$1,692,435.11**
Operating Activities	Receipts - Residential User Fees	$117,021.24	
	Receipts - Commercial User Fees	$60,125.99	
	Lien Placement - fee reimbursement	$141.50	
	Jordan Tax - reimbursement of fees	$617.92	
	Engineering Reimbursement	$2,609.78	
	Legal & Engineering-Park at Marshall		
	Prior line Assessment	$90.91	
	Misc - dye test pmts due to McCandless	$840.00	
	Penalty & Interest - past due user fees	$141.95	
	Misc. Operating Receipts	$1,162.43	
	Total Operating Receipts:	**$182,751.72**	
Capital Activities	Receipts - Residential Tap in Fees	$70,454.88	
	Receipts - Commercial Tap in Fees	$6,682.00	
	Receipts - Addl-Commercial Tap in Fees		
	Residential Tap-in Fees - Receivable		
	Misc. Capital Receipts - Chapel Hill		
	Pine Acres - Principal Repayment	$558.84	
	Pine Acres - Interest Repayment	$423.25	
	Receipts - other	$1,221.26	
	Interest	$151.85	
	Total Capital Receipts:	**$79,492.08**	
	Total - all receipts	$262,243.80	
	Monthly Operating Expenses/deductions from checking	($54,011.39)	
	Monthly Capital Expenses		
	Transfer to CD		
	Balance 12/31/15		**$1,900,667.52**

Builders MoneyMarket at WesBanco

	Balance 1/30/15		**$2,052.15**
	Sciulli - Maintenance Bond	$2,052.15	
	Interest	$0.17	
	Balance 12/31/15		**$2,052.32**

Certificate of Deposit ESE WesBanco

Balance 04/30/15		**$301,879.74**
Interest (Posted at Maturity)		**$2,310.60**
Balance 12/31/15		**$304,190.34**

PLGIT Account

Balance 11/30/15		**$31,429.49**
Residential User Fee - credit cd pmt	$3,151.04	
Interest	$2.90	
Balance 12/31/15		**$34,583.43**

Total funds held in WesBanco	**$2,204,857.86**
Total fund held in PLGIT	**$34,583.43**

Hefren-Tillotson:

Market Value 11/30/15		**$2,501,804.98**
Interest/Earnings	$315.04	
Realized Gains		
Unrealized Gains	$681.00	
Market Value 12/31/15		**$2,502,801.02**

Total balance MTMSA Accounts 11/30/15	**$4,529,859.92**
Total balance MTMSA Accounts 12/31/15	**$4,742,242.31**
includes CDs and Money Market Funds	

Respectfully submitted,

Alice Weigand

Alice Weigand, Bookkeeper

Builder Escrow Funds. See attached spreadsheets for details.

Chapel Hill (Three Rivers)	$2,280.06
Emerald Fields	$17,028.94
Fairmont Square	$18,854.14
Innovations Ridge -	$248.97
S Hammel	$827.45
Park at Marshall	$4,385.24
Pleasant Hill Estates	$1,181.44
Marshall Estates Legal & Engineering Balance	$778.43
Northtowne Estates Legal & Engineering Balance	$1,966.18
Thorn Hill Associates	$4,532.50
Vill at Marshall Ridge	
Vill at Marshall Ridge Performance Bond	$2,374.52
Spirit of Pine	$4,405.00
Venango Trails	
Rohrich Benlty	$4,957.50
White Tail Crossing	$5,000.00
Balance 12/31/15	**$68,820.37**

L&E Fees Invoiced

Venango Trial - Billed 12/16/15 $960.38

MTMSA MANAGER REPORT
January 26, 2016

RESIDENTIAL PERMITS: Venango Trails - Lot 235,236,336,337,343,348
Village at Marshall Ridge – Lots 7A,B,C, 27A,B,C; Park at Marshall - 3 townhouse units

COMMERCIAL PERMITS: none **WELL WATER METERS:** none

INSPECTIONS: Venango Trails - Lots 159,352; Emerald Fields - Lots125; 173 Thorn Hill Road
Pleasant Hill Estates – Lot 6; Woodhurst Terrace – Lot 6

DEDUCT METERS:
none

OCCUPANCY PERMITS:
Venango Trails - Lots 227,228,342; 173 Thorn Hill Road
Emerald Fields – Lots 106,120, 224,233

SEWER LINE EXTENSIONS:

-**Autumn Grove** - awaiting execution of "Legal & Engineering Agreement"

-**Emerald Fields Ph. 3** - executed "Sewer Line Extension Agreement"; construction underway

-**Fairmont Square** - executed "Sewer Line Extension Agreement"; construction underway

-**Innovation Ridge Rev. 3** - executed "Sewer Line Extension Agreement"; construction underway

-**Marshall Estates** – executed "Legal and Engineering Agreement"; awaiting engineered plans for drafting of "Sewer Line Extension Agreement"

-**Park at Marshall Ph. 1** - Conditional Acceptance until 5/2017; **Final Inspection 3/2017**

-**Park at Marshall Ph. 2** - executed "Sewer Line Extension Agreement"; awaiting construction

-**Pleasant Hill Estates** - Conditional Acceptance until 9/2016; **Final Inspection 7/2016**

-**Randall Extension** - awaiting execution of "Legal & Engineering Agreement"

-**Rohrich Bentley** - executed "Legal and Engineering Agreement; awaiting execution of "Sewer Line Extension Agreement"

-**Spirit of Pine** - executed "Legal and Engineering Agreement; awaiting execution of "Sewer Line Extension Agreement"

-**Thorn Hill Associates** - executed "Legal and Engineering Agreement; awaiting execution of "Sewer Line Extension Agreement"

-**Venango Trails Phase 3A – Recommendation for Conditional Acceptance**

-**Village at Marshall Ridge Phase 3** - Conditional Acceptance until 3/2017; **Final Inspection 1/2017**

-**Warrendale Pointe** – Conditional Acceptance until 9/2016; **Final Inspection 7/2016**

- **White Tail Crossing** - executed "Legal and Engineering Agreement; awaiting finalization of "Sewer Line Extension Agreement"

Equipment, Infrastructure, Manholes & Lines: See Mr. Dickson's Report.

Finances: See attached reports. **Personnel:** Nothing to Report

Respectfully submitted,

William B. Campbell, Manager

FIELD MAINTENANCE SUPERVISOR REPORT

January 26, 2016

To: MTMSA Board

From: Bruce Dickson, Field Maintenance Supervisor

Equipment, Infrastructure, Manhole & Lines

- **Greenbriar Pump Station:**

  Station is operating normally.

- **Valley Road Pump Station:**

  Station is operating normally.

- **Sewer Maintenance: Equipment, Infrastructure, Manholes & Lines:**

  1. Continue to respond to PA One Calls.
  2. Met with several contractors throughout the month to discuss their projects and impact to the system
  3. Cleared and maintained driveways to Greenbriar and Valley Pump Stations
  4. Encountered issues with manhole lid elevations while snow plowing Venango Trails. Will discuss with engineer to determine how to alleviate issues.