



MINUTES OF THE MONTHLY MEETING

MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

APRIL 12, 2016

7:00 PM

The Marshall Township Municipal Sanitary Authority held its rescheduled Regular Meeting, as publicly noticed, 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
Others:	Michelle Bryan Megan Gebrosky

Mr. Troy called the meeting to order at 7:00 PM.

PUBLIC COMMENT

None

2015 AUDIT-MAHER DUESSEL PRESENTATION

Michelle Bryan, Senior Manager and Megan Gebrosky, Senior on the Engagement of the MTMSA's 2015 Audit, reviewed their findings with the Board. Ms. Bryan stated that their responsibility is to issue the financial statements in accordance with Generally Accepted Accounting Principles. The actual adoption of the accounting principles is management's responsibility. Ms. Bryan stated there were no difficulties performing the audit. There were no disagreements with management during the audit. The statements presented are still in draft form. The audit will be issued in a final format after Board approval and representation is received from management.

Ms. Gebrosky reviewed the financial statements with the Board, including assets and liabilities. Ms. Bryan stated that a new GASB standard regarding assets and liabilities was implemented 2 or 3 years ago. Ms. Bryan and Ms. Gebrosky reviewed with the Board

various parts of the audit, including issues regarding depreciation recapture and cash versus accrual based accounting principles. MTMSA Board is to review draft Audit and provide any comments or suggested revisions prior to final consideration for approval at its May Meeting.

EXECUTIVE SESSION

MR. GILSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION TO CONFER WITH COUNSEL ABOUT VARIOUS POTENTIAL DISPUTES AT 7:45 PM. SECONDED BY MR. CANDEK. VOTE IN FAVOR WAS UNANIMOUS (5-0).

AT 8:47 MR. GILSON MOVED TO EXIT EXECUTIVE SESSION AND RESUME THE AUTHORITY'S PUBLIC MEETING. MR. SHULTZ SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

OLD BUSINESS

Confirm and adopt actions taken by the Board at the February 23, 2016 Meeting-

MR. TROY MADE THE FOLLOWING MOTION:

At the meeting of the Board which took place on February 23, 2016, the Board took various actions including: approving the Revised 2016 Budget which includes changes in salary; as the sewer line installation has been completed, tested and inspected, conditionally accepting the Emerald Fields Phase 3 Project and the reducing of the performance bond from \$408,077 to \$61,211; approving the January, 2016 meeting minutes; approving the expenditures for January, 2016; approving the Financial Statements for January, 2016; and approving the Manager, Field Maintenance Supervisor, Solicitor and Engineer's reports for February. I NOW MOVE that each of those actions which occurred at the February 23, 2016 meeting be approved, confirmed and adopted by the Board.

MR. CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Review of Action Items from the February 23, 2016 Meeting.

Review Debt Service Funds-

Mr. Campbell investigated PLGIT Insurance for establishment of Debt Service Fund. Mr. Campbell reviewed proposed return rates and advised that WesBanco was able to provide MTMSA with a better Debt Service Fund rate than PLGIT. Mr. Campbell's recommendation is to transfer the necessary Annual Total Debt Service Funds from

MTMSA's existing WesBanco account into a separate WesBanco account at this time and at the beginning of the year on an annual basis. Rates can be monitored on an annual basis to determine if more advantageous rates are available elsewhere.

MR. GILSON MADE A MOTION TO CREATE A NEW WESBANCO ACCOUNT AND TRANSFER THE ANNUAL DEBT SERVICE FUNDS TO THAT ACCOUNT ON AN ANNUAL BASIS. MR. CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Review 2016 Maintenance Project-Manhole Lid Replacement-

Mr. Campbell reviewed the Proposal from State Pipe Services, Inc. The Proposal is to replace 76 existing manhole frames and covers with new water-tight frames and covers. These manholes were indentified to be in the flood plain and at risk to be inundated with water if there were a significant rain event. The proposal is based upon North Hills COG pricing. Mr. Gazdik reviewed the proposal and believes it to be a reasonable price. Mr. Gazdik stated State Pipe would conduct an assessment and provide a report on each lid prior to ordering. The old castings would become property of State Pipe except for 12 of the castings that are in better condition to be stored by MTMSA for future use.

MR. GILSON MADE A MOTION TO PROCEED WITH THE PROPOSAL FROM STATE PIPE SERVICES, INC. FOR \$63,200.00. MR. HARVEY SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

NEW BUSINESS

Review Commonwealth Meter Remote Reading/Replacement Equipment-

The Commonwealth Meter, located along Brush Creek, is MTMSA's main point of connection with Cranberry containing approximately 95% of MTMSA's flow. The Board had asked Mr. Campbell and Mr. Gazdik to see if a remote monitoring system with a high level warning could be installed at that location. The system would provide notification of high flows and provide an opportunity to immediately investigate if maintenance is required and better understand MTMSA's peak flows during high flow occurances. The Mission Control remote monitoring system is recommended and was previously reviewed with the Board. The estimated cost is \$4,610.

Mr. Gazdik and Mr. Campbell inspected the Commonwealth Meter and discovered a flume was not located within the manhole, but in the pipe directly downstream of the manhole. Mr. Gazdik provided the Board with photos of the flume and the manhole. Mr. Gazdik sent the photos to a few flow monitoring experts for their review. KWM Controls indicated it is a Leopold Lagco Flume. Information concerning the Leopold Lagco flume was also provided to the Board.

KWM Controls conducted a meter calibration on March 21, 2016 and recommended that the existing meter be replaced. KWM's cost estimate is \$2,995, which includes installation of the meter.

Mr Gazdik recommends replacing the entire monitoring manhole with a pre-manufactured fiberglass parshall flume that is lab-tested, calibrated and accurate. The estimated cost of a new monitoring manhole is \$60,000. Mr. Gadzik recommends putting the project out for bid. Mr. Campbell recommended purchasing the Mission Control System at this time and addressing the metering manhole in next year's budget. The Board would like to see a proposed bid package and costs before proceeding.

MR. GILSON MADE A MOTION TO AUTHORIZE MR. GADZIK TO PUT THE SPECIFICATIONS FOR BID TOGETHER. MR. SCHULTZ SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

Review Cranberry Township 2016-2018 Rate Calculation-

MTMSA pays a rate to Cranberry Township to treat sewage derived from the MTMSA Service Area. MTMSA's 2013-2015 rate to Cranberry was \$2.75 per thousand gallon. Mr. Campbell reviewed Cranberry Township 2016-2018 Rate Calculation with the Board. As proposed by Cranberry, MTMSA's 2016-2018 rate would increase from \$2.75 per thousand gallon to \$3.75. Mr. Campbell reviewed MTMSA's correspondence to Cranberry which included MTMSA's suggested revisions to the calculation. With the suggested revisions, MTMSA's Estimated Rate Calculation for years 2016-2018 would change from \$3.75 to \$3.46. The Board requested Mr. Campbell continue the review of Cranberry's Rate Calculation. Mr. Gilson would like Mr. Campbell to analyze if MTMSA should increase its rates as a result of Cranberry's 2016-2018 Rate Calculation.

REPORTS

- January 2016 Reorganization Meeting Minutes
- February 2016 Meeting Minutes
- February 2016 Expenditures
- February 2016 Financial Statement
- March 2016 Expenditures
- March 2016 Financial Statement
- Manager's Report - Please see written report
- Field Maintenance Supervisor's Report – Please see written report
- Solicitor's Report – none

-Engineer's Report --

- Mr. Gazdik provided an update on the Greenbriar pump station repair project. The pump and the panel have been ordered. Materials are being reviewed. They will be providing a schedule to Mr. Gazdik for the project. Plans are to proceed in July and August.

MR. SCHULTZ MADE A MOTION TO ACCEPT THE REPORTS AS WRITTEN WITH ONE CHANGE ON THE FEBRUARY 2016 FINANCIAL STATEMENT. SECONDED BY MR. HARVEY. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

-Miscellaneous Correspondence

Several items of correspondence were reviewed with the Board.

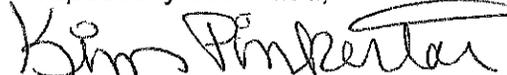
Mr. Schultz had questions regarding a Land Development Review Letter for the proposed Waters Senior Living Facility. The letter contained a Tapping Fee calculation based upon the proposed facility being solely a senior living facility. Mr. Schultz believes the facility will include apartments and the Tapping Fee should therefore be calculated as apartments. Mr. Campbell will review and report to the Board.

ADJOURN

MR. GILSON MOTIONED TO ADJOURN AT 10:35 P.M. SECONDED BY MR. SCHULTZ. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

NEXT MEETING IS SCHEDULED FOR : Tuesday May 31, 2016 at 7:00 P.M.

Respectfully submitted,



Kimberly Pinkerton