



## MINUTES OF THE MONTHLY MEETING

### MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

FEBRUARY 23, 2016

7:00 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
Others:	Francois Bitz

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

#### **PUBLIC COMMENT**

Mr. Bitz stated that he is not receiving MTMSA emails. He also pointed out that the meeting was not posted on the calendar on the website.

Mr. Bitz had a question regarding the Greenbriar Pump station and if it was the reason for rate increases. Mr. Campbell explained that the rate increase was primarily due to additional debt service. Mr. Bitz questioned how additional unforeseen expenses are handled. Mr. Campbell explained that any costs for additional maintenance on existing infrastructure are shared by all customers through user fees.

Mr. Bitz wanted to know if a decision had been made regarding whether the proposed Autumn Grove subdivision can connect into the portion of MTMSA's system that flows into the Brush Creek Watershed and eventually to Cranberry Township for treatment. Mr. Lennen stated that a decision has not been made at this time other than that MTMSA's existing regulations state that sanitary sewer line extensions cannot cross watershed boundaries. Mr. Gilson stated that planning module approvals in the Brushcreek Watershed, may be limited in the future due to capacity issues.

Mr. Bitz was informed that the Marshall Township Board of Supervisors does not have the authority to reverse decisions regarding sewage that are decided by MTMSA's Board.

### **EXECUTIVE SESSION**

**MR. GILSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:07 PM. TO DISCUSS A PERSONNEL MATTER . SECONDED BY MR. SHULTZ VOTE IN FAVOR WAS UNANIMOUS (5-0).**

**AT 7:15 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**

#### **Review of Action Items**

##### **Debt Service Fund**

A Memorandum was presented summarizing the proposed return rates from account providers for creating a new Debt Service account. PLGIT had the highest proposed rate of .38%. Mr. Campbell recommended transferring the necessary Annual Total Debt Service Funds into an account with the Pennsylvania Local Government Investment Trust (PLGIT) at this time and at the beginning of the year on an annual basis. MTMSA has an existing account with PLGIT and can transfer the necessary funds from the existing WesBanco account.

Rates can be monitored on an annual basis to determine if more advantageous rates are available elsewhere.

**MR. GILSON MADE A MOTION TO TRANSFER THE DEBT SERVICE FUNDS FROM WESBANCO TO PLGIT. MR. CANDEK SECONDED.**

Mr. Candek questioned if PLGIT is covered by FDIC or if they are self insured. Mr. Campbell will look into what insurance PLGIT is carrying.

**MR. GILSON RESCINDED THE MOTION TO TRANSFER THE DEBT SERVICE FUNDS FROM WESBANCO TO PLGIT TO INVESTGATE INSURANCE LIMITATIONS. MOTION WAS TABLED.**

Mr. Campbell reviewed MTMSA's existing Debt Service payments and due dates. Once created, the Debt Service fund account will be provided on future Financial Statements. The 2016 Debt Service totals \$879,342.22. The annual Debt Service for Series 2012A Bond lasts until 2026. The Cranberry Lease Agreement Debt Service payments will continue this year and three quarters in 2017 as per MTMSA's Agreement with Cranberry. The first payment due date for the 2015 Series Bond is April

1<sup>st</sup> 2016. The 2012 Bond debt service payment is also due on April 1<sup>st</sup>. The second payment on both bonds are due October 1<sup>st</sup>. April 1<sup>st</sup> will be the interest payment. The October 1<sup>st</sup> payment will be the Interest and Principle payments. 2015's estimated Budget surplus of \$867,000 will go into the Debt Service account and nearly cover the Debt Service fro 2016.

### **Revised 2016 Budget**

Includes changes in salaries.

**MR. CANDEK MADE A MOTION TO APPROVE THE REVISED MTMSA 2016 BUDGET. MR. HARVEY SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).**

### **NEW BUSINESS**

#### **Emerald Fields Phase 3-**

The sewer line installation has been completed. It has been tested and inspected.

**MR. GILSON MADE A MOTION FOR CONDITIONAL ACCEPTANCE AND REDUCTION OF PERFORMANCE BOND FROM \$408,077.00 TO \$61,211.00. MR. CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).**

### **REPORTS**

#### **-Approve January 2016 Meeting Minutes**

**MR. SCHULTZ MOVED TO APPROVE. MR. HARVEY SECONDED. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).**

#### **-Expenditures for January 2016**

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

#### **-Financial Statement for January 2016**

**MR. SHULTZ MOVED TO APPROVE. SECONDED BY MR. GILSON. 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 –**

-Greenbriar Pump Station Project - Some submittals have been received from the contractor and are under review. There were a few questions on the pump submittals which have gone back to the manufacturer for answers. Once the submittals are approved and ordered, it will be a few months before delivery and beginning of construction.

Mr. Gazdik and Mr Campbell are working on the Chapter 94 Wasteload Management Report for Cranberry.

-Mr. Gilson had a question regarding manholes located in the floodplain. Mr. Gazdik stated that a GIS evaluation has been done on all the manholes in the floodplain and they are prioritizing those that should be worked on first. Sealing all the manholes would be outside the budget for this year so a third of the manholes will be taken care of this year. Mr. Gazdik will provide a detailed report next month before proceeding.

-Commonwealth Meter - Mr. Gazdik is trying to obtain details on the flume and the initial construction of the existing metering station from Cranberry. Some background information is needed before moving ahead with the project.

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

**-Miscellaneous Correspondance**

-Registration for the PMAA Board Member Training

**MR. GILSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION AT 8:01 P.M. SECONDED BY MR. HARVEY. 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 March 29th, 2016 at 7:00 P.M.**

Respectfully submitted,



Kimberly Pinkerton