MINUTES OF THE MONTHLY MEETING

MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

June 28, 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
Recording Secretary:	Kimberly Pinkerton

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

EXECUTIVE SESSION

MR. GILSON MADE A MOTION TO ENTER INTO EXECUTIVE SESSION AT 7:00 PM TO CONFER WITH COUNSEL AND DISCUSS VARIOUS POTENTIAL DISPUTES. SECONDED BY MR. CANDEK. VOTE IN FAVOR WAS UNANIMOUS (5-0).

AT 7:19 MR. GILSON MOVED TO EXIT EXECUTIVE SESSION AND RESUME THE AUTHORITY'S PUBLIC MEETING. MR.CANDEK SECONDED. VOTE IN FAVOR WAS UNANIMOUS (5-0).

PUBLIC COMMENT

None

OLD BUSINESS

Review of Action Items
-Mr. Campbell will draft a Rate Increase Resolution and present it at the next meeting.

Resolution has been prepared and is being presented at the meeting.

-Review Cranberry Township 2016-2018 Rate Calculation.
Mr. Campbell contacted Cranberry and did not hear back from them. He will report back at the next meeting.

-Review proposed Waters Senior Living Facility Tapping Fee calculation and determine if it should be calculated as a senior living facility, apartments, or a combination of the two.

Mr. Campbell sent the Developer and Engineer correspondence stating that the Board had reviewed the proposed land development and that the tapping fees would be separated, each living unit in the apartment section would be charged a tapping fee and a tapping fee would be required for the institutional part. Also, each living unit will be charged a base User Fee. Mr. Campbell has not received a response at this time.

NEW BUSINESS

Resolution 193 –User Fee Increase

MR. GILSON MADE A MOTION TO APPROVE RESOLUTION 193. MR. CANDEK SECONDED. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Fairmont Square-motion to grant Conditional Acceptance and release $190,522.00 Performance Bond.

MR. SHULTZ MADE A MOTION TO APPROVE THE GRANT OF CONDITIONAL ACCEPTANCE AND RELEASE THE $190,522.00 PERFORMANCE BOND FOR FAIRMONT SQUARE. MR HARVEY SECONDED. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Venango Trails Phase 3B motion to reduce Performance Bond from $140,700.00 to $21,105.00.

Mr. Campbell reported that the sewer line has been completed, but Mr. Gazdik would like to verify with the inspectors that it was completed correctly.

MR. GILSON MADE A MOTION TO REDUCE THE PERFORMANCE BOND FROM $140,700.00 TO $21,105.00 UPON APPROVAL OF CONSULTING ENGINEER. MR SCHULTZ SECONDED. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Review possible Swimming Pool Credit regulations.

Mr. Campbell has received several calls requesting Swimming Pool Credits. Mr. Campbell stated that Cranberry Township does provide a Swimming Pool Credit, which is based on previous usage averaged out over three quarters. McCandless Sanitary Authority provides a Swimming Pool Credit as well, but requires a Deduct Meter be installed. After discussion, the Board advised that it is not in favor of a Swimming Pool Credit and noted, among other things, concerns that the water from the pools can be diverted into a Sanitary Drain.

REPORTS

-May 2016 Meeting Minutes

-May 2016 Expenditures

-May 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 – not available

Mr. Campbell reported that the Greenbriar Pump Station construction is scheduled to commence in July. The water-tight manhole sealing project is also scheduled to commence in July.

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

-Miscellaneous Correspondence
Notification of Voting Delegate & Alternate from PMAA.
Final Audit Report
PMAA Monthly Newsletter

ADJOURN

MR. SCHULTZ MOTIONED TO ADJOURN AT 8:00 P.M. SECONDED BY MR. GILSON. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

NEXT MEETING IS SCHEDULED FOR: Tuesday July 26, 2016 at 7:00 P.M.

Respectfully submitted,

Kimberly Pinkerton

MEMORANDUM

TO: MTMSA Board
FROM: Alice Weigand, Bookkeeper
SUBJECT: Expenditures for Approval
DATE: May 31, 2016

Acct #	Payee and Description	Amount	Check #	
427-066-3362	Columbia Gas - Valley - 2/25-3/28/16	$22.74	13861	
427-066-3321	Consolidated - Valley - 4/16-5/15/16	$84.06		
400-000-3321	Consolidated - Fax - 4/16-5/15/16	$29.34	13862	$113.40
427-035-4450	Economy - Treatment - Inv 1215 - December	$2,177.53		
427-035-4450	Economy - Treatment - Inv 116 - January	$1,959.34	13863	$4,136.87
437-000-2231	Guttman Oil Co - Inv 30449 - March	$39.10	13864	
427-036-4450	Jordan Tax - Inv 3-31 Title Searches/Filing Liens	$128.00		
427-036-4450	Jordan Tax - Inv 3-C-#137 Commission/CostsFees	$376.85	13865	$504.85
427-066-4450	MTSA - Inv 8-10 - Feb - Valley Monthly Maintenance	$351.71		
427-065-4450	MTSA - Inv 8-10 - Feb -Greenbriar Monthly Maint	$351.71		
427-065-4450	MTSA - Inv 8-10 - Feb - Greenbriar Pump Installation	$596.76		
427-065-4450	MTSA - Inv 8-10 - Feb -Pinewood Lane Backup	$3,055.44		
427-066-4450	MTSA - Inv 12-14 - March - Valley Monthly Maintenance	$581.11		
427-065-4450	MTSA - Inv 12-14 - March - GB- Monthly Maintenance	$496.35	13866	$5,433.08
400-000-3321	PA One Calls - Inv 0000676500 - Supplemental Calls	$20.25	13867	
427-062-3361	Penn Power - Quail Crossing - 3/12-4/13	$20.05		
427-064-3361	Penn Power - Thorn Hill - 3/12-4/12	$19.81		
427-066-3361	Penn Power - Valley 3/15-4/11/16	$453.53		
427-065-3361	Penn Power - Greenbriar 3/12-4/13	$357.18	13868	$850.57
400-000-4450	Precision Copy Products - Inv IN38881 - March Maint	$25.82		
400-0004450	Precision Copy Products - Inv IN40740 - April Maint	$30.38	13869	$56.20
400-000-3341	Tribune Review - Inv 6285078 Notice of Montly Meetings	$13.50		
400-000-3341	Tribune Review - Inv 6287598 Notice of Apr Meeting	$15.75	13870	$29.25
427-035-4450	West View Water Authority - Greenbriar	$7.21	13871	
480-000-8316	Alleg Cty Dept of Real Estate - Inv SA1051-Rcdng Fee	$162.00		
480-000-8316	Alleg Cty Dept of Real Estate - Inv SA1052-Rcdng Fee	$162.00	13872	$324.00
427-066-3362	Columbia Gas - Valley 3/28-4/26/16	$23.02	13873	
400-000-3321	Consolidated Communications - Valley 5/16-6/15/16	$84.06	13874	
364-000-1501	Dale Kozminski - Refund Final- 79 Shenot	$115.45	13875	
248-785-0248	Eckert Seamans - Inv 1216095 - Thorn Hill - Feb & Mar	$114.00		
404-000-3314	Eckert Seamans - Inv 1216095 - General	$4,532.50	13876	$4,646.50
427-033-4450	Economy - Inv 216 - February Treatment	$2,112.90		
427-033-4450	Economy - Inv 316 - March Treatment	$2,019.13	13877	$4,132.03
427-000-4450	Grainger - Inv 9095556669 - Pump	$173.21	13878	
248-320-0248	Groundwork Civil - Inv 253 Fairmont Square Apr/Mar	$287.28		
408-000-3311	Groundwork Civil - Inv 253 Venango Trail Apr/Mar	$894.42		
408-000-3311	Groundwork Civil - Inv 253 General Apr/Mar	$4,084.56	13879	$5,266.26
437-000-2231	Guttman Oil Company - Inv 40443 Gasoline/April	$78.32		
437-000-2231	Guttman Oil Company - Inv 50157 Gasoline/May	$75.89	13880	$154.21
364-000-1502	Harmony Holding Ltd - Ref FB - 110 Northgate Dr	$15.70	13881	
364-000-1501	Jason Mentel - Ref FB - 196 Wheatland Road	$143.02	13882	
427-036-4450	Jordan Tax Service - Inc 4-2 Schs/Prpring/ Fing Lien	$128.00	13883	
230-000-0201	Marshall Township - Refund - Posted in Error	$41.00	13884	

230-000-0380	McCandless Twp - Inc 43 - 5 Dye Tests	$840.00	13885	
400-000-2210	Office Depot - Inv 836318127001 Office Supplies	$31.49		
400-000-2210	Office Depot - Inv 836317961001 Office Supplies	$90.82	13886	$122.31
400-000-3321	PA ONE Calls - Inv 0000680067 Supplemental Mssges	$48.10	13887	
427-066-3361	Penn Power - Valley 4/15-5/11/16	$350.89		
427-062-0061	Penn Power - Quail Crossing 4/14-5/11/16	$19.83		
427-065-3361	Penn Power - Greenbriar 4/14-5/15/16	$296.76		
427-064-3361	Penn Power - Thorn Hill 4/13-5/12/16	$19.42	13888	$686.92
364-000-1501	Ron Sofranko - Ref FB - 415 McKean Drive	$26.64	13889	
364-000-1502	Schwinn - Ref FB - 17015 Perry Hwy	$165.60	13890	
480-000-8316	S&T Bank - Parking	$8.00		
480-000-8316	S&T Bank - Supplies	$15.89		
400-000-2345	S&T Bank - Postage	$0.42	13891	$24.31
364-000-1501	Timothy Wu & Angela Li - Ref FB - 345 Providence Dr	$95.57	13892	
400-000-3341	Tribune Total Media - Inv 000001706288 Advertisement	$13.50		
400-000-3341	Tribune Total Media - Inv 000001709437 Advertisement	$15.75	13893	$29.25
364-000-1501	Steven & Vicki Vannberstein - Ref FB - 112 Registry	$26.64	13894	
427-035-4450	West View Water - Inv 128-16 SW Billings - Fb/Mr/Apr	$360.00	13895	

Total	$28,885.30
Operating Costs	
Capitol Costs	

Respectfully Submitted,

Alice Weigand

Alice Weigand, Bookkeeper

MARSHALL TOWNSHIP MUNICIPAL SANITARY BOARD
Alice Weigand, Bookkeeper
May 2016 Balance Sheet Report
Prepared for June Meeting

5/31/2016

Checking Account - WesBanco

	Balance 04/30/16		**$1,995,790.07**
Operating Activities	Receipts - Residential User Fees	$98,494.11	
	Receipts - Commercial User Fees	$14,574.30	
	Lien Placement - fee reimbursement		
	Jordan Tax - reimbursement of fees		
	Engineering Reimbursement		
	Legal & Engineering		
	Prior line Assessment		
	Misc - dye test pmts due to McCandless	$2,847.54	
	Penalty & Interest - past due user fees		
	Venango-Legal & Engineering	$9,000.00	
	Rohrich-Legal & Engineering	$3,500.00	
	Misc. Operating Receipts	$1,393.41	
	Total Operating Receipts:	**$129,809.36**	
Capital Activities	Receipts - Residential Tap in Fees	$63,479.00	
	Receipts - Commercial Tap in Fees	$0.00	
	Receipts - Addl-Commercial Tap in Fees		
	Residential Tap-in Fees - Receivable		
	Misc. Capital Receipts - Chapel Hill		
	Pine Acres - Principal Repayment	$82.76	
	Pine Acres - Interest Repayment	$115.25	
	Receipts - other	$1,900.00	
	Interest	$139.58	
	Total Capital Receipts:	**$65,716.59**	
	Total - all receipts	$195,525.95	
	Monthly Operating Expenses/deductions from checking	($28,885.30)	
	Monthly Capital Expenses		
	Transfer to Debt Service Checking	($714,604.37)	
	Balance 05/31/16		**$1,447,826.35**

Sciulli Maintenance Bond at WesBanco

Balance 04/30/16		**$2,052.99**
Interest	$0.17	
Balance 05/31/16		**$2,053.16**

Village@Marshall Ridge Performance Bond at WesBanco

Balance 04/30/16		**$2,375.30**
Interest	$0.20	
Balance 05/31/16		**$2,375.50**

Certificate of Deposit at WesBanco		
Balance 04/30/16		**$306,174.05**
Interest (Posted at Maturity)		
Balance 05/31/16		**$306,174.05**
Debt Service Fund at WesBanco		
Balance 04/30/16		**$0.00**
Transfer from Checking	$714,604.37	
Interest	$148.39	
Balance 5/31/16		**$714,752.76**
PLGIT Account		
Balance 04/30/16		**$43,879.74**
Residential User Fee - credit cd pmt	$2,942.87	
Interest	$10.12	
Balance 05/31/16		**$46,832.73**
Total funds held in WesBanco		**$1,754,000.40**
Total fund held in PLGIT		**$46,832.73**
Hefren-Tillotson:		
Market Value 04/30/16		**$2,513,740.79**
Interest/Earnings	$15.73	
Realized Gains		
Unrealized Gains(loss)	$468.75	
Market Value 05/31/16		**$2,514,225.27**

Total balance MTMSA Accounts 04/30/16	**$4,864,012.94**
Total balance MTMSA Accounts 05/31/16	**$4,319,487.06**
includes CDs and Bonds	

Respectfully submitted,

Alice Weigand

Alice Weigand, Bookkeeper

Builder Escrow Funds. See attached spreadsheets for details.

Chapel Hill (Three Rivers)	$2,280.06
Emerald Fields	$6,649.04
Fairmont Square	$13,815.36
Innovations Ridge -	$248.97
Marshall Estates Legal & Engineering	$778.43
Park at Marshall	$4,385.24
Pleasant Hill Estates	$1,181.44
Rohrich Benity	$8,372.50
S Hammel	$827.45
Spirit of Pine	$4,315.00
Thorn Hill Associates	$3,970.00
Venango Trail	$8,105.58
White Tail Crossing	$4,638.15
Balance 05/31/16	**$59,567.22**

L&E Fees Invoiced

Performance Bonds:

Vill at Marshall Ridge Performance Bond	$2,375.50

MTMSA MANAGER REPORT **June 28, 2016**

RESIDENTIAL PERMITS: Venango Trails - Lot 372,375,422,447,448; Emerald Fields – Lot 304 137,139,141,143,145 Watson Drive

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

INSPECTIONS: Venango Trails - Lots 377,415,428; Village at Marshall Ridge – Lots 31 A, B, C Emerald Fields – Lots 132,340; Woodside Estates – Lot 206; 5209 Wexford Run Rd 201, 203, 205 Faulk Drive

DEDUCT METERS:
306 Groomes Ct.; 723 Franklin Rd.
610 Ciderberry Ln.

OCCUPANCY PERMITS:
Pleasant Hill Estates – Lot 12; Emerald Fields – Lot 138, 226
Venango Trails - Lots 336, 337, 343, 354;
Woodhurst Terrace – Lot 6; 138, 144 Watson Drive, 211 Faulk
Village at Marshall Ridge – 30 A & C; Hammel Building 3

SEWER LINE EXTENSIONS:

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

-Emerald Fields Ph. 3 - Conditional Acceptance until 8/2017; **Final Inspection 6/2017**

-Fairmont Square – recommendation for Conditional Acceptance

-Innovation Ridge Rev. 3 - construction & inspection completed; awaiting items for Conditional Acceptance

-Marshall Estates – 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**

-Rohrich Bentley - awaiting execution of "Sewer Line Extension Agreement"

-Spirit of Pine - executed "Sewer Line Extension Agreement"; awaiting construction

-Thorn Hill Associates - executed "Sewer Line Extension Agreement"; awaiting construction

-Venango Trails Phase 3A – Conditional Acceptance until 7/2017; **Final Inspection 5/2017**

-Venango Trails Phase 3B – construction completed; awaiting items for Conditional Acceptance

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

-The Waters Senior Living - executed "Legal and Engineering Extension Agreement"; awaiting finalization of "Sewer Line Extension Agreement"

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

- White Tail Crossing - awaiting execution 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

June 28, 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. Responded to several emergency One Calls outside of regular working hours.
  2. Continue to work with developers to field locate infrastructure prior to and during construction.