

MINUTES OF REORGANIZATION MEETING

MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

JANUARY 31, 2017

The Marshall Township Municipal Sanitary Authority held its Reorganization Meeting at the Marshall Township Municipal Building, 525 Pleasant Hills Road. Mr. Troy called the meeting to order at 7:00 PM. The following persons were present:

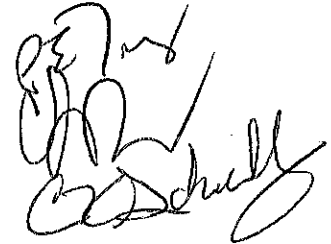
Authority Board: Phil Troy
Chris Gilson via phone
Jack Candek
John Harvey
Carl Schultz

Solicitor: Joel Lennen

Engineer: Art Gazdik

Manager: Bill Campbell

Recording Secretary: Kimberly Pinkerton



Appointment of Temporary Chairperson

MR. CANDEK MOVED TO APPOINT JOEL LENNEN AS TEMPORARY CHAIRPERSON. MR. HARVEY SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Appointment of Temporary Secretary - Kimberly Pinkerton

Mr. Lennen asked for nominations for temporary Secretary. **MR. TROY MOVED TO APPOINT KIMBERLY PINKERTON AS TEMPORARY SECRETARY. MR. CANDEK SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).**

Election of Chairperson

Mr. Lennen asked for nominations for Chairperson. **MR. CANDEK NOMINATED MR. TROY. MR. SCHULTZ SECONDED THE NOMINATION. THERE WERE NO OTHER NOMINATIONS. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).**

Mr. Lennen turned the meeting over to Mr. Troy.

Election of Vice-chairperson

Mr. Troy asked for nominations for Vice-Chairperson. **MR. CANDEK NOMINATED MR. GILSON. MR. SCHULTZ SECONDED THE NOMINATION. THERE WERE NO OTHER NOMINATIONS. VOTE IN FAVOR OF THE NOMINATION WAS UNANIMOUS (5-0).**

Election of Secretary/Treasurer

MR. CANDEK NOMINATED MR. SHULTZ FOR SECRETARY/TREASURER. MR. GILSON SECONDED THE NOMINATION. THERE WERE NO OTHER NOMINATIONS. VOTE IN FAVOR OF THE NOMINATION WAS UNANIMOUS (5-0).

Adoption of Robert Rules of Order, 10th Edition for Conduct of Meetings

MR. GILSON MOVED TO ADOPT THE ROBERT RULES OF ORDER, 10TH EDITION FOR CONDUCT OF MEETINGS. MR. CANDEK SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS.

Appointments:

Manager	William Campbell, compensation as budgeted
Assistant Treasurer	Jennifer Kinzler, compensation as budgeted
Assistant Treasurer	Jessica Drozd, compensation as budgeted
Assistant Secretary	Kimberly Pinkerton, compensation as budgeted
Bookkeeper	Alice Weigand, compensation as budgeted
Field Inspector	Bruce Dickson, compensation as budgeted
Solicitor	Joel Lennen, Eckert Seamans Cherin and Mellott, LLP, compensation per current rate schedule
Engineer	Art Gazdik, Groundwork Civil, LLC, compensation per current rate schedule

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

Depository	Hefren-Tillotson, PLGIT, WesBanco, Zion Bank
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MR. GILSON MOVED TO APPROVE THE ABOVE DEPOSITORIES. MR. HARVEY SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Advertising/Circulation

Pittsburgh Post-Gazette

MR. GILSON MOVED TO APPROVE ADVERTISING/CIRCULATION AS NOTED ABOVE. MR. HARVEY SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

At 7:08 PM, MR. GILSON MOVED TO ADJOURN THE REORGANIZATION MEETING. MR. HARVEY SECONDED THE MOTION. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

Respectfully submitted,

Kimberly Pinkerton



MINUTES OF THE MONTHLY MEETING

MARSHALL TOWNSHIP MUNICIPAL SANITARY AUTHORITY

January 31, 2017

7:08 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 via phone Carl Schultz, Secretary/Treasurer Jack Candek John Harvey
Solicitor:	Joel Lennen
Engineer:	Art Gazdik
Manager:	Bill Campbell
Assistant Secretary:	Kimberly Pinkerton
Others:	Lynn Beck, Finance Director

Mr. Troy called the meeting to order at 7:08 PM.

PUBLIC COMMENT

None.

NEW BUSINESS

-Lynn Beck, Finance Update

Ms. Beck reviewed the November and December 2016 Expenditures with the Board. November Expenditures were relatively high due to the \$62,400 Watertight Manhole Replacement Project. A payment was also made in error to Workmen's Comp. Ms. Beck is reviewing all invoices before checks are cut so errors can be avoided in the future.

The 2016 End of Year Actual vs. Budget Report was reviewed with the Board. The Full-Year Actual was completed on an accrual accounting basis, whereas the Budget was completed on a cash basis. The Annual Audit and the Books will be maintained on an accrual accounting basis. In the past the Board was given reports on a cash basis. Ms. Beck is trying to change the reporting for MTMSA and the Marshall Twp. so the auditors

are not required to make a lot of adjustments to convert from cash to accrual at the end of the year.

In comparison to 2015, 2016 operating revenues were up by approximately 15%. Operating Expenses were up by about 24%, with the main cause being treatment charges from Cranberry Township. Capitol Revenues were down from 2015 largely due to a decrease in tapping fees. However, 2016 actual tapping fees exceeded projections (\$485,000) by approximately \$100,000. MTMSA actually came in a bit higher at \$588,000. At this point Ms. Beck's records indicate 2016's Preliminary Net Income was approximately \$441,654, although there may be some additional adjustments once the audit is completed.

Ms. Beck reviewed the November and December 2016 Account Balances with the Board. Several questions were raised by the Board. Ms. Beck will provide revised reports for approval at the February 2017 meeting.

MR. CANDEK MADE A MOTION TO APPROVE THE 2016 NOVEMBER & DECEMBER EXPENDITURES REPORTS AND THE 2016 END OF YEAR BUDGET REPORT. SECONDED BY MR. SCHULTZ. VOTE IN FAVOR WAS UNANIMOUS (5-0). 2016 NOVEMBER & DECEMBER ACCOUNT BALANCES REPORTS WERE TABLED.

OLD BUSINESS

-Cranberry Treatment Plant Project Update

Mr. Campbell is coordinating a site visit to the Cranberry Treatment Plant.

-Flow Monitoring Update

MTMSA has not received flow monitoring data from McCandless Township for the last few months. Once this data is received, Mr. Gazdik will compare it with data from the Commonwealth Meter and the Greenbriar Station's rain gauge data.

Mr. Campbell and Mr. Gazdik have discussed targeting laterals along the streams in its 2017 CCTV program. Technology is available where cameras can be side-launched from the main camera. Cameras can look up the laterals to see if there are any problems with infiltration. The majority of MTMSA's main sewers located in valleys or streams have already been televised. There have been influxes at the main Commonwealth Meter during wet weather which could be related to foundation drains around houses which are sometimes connected to laterals or floor drains in basements. McCandless checks basement drains when doing dye tests, but issues are hard to detect unless there is an obvious sump pump problem. MTMSA's recently completed watertight manhole cover replacement project should provide some I & I reduction moving forward.

REPORTS

-November & December 2016 Expenditures

-2016 End of Year Budget Update

-November 2016 Meeting Minutes

-Manager's Report – written report

-Solicitor's Report – no report

-Engineer's Report – no report

-Field Maintenance Supervisor's Report – written report; Mr. Campbell noted that the back-up pump at the Valley Road Pump Station is in need of repair. Bill Richard from the McCandless Sanitary met with Mr. Campbell, Mr. Gazdik, and Mr. Dickson a few weeks ago to discuss using one of the old Greenbriar pumps as a back-up.

MR. HARVEY MADE A MOTION TO APPROVE THE ABOVE REPORTS AS SUBMITTED. SECONDED BY MR. SCHULTZ. VOTE IN FAVOR OF THE MOTION WAS UNANIMOUS (5-0).

-Miscellaneous Correspondence

-Comment letter for proposed Singer Restaurant on Northgate Drive

-Comment Letter for proposed Innovation Ridge Office Building

-PMAA Board Member Training

EXECUTIVE SESSION

MR. SCHULTZ MADE A MOTION TO ENTER INTO EXECUTIVE SESSION AT 8:11 PM. TO CONFER WITH COUNSEL AND DISCUSS POTENTIAL DISPUTES. SECONDED BY MR. CANDEK. VOTE IN FAVOR WAS UNANIMOUS (5-0).

MR. HARVEY MADE A MOTION TO EXIT INTO EXECUTIVE SESSION AT 9:15 PM. SECONDED BY MR. CANDEK. VOTE IN FAVOR WAS UNANIMOUS (5-0).

MR. GILSON MADE A MOTION TO ADJOURN AT 9:16 PM. SECONDED BY MR. HARVEY. VOTE IN FAVOR WAS UNANIMOUS (5-0).

ADJOURN

NEXT MEETING IS SCHEDULED FOR : Tuesday February 28 at 7:00 P.M.

Respectfully submitted,

Kimberly Pinkerton