

# CLAIRTON MUNICIPAL AUTHORITY

## BOARD OF DIRECTORS MEETING

September 16, 2021

Meeting called to order at 6:01 PM by Doug Ozvath.

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Executive Session was held from 4:30 P.M. until 6:01 PM to discuss personnel and litigation.

	Present	Absent
<u>Roll Call</u>		
Donald Nevills	_____	_____ X
John Vitullo	_____ X	_____
Doug Ozvath	_____ X	_____
Jim Cerqua	_____ X	_____
Vacant	_____	_____

### Administration/Professional

Ryan Potts, Superintendent  
Jim Hannan, P.E., Finance Director  
Joe Dalfonso, Solicitor  
John Moury, KLH Engineers

### Citizens Comments

None

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Jim Cerqua moved, and John Vitullo seconded the motion to approve the minutes from the August 19, 2021, Board Meeting. The motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to approve the paying of the bills from August 20, 2021, to September 16, 2021. The motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to approve the Year-to-Date Income Statements for Treatment and Collections. The motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to approve Collection System Billing Summary. The motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to approve the Minimum Municipal Obligation (MMO) of the CMA Pension Plan as prepared by Dunbar Bender and Zapf of Pittsburgh, PA consulting actuaries for the 2022 year. Motion Carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to accept the proposal dated August 17, 2021, of Utility Cloud of Salem New Hampshire for Lab Work Management/ Reporting Software for an annual cost of \$19,176 per year for a three-year term. Motion carried 3-0.


Jim Cerqua moved, and John Vitullo seconded the motion to award a contract with Insight Pipe Contracting, LLC to line the sanitary sewer from North 7<sup>th</sup> Street to Freemont Street at a cost of \$8,855.50. Motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to approve the request submitted by John Mowry of KLH Engineers for Requisition #365-B in the amount of \$4,676.00. Motion carried 3-0.

Jim Cerqua moved, and John Vitullo seconded the motion to award Contract No. 2021-03 Headworks & Pump Station HVAC Modifications to Port Vue Plumbing at a low bid amount of \$229,900.00. Motion carried 3-0.

John Vitullo moved, and Doug Ozvath seconded the motion to adopt a revised COVID policy in accordance with CDC Guidelines effective until 12/31/2021. Motion carried 3-0.

John Vitullo moved, and Jim Cerqua seconded the motion to adjourn at 6:15 PM. Motion carried 3-0.



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SECRETARY

# **CLAIRTON MUNICIPAL AUTHORITY**

## **BOARD OF DIRECTORS**

### **Regular Monthly Meeting**

**Thursday September 16, 2021**

**5:00 P.M.**

## **AGENDA**

### **Roll Call and Pledge of Allegiance**

1. Comments from the Public
2. Approval of Minutes
  - a. Motion to approve the minutes from the Regular Board Meeting of August 19, 2021.
3. Motion to approve the bills
4. Motion to approve the Year-to-Date Income Statements for both Treatment and Collection.
5. Motion to approve Collection System Billing Summary.
6. Finance Report
  - a. Motion to approve the Minimum Municipal Obligation (MMO) of the CMA Pension Plan as prepared by Dunbar Bender and Zapf of Pittsburgh, PA, consulting actuaries for the 2022 year.
7. Collection & Operation Report
  - a. Motion to accept the proposal dated August 17, 2021, of Utility Cloud of Salem New Hampshire for Lab Work Management/ Reporting Software for an annual cost of \$19,176.00 per year for a three-year term.
  - b. Motion to award a contract with Insight Pipe Contracting, LLC. to line the sanitary sewer from North 7<sup>th</sup> Street to Freemont Street at a cost of \$8,855.50.
8. Engineer's Report
  - a. Approval of request submitted by John Mowry of KLH, for Requisition #365B in the amount of \$4,676.00.
  - b. Motion to award Contract No. 2021-03 Headworks & Pump Station HVAC Modifications to Port Vue Plumbing at a low bid amount of \$229,900.00.
9. Solicitor's Report
  - a. Motion to adopt a revised COVID policy in accordance with CDC Guidelines.
10. New Business
11. Old Business
  - a. Discussion of the potential to install a microgrid to provide electric to the Wastewater Treatment Plant

**Motion to Adjourn**

**CMA**  
**MEETING Check Register**  
**For the Period From Aug 20, 2021 to Sep 16, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8198	9/1/21	Boxer LLC	10310-G	1,150.00
8199	9/1/21	CINTAS	10310-G	213.73
8200	9/1/21	CLAIRTON VOLUNT	10310-G	100.00
8201	9/1/21	COMCAST BUSINES	10310-G	466.22
8202	9/1/21	COSTA INDUSTRIE	10310-G	809.00
8203	9/1/21	COUNTY HAULING	10310-G	26,573.08
8204	9/1/21	DRV, Incorporated	10310-G	1,671.08
8205	9/1/21	ENVIRONMENTAL S	10310-G	222.00
8206	9/1/21	FARNHAM & PFILE	10310-G	751.88
8207	9/1/21	FAYETTE WASTE L	10310-G	98.64
8208	9/1/21	FRANK'S SHOES	10310-G	520.00
8209	9/1/21	HACH COMPANY	10310-G	1,819.48
8210	9/1/21	HENDERSON PEST	10310-G	265.00
8211	9/1/21	HOME DEPOT	10310-G	152.56
8212	9/1/21	KC AUTO AND TRU	10310-G	552.99
8213	9/1/21	LINK COMPUTER C	10310-G	1,317.69
8214	9/1/21	M & B Window Clean	10310-G	250.00
8215	9/1/21	Madison National Life	10310-G	1,589.49
8216	9/1/21	PA AMERICAN WAT	10310-G	3,163.81
8217	9/1/21	Pioneer Research	10310-G	716.24
8218	9/1/21	PITNEY BOWES GL	10310-G	426.93
8219	9/1/21	UNIVAR SOLUTION	10310-G	2,375.99
8220	9/1/21	VERIZON WIRELES	10310-G	217.27
8221	9/1/21	Wells Fargo Bank, N	10310-G	3,000.00
8222	9/1/21	WEX BANK	10310-G	1,571.36
8223	9/16/21	AIRGAS USA, LLC	10310-G	406.10
8224	9/16/21	ALL PRO PITTSBUR	10310-G	400.00
8225	9/16/21	Applied Maintenance	10310-G	494.92
8226	9/16/21	C. GREGG BOYCE	10310-G	200.00
8227	9/16/21	COMCAST	10310-G	1,543.26
8228	9/16/21	DRNACH ENVIRON	10310-G	4,985.00
8229	9/16/21	DRV, Incorporated	10310-G	2,078.97

**CMA**  
**MEETING Check Register**  
**For the Period From Aug 20, 2021 to Sep 16, 2021**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
8230	9/16/21	DTI Development	10310-G	3,000.00
8231	9/16/21	DUQUESNE LIGHT	10310-G	573.68
8232	9/16/21	E&J Asphalt Seal Co	10310-G	2,961.00
8233	9/16/21	FAYETTE PARTS SE	10310-G	18.25
8234	9/16/21	FISHER SCIENTIFIC	10310-G	85.71
8235	9/16/21	FNB Commercial Cre	10310-G	702.55
8236	9/16/21	GRAINGER	10310-G	150.21
8237	9/16/21	HACH COMPANY	10310-G	1,398.74
8238	9/16/21	HEMECRAFT BUILD	10310-G	616.90
8239	9/16/21	IEH AUTO PARTS LL	10310-G	189.84
8240	9/16/21	ISC Training & Consu	10310-G	1,200.00
8241	9/16/21	JOANNA HOHMAN	10310-G	27.10
8242	9/16/21	KLH ENGINEERS, IN	10310-G	6,986.56
8243	9/16/21	Matheson Tri-Gas Inc	10310-G	83.23
8244	9/16/21	MCMASTER-CARR	10310-G	64.68
8245	9/16/21	MEIT	10310-G	26,405.66
8246	9/16/21	MODEL UNIFORMS	10310-G	826.35
8247	9/16/21	PA AMERICAN WAT	10310-G	108.50
8248	9/16/21	PASTORE PLUMBIN	10310-G	800.00
8249	9/16/21	PENNSYLVANIA ON	10310-G	53.42
8250	9/16/21	PITNEY BOWES GL	10310-G	1,251.39
8251	9/16/21	PITTSBURGH POST	10310-G	1,544.40
8252	9/16/21	RC WALTER & SON	10310-G	196.35
8253	9/16/21	RONDINELLI, DEBO	10310-G	400.00
8254	9/16/21	SHILOH SERVICE, I	10310-G	989.00
8255	9/16/21	TRIPLE A MOTOR S	10310-G	389.55
8256	9/16/21	USA BLUE BOOK	10310-G	74.57
8257	9/16/21	WEBB'S SERVICE C	10310-G	64.00
<b>Total</b>				<b><u>111,264.33</u></b>

CMA  
Year to Date Income Statement  
WWTP Budget to Actual  
For the Eight Months Ending August 31, 2021  
Percent of Year 66.66% (8 months / 12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
<b>Revenues</b>				
Clairton Collecti/Debt Service	\$ 794,502.64	\$ 1,191,016.00	396,513.36	66.71
Jefferson Hills Debt Service	618,743.92	928,116.00	309,372.08	66.67
Petersan WWTP Debt Service	533,766.24	800,649.00	266,882.76	66.67
South Park Debt Service	96,219.59	114,319.00	18,099.41	84.17
<b>Total Debt Service Revenues</b>	<b>2,043,232.39</b>	<b>3,034,100.00</b>	<b>990,867.61</b>	<b>67.34</b>
Clairton Collec/Operation/Main	653,816.00	1,078,920.00	425,104.00	60.60
Jefferson Hills Operation/Main	625,064.00	1,071,840.00	446,776.00	58.32
Petersan Operation/Maint	787,144.00	1,114,220.00	327,076.00	70.65
South Park Operation/Maint	151,902.00	233,720.00	81,818.00	64.99
<b>Total Consumption Revenues</b>	<b>2,217,926.00</b>	<b>3,498,700.00</b>	<b>1,280,774.00</b>	<b>63.39</b>
<b>Other Revenue</b>				
Sludge Acceptance	132,386.00	150,000.00	17,614.00	88.26
Miscellaneous Income	0.45	0.00	(0.45)	0.00
Collection Office Rent	0.00	12,000.00	12,000.00	0.00
Interest Income	4,265.64	20,000.00	15,734.36	21.33
Investment Interest	(31,123.13)	30,000.00	61,123.13	(103.74)
Capacity Fees	28,315.00	50,000.00	21,685.00	56.63
<b>Total Other Revenues</b>	<b>133,843.96</b>	<b>262,000.00</b>	<b>128,156.04</b>	<b>51.09</b>
<b>Total Revenues</b>	<b>\$ 4,395,002.35</b>	<b>\$ 6,794,800.00</b>	<b>2,399,797.65</b>	<b>64.68</b>
<b>Expenses</b>				
Office Expenses	\$ 8,573.97	\$ 15,400.00	6,826.03	55.68
Treatment Supplies & Chemicals	63,032.45	102,500.00	39,467.55	61.50
Treatment Sludge Disposal	214,060.26	300,000.00	85,939.74	71.35
Flow Monitoring Data & Fees	102,950.96	134,480.00	31,529.04	76.55
Equipment	16,201.55	380,148.00	363,946.45	4.26
Maintenance & Repair	30,233.06	103,200.00	72,966.94	29.30
Vehicle Expense	4,956.28	9,000.00	4,043.72	55.07
Utilities	232,104.35	350,900.00	118,795.65	66.15
Wages & Taxes	599,102.39	903,986.00	304,883.61	66.27
Employee Benefits	221,128.03	390,824.00	169,695.97	56.58
Conference & Memberships	5,565.37	26,000.00	20,434.63	21.41
Professional Services	199,881.17	249,900.00	50,018.83	79.98
Insurance	77,173.00	57,000.00	(20,173.00)	135.39
<b>Total Operating Expenses</b>	<b>1,774,962.84</b>	<b>3,023,338.00</b>	<b>1,248,375.16</b>	<b>58.71</b>
<b>Total Debt Payments</b>				
Series B Bond Interest Expense	989,550.00	1,979,100.00	989,550.00	50.00
Series B Bond Principal	0.00	1,085,000.00	1,085,000.00	0.00
Debt Service Coverage - 10%	0.00	306,562.00	306,562.00	0.00
<b>Total Debt Payments</b>	<b>989,550.00</b>	<b>3,370,662.00</b>	<b>2,381,112.00</b>	<b>29.36</b>
<b>Total Expenses</b>	<b>2,764,512.84</b>	<b>6,394,000.00</b>	<b>3,629,487.16</b>	<b>43.24</b>
<b>Over/Under Budget</b>	<b>\$ 1,630,489.51</b>	<b>\$ 400,800.00</b>	<b>(1,229,689.51)</b>	<b>406.81</b>

For Management Purposes Only

CMA  
Year to Date Income Statement  
Collection Budget to Actual  
For the Eight Months Ending August 31, 2021  
Percent of Year 66.66% (8 months /12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
<b>Revenues</b>				
Residential Flat Rate	\$ 666,304.66	\$ 1,658,400.00	992,095.34	40.18
Commerical Flat Rate	96,669.79	178,000.00	81,330.21	54.31
Alleg Housing Flat Rate	76,800.00	115,200.00	38,400.00	66.67
School Flat Rate	14,400.00	21,600.00	7,200.00	66.67
USS Flat Rate	573,200.00	859,800.00	286,600.00	66.67
<b>Total Debt Service Revenues</b>	<b>1,427,374.45</b>	<b>2,833,000.00</b>	<b>1,405,625.55</b>	<b>50.38</b>
<b>Total Consumption Revenues</b>	<b>829,238.45</b>	<b>1,300,000.00</b>	<b>470,761.55</b>	<b>63.79</b>
<b>Total Consumption Revenues</b>	<b>\$ 829,238.45</b>	<b>\$ 1,300,000.00</b>	<b>470,761.55</b>	<b>63.79</b>
<b>CTH Consumption Revenues</b>				
CTH Consumption Revenues	\$ 0.00	\$ 0.00	0.00	0.00
CTH Debt Service Revenues	106,400.00	0.00	(106,400.00)	0.00
CTH Penalty and Interest	0.00	0.00	0.00	0.00
<b>Total Century Townhomes</b>	<b>106,400.00</b>	<b>0.00</b>	<b>(106,400.00)</b>	<b>0.00</b>
<b>Other Revenue</b>				
Penalty	80,720.63	120,000.00	39,279.37	67.27
Dye Test Fees - Plumber	(3,725.00)	0.00	3,725.00	0.00
Dye Test - Application Fees	4,180.00	3,000.00	(1,180.00)	139.33
Lien Letter Fees	3,270.00	2,500.00	(770.00)	130.80
NSF Fees	134.00	300.00	166.00	44.67
Posting Fees -Terminations \$20	51,504.97	45,000.00	(6,504.97)	114.46
Magistrate & Legal Fees	(531.00)	300.00	831.00	(177.00)
Notice Fee - \$15	(205.00)	4,000.00	4,205.00	(5.13)
Interest Income	(0.13)	1,500.00	1,500.13	(0.01)
Prior Sewage Fee	3,188.16	500.00	(2,688.16)	637.63
<b>Total Other Revenues</b>	<b>138,536.63</b>	<b>177,100.00</b>	<b>38,563.37</b>	<b>78.23</b>
<b>Total Revenues</b>	<b>\$ 2,501,549.53</b>	<b>\$ 4,310,100.00</b>	<b>1,808,550.47</b>	<b>58.04</b>
<b>Expenses</b>				
Office Expenses	\$ 4,453.41	\$ 6,500.00	2,046.59	68.51
Billing Expense	32,279.84	66,000.00	33,720.16	48.91
Collection System Supplies	15,644.40	37,300.00	21,655.60	41.94
Equipment	14,241.10	40,500.00	26,258.90	35.16
Maintenance & Repair	12,858.37	105,000.00	92,141.63	12.25
Vehicle Expense	9,753.08	17,500.00	7,746.92	55.73
Utilities	16,951.90	28,320.00	11,368.10	59.86
Wages & Taxes	195,406.87	309,600.00	114,193.13	63.12
Employee Benefits	84,241.18	173,248.00	89,006.82	48.62
Conference & Memberships	709.91	16,000.00	15,290.09	4.44
Professional Services	60,871.28	231,500.00	170,628.72	26.29
Insurance	33,075.00	67,000.00	33,925.00	49.37
WWTP Treatment Charges	871,260.00	1,191,016.00	319,756.00	73.15
<b>Total Operating Expenses</b>	<b>1,351,746.34</b>	<b>2,289,484.00</b>	<b>937,737.66</b>	<b>59.04</b>
<b>Total Debt Payments</b>				
Debt Pmt City of Clairton	271,825.28	407,738.00	135,912.72	66.67

For Management Purposes Only

CMA  
Year to Date Income Statement  
Collection Budget to Actual  
For the Eight Months Ending August 31, 2021  
Percent of Year 66.66% (8 months /12 months)

	Current Year Actual	Current Year Budget	Remaining Amount	Percent Expended
Debt Pmt (full bond)	352,508.32	528,762.00	176,253.68	66.67
Debt Service Coverage - 10%	0.00	52,809.00	52,809.00	0.00
Debt Pmt WWTP Transfers	794,502.64	1,191,754.00	397,251.36	66.67
Total Debt Payments	1,418,836.24	2,181,063.00	762,226.76	65.05
Total Expenses	2,770,582.58	4,470,547.00	1,699,964.42	61.97
Over/Under Budget	\$ (269,033.05)	\$ (160,447.00)	108,586.05	167.68



CMA  
Cash Account Monthly Summary  
As of: August 31, 2021

	<u>Beginning Balance</u>		<u>Deposits</u>		<u>Disbursements</u>		<u>Ending Balance</u>
<b>Operating Accounts</b>							
10320-T FN-WWTP Depository	5,363,116.30	\$	1,359,208.78	\$	(424,556.53)	\$	6,297,768.55
10330-C FN-Collection Depository	3,834,792.57		590,966.11		(260,242.95)		4,165,515.73
10311-G FN-Payroll	79,275.44		122,752.09		(119,699.07)		82,328.46
10310-G FN-Disbursements	114,924.47		130,075.24		(130,075.01)		114,924.70
<b>Reserved Accounts</b>							
10331-C FN-Collection City Pmts	360,069.12		33,978.16		(0.13)		394,047.15
10322-T FN-OPEB	499,790.82		79.01		0.00		499,869.83
10321-T FN-WWTP Capacity & Capital Im	2,423,170.42		4,428.41		0.00		2,427,598.83
10333-C Collection Capital Improvement	1,216,357.23		0.00		0.00		1,216,357.23
10332-T WWTP Debt Coverage	78,705.05		12.44		0.00		78,717.49
Total FNB Accounts	<u>13,970,201.42</u>	\$	<u>2,241,500.24</u>	\$	<u>(934,573.69)</u>	\$	<u>15,277,127.97</u>
<b>Trustee Accounts</b>							
10200-C WF Series A - Construction	3.06	\$	0.00	\$	0.00	\$	3.06
10200-T WF - Series B - Construction	478,663.66		4.11		(3,737.00)		474,930.77
10220-T WF - Debt Service	1,486,033.30		297,206.72		0.00		1,783,240.02
10221-T WF - Debt Service Reserve	2,981,372.87		0.00		0.00		2,981,372.87
Total Trustee Accounts	<u>4,946,072.89</u>	\$	<u>297,210.83</u>	\$	<u>(3,737.00)</u>	\$	<u>5,239,546.72</u>
Grand Total	<u>18,916,274.31</u>	\$	<u>2,538,711.07</u>	\$	<u>(938,310.69)</u>	\$	<u>20,516,674.69</u>

# August 2021 Sewer Billing

## Sewer Receivables

Collection System Billing Summary									
Service	Description	Charges	Adjustments	Penalties	Interest	Discounts	Refunds	Adjusted R Receipts	
ALLF1	Allegheny Housing Flat (Wylie)	8,050.00	0	0	0	0	0	0	-8,452.50
ALLF2	Allegheny Housing Flat (Reed)	1,550.00	0	0	0	0	0	0	-1,627.50
CNTRY	Century Town Homes Flat Rate	13,300.00	0	0	660	1,313.31	0	0	-327.76
COLLE	Metered Sewer Collection	106,524.45	28.29	1,727.32	1,646.82	0	0	146.2	-113,884.85
COMF	Commercial Sewer Flat Rate	12,906.75	-310.83	184.91	66.2	0	0	0	-12,275.44
RESF	Residential Sewer Flat Rate	84,561.25	-88.45	1,733.15	5,533.37	0	0	333.65	-111,274.41
PRIOR	Prior Balances	0	0	0	0.02	0	0	0	-344.97
SSRF	School Sewer Flat Rate	1,800.00	0	0	0.13	0	0	0	-3,799.86
USSF	USS Sewer Flat Rate	71,650.00	0	0	0	0	0	0	-71,650.00
Billed Collection Flat usage Charge		16	0	0	0	0	0	0	-16
Sewer Receivables Totals		300,358.45	-370.99	4,305.51	8,559.72	0	0	479.85	-323,653.29

## Sewer Direct

Service	Description	Charges	Adjustments	Penalties	Interest	Discounts	Refunds	Adjusted R Receipts	
NSF Fee	NSF Fee	0	25	0	0	0	0	0	0
POST	Posting Fee - Shut Offs	0	5,445.00	0	0	0	0	120	-12,559.81
TurnOff	Water Turn Off Fee	0	1,980.00	0	0	0	0	0	-870
TurnOn	Turn On Fee	0	900	0	0	0	0	0	-552.37
Meter Reinstall Tap Fee		0	0	0	0	0	0	0	-100
NOTICE	10-Day Delinquent Notice	0	0	0	0	0	0	0	-600.3
Bankruptcy Money off	Move money off of account balances	0	0	0	0	0	0	0	-34,000.00
Dollar Energy Fund Dis	Dollar Energy Fund Discount CMA	-262	0	0	0	0	0	0	0
Sewer Direct Totals		-262	8,350.00	0	0	0	0	120	-48,682.48

## Sewer Summary

Previous Ending Balan	2,074,799.53
Charges	300,096.45
Adjustments	7,979.01
Penalties	4,305.51
Interest	8,559.72
Discounts	0
Refunds	0
Adjusted Receipts	599.85
Receipts	-372,335.77
Current Balance	2,024,004.30
Total Receipts	-371,735.92

## **Report of the Finance Director – September 16 , 2021**

**Century Townhomes** – A mediation session was held in our offices on July 9, 2021. **Nothing new to report.**

**Upstream Communities:** We sent out the Maher Duessel report and the calculation indicating the credit amounts to all communities. We have received comments from PCSA on January 11 extolling their interpretation of the Treatment Agreement especially Appendix B to the Treatment Agreement. Checks have been distributed to Jefferson Hills and South Park. PCSA has deducted from our invoice what they believe is owed to them in violation of our Treatment Agreement. We have calculated the refund for the 2018 and 2019 years and have had preliminary discussions with the solicitor on how to proceed. **We have submitted the checks for the 2018 and 2019 years. We received a response from Peters Creek and are preparing a response. Since we have completed the 2020 Audit, we have received a final of the Maher Duessel report on the agreed upon procedures for 2020 so we can allocate any overage to the parties of the Treatment Agreement.**

**Delinquent Accounts shutoffs** – In August we sent out 208, 10- day delinquent notices, 118 properties were posted for shutoff, and 19 accounts were sent over to the water company for shut off and 15 were shut off.

**Payment Plans** – Due to the coronavirus, per the direction of the Board, the CMA has issued 92 payment plans since 3/29/2021. The total amount owed is \$104,377.29. Of the 92 plans 7 have been paid in full and approximately 30% of the monies owed have been paid, mostly as the initial down payment. 12 customers have not kept their plan and have been sent over for shutoff. **Nothing new to report.**

**Collections Crew Management and Reporting** – The August 2021 report has been sent to you.

**\$Energy Fund** – In August, the fund processed 11 applications, approved 10.

**PennVest** – Representatives of CMA, KLH Engineers, Peters Creek Sanitary Authority, Jefferson Hills Borough met with PennVest on June 26, 2019, for a preapplication meeting. Authority and engineer staff have been assembling the PennVest Loan application per the direction of the Board. There was a motion passed in January to proceed with the PennVest funding option. Due to the much higher than expected bids on Phase II PennVest has given the CMA an extension on their financing. We anticipate rebidding the project in the last quarter of 2021. **We are in the process of preparing and submitting additional information to PennVest to change the amount borrowed.**

**Phase II Bidding** – A mandatory Prebid meeting was held on June 8, 2021, at 9:00 AM. The bids for Phase II were opened on July 12, 2021. All bids were rejected at the July 15, 2021, Board meeting. **It is anticipated that the project will be rebid in November.**

**Grants.** **Nothing new to report.**

## Clairton Municipal Authority Defined Benefit Plan

### 2022 Minimum Municipal Obligation (MMO)

(1) Total Annual Payroll <i>W-2 Payroll Estimate for 2021</i>	\$945,525
(2) Normal Cost as a Percentage of Payroll <i>From 2019 Act 205 Filing</i>	11.039%
(3) 2022 Estimated Normal Cost <i>(1) x (2)</i>	104,377
(4) Amortization Amount <i>From 2019 Act 205 Filing</i>	0
(5) Estimated Administrative Expenses <i>Best Estimate for 2022</i>	<u>37,500</u>
(6) Total 2022 Financial Requirements <i>(3) + (4) + (5)</i>	\$141,877
(7) 2022 Estimated Employee Contributions <i>No Employee Contributions</i>	0
(8) Funding Adjustment <i>From 2019 Act 205 Filing</i>	<u>54,684</u>
(9) <b>2022 Minimum Municipal Obligation</b> <i>(6) - (7) - (8)</i>	<b>\$87,193</b>

  
\_\_\_\_\_  
Signature of Chief Administrative Officer

09/16/2021  
\_\_\_\_\_  
Date Certified  
to Governing Body

## **COLLECTION AND OPERATION REPORT September 16, 2021**

- Motion for approval to purchase Utility Cloud operations management system @\$19,176.00 per year with a 3-year agreement.
- Insight Pipe Contracting, LLC to line N. 7th street down to Freemont @ cost of \$8,855.50. Insight was the only bid received. I tried numerous times to reach out to Jet Jack for a bid with no return call back also contacted Robinson pipe for a bid and was told over the phone that the mobilization fee was high (\$10k+) due to their pipe lining equipment is out of state.
- KLH to prepare motion for make-up air units for pump station and headworks (on agenda under Engineer's Report).
- Started cleaning aeration basins and found large amounts of grit at the bottom of tanks. KLH had me send a sample out to be analyzed for particle size. Hydro International and DAS group are also aware of grit issue, they also had me send out grit samples for them to analyze.
- Passed our ammonia distillation variance for the lab. We are moving forward to get ammonia added to our lab accreditation. Hopefully in October we can have that on our accreditation.
- October 1st. WPWPCA plant tour. We will rent some tables and chairs. Board members are invited to attend.
- A&H replaced seals and minor repairs on our sewer camera.
- Street sweeper expected delivery day is 9/17/21



## **CLAIRTON MUNICIPAL AUTHORITY**

### **Consulting Engineer's Report**

**September 16, 2021**

#### **ACTIVE ITEMS**

##### **Phase II Upgrade Project**

Bids were opened on July 12<sup>th</sup>. The bids were \$9.6M over our estimate due to lack of workers and material costs. We recommend rejecting the bids and waiting until the economy stabilizes before rebid.

##### **Headworks and Pump Station HVAC**

Bids were opened on August 31 at the Authority office. A motion is needed to award the contract to Port Vue Plumbing in the amount of \$229,900.00. A bid report is attached for review.

##### **Upstream Litigation**

KLH has been working with the Solicitor on the litigation with the upstream communities.

##### **Golden Gate Phase II**

Per the LTCP, Golden Gate unauthorized discharges were to be eliminated by September 1, 2019. Golden Gate Phase I has been completed; Phase II remains. Design is complete. The Phase II project cost is estimated to be \$300,000. The PA Small Water and Sewer Grant application has been denied.

##### **CDBG Year 46**

The CMA has been awarded a 65% construction cost grant for the repair of Level 5 defects throughout the sewer system (2 CIPP lining, 2 open cut). Construction is underway. KLH is awaiting direction from CMA regarding additional cost on the Walnut Avenue replacement per PennDOT's request to restore the entire lane width of pavement.

##### **CDBG Year 47**

CDBG Year 47 application was accepted. The total cost of the project is estimated at \$164,000. There is a grant in the amount of \$95,371, leaving a local share of \$69,000. KLH will provide bid specifications to the COG by 8/13/21.

### **CDBG Year 48**

Pre-application was submitted to repair five (5) Level 5 defect sewers. Total project cost estimate is \$179,557.85. The requested grant funding is \$104,329.64.

### **2021 Emergency Repair Contract**

Bids were opened on July 13<sup>th</sup>. There were two bidders on the contract. Plavchak Construction is the apparent low bidder with a time and material total bid of \$1,275.00. The contract has been awarded to Plavchak Construction.

### **State Street Lining & Restoration**

CMA was contacted by PennDOT in regard to the final restoration for the State Street Lining contract. The Solicitor is working with the Contractor to restore the open excavation pits and asphalt restoration per PennDOT directive.

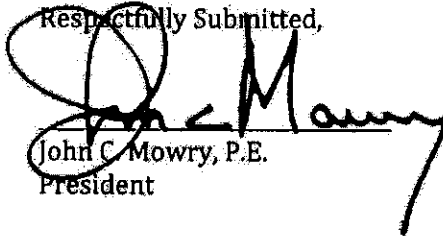
### **NPDES Permit Renewal**

KLH is working with PaDEP on the permit renewal. DEP has commented on the LTCP schedule and is requesting an updated schedule. KLH anticipates the LTCP schedule being written into the NPDES permit renewal. Due to the collection system funds being fully expended, CMA does not have any money to complete the collection system LTCP tasks. KLH is responding to DEP by extending the completion dates on the collection system while we address the WWTP upgrades.

### **Capital Requisition**

Requisition 365-B in the amount of \$4,676.00 is presented for Board approval.

Respectfully Submitted,



John C. Mowry, P.E.  
President

**CAPITAL IMPROVEMENT FUND**  
**REQUISITION NUMBER 365-B**

Date: September 16, 2021

TO: Wells Fargo Bank, National Association, as Trustee (the "Trustee")

E-Mail: Rose.Ann.Camilo@wellsfargo.com  
Peter.C.Hosfield@wellsfargo.com

-or-

Fax: 877-775-7570

FROM: Clairton Municipal Authority (the "Borrower")

Account No.: 48117303 (2012B CONSTRUCTION FUND)

Re: Draw From Construction Fund established under the Trust Indenture for the above-referenced bonds dated as of August, 2012 (the "Indenture")

The Authority hereby directs the Trustee to pay from the Authorities account within the Construction Fund established under the Indenture the following amount to the Payees listed below, and certifies that such obligations in the stated amount have been incurred by the Authority and that each item thereof is a proper part of the Cost of the Capital Addition and has not been paid; that there has not been filed with or served upon the Authority notice of any lien, right to lien or attachment upon, or claim affecting the right to receive payment of any of the moneys payable to any persons named in such requisition; that such requisition contains no items representing payment on account of any retained percentage which the Authority is on the date of such certificate entitled to retain; that neither the Authority nor any of its officers or members has received any discount, rebate, commission, fee, proceeds from insurance or other abatement which is not reflected on the requisition in connection with any such expenditures or indebtedness; and that no part of any such item has been included in any previous requisition for the withdrawal of money from the Construction Fund.



Item Number	Payee (Name & Address):	Amount	Purpose of Obligation
1.	KLH Engineers, Inc. 5173 Campbells Run Road Pittsburgh, PA 15205	\$ 3,256.00	Headworks and Pump Station HVAC Invoice No. 66177
2.	KLH Engineers, Inc. 5173 Campbells Run Road Pittsburgh, PA 15205	\$ 1,420.00	Phase II Committee Invoice No. 66176
TOTAL		\$ <u>4,676.00</u>	

September 16, 2021  
Requisition No. 365-B

**Account No.: 48117303 2012B CONSTRUCTION FUND**

Re: Draw From Construction Fund established under the Trust Indenture for the above-referenced bonds dated as of August, 2012 (the "Indenture")

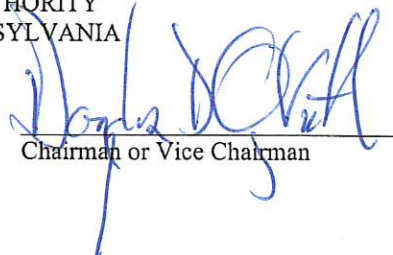
The Authority hereby directs the Trustee to pay from the Authorities account within the Construction Fund established under the Indenture the following amount to the Payees listed below, and certifies that such obligations in the stated amount have been incurred by the Authority and that each item thereof is a proper part of the Cost of the Capital Addition and has not been paid; that there has not been filed with or served upon the Authority notice of any lien, right to lien or attachment upon, or claim affecting the right to receive payment of any of the moneys payable to any persons named in such requisition; that such requisition contains no items representing payment on account of any retained percentage which the Authority is on date of such certificate entitled to retain; that neither the Authority nor any of its officers or members has received any discount, rebate, commission, fee, proceeds from insurance or other abatement which is not reflected on the requisition in connection with any such expenditures or indebtedness; and that no part of any such item has been included in any previous requisition for the withdrawal of money from the Construction Fund.

CLAIRTON MUNICIPAL AUTHORITY  
ALLEGHENY COUNTY, PENNSYLVANIA

By

  
Secretary, Assistant Secretary

By

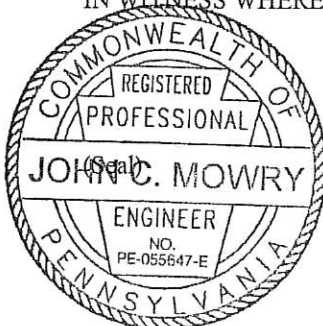
  
Chairman or Vice Chairman

**A. CONSULTING ENGINEER'S CERTIFICATE**

I, the undersigned, the duly appointed Consulting Engineer for the Clairton Municipal Authority, Allegheny County, Pennsylvania (the "Authority") hereby certify the following:

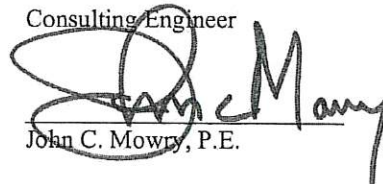
- (a) I hereby approve the foregoing attached requisition of the Authority;
- (b) The obligation listed to be paid on such requisition was properly incurred;
- (c) The amount requisitioned is due and unpaid;
- (d) Insofar as the payment is to be made for work, material, supplies, or equipment, the work has been performed and the material, supplies or equipment have been installed in the project or have been delivered either at the project site or at a proper place for fabrication, and are covered by the Builders' Risk Insurance; and
- (e) All work, material, supplies and equipment for which payment is to be made are, in the opinion of the undersigned, in accordance with the plans and specifications.

IN WITNESS WHEREOF, I hereunto set my hand hereto this 8 day of September 2021



KLH ENGINEERS, INC.

Consulting Engineer

  
John C. Mowry, P.E.



Clairton Municipal Authority  
1 North State Street  
Clairton, PA 15025

Invoice number 66177  
Date 08/31/2021

Project **273-143 HEADWORKS & PUMP  
STATION HVAC MODIFICATIONS**

Professional Services through August 31, 2021

**001 HVAC Modifications**

	Hours	Rate	Billed Amount
CHELSEA CRAIN	5.50	52.00	286.00
JAMES V. FOSTER	2.00	131.00	262.00
JOHN C. MOWRY	5.00	142.00	710.00
MICHAEL A. SHWALLON	4.00	98.00	392.00
MICHAEL T. MCCAFFREY	2.00	131.00	262.00
NICHOLAS J. ROSKO	12.00	112.00	1,344.00
HVAC Modifications subtotal			3,256.00

Invoice total **3,256.00**



Clairton Municipal Authority  
1 North State Street  
Clairton, PA 15025

Invoice number 66176  
Date 08/31/2021

Project **273-140 PHASE 2 OVERSITE  
COMMITTEE**

Professional Services through August 31, 2021

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**001 Phase 2 Oversight Committee**

	Hours	Rate	Billed Amount
JOHN C. MOWRY	10.00	142.00	1,420.00
Phase 2 Oversight Committee subtotal			1,420.00

Invoice total 1,420.00



September 1, 2021  
Ref. No.: 273-143

Clairton Municipal Authority  
1 North State Street  
Clairton, PA 15025

**Contract No. 2021-03  
Headworks & Pump Station HVAC Modifications**

Sealed bids were received, opened, and read aloud on Tuesday, August 31, 2021, at the Authority offices for the above referenced Project. Two (2) bids were received and are included on a Bid Tabulation enclosed for your reference.

The apparent low bidder for the contract is Port Vue Plumbing with an apparent low bid of \$229,900.00. A bid bond of 10% in the amount of the bid was enclosed from a Surety Company on the U.S. Treasury approved list. KLH has experience with Port Vue Plumbing and believes they are qualified to complete the Project. Their bid was reviewed and is complete.

Therefore, KLH Engineers recommends Contract No. 2021-03, Headworks & Pump Station HVAC Modifications, be awarded to Port Vue Plumbing in the amount of \$229,900.00.

Should you have any questions please contact me.

Very truly yours,

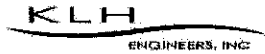
KLH ENGINEERS, INC.



John G. Mowry, P.E.

Enclosure

273-143\_Contract Award Recommendation\_JOM\_cjc\_09/01/21



**Clairton Municipal Authority**  
**Headworks & Pump Station HVAC Modifications**  
**Contract No. 2021-03**  
**Bidders Tab**  
**August 31, 2021 -- 1:00 PM**

CONTRACTOR	SURETY/ AMOUNT	TOTAL BID AMOUNT
A Durer Inc 425 Industrial Ave Suite 102 Morgantown, WV 26505	No Bid	
Hranec Sheet Metal 763 Route 21 Uniontown, PA 15401	10%	\$243,000.00
Port Vue Plumbing 3716 Liberty Way McKeesport, PA 15133	10%	\$229,900.00

## CLAIRTON MUNICIPAL AUTHORITY

### COVID-19 EXPOSURE PROCEDURE POLICY

**Purpose:** The purpose of this policy is to implement procedures and safeguards for Authority employees to limit exposure in the workplace and in the instance where there is an exposure to an individual with confirmed or suspected COVID-19 in the workplace. This policy is being implemented based on guidelines and regulations enacted by the Pennsylvania Department of Health ("PADOH") and Center for Disease Control ("CDC") and Prevention. The implementation of this policy will ensure that adequate safeguards are in place to mitigate the risk of community spread of the COVID-19 in order to protect the health, safety and welfare of the Clairton Municipal Authority employees.

#### **Policy and**

**Procedure:** Effective immediately after the date of which this policy is implemented, all employees must abide by the following policy implementing procedures to limit the potential for exposure to COVID-19.

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

#### Exposure at Work – Protocol

If the Authority discovered that employees have been exposed to a person who is a probable or confirmed case of COVID-19, the following protocols shall be followed:

1. Close off areas visited by the person who is a probable or confirmed case of COVID-19. Open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, and remote controls, used by the ill person, focusing especially on frequently touched areas;

2. Identify employees that were in close contact (within about 6 feet for about 15 minutes over a 24-hour period) with a person with a probable or confirmed case of COVID-19 from the period beginning 48 hours before symptom onset to the time at which the patient isolated;
3. Identified employees must follow the CDC guidelines relating to vaccinated and unvaccinated individuals.
  - a. Vaccinated employees are not required to quarantine after being exposed unless symptoms occur.
  - b. The CDC guidance states that vaccinated people should get tested 3-5 days after exposure, even without symptoms and should mask indoors in public for 14 days or until receiving negative test result.
  - c. Unvaccinated employees must quarantine for 14 days. The quarantine period can be shortened to ten (10) days so long as symptoms are not present. The quarantined employee can return to work after seven days so long as they present a negative COVID-19 test that was taken no later earlier than day 5 of their exposure.
4. In the event that contract tracing reveals an extensive number of employees who are quarantined, the Authority, which is classified as critical infrastructure, may implement the CDC guidelines. This option should be used as a last resort and only in limited circumstances, such as when cessation of operation of a facility may cause serious harm or danger to public safety or health. Critical infrastructure workers may be permitted to continue work following an exposure when they remain asymptomatic and have not tested positive under the following circumstances:
  - a. Employees shall be screened for COVID-19 symptoms prior to entering the workplace. Employees shall contact their supervisor if experiencing symptoms prior to leave their home for work, and shall remain home and follow quarantine guidelines.
  - b. Employees shall regularly monitor for symptoms during the work day. If any symptoms are experienced, the employee shall notify a supervisor and begin quarantine protocols.
  - c. Employees shall wear a face covering in accordance to state, federal and local health guidelines.
  - d. Employees should stay at least 6 feet apart from others and practice social distancing as work duties permit in the workplace.
  - e. All areas such as offices, bathrooms, common areas, shared equipment routinely.



### COVID-19 Leave Policy

Employees with suspected or confirmed cases of COVID-19 can return to work after meeting all three requirements set by the CDC Guidelines:

1. 3 days with no fever.
2. Symptoms improved
3. 10 days since first symptoms; or
4. When after day 7, receiving a negative test result.
  - a. NOTE: Test must occur on day 5 of quarantine or later.

Employees will be paid a maximum of ten (10) days during a quarantine period.

This policy will remain in effect until December 31, 2021.