

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority
377 Cedarcrest Drive
Duncansville, PA 16635

Wednesday, November 2, 2022

The Regular Monthly Meeting of the Blair Township Water and Sewer Authority, held on Wednesday, November 2, 2022, was called to order at 7:20 p.m. by Chairman Ted Ventre.

In attendance were four Authority members as follows: Ted Ventre, Robin Cadwallader, Edward Silveti, and Brendan Peterson. (Mary Bolt was absent.)

Also in attendance were Tim McGaw, Manager; Katie McGaw, Administrative Assistant; Matt Gieg, Solicitor; Dave Cunningham, Engineer.

VISITORS: Clay Gingrich Theresa Gillie

Ted stated there was an Executive Session held before tonight's meeting to discuss Personnel and Legal issues. (Mary Bolt was present for the Executive Session but did not attend the Regular Monthly Meeting.)

Ed Silveti asked if the sanitary sewer main in the area of 630 Peachdale Lane had been televised again, as reported in the Minutes of October 5, 2022. Tim stated he is waiting for a Rain Event before he televises that area. He has arranged with Keller Engineers to place Flow Meters in the manholes behind the Blair Township Supervisors building and at the Robertdale/Peachdale intersection. Motion was made to approve the Minutes of the Regular Monthly Meeting of October 5, 2022. MOTION: Cadwallader SECOND: Peterson VOTE: 4 Yes.

Brendan Peterson asked if there were some large disbursements in October because our Financial Standing report showed a decrease of over 120,000.00 dollars. Katie explained that we paid The Bank of New York Mellon \$104,720.00 on 10/13/2022 for Principal + Interest on our Bond and we paid the Borough of Hollidaysburg \$46,391.00 for the 4th Quarter Sewer Billing. Motion was made to approve the Payroll & Bills for October 2022. MOTION: Silveti SECOND: Cadwallader VOTE: 4 Yes.

Ted called upon Theresa Gillie (630 Peachdale Lane). She stated she wanted to make sure we hadn't forgotten about her sanitary sewer/storm water problem. Tim McGaw said her problem is due to sags in her sewer lateral and the Backflow Preventor is installed in one of those sags, rendering it inoperable. Dave Cunningham stated that the manufacturer of grinder pumps advertises their product as being "the ultimate check valve." Ted added that under a pressurized system you would not have backflow. Ms. Gillie said they are willing to pay whatever it takes to fix this problem, but she wants a knowledgeable person to provide the best solution, so she doesn't keep getting flooded. Ted suggested she call Pat Burns.

Clay Gingrich of Gingrich Insurance Agency presented the proposed rates for our UPMC Healthcare Package for 2023. Clay was pleased to report the Medical Plan renewal only increased by 3.5%, and there was no rate change in the Vision and Dental Plans. Motion was made to renew the current UPMC Medical, Dental, and Vision Plans for eligible

employees for 2023 and to continue to require that employees pay 5% of their monthly insurance premium and an additional 10% or 20% of the difference of the Employee Only premium and the Additional Insured's premium, as set forth on 12/1/2021, as a payroll deduction, with the percentage split between each month's two payrolls. MOTION: Silvetti SECOND: Peterson VOTE: 4 Yes.

Matt Gieg, Solicitor, stated that his office has been holding a 15% Maintenance Bond Retainer in the amount of \$20,864.00 on the Barneywood Phase II Project since 11/4/2020. As of 11/4/2022, the entire amount can be returned to Barneywood, Inc. Motion was made to approve the release of the 15% Maintenance Bond Retainer for the Barneywood Phase II Project, and for Gieg Law Offices to return \$20,864.00, on or after 11/4/2022, to Barneywood, Inc. MOTION: Cadwallader SECOND: Silvetti VOTE: 4 Yes.

Matt reported that Kaitlyn Tomlinson has signed the Developer's Agreement for Hummingbird Daycare Facility. She still needs to get a Letter of Credit in the amount of \$20,460.00 dollars (110% of the Project Cost). Katie stated the Current Declining Balance of their Escrow Account is \$3,103.20.

Matt recommends the implementation of a policy addressing the subject of Authority employees requesting Unpaid Leave for recreational purposes. Motion was made for Blair Township Water and Sewer Authority to adopt a policy of Unpaid Leave in that the Unpaid Leave Requests must be approved, in advance, by the Authority Manager. Unpaid Leave requests must be no less than 1 day, and if approved, the employee must pay the Cost of Benefits (Major Medical, Vision, Dental, Life & Disability) paid by the Authority, as a payroll deduction. This Unpaid Leave Policy is approved in the form of a Resolution and is effective 11/2/2022. MOTION: Silvetti SECOND: Peterson VOTE: 4 Yes.

Dave Cunningham gave a Reservoir Road Project update. Keller Engineers has completed their Wetland Field Work. John Stultz has done the preliminary field work on the land where the three pump stations will be located and is preparing the Appraisals.

Dave reported he will have two Resolutions prepared for next month's meeting as part of the application process for the PA H2O Program (Reservoir Road) and the Small Water and Sewer Program (2023 Capital Improvement Project).

Dave stated the 2022 Capital Improvement Project is complete. Diehl Contracting has installed the water main and attached the service lines in the Wye Switches Waterline Replacement Project. They have installed new sewer main and three manholes in Applewood Sewer Replacement Project. The Project was completed at a \$7,436.50 reduction in the contracted price of \$154,210.00. Motion to approve three documents: the first and final Pay Application for payment of \$146,773.50 to Diehl Contracting, LLC., Change Order #1 with a Final Reconciliation including the reduction of \$7,436.50 in contract price, and to authorize Ted Ventre, Chairman, to sign the Certificate of Substantial Completion for the 2022 Capital Improvement Project. MOTION: Silvetti SECOND: Peterson VOTE: 4 Yes.

Dave said Keller Engineers is looking into a Water Line Replacement Project on Country View Drive for the 2023 Capital Improvement Project. There is an undersized water

main that creates a restriction in our water distribution system that needs to be replaced. This Project will cost around \$200,000.00 dollars. In the event that BTWSA needs to replace the sewer main in the Brentwood section, the water project will be delayed until another year.

Dave stated he is beginning to work on the 2023 BTWSA Budget. He will be meeting with Tim and any Board Members who are interested, on Tues., 11/22, at 10 a.m. Dave will present the 2023 Preliminary Budget at our December meeting. Motion was made to include a 4% Employee Salary Increase for 2023 Budgetary Preparation purposes only. The actual Salary Increases will be voted on at a subsequent meeting. MOTION: Silvetti SECOND: Peterson VOTE: 4 Yes.

Motion to approve Healthcare coverage in the form of Medicare Part A & B, Medigap Part G, and Prescription Part D for Tim M^cGaw, Manager, as a substitution for UPMC Medical Plan, as discussed in Executive Session. Employee will remain on BTWSA's Dental and Vision Plans. MOTION: Silvetti SECOND: Cadwallader VOTE: 4 Yes.

Katie M^cGaw reported that at last month's Meeting she had presented the Board with a customer who was 90+ Days Delinquent. As an update, the balance due was paid, and this customer is current.

Ted announced the next Regular Monthly Meeting will be held on December 7, 2022, at 7 p.m.

Motion was made (at 8:40 p.m.) to adjourn the Meeting. MOTION: Silvetti SECOND: Cadwallader VOTE: 4 Yes.

Signed as Secretary/Treasurer,

Edward M. Silvetti



160105

Resolution No. – 2022 – 12

Resolution of the Blair Township Water and Sewer Authority Amending and Supplementing Blair Township Water and Sewer Authority's Employee Handbook to Address Unpaid Leave

WHEREAS, Blair Township Water and Sewer Authority ("BTWSA") previously promulgated certain rules governing its employees in its Employee Handbook; and

WHEREAS, BTWSA's Employee handbook does not directly address or contain specific rules and/or regulations pertaining to employees' unpaid leave from work; and

WHEREAS, the purpose of this Resolution is to set forth and clarify rules and regulations which shall govern employees' unpaid leave from work.

NOW, THEREFORE, it is hereby resolved as follows:

1. The above recitals are hereby incorporated into this Resolution.
2. BTWSA hereby amends and supplements its Employee Handbook consistent with the terms and provisions set forth in this Resolution, effective November 2, 2022.
3. "Unpaid leave" shall be defined as leave from employment that does not fit into other leave categories contained within the BTWSA Employee Handbook.
4. Prior to requesting unpaid leave, a BTWSA employee must first exhaust all other categories of leave, i.e., personal days, sick days and vacation days.

5. Any period of unpaid leave must be requested by the employee in writing to the BTWSA manager and approved in writing prior to the employee being able to utilize the same.
6. Any request for unpaid leave shall be for good cause, and approval of such requests shall be at the sole discretion of the BTWSA manager.
7. If a request by an employee for unpaid leave is approved by the BTWSA manager, the employee utilizing said unpaid leave shall be responsible to pay BTWSA the cost of his or her benefits for the amount of time approved for unpaid leave, and the costs for which the requesting employee shall liable to BTWSA will be calculated on a per-workday basis.
8. With respect to the payment obligation of an employee taking and utilizing unpaid leave as set forth in paragraph 7, above, said employee's repayment of the same to BTWSA shall be deducted from his or her net pay beginning the next pay period after the employee's unpaid leave and thereafter, if necessary, until the employee's obligation is remitted to BTWSA, in full.
9. This terms and provisions of this Resolution were approved at a BTWSA public meeting on November 2, 2022, and shall be effective as of that date.
10. All other provisions contained in the BTWSA Employee Handbook which are not inconsistent with this Resolution are hereby ratified and confirmed.

This Resolution was adopted by official action and vote by the members of BTWSA at a public meeting held on the 2nd day of November, 2022.

ATTEST:

Blair Township Water and Sewer Authority

Samuel A. White
Secretary

Ted L. Vento
Chairman

