

Union City Municipal Authority (UCMA)
29 South Main St., Union City, Pa.
November 11, 2010
Regular Monthly Meeting

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The regular monthly meeting of the Union City Municipal Authority was called to order at 5:04 on Thursday, November 11, 2010. Those in attendance were Board Members: Mike Wienczkowski, Louie Johnson, Dustin Kolaja, and Thelma Morgan (15 minutes late). Solicitor Tim Wachter, Engineer Gus Maas, Manager Terry Shrout, Admin. Assist. Laurie Galinsky.

The meeting was called to order by Mike Wienczkowski. And before we proceeded with the meeting, he had questions concerning the October Minutes. First was about being in compliance for Disinfection By-Products; he thought we had not been. Terry & Gus explained the testing and reporting process and how we were in compliance & have been since the second quarter of 2010, but this does not mean that all of our samples are within the established limits. Mike's second set of questions were in regards to the reservoir and treatment plant. He questioned Terry's "Elephants" (statements) of the state of the reservoir (average depth, years when expanded, etc.) and the useful-life of our treatment plant. Terry offered to meet with Mike and review with him his reasons for these statements, as well as show him the supporting documents.

Louie made the motion to approve the minutes, Dustin seconded. All in favor, motion carried.

MANAGER'S REPORT;

- Because acquiring his Operator's license was a condition of Terry's employment, Terry brought up the fact that the State has not offered Operator license testing in the past two years because of cutbacks and shortage of available testing personnel. He was able to do testing through the PRWA (Pa. Rural Water Assoc.) in August, passed the exams, and can now apply for his water operator license. There will not be any more tests available until sometime next spring. He will take the necessary Sewer tests whenever the next available are held.
- We have increased the property insurance to reflect more realistic amounts and added earthquake insurance. Premiums increased from approx. \$5000.00 to \$12,000.00 per year.
- The sewer treatment plant replacement roof was put out to bid. The original addition was built in 1989. We had 2 bids under \$10,000.00 the highest bid was \$17,000.00.
- The demolition of the old administration building has been put out to bid. So far we have had many calls but no one had made an appointment to inspect the job.
- The Putnam & Warden Street project is complete. We paid an additional charge of \$6,450.00. Dustin voiced concerns about the paving not being up to par.
- The corrective action coagulant trial that was scheduled has been postponed until spring.

- The well that was to be drilled NW of the water treatment plant for dilution purposes was halted at 20'. Due to perceived miscommunication on Moody's part, Terry elected to stop the project.
- Terry was in contact with Hancock Forest Mgt. about testing on the property adjacent to the reservoir. We should have a testing agreement by the end of the week. He is very optimistic that this site has the potential to produce the needed water.
- Terry has a start on the new budget. He will send out a budget proposal in approximately two weeks. We were \$35,000.00 over this year,
- But part of that was \$8,500.00 on the Willow/Bridge Street project and \$6,450.00 over on the Warden/Putnam Street project, \$9000.00 in engineering fees for H2O water project; he opted to pay for those now and will begin taking draws on the H2O-Bridge loan in 2011.
- Terry has the job description for the Operations Manager finished and it has been reviewed by two Attorneys. He would like to have a resolution to have it adopted. Terry feels the fundamental responsibility and job of the Operations Manager is to be an effective communicator, to make sense and give sense up and down within the organization. He works 90% of the time with information, and must make sense of that information and then give it away. Not only to his subordinates, but also to customers, the public at large and members of the Board. He has concerns about emails requesting large amounts of sensitive data and information, but will avail himself to sit down with anyone and discuss those concerns at any time. Lou Johnson added, "Any reasonable time."

ENGINEER'S REPORT:

- Gus reports that we must submit our Compliance Plan for the Consent Order and Agreement to the DEP by December 31, 2010. He reported that we have been in compliance for Disinfection By-products with the rolling average. He is going to have the plan ready to submit by the next meeting. Whatever we have as items in that, plan is what we are required to implement. The problem is that we are now looking at the possibility of wells being added as a dilution source and the possibility of sometime in the future eliminating the ground water altogether. In the mean time, DEP is requesting that an additional train be added to the current water plant, and will want to see that in our plans. The upgrades that are planned within the H2O project will be helpful, but finding a well to supply dilution water, or as an alternative source would be the best option.
- Gus is currently working on plans for the H2O project design and will put it out to bid in 2011. CDBG project for 2011 is the First Avenue Sewer Replacement Project, Phase II.
- Terry & Gus are to do the dam safety inspection next week.

SOLICATOR'S REPORT:

- Tim has emailed Terry a copy of the fire service waiver form to Terry. He included an "indemnification clause to hold harmless" which says that if the property owner gets into trouble with their insurance carrier for not having the fire line on, it is not our problem.

TREASURER'S REPORT:

- Lou made the motion to approve the bills, Mike seconded. All in favor, motion carried.

NEW BUSINESS:

- Mike made the motion to accept the bid of \$9,425.00 from Gilcon & Associates, Meadville, to replace the roof at the sewage treatment plant.
- Lou made a motion to increase the charge for late letters from \$5.00 to \$7.00. Dustin seconded, Mike opposed. Motion carried.
- Dustin asked about the use of safety vests. Do the men have them and do they wear them? Any activity on a state road requires the use of safety vests. If they are not in use, the State Supervisor can shut the project down. Terry said that the men do have and wear their safety vests. The city has offered to flag for us if needed. Terry said that we are signed up with Camsco to provide this service if needed.
- Lou brought up the parking lot at the old Administration building. He suggested putting up mafia blocks to prevent people from parking there, since we do not maintain it for winter, and there are concerns over slip and falls.
- Dustin made the motion to table the vote on the Manager's Job Description until next month. Mike seconded, all in favor. Motion carried.
- Executive session started 6:32. Executive session ended at 6:39
- Louie made the motion to approve the Release and Agreement for the terms between the Authority and Ms. Tomcho, as discussed during Executive session. Mike seconded, all in favor. Motion carried.

Mike made the motion to adjourn the meeting, Louie seconded. All in favor, motion carried.

Board Chairperson

Treasurer