

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

SPECIAL MEETING – APRIL 16, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a special monthly meeting on Thursday, April 16, 2020 at 6:00 P.M. in the Authority parking lot of the pump station, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance:

Mr. Stanley Caroline, Jr. Mr. Mike Faccenda Mr. Joseph Lapia
Mr. Dylan Mace Mr. Kevin McHugh Mr. Tim Watson
Mr. Mark Wolinsky

Absent:

Mr. Charles Gilbert Mr. Charles Konkus Mrs. Barbara McIntyre

Others in Attendance:

Stanley A. Gorski, Jr., Assistant Manager
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

Absent:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Kevin Fisher, General Manager

2. Mr. Caroline led the Pledge of Allegiance and moment of silence for troops overseas, and those affected by Coronavirus Disease 2019 (COVID-19).

3. Public Comments: None. There were no visitors in attendance.

4. Communications:

A. Mr. Caroline reported that Mr. Mark Wolinsky has been reappointed to represent Hempfield Township on the Western Westmoreland Municipal Authority Board of Directors, for a five-year term ending December 31, 2024.

5. Secretary's Report – Due to Mrs. McIntyre's absence, Johanna Wtorkowski requested the approval of the minutes for the regular (and reorganizational) meeting of February 20, 2020. A motion to approve the minutes, as presented, was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed unanimously.

This concluded the Secretary's Report.

6. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

A. Ratify Revenue Fund Requisition No. 338, Scott Electric Company, dated March 19, 2020, in the amount of \$666.22: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.

B. Ratify Revenue Fund Requisition No. 339, dated March 19, 2020: \$488,601.86: A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Due to Mr. Fisher's absence, there was no report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:

A. COA-Phase III Rights-of-Way: Mr. Gorski requested approval of right-of-way agreements, as listed below. A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

<u>Name</u>	<u>Tax Map No.</u>	<u>R/W No.</u>	<u>Interceptor</u>	<u>Amount</u>
Rocco and Linda Marie D'Ascenzo	19-02-13-0-015,	BR-RW-26	Bushy Run Interceptor	\$2,268.00
Michael D. Kleinschmidt	19-03-04-0-045,	BR-RW-14	Bushy Run Interceptor	\$500.00

B. Mr. Gorski requested Board approval to purchase additional lighting fixtures, consisting of six (6) wall packs and seventeen (17) coach lights, less one (1) 60W LED wall-pac, for a net increase of \$951.73. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

- C. Mr. Gorski reported that a written proposed amendment to Western Westmoreland Municipal Authority's By-Laws, to amend and codify By-Laws meeting methods, was distributed to the Board Members on April 9, 2020. Mrs. Wtorkowski asked those Board Members in attendance to confirm that they had received the written proposed amendment to the By-Laws. All Board Members in attendance confirmed by a raising of hands that they had received the proposed amendment. Also, Mr. Gilbert, Mr. Konkus, and Mrs. McIntyre replied to the e-mail in which the amendment to the Authority's By-Laws was attached.
- D. Mr. Gorski requested that the Board adopt the COVID-19 Declaration of Disaster Emergency for the Western Westmoreland Municipal Authority, Westmoreland County, Pennsylvania. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. The motion passed unanimously. It was noted that, once the State and National states of disaster emergency are lifted, the Board will take further action.
- E. Mr. Gorski requested Board approval of Western Westmoreland Municipal Authority's Employee Emergency Response Plan for Infectious Disease Outbreak, with an emphasis on Coronavirus Disease 2019 (COVID-19). A motion to approve was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously.
- F. Mr. Gorski requested Board approval of full wages to employees who are working from home and/or on-call. This authorization will be effective as of Friday, March 13, 2020 (the date on which President Trump declared a national emergency), and will remain in effect for as long as a mitigation work schedule is in effect. A motion to approve was made by Mr. Lapia, and seconded by Mr. Mace. The motion passed unanimously.
- G. Mr. Gorski requested that the Board authorize payment of full wages to employees who have tested positive for COVID-19 or are awaiting test results, or who are under self-quarantine as a result of exposure to someone who has tested positive for COVID-19, for the period from March 13, 2020 through April 1, 2020; and authorize the Authority to meet or exceed the requirements of the Families First Coronavirus Response Act (FFCRA), beginning April 2, 2020 and for as long as the FFCRA is in effect. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Assistant Manager's report.

- 9. Consulting Engineer – Brad Boddy, Wade Trim, Inc.: Due to Mr. Boddy's absence, there was no report.
- 10. Solicitor's Report – John Campfield: Due to Mr. Campfield's absence, there was no report.

11. Reports of Committees:

- A. Personnel Committee: Joseph Lapia: There was no report. Mr. Lapia commended Mr. Gorski, Mrs. Wtorkowski, and Authority staff for their efforts during the COVID-19 pandemic national emergency.
 - B. Finance and Budget Committee – Dylan Mace:
 - 1. Mr. Mace requested ratification of the fund transfer listed under Agenda item 11B (1) (a), and investments listed under Agenda Items 11B (1) (b) and 11B (1) (c), as follows:
 - Item 11B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*
 - Item 11B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury Bill, in the amount of \$4,553,000.00, *and*
 - Item 11B (1) (c): Purchase a 2016 Construction Fund One-Month United States Treasury Bill, in the amount of \$2,020,000.00.
- A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously. It is noted that the U.S. Treasury Bill purchases were not made, as the yield was negative.

This concluded the Finance and Budget Committee report.

- C. Legal and Engineering Services Committee: Due to Mr. Gilbert's absence, there was no report.

12. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Items 12A (1):
 - 12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 57, dated March 19, 2020: \$43,337.88, and authorize submission to PENNVEST:
- A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.

- 13. Board Member Comments: Mr. Wolinsky, Mr. Caroline, and Mr. Faccenda commended Authority staff for the great job that they have done during the COVID-19 pandemic.

- 14. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 6:15 P.M.

Johanna Wtorkowski
 Johanna Wtorkowski, Assistant Secretary-Treasurer