

**WEST MIFFLIN SANITARY SEWER MUNICIPAL AUTHORITY
BOARD OF DIRECTORS' MEETING
Meeting Minutes
Thursday January 4, 2018**

CALL TO ORDER 6:02pm

PLEDGE OF ALLEGIANCE

ROLL CALL Michael Moses, Brian Hilligsberg, David Tartler, and Robert Kostelnik - Present
John Munsie - Absence

Also: Present: Matthew D. Racunas Esq., John Mowry, PE, Gary Stetar, General Manager,
James Howard, Assistant General Manager, and Mindy Henze.

Meeting turned over to Solicitor:

1. REORGANIZATION OF THE BOARD:
 - a. Hilligsberg nominated Kostelnik for Chairman. No other nominees named.
Motion by Hilligsberg and second by Moses to elect Kostelnik as Chairman.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)

Meeting returned to Chairman.

- b. Hilligsberg nominated Tartler for Vice-Chairman. No other nominees named.
Motion by Moses and second by Hilligsberg to elect Tartler as Vice Chairman.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
- c. Tartler nominated Hilligsberg for Secretary. No other nominees named.
Motion by Moses and second by Tartler to elect Hilligsberg as Secretary.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
- d. Moses nominated Munsie for Treasurer. No other nominees named.
Motion by Hilligsberg and second by Tartler to elect Munsie as Treasurer.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
- e. Hilligsberg nominated Moses for Assistant Secretary/Treasurer. No other nominees named.
Motion by Tartler and second by Hilligsberg to elect Moses as Assistant Secretary/Treasurer.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
- f. Motion by Tartler and second by Hilligsberg to appoint Racunas Law Group as Solicitor.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
- g. Motion by Moses and second by Hilligsberg to appoint KLH Engineers as Engineer.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)

ANNOUNCEMENTS: On December 7, 2017, an Executive Session was held during the Board Meeting.

RECEPTION OF VISITORS: None at This Time

2. Motion by Tartler and second by Hilligsberg to approve the minutes from the Board Meeting on December 7, 2017. Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
3. Motion by Hilligsberg and second by Tartler to approve the Treasurers' Report for October 2017. Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)

4. Motion by Moses and second by Tartler to ratify the December 2017 bills.
Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
5. Motion by Hilligsberg and second by Moses to approve requisition 2014-36 in the amount of \$34,210.76, as draw down against Bond Series 2014, by Trustee Wells Fargo Bank, Pittsburgh, PA. Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
6. Report of the Solicitor. A written report of the Solicitor is available upon request.
7. Report of the Engineer. A written report of the Engineer is available upon request.
8. Report of the General Manager. A written report of the General Manager is available upon request.
9. Executive Session was held from 6:25pm to 6:31pm
10. Old Business. None at this time.
11. New Business.
 - a. Motion by Hilligsberg and second by Tartler to implement contractual raises for management. General Manager 3%, Assistant General Manager 3%, Office Manager 4%, and Assistant Office Manager 3%. Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
 - b. Motion by Moses and second by Tartler to approve Creative Enterprises to inspect back flows for the Authority at \$90 apiece. Vote: 4- Yes (BH, MM, DT, RK) 1- Absent (JM)
12. Motion by Hilligsberg and second by Moses to adjourn at 6:36pm.
Vote: all in favor non opposed motion passed.

Respectfully submitted:



Brian Hilligsberg – Secretary