

**WEST MIFFLIN SANITARY SEWER MUNICIPAL AUTHORITY  
BOARD OF DIRECTORS MEETING  
MEETING MINUTES  
Thursday November 3, 2016**

CALL TO ORDER 6:00pm

PLEDGE OF ALLEGIANCE

ROLL CALL    Brian Hilligsberg, John Munsie (phone), Len Zapf, and Robert Kostelnik – Present  
                  David Tartler, -Absent

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

ANNOUNCEMENTS: None at this time.

Reception of Visitors: None at this time.

1.    Motion by Zapf and second by Hilligsberg to approve the minutes from the Board Meeting on October 6, 2016.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
2.    Motion by Hilligsberg and second by Zapf to approve the Treasurer's Report for August 2016.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
3.    Motion by Zapf and second by Hilligsberg to ratify the October 2016 bills.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
4.    Motion by Hilligsberg and second by Zapf to approve requisition 2014-22 in the amount of \$61,037.68, as draw down against Bond Series 2014, by Trustee Wells Fargo Bank, Pittsburgh, PA.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
5.    Report of the Solicitor. A written report of the Solicitor is available upon request.
6.    Report of the Engineer. A written report of the Engineer is available upon request.
7.    Report of the General Manager. A written report of the General Manager is available upon request.
8.    Executive Session held from 6:15pm to 6:53pm.
9.    Old Business- None at this time.
10.  New Business.
  - a.    Motion by Zapf and second by Hilligsberg to award contract 2016-07 to Robinson Pipe in the amount of \$158,350.00, for the lateral grouting of 269 laterals, per the ALCOSAN-DEP consent order.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
  - b.    Motion by Zapf and second by Hilligsberg to award purchase of blowers for Thompson Run Plant from DAS Group for \$201,708.00. Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)
  - c.    Motion by Zapf and second by Hilligsberg for permission for the Office Assistant to work 40 hours December 5<sup>th</sup> thru the 9<sup>th</sup>. Also, to work 32 hours the week of December 26<sup>th</sup> thru the 30<sup>th</sup>. Reason for schedule modification will be due to Office Managers scheduled vacation.  
      Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)

d. Motion by Zapf and second by Hilligsberg to accept the retirement letter of the Pretreatment Compliance Inspector effective January 4, 2017. Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)

11. Motion to adjourn Hilligsberg and second by Zapf to adjourn at 6:57pm.  
Vote: 4-Yes (BH, JM, LZ, RK) 1-Absent (DT)

Respectfully submitted:

  
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Brian Hilligsberg – Secretary