

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 8, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employee: William M. Brady, Superintendent

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the December 11, 2013 meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Reorganization of the board was conducted. Mr. Gibson called for nominations for Chairman. Motion by Mrs. Rosselot to nominate Mr. Gibson as Chairman, Seconded by Mrs. Zuschlag. Mr. Gibson called for any additional nominations, with none being made, the nominations were closed. Motion carried by unanimous vote.

Mr. Gibson called for nominations for Vice Chairman. Motion by Richard Boyd to nominate Mr. Shaw as Vice Chairman, Seconded by Mrs. Rosselot. Mr. Gibson called for any additional nominations, with none being made, the nominations were closed. Motion carried by unanimous vote.

Mr. Gibson called for nominations for Secretary. Motion by Mrs. Zuschlag to nominate Mrs. Rosselot as Secretary, Seconded by Mr. Boyd. Mr. Gibson called for any additional nominations, with none being made, the nominations were closed. Motion carried by unanimous vote.

Mr. Gibson called for nomination for Treasurer. Motion by Mr. Shaw to nominate Mr. Boyd as Treasurer, Seconded by Mrs. Rosselot. Mr. Gibson called for any additional nominations, with none being made, the nominations were closed. Motion carried by unanimous vote.

Mr. Gibson called for nomination for Assistant Secretary-Treasurer. Motion by Mrs. Rosselot to nominate Mrs. Zuschlag as Assistant Secretary-Treasurer, Seconded by Mr. Boyd. Mr. Gibson called for any additional nominations, with none being made, the nominations were closed. Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,444,953.55	\$397,114.95	\$1,047,838.60	\$250,000.00	\$797,838.60

Motion by Mr. Shaw to approve the Treasurers report, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported on the updated priority list. The priority list contains 33 items identified as high, medium, and low priorities and is broken down into Distribution, Treatment, and Administration. Item #4 on the priority list Study of the West Tank Valve Gallery Replacement is a new item added. Item #2 River Crossing was discussed, Mr. Gibson questioned progress of the project, Mr. Thompson reported that all permits have be submitted and issued, at this time the contractors are reviewing contingency for the permits. Mr. Shaw questioned the demolition of the dwelling on the property located on S. Front Street. Mr. Thompson reported that was included in the cost of the River Crossing for the demolition, Mr. Brady added that the siding on the property was asbestos and would need to properly be removed at an additional fee of \$5,000.00. Mrs. Rosselot questioned the Fredonia Road Project as it is not listed on the priority list. Mr. Thompson stated that is not a priority to the Authority, Mr. Gibson recommended added to the priority list as a low priority. Mr. Thompson addressed the East Side Main Line Improvements Project; no pay estimates or pay requisition has been submitted this month. Mr. Thompson submitted Change Order #4 for the amount of \$47,005.70; Mr. Thompson recommended approving Change Order #4 finalized reduced hydrant removal cost. Motion by Mrs. Rosselot to approve Change Order #4, Seconded by Richard Boyd, Motion carried by unanimous vote. Mr. Thompson also submitted for review all S.E.T. invoices to date stating that no changes have been made since last month. Mr. Thompson reported that all changes regarding the tank mixing for the Hadley Road Tank Painting Project are complete and hopes to have bids out to potentially be open the first part of March.

Mr. Thompson presented the Annual Report for 2013 and 2014 Budget Summary with changes made to the report. Mr. Gibson questioned Capital Improvements which showed sufficiently less funds then what the Authority has spent in 2013. Mr. Thompson will add the East Side Main Line Improvement Project to the report. The East Side Main Line Improvement Project is not paid out of Capital Improvements but does show

January 8, 2014 Regular Board Meeting

the amount of funds the Authority has spent to update the system. Motion by Mrs. Rosselot to approve the Annual Report as presented with modifications as discussed, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Mr. Thompson and Mr. Brady discussed the Fredonia Road Project. Mr. Gibson called for a motion authorizing the Authority to enter into agreement with Mr. Greenlee representing The Rebecca H. Greenlee and Irvin R. Greenlee Irrevocable Trust allowing them to tie into the Fredonia Road Water Line Extension; Mr. Greenlee will maintain ownership with the Authority operating the line with the agreement to be developed by the Solicitor and agreeable by Mr. Brady. Motion by Mrs. Zuschlag, Second by Mr. Shaw, Motion carried by unanimous vote.

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of December. Billing and consumption are average for the month of December. Mr. Brady discussed and submitted the UPMC Health Care Adoption Agreement for the HRA \$1,500.00 employee contribution plan. UPMC Health Care Adoption Agreement will be signed and put on file. Motion by Mrs. Zuschlag to approve the Certificate of Corporate Resolution for the Health Reimbursement Arrangement, Seconded by Mr. Shaw, Motion carried by unanimous vote.

The Board discussed retaining a new solicitor for the Authority. Mr. Brady and Mr. Gibson conducted a phone conference with Mr. Matthew D. Racunas. Mr. Racunas has submitted a letter of engagement to the Authority. Motion by Mrs. Rosselot to accept and authorize Mr. Brady and Mrs. Rosselot as witness to sign the engagement letter with Mr. Racunas and his law firm to represent the Authority as Solicitor, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Meeting adjourned at 6:32 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

GREENVILLE WATER AUTHORITY  
DRAFT AUDIT DISCUSSION  
BOARD OF DIRECTORS  
TUESDAY, JANUARY 28, 2014 10:00 A.M.

Present

Directors:

John Gibson, Chairman  
Don Shaw, Vice Chairman  
Richard Boyd, Treasurer

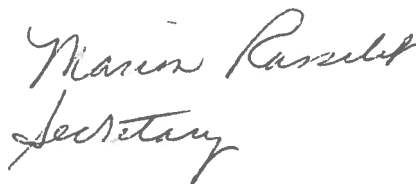
Employee:

William M. Brady, Superintendent  
Shannon McClimans, Office Manager

Discussion called to order by Mr. Gibson. The Draft 2013 Audit completed by Stillwaggon & McGill, LLC was reviewed and discussed including the Management's Discussion and Analysis (MD&A) and the Governmental Accounting Standards Board Statements (GASBS) Disclosure Checklist.



Richard Boyd  
Treasurer



Secretary

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
WEDNESDAY, February 12, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer  
Engineer: Tom Thompson, Senior Project Manager  
Employee: William M. Brady, Superintendent  
Press: Caleb Stright, Record Argus  
Visitors: Frank Lewis

Meeting called to order by Mr. Gibson. Minutes of the January 8, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Minutes of the January 28, 2014 Draft Audit Discussion were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mrs. Rosselot, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,704,452.38	\$412,886.92	\$1,291,565.46	\$250,000.00	\$1,041,565.46

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Mr. Gibson called for any visitors or guest wanting to address the board. Frank Lewis owner of the property at 23 Columbia Park addressed the board concerning a large water billed received due to estimated readings on the account. Mr. Brady reviewed Mr. Lewis account profile that included previous readings and billing cycles. Mr. Lewis has signed a payment arrangement to breakdown payments on the bill. Mr. Brady recommended that Mr. Lewis come to the office during regular working hours to review the account and further discuss a more convenient payment arrangement.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; S.E.T has submitted pay estimate #16 in the amount of \$46,867.93 for acceptance and is recommended for approval. Motion by Mr. Rosselot to approve S.E.T pay request #16 in the amount of \$46,867.93, Seconded by Mr. Boyd. Motion carried by unanimous vote. PennVest Requisition #15 has been prepared in the amount of \$65,573.50, Motion by Mr. Shaw to submit PennVest Requisition #15 in the amount of \$65,573.50, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Hadley Road Tanking Painting Project was discussed; Bid opening is on March 4, 2014.

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of January. Billing and consumption are average for the month of January. Mr. Brady submitted the 2013 Customer Bad Debt for 2013 in the amount of \$1,172.64 for the board approval. Motion by Mrs. Zuschlag to approve writing off of bad debt in the amount of \$1,172.64, Seconded by Mr. Shaw, Motion carried by unanimous vote. Distribution staff repaired two 2" main line water breaks. The Fredonia Road Main Line has been flushed and turned on as of February 11, 2014.

Treatment chemical costs for the month of January are average. DEP will begin the Filter Plant Performance Evaluation on February 18, 2014.

Mr. Brady advised the board that beginning in February the Authority will begin to pay principle and interest on the PennVest Loan for the East Side Main Line Improvement Project.

Mr. Brady discussed the River Crossing Project, stating the he is working with the Solicitor regarding purchasing the property adjacent to the property located at 22 S. Front Street.

Mr. Gibson discussed the upcoming Draft Audit Discussion for February 18, 2014. Mr. Gibson discussed the possibility of dividing the bank accounts throughout several banks for FDIC Insurance Coverage to reduce the credit risk to the Authority.

Meeting adjourned at 6:33 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

GREENVILLE WATER AUTHORITY  
DRAFT AUDIT DISCUSSION  
BOARD OF DIRECTORS  
TUESDAY, FEBRUARY 18, 2014 8:15 A.M.

Present

Directors: John Gibson, Chairman

Employees: William M. Brady, Superintendent  
Shannon McClimans, Office Manager

Auditor: Amanda Landon, Stillwaggon & McGill, LLC

With no quorum present the Special Meeting was canceled with no business conducted. The Draft 2013 Audit completed by Stillwaggon & McGill, LLC was discussed including the Management's Discussion and Analysis (MD&A) and the Governmental Accounting Standards Board Statements (GASBS) Disclosure Checklist.



Marion Rosselot  
Secretary

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
WEDNESDAY, March 12, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer  
Engineer: Tom Thompson, Senior Project Manager  
Employee: William M. Brady, Superintendent  
Press: Caleb Stright, Record Argus  
Visitors: John Stillwaggon, Stillwaggon & McGill, LLC

Meeting called to order by Mr. Gibson. Minutes of the February 12, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mrs. Rosselot, Motion carried by unanimous vote.

Minutes of the February 18, 2014 Draft Audit Discussion were reviewed. Mr. Gibson stated with no quorum present the Special Meeting was canceled and no business was conducted, requesting change be made to minutes to reflect this action. Motion by Mrs. Zuschlag to accept the minutes as amended, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Treasurer's report was given by Mrs. Zuschlag as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,711,359.04	\$437,166.51	\$1,274,192.53	\$250,000.00	\$1,024,192.53

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; PennVest has changed procedures regarding pay requisition. Pay requisition now are to be submitted electronically, PennVest will email electronically the approval for a pay requisition. Mr. Gibson and Mr. Boyd are not in PennVest system to receive these emails, Mr. Thompson recommends that Mr. Brady be able to receive emails and approve requisitions from PennVest. Mr. Thompson presented Signature Authorization Forms for the Board to review. Mr. Thompson addressed the Hadley Road Tank Painting Project, 4 bids were received with A1 Industrial



Painting presenting the lowest bid. Mr. Thompson has reviewed the bid and references and recommends approving the bid submitted by A1 Industrial Painting. Motion by Mr. Shaw to approve the Hadley Road Tank Painting bid by A1 Industrial Painting for \$198,690.00, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

John Stillwaggon from Stillwaggon & McGill, LLC presented the annual financial audit. The financial statements present fairly, and in all material respects the financial position of the Authority as of December 31, 2013 and 2012. Motion by Mr. Shaw to approve the December 31, 2013 and 2012 Financial Audit has presented with few numerical changes to be made, Seconded by Mrs. Rosselot, Motion carried by unanimous vote.

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of February. Billing and consumption are average for the month of February. Mr. Brady submitted an Available Cash Flow Project Schedule for the board to review. Distribution staff repaired a 12" main line water break on Main Street.

Mr. Brady presented that Greenville Savings Bank offers the highest interest rate in transferring the \$250,000.00 in Emergency Funds into a CD to help protect the Authority from credit risk. The Board has instructed Mr. Brady to move forward with opening the CD through Greenville Savings Bank.

Mr. Brady presented that the last property value appraisal was completed eight years ago. Industrial Appraisal has quoted \$4,060.00 to appraise property owned by the Authority; Mr. Brady recommends that this be completed to insure proper insurance coverage.

Mr. Brady has received the signed agreement for Hempfield Township Public Fire Protect; signatures are needed from Mr. Gibson and Mrs. Rosselot.

Treatment chemical costs for the month of February are average. DEP completed the Filter Plant Performance Evaluation in February. Mr. Brady has not yet received any information at that time regarding the evaluation.

Meeting adjourned at 7:05 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, April 9, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employee: William M. Brady, Superintendent

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the March 12, 2014 meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,802,364.31	\$420,777.40	\$1,381,586.91	\$483,840.00	\$897,746.91

Motion by Mr. Shaw to approve the Treasurers report, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; S.E.T has submitted pay estimate #17 in the amount of \$16,296.03 for acceptance and is recommended for approval. Motion by Mrs. Zuschlag to approve S.E.T pay request #17 in the amount of \$16,296.03, Seconded by Mr. Shaw. Motion carried by unanimous vote. PennVest Requisition #16 has been prepared in the amount of \$18,532.11, Motion by Mr. Shaw to submit PennVest Requisition #16 in the amount of \$18,532.11, Seconded by Mr. Boyd, Motion carried by unanimous vote. Mr. Thompson addressed the Hadley Road Tank Painting Project; Mr. Thompson has received the signed documents from A1 Industrial Painting. Thiel College has submitted an escrow payment of \$35,150.00 for the Thiel Water Line Extension.

April 9, 2014 Regular Board Meeting

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of March. Billing and consumption are average for the month of March. Distribution staff repaired a 4" main line water break. Treatment chemical costs for the month of March are average. Mr. Brady opened a CD through Greenville Saving Bank in the amount of \$250,000.00

Industrial Appraisal has completed the appraisal of property owned by the Authority.

Meeting adjourned at 6:00 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, May 14, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employee: William M. Brady, Superintendent

Meeting called to order by Mr. Gibson. Minutes of the April 9, 2014 meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,807,804.21	\$445,057.07	\$1,362,747.14	\$480,297.46	\$882,449.68

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; no significant work has been completed since the last meeting. Distribution staff is working on a Punch List of items that needs to be completed by S.E.T. Mr. Thompson addressed the Hadley Road Tank Painting Project; a notice to proceed has been given. A preconstruction meeting will be scheduled within the next week at the contractor's availability.

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of April. Billing and consumption are average for the month of April. Mr. Brady discussed the 2014 Filter Plant Performance Evaluation in which the Authority received a satisfactory rating. Chemical cost and usage are up

May 14, 2014 Regular Board Meeting

slightly from previous months. Distribution staff has completed the spring main line hydrant flushing; all winter road repairs have been completed by Landfried Paving at the cost of \$6,091.74.

Mr. Brady discussed adopting a Resolution to obtain by Eminent Domain property located at 28 S. Front Street; the property will be used as part of the River Crossing Project. Motion by Mrs. Rosselot to approve the Resolution for taking the property at 28 S. Front Street by Eminent Domain and executing Resolution number 1-14, Seconded by Mr. Shaw, Motion carried by unanimous vote. Discussed was a Resolution allowing the Board Chairman and Secretary to sign a bond agreement that the Authority will pay court authorized restitution for the property located at 28 S. Front Street. Motion by Mrs. Rosselot to approve the Resolution authorizing the Board to sign a bond that the Authority will pay court authorized restitution for the property at 28 S. Front Street obtained by Eminent Domain, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Industrial Appraisal has completed the appraisal of property owned by the Authority. Liability Insurance for 2014 came in at \$25,221.00, with the increase based on property value.

Beginning June the Authority will be installing new billing software using Muni-Link Billing System. All bills will be converted to monthly billing; all customers will receive notification by mailing informing them of the billing schedule.

Meeting adjourned at 6:23 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, June 11, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employee: William M. Brady, Superintendent

Press: Caleb Stright, Record Argus

Visitors: Moussa Bittar, Project Manager S.E.T. Inc  
Tom Pavel, Project Superintendent S.E.T. Inc

Meeting called to order by Mr. Gibson. Minutes of the May 14, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,854,420.80	\$469,337.16	\$1,385,083.64	\$483,253.55	\$901,830.09

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Representing S.E.T. Mr. Bittar and Mr. Pavel addressed the Board regarding the final restoration for the East Side Main Line Improvement Project. Mr. Bittar requested from the Board that the retainer being held be reduced as S.E.T. finishes the final restoration on the project which includes replacing 5 sidewalk pads and repairing 3 areas of asphalt. Mr. Brady and Mr. Linton, Distribution Foreman will review a punch list from the Authority to verify that other areas of complaints have been addressed. In addition the Borough's Code Enforcer will review the area for compliance.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; S.E.T. has submitted pay estimate #18 in the amount \$7,270.05 for acceptance and is recommended for approval. Motion by Mr. Shaw to approve S.E.T. pay request #18 in the amount of \$7,270.05, Seconded by Mrs. Rosselot. Motion carried by unanimous vote. Mr. Thompson addressed the Hadley Road Tank Painting Project; A1 Industrial Painting has submitted pay estimate #1 in the amount of \$26,640.00 for acceptance and is recommended for approval. Motion by Mr. Shaw to approve A1 Industrial Painting pay request #1 in the amount of \$26,640.00, Seconded by Mrs. Rosslet. Motion carried by unanimous vote.

Mr. Brady presented the superintendent's report; he reviewed revenues versus expenses for the month of May. Billing and consumption are average for the month of May. Chemical cost and usage are up slightly and is due to the warm weather conditions. Distribution staff has completed all winter repair work.

Beginning June the Authority began using new billing software supplied by Muni-Link Billing System. All bills have been converted to monthly billing; all customers received notification by mailing informing them of the new billing schedule.

Meeting adjourned at 6:42 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, July 9, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Press: Caleb Stright, Record Argus

Visitors: Tom Pavel, Project Superintendent S.E.T. Inc

Meeting called to order by Mr. Gibson. Minutes of the June 9, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,847,066.62	\$494,618.10	\$1,352,448.52	\$456,613.55	\$895,834.97

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mrs. Zuchlag, Motion carried by unanimous vote.

Mr. Gibson addressed the Single Audit, the single audit is the second audit required due to the spending of government funds. Reviewing the Year End Audit to the Single Audit two changes were made, reduced credit risk and updated pension report. The Board will review the Single Audit for approval at the next scheduled Board Meeting.

Representing S.E.T. Mr. Mr. Pavel addressed the Board regarding the final restoration for the East Side Main Line Improvement Project.



Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project; Mr. Thompson addressed several outstanding issues on the punch list. One issue of replacement of a shrub/bush for a resident's property, another issue involving several properties located on S. Main Street regarding yard repairs, and road restoration was discussed at the intersection of Clinton Street and Second Avenue. S.E.T. will also repair the sewer lateral damaged on Columbia Avenue. The Board will replace the shrub/bush for the resident's property; Mr. Pavel states that all other issue regarding the punch list has been completed or is scheduled for repair. Mr. Thompson submitted Change Order #5 in the amount of \$22,436.29 for acceptance and is recommended for approval. Motion by Mrs. Rosselot to approve Change Order #5 in the amount of \$22,436.29, Seconded by Mr. Shaw. Motion carried by unanimous vote. S.E.T. has submitted final pay estimate #19 in the amount \$124,164.97 for acceptance and is recommended for approval. Motion by Mr. Shaw to approve S.E.T. final pay request #19 in the amount of \$124,164.97, payment contingent on punch list being completed with the Authority holding up to \$1,000.00, Seconded by Mrs. Zuschlag. Motion carried by unanimous vote. Mr. Thompson addressed the Final Certificate included in the Engineers Report. The Final Certificate is to be completed and sent to the contracting company and the insurer once the project is complete. Motion by Mrs. Rosselot to approve the Final Certificate of Construction of Water System Improvement Project dated once project is complete, Seconded by Mr. Boyd. Motion carried by unanimous vote. Mr. Thompson discussed the Maintenance Bond; Maintenance Bond covers a two year period of repairs from the substantial completion date of October 9, 2013. Mr. Thompson addressed the Hadley Road Tank Painting Project; A1 Industrial Painting has submitted pay request #2 in the amount of \$127,739.43 for acceptance and is recommended for approval. Motion by Mrs. Rosselot to approve A1 Industrial Painting pay request #2 in the amount of \$127,739.43, Seconded by Mr. Boyd. Motion carried by unanimous vote. Mr. Thompson presented PennVest pay requisition #17 in the amount of \$136,523.86 for approval. Motion by Mr. Shaw to approve PennVest pay requisition #17 in the amount of \$136,523.86, Seconded by Mr. Boyd. Motion carried by unanimous vote.

Adjourn to Executive Session to discuss personnel issues.

Meeting reopens to Public Session with no additional discussion or actions.

July 9, 2014 Regular Board Meeting

Meeting adjourned at 6:30 pm.

A handwritten signature in black ink that reads "Marion Rosselot". The signature is written in a cursive, flowing style.

Marion Rosselot

Secretary

Transcribed by: Shannon McClimans

Draft review by: Board

GREENVILLE WATER AUTHORITY  
SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, July 23, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman (Part-time)  
Marion Rosselot, Secretary (Part-time)  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Thomas Thompson, Senior Project Manager

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson.

Meeting adjourns to Executive Session.

Meeting reopens to Public Session.

Motion by Mrs. Zuschlag to appoint Chairman John Gibson to Interim Superintendent until a replacement for William Brady is found, Seconded by Mr. Boyd. Motion carried by unanimous vote.

Mr. Gibson discussed the Single Audit. Motion by Mr. Boyd to approve the Single Audit as presented, Seconded by Mrs. Zuschlag. Motion carried by unanimous vote. The Board reviewed signature authorization for PennVest Loan. Motion by Mr. Boyd to approve signature authorization for PennVest, Seconded by Mrs. Zuschlag. Motion carried by unanimous vote.

East Side Main Line Improvement Project was discussed. Two issues regarding a property on Donation Road and property on Bentley Ave still needing repairs. The Board discussed options regarding the property repairs.

July 23, 2014 Special Board Meeting

Meeting adjourned at 7:00 pm.

A handwritten signature in black ink, appearing to read "Marion Rosselot". The signature is written in a cursive, flowing style.

Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, August 13, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Don Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employees: Jeff Staul, Treatment Plant Foreman

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the July 9, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Minutes of the July 23, 2014 special meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Second by Mr. Shaw, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

\$1,648,412.33	\$518,899.39	\$1,129,512.94	\$327,811.46	\$801,701.48

Motion by Mrs. Zuschlag to approve the Treasurers report, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson attached an updated priority list. Mr. Thompson addressed the East Side Main Line Improvement Project which is now complete and Thiel College water line design which is now in progress. A new Ph Analyzer has been installed at the treatment plant. Mr. Gibson addressed the West Tank Pipe Gallery with the issue of sever corrosion to the pipes; Mr. Gibson is looking into having the pipes examined to verify the severity of the corrosion. Mr. Thompson addressed the Hadley Road Tank Painting Project; A1 Industrial Painting has submitted pay request #3 in the amount of \$19,698.57 for acceptance and is recommended for approval. Motion by Mrs. Rosselot to approve A1 Industrial Painting pay request #3 in the amount of \$19,698.57, Seconded by Mr. Shaw. Motion carried by unanimous vote.

August 13, 2014 Regular Board Meeting

Mr. Gibson presented the superintendent's report; he reviewed revenues versus expenses for the month of July. Billing and consumption are up for the month of July having combined both billing cycles into one month billing. Chemical cost and usage are average. Distribution staff is scheduled to install a new 8" valve on Fredonia Road.

Mr. Gibson reviewed a letter addressed to Thiel College regarding extending the deadline for the new water line installation allowing them an additional 45 days. Mr. Gibson also addressed reimbursement to Thiel College regarding over billing for fire protection for the property located at 121 College Ave. After inspection from distribution staff no fire protection is supplied to the property.

Adjourn to Executive Session at 6:25 pm.

Meeting reopens to Public Session at 7:50 pm to discuss personnel issue.

Motion by Mrs. Zuschlag to advertise for Water Authority Manager Position, Seconded by Mr. Boyd. Motion carried by unanimous vote.

Meeting adjourned at 7:50 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans

Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, September 10, 2014 5:30 PM

Present

Directors:                    John Gibson, Chairman  
                                  Marion Rosselot, Secretary  
                                  Richard Boyd, Treasurer  
                                  Linda Zuschlag, Asst. Secretary/Asst. Treasurer  
Engineer:                    Tom Thompson, Senior Project Manager  
Employees:                 Jeff Staul, Treatment Plant Foreman  
Press:                        Caleb Stright, Record Argus (Part-time)

Meeting called to order by Mr. Gibson. Minutes of the August 13, 2014 meeting were reviewed. Motion by Mrs. Zuschlag to accept the minutes as presented, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

\$1,676,329.82	\$543,181.54	\$1,133,148.28	\$297,624.91	\$835,523.37

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson addressed the East Side Main Line Improvement Project which is now complete and Thiel College water line design drawings which have been submitted to Thiel and he is awaiting their comments.. Mr. Thompson addressed the Hadley Road Tank Painting Project; all testing for the tank has been completed and the water sample results are acceptable. Mr. Thompson will send DEP a Certificate of Completion; DEP be will then issue the Operating Permit. Mr. Thompson addressed the Fredonia Road Line Extension with installation work being completed, restoration, easement, and right of way issues still need addressed. Mr. Thompson addressed the River Crossing Project, U.S. Department of Fish and Wildlife has concerns that the construction method may impact some endangered species. Mr. Thompson will attempt to convince the agency that the construction can be completed without any environmental damage.

September 10, 2014 Regular Board Meeting

Mr. Gibson presented the superintendent's report; he reviewed revenues versus expenses for the month of August. Expenses are up partially due to expensing some item that had been capitalized in the past. Billing and consumption are beginning to even out for the month of August with all accounts on the monthly billing cycle. Chemical cost and usage are slightly higher.

Alleged damage caused by SET to a sewer line in Hempfield Township (Bently Ave.) was discussed. The Board, based in part on our solicitor's advice, believes this is an issue between the injured parties and SET and that the Authority should not be directly involved.

Adjourn to Executive Session at 6:25 pm.

Meeting reopens to Public Session at 6:55 pm.

Reviewed the 2015 Minimum Municipal Obligation (MMO) for the Greenville Municipal Authority Pension Plan.

Meeting adjourned at 7:00 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board



GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, October 8, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer (Phone Conference)

Engineer: Tom Thompson, Senior Project Manager

Employees: Jeff Staul, Treatment Plant Foreman

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the September 10, 2014 meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Seconded by Mrs. Rosselot, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,484,018.05	\$316,603.19	\$1,167,414.86	\$297,624.91	\$869,789.95

Motion by Mrs. Zuschlag to approve the Treasurers report, Seconded by Mrs. Rosselot, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson presented Draft PennVest Requisition #18 in the amount of \$70,183.97 for consideration. Motion by Mrs. Rosselot to approve PennVest Requisition #18 for the amount of \$70,183.97 with any necessary adjustments, Seconded by Mr. Boyd, Motion carried by unanimous vote. Mr. Thompson addressed the Thiel College Water Line Extension Project, with cost associated with construction and installation needed for Allen Ave to Packard Ave and Allen Ave to "barber shop". Motion by Mr. Boyd to include construction from Allen Ave to "barber shop", Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Mr. Thompson addressed the Hadley Road Tank Painting Project; all work is complete and the tank has been in operation since September 11<sup>th</sup>. Mr. Thompson submitted Change Order #1 in the amount of a reduction of \$8,000.00

for acceptance and is recommended for approval. Motion by Mr. Boyd to approve Change Order #1 in the amount of a reduction of \$8,000.00, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. A1 Industrial Painting has submitted pay request #4 in the amount of \$16,612.00 for acceptance and is recommended for approval. Motion by Mr. Boyd to approve A1 Industrial Painting pay request #4 in the amount of \$16,612.00, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Mr. Thompson addressed the Fredonia Road Line Extension with installation work being completed; preliminary balance of funds due by the Authority equals \$149,776.10. Mr. Thompson addressed the River Crossing Project, discussion have occurred with U.S. Department of Fish and Wildlife, Mr. Thompson discussed preliminary estimate for planning purposes for future projects including River Crossing, Booster Station Relocation and West Tank Pipe Gallery.

Mr. Gibson presented the superintendent's report; he reviewed revenues versus expenses for the month of September. Chemical cost and chemical usage were reviewed. Mr. Gibson presented the renewal for UPMC Health Care. Motion by Mr. Boyd to approve renewing UPMC Health Care at the present plan, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Mr. Gibson advised the Board that the Authority closed a saving account with Huntington Bank due to little or no customer payment activity. The Authority will enter into agreement with MunicIPAY to accept credit card payment online.

Mr. Gibson reviewed changes made to the Authority Rules and Regulations. Motion by Mrs. Zuschlag to adopt changes to the Authority Rules and Regulation contingent upon minor changes offered by the Authority Solicitor and the Engineer, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Sewer issue on Bentley Ave was discussed. The Authority has filed a claim with the insurance company and payment has been submitted to the home owner. The Authority will reopen the claim for reimbursement to Hempfield Township for work completed on the sewer line.

Authority Board held an Emergency Executive Session on September 25, 2014 at 4:30 p.m. to discuss personnel issues.

The Authority will make a contingent offer of employment to Carol J. Paul for the GWA Manager position. Motion by Mrs. Rosselot to make a contingent offer of employment to Carol J. Paul, Seconded by Mr. Boyd, Motion carried by unanimous vote. If Mrs. Paul accepts and meets the requirements she will be hired.

Adjourn to Executive Session at 6:45 pm. for personnel and legal discussion.

Meeting reopens to Public Session at 6:55 pm.

October 8, 2014 Regular Board Meeting

Meeting adjourned at 6:55 pm.

*Marion Rosselot*  
Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, November 12, 2014 5:30 PM

Present

Directors: John Gibson, Chairman  
Donald Shaw, Vice Chairman (Part-time)  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer

Engineer: Tom Thompson, Senior Project Manager

Employees: Carol Paul, Authority Manager  
Jeff Staul, Treatment Plant Foreman

Press: Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the October 8, 2014 meeting were reviewed. Motion by Mr. Boyd to accept the minutes as presented, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Treasurer's report was given by Mr. Boyd as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,505,578.62	\$340,687.90	\$1,164,890.72	\$260,772.91	\$904,117.81

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson presented submitted PennVest Requisition #18 in the amount of \$73,736.15 for approval. Motion by Mr. Boyd to approve submitted PennVest Requisition #18 for the amount of \$73,736.15, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote. Mr. Thompson addressed the Thiel College Water Line Extension Project; Contractors are anticipating starting installation in December of this year. Mr. Thompson addressed the Hadley Road Tank Painting Project; PaDep issued the operating permit on October 16, 2014. Mr. Thompson addressed the Fredonia Road Line Extension with installation work being completed; preliminary balance of funds due by the Authority equals \$144,717.68. Mr. Thompson addressed the River Crossing Project, and has provided additional information to the U.S. Department of Fish and Wildlife. Mr.

Thompson provided preliminary estimate for planning purposes for future projects including West Tank Inspection and West Tank Pipe Gallery Pipe Replacement.

Mr. Gibson presented the managers report; he reviewed revenues versus expenses for the month of October, revenue and expenses are both slightly over budget for year to date. Chemical cost and chemical usage were reviewed. Mr. Gibson reviewed changes made to the Authority Rules and Regulations. Mr. Gibson reviewed and discussed backflow preventers being required on all new and ownership transferred properties. The Board will review cost to the home owner for installation and will discuss the issue at the next scheduled meeting. Mr. Gibson discussed and recommends eliminating the fire hydrant located at Leet Ave and Ridge Ave, the hydrant is used by the Greenville Fire Department to fill the trucks for non-emergency use. The Board discussed alternative areas where the Greenville Fire Department would be able to have access to water supply.

Mr. Gibson reviewed and discussed the proposed budget for 2015 and years forward. Future discussion will be at the next scheduled meeting.

Jeff Staul, Treatment Plant Foreman, was appointed to the Certification Program Advisory Committee through PaDep, only 10 operators are selected for this committee in the Commonwealth of Pennsylvania.

Adjourn to Executive Session at 7:00 pm. for personnel discussion.

Meeting reopens to Public Session at 7:15 pm.

Meeting adjourned at 7:15 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board

**GREENVILLE WATER AUTHORITY  
REGULAR MEETING OF THE  
BOARD OF DIRECTORS  
Wednesday, December 10, 2014 5:30 PM**

**Present**

**Directors:** John Gibson, Chairman  
Donald Shaw, Vice Chairman  
Marion Rosselot, Secretary  
Richard Boyd, Treasurer (Phone Conference)  
Linda Zuschlag, Asst. Secretary/Asst. Treasurer (PT)

**Engineer:** Tom Thompson, Senior Project Manager

**Employees:** Carol Paul, Authority Manager

**Press:** Caleb Stright, Record Argus

Meeting called to order by Mr. Gibson. Minutes of the November 12, 2014 meeting were reviewed. Motion by Mr. Shaw to accept the minutes as presented, Seconded by Mrs. Zuschlag, Motion carried by unanimous vote.

Treasurer's report was given by Mrs. Zuschlag as follows:

Balance Ending	Restricted	Unrestricted	Committed	Available
\$1,545,082.19	\$364,773.11	\$1,180,309.08	\$260,772.91	\$919,536.17

Motion by Mrs. Rosselot to approve the Treasurers report, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Thompson presented the monthly engineer's report. Mr. Thompson reported no updates to the priority list. Mr. Thompson presented that the Fredonia Road Water Line Extension is complete and recommended payment to Rebecca Greenlee and Irvin R. Greenlee Family Irrevocable Trust for the amount of \$142,617.72. Motion by Mrs. Zuschlag to submit payment for the amount of \$142,617.72 to the Rebecca Greenlee and Irvin R. Greenlee Family Irrevocable Trust, Second by Mr. Shaw, Motion carried by unanimous vote. Mr. Thompson presented that the Authority is waiting for final payment from PennVest for the amount of \$204,031.99 but is unable to identify a timeframe for when payment will be received. Mr. Thompson addressed the Thiel College Water Line Extension Project; Contractors are anticipating starting installation in December of this year with a cost estimate of \$200,000.00. Mr. Thompson addressed the River Crossing Project, and is awaiting approval

December 10, 2014 Regular Board Meeting

from the U.S. Department of Fish and Wildlife. Mr. Thompson stated that the System Mapping has been complete and will be available soon.

Mrs. Paul presented the managers report; she reviewed revenues versus expenses for the month of November. Chemical cost and chemical usage were reviewed. Distribution staff repaired 3 main line water breaks in November. Mrs. Paul discussed unaccountable water and goals for trying to decrease water loss. Mrs. Paul reviewed that water consumption for the last two years is down and goals to improve water consumption including the possibility of discounting tap-in fee's to bring in new customers. Mrs. Paul reviewed and discussed backflow preventers being required on all new and ownership transferred properties. The Board reviewed cost to the home owner for installation.

Mr. Gibson reviewed changes made to the Authority Rules and Regulations. After reviewing the changes, Motion by Mr. Shaw to adopt and approve the rewritten Authority Rules and Regulations, Seconded by Mr. Boyd. Motion carried by unanimous vote. Mr. Gibson reviewed ratify of Amendment to Articles of Incorporation 7 to 5 member board. Motioned by Mr. Shaw to ratify approval of Amendment to Article of Incorporation 7 to 5 member board, Seconded by Mr. Boyd, Motion carried by unanimous vote. Mr. Gibson reviewed Solicitor Racunas' Engagement Letter. Motioned by Mr. Boyd to ratify approval for Racunas' Engagement Letter, Seconded by Mr. Shaw, Motion carried by unanimous vote.

Mr. Gibson reviewed and discussed the proposed budget for 2015 and years forward. Motioned by Mr. Shaw to approve the 2015 proposed budget has presented with a 6.5% water rate increase, Seconded by Mr. Boyd, Motion carried by unanimous vote.

Meeting adjourned at 7:28 pm.



Marion Rosselot  
Secretary

Transcribed by: Shannon McClimans  
Draft review by: Board