

**FRANKLIN TOWNSHIP MUNICIPAL  
SANITARY AUTHORITY**

**ADMINISTRATION  
MANUAL**

**EDITOR:**

**FRANK B. WOLFE, JR.**

**FRANKLIN TOWNSHIP MUNICIPAL SANITARY AUTHORITY**

**F T M S A**

**ADMINISTRATION MANUAL**

**Copies of Manual issued to:**

**FTMSA Board Members  
FTMSA Manager  
President, Murrysville Council**

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ADMINISTRATION MANUAL

Foreword

This Administration Manual has been developed by reviewing the By-Laws; the minutes of all Authority Board meetings, regular public, special public and executive; analysis of adopted resolutions and motions passed by the various Authority Boards authorizing specific actions or revising prior authorized actions; recall of Board members; and compilation of decisions and exceptions made by the various Boards since December 27, 1966 when a Certification of Incorporation was issued to a Pennsylvania corporation entitled "Franklin Township Municipal Sanitary Authority". In addition various personnel policies, rules and regulations and statements of fringe benefits have been established. Also various policies relating to safety, operating and office procedures, maintenance, etc. are proposed to be developed. The policies, procedures, decisions, rules and regulations set forth herein are being established as aids to the F.T.M.S.A. Board Members with respect to managing the operation of the Authority in an efficient, lowest cost and consistent manner.

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OBJECTIVE

The object of the F.T.M.S.A. is to provide the Municipality of Murrysville and other adjacent areas with a sewer collection and treatment system that is efficient, effective and at the lowest obtainable cost while maintaining adequate capacity for expansion within the Municipality and their service areas and meeting or bettering all local, state and federal regulations and regulations pertaining to effluent, solid and liquid, discharge from the plant.

STATEMENT OF NON-DISCRIMINATION

The Franklin Township Municipal Sanitary Authority will comply fully with all the requirements of Title VI of the Civil Rights Act of 1964 to the end that no person in the United States, on the ground of race, religion, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the conduct of its operation of facilities and systems. Under this statement, this Authority is committed not to discriminate against any person on the ground of race, religion, sex, national origin or physical handicap in its policies and practices relating to applications for service or any other policies and practices relating to treatment of beneficiaries and participants including rates, conditions and extension of service, use of any of its facilities, attendance at and participation in any meetings as defined in general policy.

Any person who believes himself or any specific class of individuals to be subjected by this organization to discrimination prohibited by Title VI of the Act and the Rules and Regulations issued there under may, by himself or a representative, file with the Human Relations Commission or this organization, or both, a written complaint. Such complaint must be filed not later than 180 days after the alleged discrimination.

The Franklin Township Municipal Sanitary Authority is an equal opportunity employer.

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**SECTION I**

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SECTION I, PART A-BY-LAWS**

**BY-LAWS**

**ARTICLE I . THE AUTHORITY**

**Section 1. Name of Authority.** The name of the Authority shall be as specified in its Articles of Incorporation, to. wit: **FRANKLIN TOWNSHIP MUNICIPAL SANITARY AUTHORITY.**

**Section 2. Seal of Authority.** The seal of the Authority shall contain the name of the Authority and the year of its incorporation, and shall be in the form of the seal impressed in the margin hereof, opposite this section.

**Section 3. Office of Authority.** The office of the Authority shall be at the Township Building, Franklin Township, Pennsylvania, and its mailing address shall be R.D. #3, Export, Pennsylvania, but the Board of the Authority may, by proper Resolution, designate any other place as the office of the Authority.

**ARTICLE II . OFFICERS**

**Section 1. Officers.** The officers of the Authority shall be a Chairman, a Vice Chairman, a Secretary, a Treasurer and an Assistant Secretary - Treasurer, to be elected from the members of the Board of the Authority.

**Section 2. Chairman.** The Chairman shall preside at all meetings of the Board of the Authority. Except as otherwise authorized by Resolution of the Board of the Authority, and as authorized by Section 3 hereof, the Chairman shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Authority.

**Section 3. Vice Chairman.** The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, including the signing of any and all contracts, deeds and other instruments made by the Authority; and in case of the resignation or death of the Chairman the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Board of the Authority shall appoint a new Chairman.

**Section 4. Secretary.** The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Board of the Authority and record all votes, and shall keep a record of the proceedings of the Board of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all proceedings and Resolutions of the Board of the Authority and to all contracts and instruments authorized to be executed by the Authority.

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ARTICLE II - OFFICERS

**Section 5. Treasurer.** The Treasurer shall have the care and custody of all funds of the Authority, and shall deposit the same in the name of the Authority in such bank or banks as the Board of the Authority may select. The Treasurer shall sign all order and checks for the payment of money, and shall pay out and disburse such moneys under the direction of the Board of the Authority. Except as otherwise authorized by Resolution of the Board of the Authority, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures, and shall render to he Board of the Authority at each regular meeting (or more often when requested) an account of his transactions and also of the financial condition of the Authority. He shall give such bond for the faithful performance of his duties as the Board of the Authority may determine.

**Section 6. Assistant Secretary-Treasurer.** The Assistant Secretary- Treasurer shall perform all the duties of either the Secretary or Treasurer in the absence or incapacity of the Secretary or Treasurer; and in the case of the resignation or death of the Secretary or Treasurer, the Assistant shall perform such duties as are imposed upon such deceased or resigning Secretary or Treasurer until such time as the Board of the Authority shall appoint a new Secretary or Treasurer.

**Section 7. Additional Duties.** The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board of the Authority or the By-Laws or rules and regulations of the Authority.

**Section 8. Election or Appointment.** The Chairman, Vice Chairman, Secretary, Treasurer and Assistant Secretary-Treasurer shall be elected at the annual meeting of the Board of the Authority from among the members of the Board of the Authority, and shall hold office for one year or until their successors are elected and qualified.

**Section 9. Vacancies.** Should the office of Chairman, Vice Chairman, Secretary, Treasurer or Assistant Secretary-Treasurer become vacant, the Board of the Authority shall elect a successor from its membership at the next meeting, and such election shall be for the unexpired term of said office.

**Section 10. Additional Personnel.** The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions, as prescribed by the Municipality Authorities Act of 1945, as amended, of Pennsylvania, and all other laws of the Commonwealth of Pennsylvania, applicable thereto. The selection and compensation of such personnel shall be determined by the Board of the Authority subject to the laws of the Commonwealth of Pennsylvania.



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ARTICLE III - MEETINGS

**Section 1. Annual Meetings.** The annual meeting of the Board of the Authority shall be held on the second Thursday of February at 8:00 P.M., at the regular meeting place of said Board. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding secular day.

**Section 2. Regular Meeting.** The regular meetings of the Authority shall be held on the second Thursday of each month at 8:00 P.M. at the Municipal Building, Franklin Township, Pennsylvania, unless said day should fall on a holiday, in which event the meeting shall be held on the next succeeding business day.

**Section 3. Special Meetings.** The Chairman of the Board of the Authority may, when he deems it expedient, and shall, upon the written request of two members of the Board of the Authority, call a special meeting of the Board of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Board of the Authority or may be mailed to the business or home address of each member thereof two days or more prior to the date of such special meeting. No business shall be considered other than as designated in the call, but if all of the members of the Board of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

**Section 4. Quorum.** At all meetings of the Board of the Authority a majority of the members of the Board shall constitute a quorum for the purpose of transacting business; provided, however, that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

**Section 5. Order of Business.** At the regular meetings of the Board of the Authority, the following shall be the order of business:

1. Roll Call
2. Reading and approval of minutes of the previous meeting.
3. Bills and communications.
4. Report of the Secretary.
5. Report of the Treasurer.
6. Report of the Committees.
7. Unfinished Business.
8. New business.
9. Adjournment.

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ARTICLE III - MEETINGS

**Section 5. Order of Business (cont'd)**

All Resolutions shall be in writing and shall be copied in the journal of the proceedings of the Board of the Authority.

**Section 6. Manner of Voting.** The voting on all questions coming before the Board of the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting, unless the vote is unanimous of all members present, and in that case the minutes shall so indicate.

ARTICLE IV - AMENDMENTS

**Section 1. Amendments to By-laws.** The By-Laws of the Authority shall be amended only with the approval of the majority of the members of the Board of the Authority at a regular or special meeting.

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SECTION I-B BY-LAW REVISIONS**

**REVISIONS TO BY-LAWS**

<b><u>Resolution No.</u></b>	<b><u>Effective Date</u></b>	<b><u>Subject</u></b>
69-17	2-13-69	Article II revised to add a salaried Board member, Manager-Construction Inspection.
69-22	11-13-69	Changing date of annual meeting from second Thursday of each February to second Thursday of each January.
73-8	12-13-73	Signature Limitations -Article II, Officers, Section 5, Treasurer. Revised to <u>limit</u> the Treasurer or Assistant Secretary-Treasurer authority to only sign checks for the payment of employees, utility bills, payroll taxes, and postage. <u>Note</u> : This resolution was not attested to nor bears the Authority seal.
74-2	3-10-74	Changing the location and address of the office of the F.T.M.S.A. to: 3001 Meadowbrook Road Murrysville Pa 15668
77-4	9-08-77	Amending Article III, Section 2 -changing date of regular public meeting from the second Thursday to the third Thursday of each month.
84-9	12-20-84	Changing the Annual meeting of the Board to the Third Thursday of February of each year.
84-10	12-20-84	Expanding the authority of all officers of the Board so that any officer can sign as one of the two authorized signatures disbursements from the General and Payroll accounts.
86-4	10-16-86	Changing the Annual meeting of the Board to the Third Thursday of February of each year. Duplicates Resolution 84-9.
None	11-24-04	Motion made and passed unanimously changing the Board Meeting start time from 8:00 pm to 7:30 pm.

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**ADOPTED RESOLUTIONS**

**IN NUMERICAL ORDER**

**Displaying  
Resolution Number  
and  
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67-1	4-17-67	F.T.M.S.A. Organization under Municipal Authorities Act of 1945.
67-2	4-17-67	Time, Date and Location of Regular Meetings of the Board.
67-3	4-17-67	Adoption of the By-Laws of the FTMSA.
PL-1	2-08-68	Authorizing Chairman to Execute the Necessary PL-660 Forms.
E-1	3-14-68	Authorizing the Engineers to produce for the solicitor the necessary plot plan drawings for preparation of right-of-way agreements and deeds.
1-I	11-14-68	Revision to Paragraph Seven of Ordinance No. 17-66 of the Township of Franklin, a second class Township authorizing the FTMSA to become an Operating Authority.
1-Bid	11-14-68	Acceptance of construction bid for

initial construction of plant.

2-Bid	12-18-68	Authorizing Moore, Leonard & Lynch, Inc. to make a bond bid proposal, \$7,995,000.00 relative to a Trust Indenture between FTMSA and First National Bank of Westmoreland as Trustee.
69-1	1-24-69	Adoption of front-foot assessment method and assessment rules.
69-2	1-24-69	Establishing the amount of front-foot assessment at \$10.00 per foot.
69-3	1-24-69	Adoption of the provision to use the benefit method of assessment where the front-foot method is inequitable.
69-4	1-24-69	Service agreement between the Township of Franklin and the Borough of Export.
69-5	1-24-69	Relates to charges, classification of property, billing and collection responsibility, ability to change rules and regulations and repeals prior resolutions related to this resolution.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-6	1-24-69	Appointment of Trustee.
69-7	1-24-69	Execution of Trust Indenture, issuance of bonds, appointment of solicitor and consulting Engineers.
69-8	1-24-69	Adoption of sewer system rules and regulations.
69-9	1-24-69	Awards of construction contracts.
69-10	1-24-69	Selecting, appropriating and condemning certain rights-of-way in the Township of Franklin and Borough of Export.
69-11	1-24-69	Condemnation of Richards Estate property for erection of a pumping station.
69-12	1-24-69	Condemnation of F.M. Sloan property.
69-13	1-24-69	Condemnation of Marschik property.
69-14	1-24-69	Condemnation of Sterner property for sewer treatment plant.
69-15	1-24-69	Transfer of Funds - Project fund and Export Bank account to the Clearing Fund.
69-16	1-24-69	Standard Resolution pertaining to the condemnation of rights-of-way and easements, but specifically referring to the Sterner, Richards and Marschik properties.
69-17	2-13-69	By-Laws Revision - Article II revised to add a salaried Board Member - Manager - Construction Inspection.
69-18	2-13-69	Supplement to P.L. 660 Grant Application.
69-18	3-13-69	Duplicate Number - Standard resolution pertaining to rights-of-way and easements. Specifying 30 feet right-of-way during construction and 20 feet thereafter and/or 25 feet during and 15 feet thereafter.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-19	7-10-69A	Authorizing a short term loan to pay construction fund requisitions.
69-20	7-10-69	Authorizing acceptance of Federal Grant dated 7-11-69 under 33 W.S.C. of 46et.seq.
69-21	10-09-69	Concerning trespass.
69-22	11-13-69	Amending By-Laws - Changing date of annual meeting from second Thursday of each February to second Thursday of each January.
69-23	12-11-69	Amending F.T.M.S.A. sewer construction rules and regulations. Sections 911, 914, 917,1001 and 1005.
69-24	12-11-69	Authority to maintain a deposit account with First National Bank of Westmoreland.
69-25	2-12-70	Authorization to employ a part-time operating manager to supervise the operation and maintenance of the sewer system, office, etc.
70-1	4-09-70	Resolution/ordinance authorizing participation in the Federal Social Security program.
70-2	5-14-70	Authorization to revise plans and specifications of initial construction projects -Line change and extension in area west of Export.
70-3	7-23-70	Standard resolution pertaining to the appropriating and condemning of certain rights-of-way and easements, but specifically referring to property designated as Old Wm. Penn Highway owned by the Township of Franklin and/or Tomis Development Co.
70-4	8-13-70	Standard resolution authorizing new Secretary of FTMSA to sign and affix the corporate seal to condemnation procedure papers.
71-1	1-14-71	Authorization to enter into a bank loan agreement with Southwest National Bank of Pa., dated 1-15-71, face amount \$1,044,000 to finance the balance of the cost of the Initial Construction Project.

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Resolution	Effective	
<u>No.</u>	<u>Date</u>	<u>Subject</u>
71-2	2-11-71	Standard resolution pertaining to the appropriating and condemning of certain rights-of-way and easements.
71-3	12-09-71	Standard resolution authorizing new Secretary of FTMSA to sign and affix the corporate seal to condemnation procedure papers.
72-1	2-10-72	Authorizing the retaining of an operating manager with powers as granted in the Rules and Regulations governing the FTMSA.
72-2	2-24-72	Standard resolution pertaining to the appropriation and condemning of certain rights-of-way and easements.
72-3	7-13-72	Standard designation of FTMSA Agent to act for the Authority for the purpose of obtaining certain federal financial assistance under the Disaster Relief Act (P.L. 606, 91st Congress).
72-4	8-10-72	Agreement for the collection of sewer charges through the Municipal Authority of Westmoreland County (M.A.W.C.). Gives M.A.W.C. authority to shut off water until overdue sewer bills are paid.
72-5	8-10-72	Specifications for sewer construction prepared by Duncan Lagnese and Associates, Inc.
72-6	12-14-72	Statement of appreciation for Board Member Service following resignation or end of term of service - Richard Pitzer and Spencer E. Reynolds.
73-1	1-11-73	Standard resolution pertaining to the appropriation and condemnation of certain rights-of-way and easements.
73-2	2- 08-73	Statement of appreciation for Board Member Service following resignation or end of term service - B. Patrick Costello.
73-3	3-31-73	Standard resolution pertaining to the appropriation and condemnation of certain rights-of-way and easements. Specifically related to J.M. Hall & J.M. Hall, Jr., property, Deed Book Volume 1548, Page 351.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
73-4	3-31-73	Standard resolution pertaining to the appropriation and condemnation of certain rights-of-way and easements. Specifically related to as part of Exhibit "A". J.M. Hall and J.M. Hall, Jr., Right-of-Way No. 407-12, Deed Book Volume 1548, Page 351.
73-5	5-23-73	Revised schedule of tap-in fees for residential, apartments or multiple dwellings and business or commercial buildings.
73-6	10-11-73	Designation of applicants agent for applying for certain Federal Financial Assistance under the Disaster Relief Act (Public Law 606, 91st Congress).
73-7	10-11-73	Ratification of agreement with Utilities Workers Union of America, AFL-CIO, dated 8-20-73.
73-8	12-13-73	Authorization for the Treasurer or Asst. Treasurer to only sign checks in payment of services of employees, all utility bills, payroll taxes and postage.
73-9	12-13-73	Revision of schedule of sewerage collection, transportation, and treatment rates, rents and charges for sewer service (revision to rates). Monthly rate per E.D.U. Township of Franklin \$12.25/E.D.U. Borough of Export \$7.45/E.D.U.
74-1	1-10-74	Standard resolution pertaining to the appropriation and condemnation of certain rights-of-way and easements.
74-2	3-14-74	Revision to By-Laws -To change the location and address of the office of the F.T.M.S.A. to: 3001 Meadowbrook Road. Murrysville Pa 15668
74-3	4-18-74	Authorizing Phase I of the work proposed in the letter of Duncan, Lagnese & Associates, Inc., April 17, 1974, be undertaken and Duncan, Lagnese and Associates be directed to proceed with the completion of the work so delineated in Phase I at the approximate cost not to exceed \$60,000.00.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
74-4	5-16-74	Standard designation of the F.T.M.S.A. Agent to act for the Authority for the purpose of obtaining certain Federal Financial assistance under the Disaster Relief Act (Public Law 606, 91st Congress) Name of Agent changed.
74-5	6-27-74	Authorizing a refunding note, face amount of \$235,000 dated July 1, 1974, to be used with the balance of monies necessary from the Authority's Surplus Fund, to repay the face amount of the Promissory Note in the amount of \$1,044,000.
None	1975	No resolutions adopted in 1975.
76-1	3-11-76	Statement of appreciation of Board Member service following resignation or end of term of service - Ronald J. Miller.
77-1	5-19-77	Application for a Federal grant on the 201 Delineation area.
77-2	7-14-77	Revision to the schedule of sewage collection and transportation.
77-3	9-08-77	Amending Resolution 77-2 Section D Penalties for nonpayment.
77-4	9-08-77	Amending By-Laws Article III, Section 2 - changing date of regular public meetings from the second Thursday to the third Thursday of each month.
77-5	10-20-77	License agreement with the Consolidated Rail Corporation dated April 10, 1977, with respect to the construction and installation of facilities of the Authority within the right-of-way of the Consolidated Rail Corporation and to pay the sum of \$39,000.00 dollars for the grant of such license.
78-1	12-21-78	An amendment to the Authority's tap-in fee Resolution No. 76-1, which eliminates the last sentence in Section 3 of Resolution No. 76-1, which states "The maximum tapping inspection fee for non-residential buildings shall be \$1,050.00."

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
79-1	9-20-79	Surplus Fund Usage -Purpose of fund and non-redemption of outstanding bonds.
79-2	9-20-79	Cooperative Purchasing -Participation in the purchase contracts entered into by the Department of G.S. of the State of Pennsylvania. Application must be made once a year. Normally done at the annual meeting.
79-3	12-20-79	Statement of appreciation for Board Member service following resignation or leaving at end of term of service -William J. Hakos.
80-1	1-17-80	Authority's Agent for Employee Benefits selects the Municipal Employers Insurance Trust as the Authority's agent for purchasing benefits for the Authority's personnel.
80-2	1-17-80	Delinquent payment interest. Revises the rate resolution by raising the interest rate from one-half percent to one and one-half percent after 60 days.
80-3	6-23-80	Statement of appreciation for Board Member service following resignation or leaving at end of term of service -Robert C. Elston.
None	1981	No resolutions adopted in 1981.
82-1	10-21-82	Statement of appreciation for Board Member service following resignation or leaving at end of term of service-David M. Edison.
83-1	7-14-83	Authorizing the Borough of Delmont to be the lead applicant for Step III Grant.
83-2	7-28-83	Authorizing the selection and appropriation of a right-of-way to serve the Franklin Estates Plan of Lots and authorizing the filing of a declaration of taking and all necessary action for acquisition thereof. Construction of an interceptor sewer line to replace the Smith-Loveless treatment facility.
83-3	11-22-83	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
84-1	4-11-84	Rights-of-Way. Standard resolution pertaining to the appropriating and condemning of certain rights-of-way and easements, but specifically referring to the Murrysville Heights Plan No. 2 in Murrysville, the property of Marvin D. and Loretta M. Fisher.
84-2	4-19-84	4Sewer Construction Specifications, Revised as of March, 1984, Manual of Procedures and Requirements for Construction of Sanitary Sewers.
84-3	4-24-84	Bond Issues - Original Trust Indenture, 1969, Series A Bonds refinanced and a new Series 1984 Bond issued.
84-4	4-24-84	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3 and to be amended by completion of Authority's Capital Additions No. 1 Construction Project. Affects rates for residential, non-residential and combined use customers in the Murrysville Municipality, Export Borough, Delmont Borough, Salem Township and Penn Township. Also establishes the "Initial Service Charge" for new customers connecting to the Authority's Capital Additions No. 1 Construction Project.
84-5	4-24-84	Contracts Awarded for the construction for the Authority's Capital Additions No.1 Construction Project.
84-6	4-01-84	To issue and sell short term grant anticipation notes to provide interim funds to pay a portion of the costs and expense of the Capital Additions No. 1 Construction Project.
84-7	11-15-84	Application for cooperative purchasing with the Department of G.S. of the State of Pennsylvania.
84-8	11-15-84	To deed back to Johanna Tope a specific right-of-way.
84-9	12-20-84	Changing the Annual meeting of the Board to the Third Thursday of February of each year.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
84-10	12-20-84	Statement of official signatures required for payments from the General and Payroll accounts.
1985		No Resolutions enacted.
86-1	7-17-86	Fringe Benefits for Exempt Personnel.
86-2	9-08-86	Authority to finance the 1984 Bond Issue.
86-3	9-08-86	Authority to refund the outstanding Sewer Revenue Bonds Series 1984 issued under the Trust Indenture, dated as of January 1, 1969, supplemented by a First Supplemental Trust Indenture dated March 15, 1984.
86-4	10-16-86	Changing the Annual Meeting of the Board to the Third Thursday of February of each year. Duplicates Resolution 84-9.
87-1	02-01-87	Statement of appreciation for Board Member service following resignation or leaving at end of term of service Donald J. Panian.
88-1	02-01-87	Statement of appreciation for Board Member service following resignation or leaving at end of term of service Donald J. Panian.
88-2	01-21-88	Statement of appreciation for Board Member service following resignation or leaving at end of term of service Frank B. Wolfe, Jr.
88-3	02-25-88	Authorizing a change to the trust agreement with the municipal employer's insurance trust, the Authority's employee benefit carrier, to invest premium monies prior to due dates, and to lower the premiums.
88-4	11-17-88	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3, and further amended by Resolution 84-4. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (served by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
88-5	12-15-88	Revision of fringe benefits for exempt personnel, Resolution No. 86-1, changing travel expenses, holidays, vacation and sick leave.
89-1	04-20-89	Statement of appreciation for Board Member services following resignation or leaving at end of service Carol L. Raabe.
89-2	12-21-89	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3 and amended by Resolution 88-4, and further amended by Resolution 89-2. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (service by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.
90-1	01-25-90	Requesting the Municipality of Murrysville to require any developer or owner of property seeking subdivision to deed the Authority a 30' during construction and 20' permanent right-of-way if the property has sewers or not.
90-2	01-25-90	Authorizing membership in the Municipal Risk Management Corporation for Worker's Compensation.
90-3	01-25-90	Entering into agreement with PENNDOT for road permit to construct sewer line on Sardis Road.
90-4	03-22-90	To deed back to Joseph M. and JoAnn Gilkison a specific right-of-way.
90-5	05-17-90	Authorizing two signatures for general account (any two Board Members or any one Board Member and the Manager)
90-6	05-17-90	Authorizing one signature for payroll account (any Board Member or Manager)
90-7	05-17-90	PENNVEST application for a loan for the treatment plant upgrade project
90-8	10-25-90	To deed back to Crawford Realty Co. a specific right-of-way.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
90-9	10-25-90	To deed back to Scott A. and Maureen Getty a specific right-of-way
90-10	09-30-90	Statement of appreciation for employee services following retirement .James L. Contento.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
90-11	09-20-90	An amendment to the Authority's tap-in fee Resolution No. 76-1, further amended with Resolution No. 78-1 raising tap-in fee to \$1,192.00 per EDU for residential and non-residential and \$828.00 per EDU for apartments and motels
90-12	11-19-90	Revision of sewage collection, transportation, and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3 and amended by Resolution 88-4 and amended by Resolution 89-2. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (serviced by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.
91-1	03-21-91	Authorizing one signature for payroll account (any Board Member or manager)
91-2	03-21-91	Authorizing two signatures for general account (Any two Board members or any one Board Member and manager).
91-3	03-21-91	Authorizing two signatures for collection account (Any two Board Members).
91-4	03-21-91	Authorizing two signatures for right-of-way account (any two Board Members).
91-5	06-13-91	Amending the Authority's tap-in fee resolution to comply with Act 203. No changes to the fee were made.
91-6	07-18-91	To enact a policy to comply with the Federal "Drug-Free Workplace Act".
91-7	07-18-91	Customers who are delinquent more than 90 days shall receive by Certified Mail water shut-off notices (these costs to be added to their account).
91-8	11-21-91	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 83-3, 88-4, 89-2 and 90-12. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
91-9	12-19-91	Revision of fringe benefits for all personnel, Resolution No. 86-1, amended No. 88-5, changing holidays, sick leave and sickness and accident coverage.
91-10	12-19-91	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Stamey property, Plan Book Vol. 87, pages 1122 and 1123.
91-11	12-19-91	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Stamey /Miller property, Plan Book Vol. 87, pages 1122 and 1123.
92-1	1-16-92	Revision of fringe benefits for all personnel, Resolution No. 86-1, amended No. 88-5 and No. 91-9, changing sickness and accident coverage.
92-2	2-20-92	Authorizing two signatures for Right-of-Way Account (any two Board Members).
92-3	2-20-92	Authorizing two signatures for Collection Account (any two Board Members).
92-4	2-20-92	Authorizing two signatures for General Account (any two Board Members).
92-5	2-20-92	Authorizing two signatures for Payroll Account (any Board Member or Manager).
92-6	3-09-92	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Egnatz property, Plan Book Vol. 4, page
92-7	5-05-92	Authorizing entering into a Bond Purchase Agreement with Legg, Mason, Wood, Walker for the 1992 Bond Issue.
92-8	5-05-92	Authorizing the execution of the Third Supplemental Trust Indenture for the 1992 Bond Issue
92-9	6-18-92	Authorizing participation in the municipal Risk Management Workmen's Compensation Pooled Trust.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
92-10	9-17-92	Authorizing a line of credit from Southwest National Bank as a form of Maintenance Bond for Meadowbrook Road during the upgrade construction
92-11	11-19-92	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3,88-4,89-2,90-12and 91-8 Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.
92-12	11-19-92	Resolution pertaining to the appropriation and condemnation of a certain right-of-way and easement. Skaro property.
93-1	3-25-93	Authorizing two signatures for Right-of-Way, Collection and General Accounts (any two Board Members).
93-2	3-25-93	Authorizing two signatures for Payroll Account (any Board Member or Manager).
93-3	3-25-93	Statement of appreciation for Board member services following resignation or leaving at end of term of service Ronald L. Creager
93-4	08-17-93	Authorizing the refinancing of the 1986 and 1992 bond issues with Legg Mason as bond purchaser, the refinancing did not occur.
93-5	08-17-93	Authorizing Southwest National Bank as Trustee for the refinancing of the 1986 and 1992 bond issues, refinancing did not occur.
93-6	07-15-9	3Authorizing a line of credit from southwest National Bank in the amount of \$500,000.00 for delay in Grant Reimbursements from EPA as to the Plant Upgrade Project, was not necessary to borrow any of this money.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
93-7	11-18-93	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8 and 92-11, affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.
94-1	01-20-94	Statement of Appreciation for Board Member services following leaving at end of term of service .Dr. Charles W. Einolf, Jr.
94-2	02-17-94	Authorizing two signatures for Right-of-Way, collection and general accounts (any two Board Members).
94-3	02-17-94	Authorizing two signatures for payroll account (any two Board Member or Manager)
95-1	01-19-95	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3,88-4,89-2,90-12,91-8, 92-11 and 93-7. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn township, Plum Borough and the Municipality of Monroeville.
95-2	01-19-95	Resolution amending fringe benefits for those employees in classifications not covered by existing Labor Agreements, changed personal days, pension formula and added reimbursement of CDL License.
95-3	02-16-95	Statement of Appreciation for Board Member services following leaving at end of term of service .James S. Hamilton.
95-4	05-18-95	To deed back to the Franklin Regional School District a specific right-of-way.
95-5	06-15-95	Statement of appreciation for employee services following retirement. Donald E. Kern.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
95-6	08-03-95	An amendment to the Authority's tap-in fee, particularly the first sentence of section G of the Resolution pertaining to tapping fees adopted January 24, 1969 and amended by Resolution 73-5 and amended by Resolution 76-1 and amended by Resolution 78-1 and amended by Resolution 90-11 raising the tap-in fee to \$1,726.00 per EDU for residential and non-residential and \$1,184.00 per EDU for apartments and motels.
95-7	09-21-95	Authorizing entering into a bond purchase agreement with Legg, Mason, Wood, Walker for the refinancing of all outstanding bond issues.
95-8	09-21-95	Authorizing the execution of the forth supplemental trust indenture for the remaining of all outstanding bond issues.
95-9	10-19-95	To deed back to John A. and Joann Raspotnik, a specific Right-of-Way.
95-10	11-16-95	Revision of sewage collection, transportation and treatment rates adopted with Resolution 7?-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7 and 95-1, affects rates for Residential, Non-Residential and combined use customers in the Municipality, Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville
95-7	09-21-95	Authorizing entering into a bond purchase agreement with Legg, Mason, Wood, Walker for the refinancing of all outstanding bond issues.
95-8	09-21-95	Authorizing the execution of the forth supplemental trust indenture for the remaining of all outstanding bond issues.
95-9	10-19-95	To deed back to John A. and Joann Raspotnik, a specific Right-of-Way.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
95-10	11-16-95	Revision of sewage collection, transportation and treatment rates adopted with Resolution 7?-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7 and 95-1, affects rates for Residential, Non-Residential and combined use customers in the Municipality, Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville.
96-1	01-18-96	Authorizing one signature for payroll account (Any Board Member or Manager).
96-2	01-18-96	Authorizing two signatures for general, collection and right-of-way accounts (Any two Board Members or any one Board Member and Manager).
96-3	04-18-96	To deed back to Walter W. and Charlotte A. Bush a specific Right-of-way.
96-4	08-15-96	Statement of Appreciation for James C. Earhart, Sr.
96-5	09-12-96	Authorizing the submission of a Financial Assistance Application to PENNVEST for the Bulltown/Remaley Road sewer line extension project.
96-6	10-17-96	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-?, 95-1 and 95-10, affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville.
97-1	01-16-97	Resolution pertaining to the appropriation and condemnation of a certain Right-of-way and Easement. Municipality of Murrysville property.
97-2	02-20-97	Resolution amending fringe benefits for those employees in classifications not covered by existing labor agreements.
97-3		Void.

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<b>Resolution No.</b>	<b>Effective Date</b>	<b>Subject</b>
97-4	02-20-97	Authorizing one signature for the Payroll Account (any Board Member or Manager).
97-5	02-20-97	Authorizing two signatures for the General, Collection, Right-of-Way and Pension Accounts (any two Board Members or Manager).
97-6	03-20-97	Statement of appreciation for Board Member services following resignation or leaving at end of term of service - Dr. Charles Einolf, Jr.
97-7	04-17-97	Authorizing the securing of a loan from PENNVEST for the Bulltown/Remaley Road Sewer Project.
97-8		Void.
97-9	04-17-97	Authorizing two signatures to sign on behalf of the Authority as to the PENNVEST loan.
97-10	05-15-97	Resolution creating a personnel policy handbook for all new and existing Authority employees.
97-11	05-15-97	To deed back to William F. and Carol Ann Stock a specific right-of-way.
97-12	06-19-97	Resolution selecting, appropriating and condemning certain rights-of-ways and easements in and through properties situate in the Bulltown/Remaley Road Sewer Project and authorizing the Solicitor to institute the necessary proceedings and to file the necessary bond.
97-13	07-17-97	Authorizing the securing of a loan from the Commercial National Bank for the Bulltown/Remaley Road Sewer Project.
97-14	10-16-97	Resolution electing to enroll in the Pennsylvania Municipal Retirement System.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
97-15	12-18-97	Revision of sewage collection, with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7, 95-1, 95-10 and 96-6, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
98-1	02-19-98	Authorizing one signature for the Payroll Account (any Board Member or Manager).
98-2	02-19-98	Authorizing two signatures for the General Account (any two Board Members or Manager).
98-3	02-19-98	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
98-4	02-19-98	Authorizing two signatures for the right-of-way Account (any two Board Members or Manager).
98-5	02-19-98	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
98-6	06-18-98	Statement of appreciation for Board Member services following his demise - Mr. William J. Zacharias.
98-7	07-16-98	Resolution amending fringe benefits for all Authority employees - Pension change.
98-8	07-16-98	Resolution entering into an agreement with PMRS to operate the Authority's pension plan.
98-9	11-19-98	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7, 95-1, 95-10, 96-6, and 97-15, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
98-10	12-17-98	To deed back to Joseph A. and Elizabeth A. Ashford a specific right-of-way.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
98-11	12-17-98	Authorizing one signature for the Payroll Account (any Board Member or Manager).
98-12	12-17-98	Authorizing two signatures for the General Account (any two Board Members or Manager).
98-13	12-17-98	Authorizing two signatures for the right-of-way, collection and pension Account (any two Board Members or Manager).
99-1	01-21-99	An amendment to the Authority's Tap-In Fee, particularly the first sentence of Section G of the resolution pertaining to tapping fees adopted January 24, 1969 and amended by Resolution No. 73-5 and amended by Resolution No. 76-1 and amended by Resolution No. 78-1 and amended by Resolution No. 90-11 and amended by Resolution No. 95-6 raising the Tap-In Fee to \$1,897.00 per EDU for residential and non-residential and \$1,298.00 per EDU for apartments and motels.
99-2	03-18-99	A Resolution creating a sexual harassment policy for all new and existing employees.
99-3	03-18-99	Authorizing two signatures for the Right-of-Way, Collection and Pension Accounts (any two Board Members or Manager).
99-4	03-18-99	Authorizing two signatures for the General Account (any two Board Members or Manager).
99-5	03-18-99	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
99-6	12-16-99	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
99-7	12-16-99	Resolution authorizing an application to PENNVEST for a \$7,700,000 loan to finance a new Digester, Septage Dump Station and a Thermally Treated Sewage Sludge Process additions at the plant.
99-8	12-16-99	Resolution to commit/apply for funds to proceed with the construction of a digester, septage dump station and a thermally treated sewage sludge process in accordance with Act 339.
00-1	01-20-00	Resolution amending fringe benefits for all Authority employees (changing pension benefit).
00-2	01-20-00	Resolution amending fringe benefits for Authority employees (Sickness and Accident Coverage, Steel-Toed work shoes, Call-in pay and Overtime).
00-3	03-16-00	Authorizing two signatures for the General Account (any two Board Members or Manager).
00-4	03-16-00	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
00-5	03-16-00	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
00-6	03-16-00	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
00-7	03-16-00	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
00-8	04-20-00	Authorizing the submission of a Financial Assistance Application to PENNVEST for the WPCP Egg Shaped Digester & Ancillary System project.
00-9	07-20-00	Resolution extending the life of the Authority until approximately 2025.

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00-10	08-16-00	Resolution with Pa. Municipal Retirement System to change benefits as to the pension plan.
00-11	11-16-00	Authorizing two signatures to sign on behalf of the Authority as to the PENNVEST loan.
00-12	11-21-00	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
01-1	1-09-01	Authorizing the execution of the Fifth Supplemental Trust Indenture for the 2001 refinancing of all outstanding bond issues.
01-2	01-09-01	Authorizing entering into a bond purchase agreement with Mellon Financial Markets and Edward D. Jones & Co. For the refinancing of all outstanding bond issues.
01-3	01-18-01	Authorizing the securing of a loan from PENNVEST for the Egg Shaped Digester & Ancillary System Project.
01-4	01-31-01	Authorizing the execution of the Sixth Supplemental Trust Indenture for the 2001 new bond issue for the Egg Shaped Digester Ancillary System Project.
01-3	01-18-01	Authorizing the securing of a loan from PENNVEST for the Egg Shaped Digester & Ancillary System Project.
01-4	01-31-01	Authorizing the execution of the Sixth Supplemental Trust Indenture for the 2001 new bond issue for the Egg Shaped Digester Ancillary System Project.
01-5	01-31-01	Authorizing to enter into a new Bond Purchase Agreement for the Egg Shaped Digester & Ancillary System Project.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
01-6	02-15-01	Authorizing to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust.
01-7	04-19-01	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
01-8	04-19-01	Authorizing one signature for the Payroll Account (any Board Member or Manager).
01-9	04-19-01	Authorizing two signatures for the General Account (any two Board Members or Manager).
01-10	04-19-01	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
01-11	04-19-01	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
01-12	07-19-01	Authorizing two signatures for the Construction Fund Account (any two Board Members).
01-13	07-19-01	Authorizing two signatures for the Surplus Fund Account (any two Board Members).
01-14	10-18-01	To deed back to Robert Jenko a specific right-of-way.
01-15	10-18-01	To deed back to Robert Jenko a specific right-of-way.
02-01	03-21-02	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
02-02	03-21-02	Authorizing two signatures for the General Account (any two Board Members or Manager).
02-03	03-21-02	Authorizing two signatures for the Collection Account (any two Board Members or Manager).

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
02-04	03-21-02	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
02-05	03-21-02	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
02-06	03-21-02	Authorizing two signatures for the Surplus Fund Account (any two Board Members).
02-06	03-21-02	Authorizing two signatures for the Construction Fund Account (any two Board Members).
02-08	04-18-02	Resolution requesting PENNDOT to reimburse Authority for relocating existing sewer lines as to the Route 22 Section B01 widening project.
02-09	04-18-02	Authorizing Chairman to enter into an agreement with PENNDOT as to Resolution 02-08 above.
02-10	06-20-02	Resolution authorizing the First Commonwealth Trust Company be designated as Custodian of all the Authority's accounts.
02-11	07-18-02	To deed back to James W. Gonella a specific right-of-way.
02-12	11-21-02	Resolution pertaining to the appropriation and condemnation of a certain Right-of-way and Easement. Grandview Village, Inc.
02-13	11-21-02	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
03-01	01-16-03	Establishment of a policy for access to, fees for acquisition of, and regulations for exceptions or appeals from denials of public records.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
03-02	02-20-03	Resolution designating the First Commonwealth Trust Company as Trustee of all the Authority's accounts.
03-03	07-17-03	Authorization for the submission of a request for the PA. Department of Transportation to provide a fixed 90 per centum reimbursement to the Authority for all costs incurred in relocating and/or adjusting our sanitary sewer facilities affected by the S.R. 0022, Section B02 Project.
03-04	07-17-03	Authorization and direction for the Chairman and Secretary of the Authority to sign an attached agreement on its behalf.
04-01	02-19-04	Recognition of Dennis Pavlik for his years of service on the Authority Board.
04-02	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's collection account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-03	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's general fund on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-04	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's pension fund on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
04-05	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's right-of-way account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-06	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's payroll account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-07	04-15-04	A need for a temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.
04-08	05-20-04	A need for a second temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.
04-09	06-15-04	Bond Purchase Agreement Approval: Refunding of with Mellon Financial Markets, LLC.
04-10	06-15-04	Bond Series of 2004 Approval.
04-11	10-21-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's construction fund account on deposit signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-12	01-01-05	Amendment of Resolution 77-2 (July 14, 1977): Authority sewer rates.
04-13	11-18-04	Designation of Agent for obtaining financial assistance under the Disaster Relief and Emergency Act: Allowing the signature of the Manager, James Brucker.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
05-01	01-20-05	Amendment of Fringe Benefits for those employees in classifications not covered by existing labor agreements.
05-02	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's payroll account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
05-03	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Fund, Pension, Right-of-Way and Collection signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
05-04	02-17-05	Revision of the pension making it 2% retroactive to the date of hire and a 5 year vesting for employees hired after January 1, 2005.
05-05	04-21-05	Resolution selecting, appropriating and condemning certain rights-of-way and easements and the authorizing the solicitor to institute the necessary proceedings and to file the necessary bond.
05-06	06-16-05	Establishing the Tapping Fee Pursuant to Act 57 of 2003.
05-07	06-16-05	Resolution obtaining a General Obligation Note from the First Commonwealth Bank in the amount of \$500,000.00 not to exceed a period of 12 months.
05-08	10-18-05	Bond Purchase Agreement Approval: Series of 2005 Bonds in the amount of \$8,715,000.00 for the 2005 Refunding Project.
05-09	10-18-05	Series of 2005 Bond Approval in the amount of \$8,715,000.00.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
05-10	10-20-05	Resolution selecting, appropriating and condemning certain property and authorizing the solicitor to institute the necessary proceedings and to file necessary bond.
05-11	10-20-05	Resolution selecting, appropriating and condemning certain property and authorizing the solicitor to institute the necessary proceedings and to file necessary bond.
05-12	12-15-05	Agreement for participation in the Central Westmoreland Council of Governments Vehicle Purchasing Program.
06-01	09-28-06	Workplace Violence Policy
06-02	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Surplus Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-03	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Construction Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-04	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Collection Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-05	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
06-06	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Right-of-Way Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-07	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Pension Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-08	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-09	12-21-06	A Resolution revising Resolution No. 77-2: Increasing the sewage collection, transportation and treatment rates for Residential and Non-Residential Customers effective January 1, 2007.
07-01	02-15-07	Recognition of John Zebroski for his years of service on the Authority Board.
07-02	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General, Collection, Pension and Right-of-Way Accounts signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-03	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
07-04	11-15-07	Resolution authorizing and directing the Authority Manager to sign M&T Bank's Authorization Signer Information for Certificate of Authority & Certificate of Incumbency, and Corporate Trust Mutual Fund Disclosure & Consent.
07-05	11-15-07	M & T Bank is authorized to make payments from the funds of the Authority's Surplus and Construction Funds signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-06	12-20-07	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2008.
07-07	12-20-07	A Tap Fee Resolution pursuant to Act 57 of 2003. Amends the tapping fees adopted June 17, 2005.  For Murrysville, Municipality of Monroeville and Parts of Penn Township: Single Residential Dwellings: \$3,000.00 Apartments and Motels: \$1,980.00 Non-Residential:\$3,000.00  Delmont Borough, Export Borough and Salem Township: Single Residential Dwellings: \$2,033.81 Apartments and Motels: \$1,342.31 Non-Residential: \$2,033.81
07-08	12-20-07	A resolution entering into a loan agreement (refunding) with M&T Bank with Public Financial Management as the financial advisors.

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08-01	02-21-08	A resolution regulating insurance, bonding and escrow deposits for developer construction of sanitary sewer system projects.
08-02	04-17-08	Code of Ethics and General Purchasing Policies. Adoption of uniform purchasing policies.
08-03	04-17-08	A resolution amending Resolution 03-01 pertaining to the Right to Know Law for access to public records.
08-04	08-21-08	Adoption of a Health & Safety Manual.
08-05	12-18-08	A resolution repealing all previous resolutions pertaining to Open Records (Right-to-Know) and adopting the Right-to-Know Law for access to public records as amended in Senate Bill No. 1 of 2007.
08-06	12-18-08	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2009.
08-07	12-18-08	A Resolution requesting an H2O PA grant in the amount of 50% of \$1,000,000 from the Commonwealth Financing Authority to be used for miscellaneous treatment plant projects.
09-01	04-16-09	A resolution accepting and adopting the recommendation of the consulting engineer, Hatch, Mott, MacDonald entitled "Septage Rate Analysis" and adopting the regulations, procedures and rates for septage handling and discharge at the treatment plant.
09-02	06-18-09	Amendment of Resolution 09-01 the rate for septage handling and discharge at the treatment plant. Rate is amended to \$0.22

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10-01	01-21-10	Right-of-Way
09-03	08-20-09	Adoption of an Identity Theft Prevention Program.
09-04	12-17-09	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2010.
10-02	01-21-10	Deed back a part of the right-of-way to Bayard Crossing as recorded in Westmoreland County Plan Book, Instrument Number 200912210050051. issued by Bayard Crossing Corporation to FTMSA and the deed back of a part of a right-of-way to Bayard Crossing Corporation.
10-03	01-21-10	Recognition of Board Member, David Perry for his service to the Authority.
10-04	02-18-10	First Commonwealth Bank signature resolution for payroll.
10-05	02-18-10	First Commonwealth Bank signature resolution for general, collection, pension and rights-of-way.
10-06	02-18-10	Change of benefits to the Pennsylvania Municipal Retirement System. Addresses an employee's pension if he/she were to die prior to retiring.
10-07	02-18-10	Authorizes administration to work with Public Financial Management as financial advisor and Lynch and Lynch as bond counsel in conjunction with the issuance of General Obligation Bonds, Series of 2010 for the purpose of refinancing.
10-08	03-18-10	Requiring certification of sanitary sewer laterals in the Municipality of Murrysville as a condition for the issuance of municipal lien letters. A fee is set at \$350.00.
10-09	04-15-10	Series of 2010 Bond approval resolution.

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Resolution <u>No.</u>	Effective <u>Date</u>	<u>Subject</u>
10-10	08-19-10	Adoption of a schedule of attorney fees to be imposed in the collection of delinquent accounts or in the filing of a municipal lien and/or collection proceeding.
10-11	12-16-10	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2011.
11-01	04-21-11	Authorizing FTMSA to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust for the purpose of purchasing shares of the Trust.
11-02	05-19-11	Authorizing participation in the Merchant Service Program with Global Payments Direct, Inc. for credit card payments of monthly sewer bills.
11-03	07-21-11	Authorizing a lease agreement between FTMSA and Caterpillar Financial Services Corporation for the financing of a Cat front loader.
11-04	08-18-11	Amends Resolution 11-03. Adds the Authority Manager to be a signatory for the Caterpillar lease agreement.
11-05	09-15-11	Series of 2011 Bond/Notes Approval.
11-06	09-15-11	Proposal to Council to increase the Authority's term of existence fifty (50) years from the date of approval of the articles of amendment.
11-07	10-20-11	Resolution selecting, appropriating and condemning certain rights of way and easements in Murrysville. Authorizes the solicitor to institute the necessary proceedings and to file the necessary bond. Sets the construction easement to 40 feet and 20 feet thereafter.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
	11-08 09-15-2011	Proposal to Council to increase the Authority's term of existence seven (7) years from the date of August 21, 2025 to August 21, 2032.
11-09	10-20-11	Notification to the Commonwealth of Pennsylvania to the extension of the Authority's existence to August 21, 2032.
12-01	02-02-12	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2012.
12-02	05-17-12	Resolution of Appreciation for William S. Kagarise, Jr.
12-03	08-16-12	Septage rate amendment from \$0.22 to \$0.10 per gallon.
12-04	09-24-12	Appropriating and condemning certain rights of way and easements in and through property situated in the Municipality of Murrysville. Authorizes the Solicitor to institute the necessary proceedings and to file the necessary bonds.
13-01	01-17-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2013.
13-02	01-17-13	Statement of Appreciation of Board Member, Robert Klingensmith.
13-03	04-18-13	Deed Back of access easement located at 3940 Laurel Oak Drive, Oak Ridge Estates Phase 2, Lot #239 to Robert & Debra Fetterman.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
13-04	06-20-13	PennDOT Signature Resolution. Authorizes the Manager and Assistant Manager to sign an agreement with PennDOT for electronic submittals of highway occupancy permits.
13-05	07-18-13	Resolution of Merchant authorizing participation in merchant service program with PLGIT and Elavon Inc for customer payments with credit cards.
13-06	09-19-13	Designation of First Call Plumbing to be an "Agent" for the Authority authorizing the submittal of bonds required by PennDOT for the obtainment of a highway occupancy permit.
13-07	10-17-13	Designation of William & Susan Dietrich to be an "Agent" for the Authority authorizing the submittal of bonds required by PennDOT for the obtainment of a highway occupancy permit.
13-08	12-19-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2014.
14-01	08-21-14	Individual Procurement Credit Card Program through PFM Financial Services. Authorization of the purchase of goods and services by use of the Procurement Cards.
14-02	12-18-14	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2015.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
15-01	1-15-2015	Revision to the tapping fee schedule associated with the Residential and Non-residential customers.
15-02	2-19-2015	Adoption of a schedule of attorney fees to be imposed in the collection of any delinquent account or filing of a municipality lein and/or collection proceedings relating thereto and the adoption of a procedure to notify the property owner of the imposition of same
15-03	3-19-2015	Approval of a series of notes for 2015
15-04	3-19-2015	A resolution of the corporate body to assign First Commonwealth as custodian of the corporate body and that First Commonwealth is authorized to open and operate one or more deposit accounts.
15-5	4-16-2015	Revision to resolution #8-5 which establishes policy and regulations in accordance with the Commonwealth of Pennsylvania relating to Right-to-Know and open records.
15-06	4-16-2015	Resolution for the appreciation of James Brucker and his years of service.
15-07	12-17-2015	Revision to the sewage collection, transportation and treatments rates for Residential and Non-residential customers in the collection and treatment responsibility area of FTMSA.
16-01	01-21-2016	Statement of Appreciation of Board Member, James S. Hamilton



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No. 1 ASSESSMENT RULES

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-1	1-24-69	<u>Front-Foot Assessment Basis:</u> Adoption of front-foot assessment method and assessment rules. Defines the type, shape and location on the street to determine frontage on which to base the assessment. Refer to Document No. 7 in basic book.
69-2	1-24-69	<u>Front-Foot Assessment Cost:</u> Establishes the amount of front-foot assessment at \$10.00 per front-foot. Specifies the use of L. Robert Kimball, Consulting Engineers, to develop initial construction cost in certain areas of the Township of Franklin at \$9,205,256.00 total estimated cost. Assessable amount of \$3,724,627.00 using the front-foot method at a rate not exceeding \$10.00 per front-foot. Refer to Document No. 8 in basic book.
69-3	1-24-69	<u>Benefit Method of Assessment:</u> Adoption of the provision to use the benefit method of assessment where the front-foot method is inequitable. Resolved: Where front-foot method is inadequate the cost of construction will be charged against the property. Refer to Document No. 9 in basic book.
69-4	1-30-69	<u>Township of Franklin Ordinance 34-69 - Dated 1-15-69.</u> An ordinance of the Township of Franklin approving the construction and estimated cost of certain sanitary collector sewers to be constructed in the Township of Franklin by F.T.M.S.A. and approving the charging of the costs of construction within the Township of Franklin by said Authority against the Properties benefitted, improved or accommodated thereby according to the front-foot method. Section 5 - "to assess at a rate not to exceed \$10.00 per front-foot".

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NO. 2 AUTHORITY SEAL USAGE

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-5	1-30-69	By-Laws <u>Article II -Officer's Section 4, Secretary:</u> "He shall keep in safe custody the seal of the Authority, and shall have power to affix such seal to all proceedings and resolutions of the Board of the Authority and to all contracts and instruments authorized to be executed by the Authority.
69-5	1-30-69	By-Laws <u>Article II -Officer's Section 4, Secretary:</u> "He shall keep in safe custody the seal of the Authority, and shall have power to affix such seal to all proceedings and resolutions of the Board of the Authority and to all contracts and instruments authorized to be executed by the Authority.
70-4	8-13-70	<u>New Secretary Authorization:</u> Authorizing the new Secretary (Allen W.Hill to use the Seal on all condemnation related procedures.
71-3	12-09-71	<u>New Secretary Authorization:</u> Authorizing the new Secretary (Richard J. Pitzer) to use the Seal on all condemnation related procedures.

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NO. 3 BY-LAW REVISIONS

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-17	2-13-69	<u>Board Members:</u> Article II, Officers, revised to add a salaried Board Member, Manager Construction Inspection. Term was only for one (1) year.
69-22	11-13-69	<u>Annual Meeting Date:</u> Article III, Section 1, Annual Meeting Date, changed from second Thursday of February at 8:00 P.M. to the second Thursday of each January at 8:00 P.M.
73-8	12-13-73	<u>Signature Limitations:</u> Article II, Officers, Section 5, Treasurer. Revised to <u>limit</u> the Treasurer or Assistant Secretary-Treasurer authority to only sign checks for the payment of employees, utility bills, payroll taxes, and postage. Note: This resolution was not attested to nor bears the Authority seal.
74-2	3-14-74	<u>Meeting Locations:</u> Article I, Section 3 Office of Authority and Article III, Section 2 Regular Meetings revised to change the location and address of the office of the F.T.M.S.A. to: 3001 Meadowbrook Road Murrysville Pa 15668
77-4	9-08-77	<u>Regular Meeting Date:</u> Article III, Section 2 -changing date of regular public meeting from second Thursday to the third Thursday of each month.
84-9	12-20-84	<u>Annual Meeting Date:</u> Article III, Section 1, changed the Annual Meeting date from the Third Thursday of each January to the Third Thursday of each February.
84-10	12-20-84	<u>Official. Disbursement Signatures:</u> Article II .Officers .states the required signatures for the payment of various types of expenditures from the General and Payroll Accounts
86-4	10-16-86	<u>Annual. Meeting Date:</u> This is a duplicate of Resolution No. 84-9, effective 12-20-84

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<b>Resolution <u>No.</u></b>	<b>Effective <u>Date</u></b>	<b><u>Subject</u></b>
90-5	05-17-90	Authorizing two signatures for general account (any two Board Members or any one Board Member and Manager).
90-6	05-17-90	Authorizing one signature for payroll account (any Board Member or Manager).
91-1	03-21-91	Authorizing one signature for payroll account (any Board Member or Manager)
91-2	03-21-91	Authorizing two signatures for general account (any two Board Members or any one Board Member and Manager).
91-3	03-21-91	Authorizing two signatures for collection account (any two Board Members).
91-4	03-21-91	Authorizing two signatures for right-of-way account (any two Board Members).
92-4	02-20-92	Authorizing two signatures for General Account (any two Board Members).
92-5	02-20-92	Authorizing one signature for Payroll Account (any Board Member or Manager).
93-1	03-25-93	Authorizing two signatures for Right-of Way, Collection and General Accounts (any two Board Members).
93-2	03-25-93	Authorizing one signature for Payroll Account (any Board Member or Manager).
94-2	02-17-94	Authorizing two signatures for Right-of-Way, Collection and General Accounts (any two Board Members).
94-3	02-17-94	Authorizing one signature for Payroll Account (any Board Member or Manager).
94-2	02-17-94	Authorizing two signatures for Right-of-Way, Collection and General Accounts (any two Board Members).
94-3	02-17-94	Authorizing one signature for Payroll Account (any Board Member or Manager).

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<b>Resolution No.</b>	<b>Effective Date</b>	<b>Subject</b>
96-1	01-18-96	Authorizing one signature for payroll account (any Board Member or Manager)
96-2	01-18-96	Authorizing two signatures for general, collection and right-of-way accounts (any two Board Members of any one Board Member and Manager).
97-4	02-20-97	Authorizing one signature for the Payroll Account (any Board Member or Manager).
97-5	02-20-97	Authorizing two signatures for the General, Collection, Right-of-Way and Pension Accounts (any two Board Members or Manager).
98-1	02-19-98	Authorizing one signature for the Payroll Account (any Board Member or Manager).
98-2	02-19-98	Authorizing two signatures for the General Account (any two Board Members or Manager).
98-3	02-19-98	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
98-4	02-19-98	Authorizing two signatures for the right-of-way Account (any two Board Members or Manager).
98-5	02-19-98	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
98-11	12-17-98	Authorizing one signature for the Payroll Account (any Board Member or Manager).
98-12	12-17-98	Authorizing two signatures for the General Account (any two Board Members or Manager).
98-13	12-17-98	Authorizing two signatures for the right-of-way, collection and pension Account (any two Board Members or Manager).
99-3	03-18-99	Authorizing two signatures for the Right-of-Way, Collection and Pension

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
99-4	03-18-99	Authorizing two signatures for the General Account (any two Board Members or Manager).
99-5	03-18-99	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
00-3	03-16-00	Authorizing two signatures for the General Account (any two Board Members or Manager).
00-4	03-16-00	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
00-5	03-16-00	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
00-6	03-16-00	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
00-7	03-16-00	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
01-7	04-19-01	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
01-8	04-19-01	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
01-9	04-19-01	Authorizing two signatures for the General Account (any two Board Members or Manager).
01-10	04-19-01	Authorizing two signatures for the Collection Account (any two Board Members or Manager).
01-11	04-19-01	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
01-12	07-19-01	Authorizing two signatures for the Construction Fund Account (any two Board Members).
01-13	07-19-01	Authorizing two signatures for the Surplus Fund Account (any two Board Members).
02-01	03-21-02	Authorizing one signatures for the Payroll Account (any Board Member or Manager).
02-02	03-21-02	Authorizing two signatures for the General Account (any two Board Members or Manager).



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
02-03	03-21-02	Authorizing two signatures for the Collection Account (any two Board Members or Manager)
02-04	03-21-02	Authorizing two signatures for the Right-of-Way Account (any two Board Members or Manager).
02-05	03-21-02	Authorizing two signatures for the Pension Account (any two Board Members or Manager).
02-06	03-21-02	Authorizing two signatures for the Surplus Fund Account (any two Board Members).
02-07	03-21-02	Authorizing two signatures for the Construction Fund Account (any two Board Members).
03-02	02-20-03	Authorizing one signatures for the Payroll Account and two signatures for the General Fund, Collection Account, Right-of-way account, Pension Account, Construction Fund and Surplus Fund.
04-02	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's collection account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-03	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's general fund on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-04	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's pension fund on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
04-05	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's right-of-way account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-06	02-19-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's payroll account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-11	10-21-04	First Commonwealth Bank is authorized to make payments from the funds of the Authority's construction fund account on deposit signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
04-12	01-01-05	Amendment of Resolution 77-2 (July 14, 1977): Authority sewer rates.
04-13	11-18-04	Designation of Agent for obtaining financial assistance under the Disaster Relief and Emergency Act: Allowing the signature of the Manager, James Brucker.
05-02	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's payroll account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
05-03	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Fund, Pension, Right-of-Way and Collection signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-02	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Surplus Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-03	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Construction Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-04	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Collection Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-05	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-06	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Right-of-Way Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-07	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Pension Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
06-08	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-09	12-21-06	A Resolution revising Resolution No. 77-2: Increasing the sewage collection, transportation and treatment rates for Residential and Non-Residential Customers effective January 1, 2007.
07-02	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General, Collection, Pension and Right-of-Way Accounts signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-03	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-04	11-15-07	Resolution authorizing and directing the Authority Manager to sign M&T Bank's Authorization Signer Information for Certificate of Authority & Certificate of Incumbency, and Corporate Trust Mutual Fund Disclosure & Consent.
07-05	11-15-07	M & T Bank is authorized to make payments from the funds of the Authority's Surplus and Construction Funds signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-06	12-20-07	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2008.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
07-07	12-20-07	<p>A Tap Fee Resolution pursuant to Act 57 of 2003. Amends the tapping fees adopted June 17, 2005. For Murrysville, Municipality of Monroeville and Parts of Penn Township:</p> <p>Single Residential Dwellings:            \$3,000.00            Apartments and Motels: \$1,980.00            Non-Residential: \$3,000.00</p> <p>Delmont Borough, Export Borough and Salem Township:</p> <p>Single Residential Dwellings: \$2,033.81            Apartments and Motels: \$1,342.31            Non-Residential: \$2,033.81</p>
07-08	12-20-07	<p>A resolution entering into a loan agreement (refunding) with M&amp;T Bank with Public Financial Management as the financial advisors.</p>
08-06	12-18-08	<p>Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2009.</p>
08-07	12-18-08	<p>A Resolution requesting an H2O PA grant in the amount of 50% of \$1,000,000 from the Commonwealth Financing Authority to be used for miscellaneous treatment plant projects.</p>
09-04	12-17-09	<p>Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2010.</p>
10-04	02-18-10	<p>First Commonwealth Bank signature resolution for payroll.</p>
10-05	02-18-10	<p>First Commonwealth Bank signature resolution for general, collection, pension and rights-of-way.</p>

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
10-11	12-16-10	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2011.
11-06	09-15-11	Proposal to Council to increase the Authority's term of existence fifty (50) years from the date of approval of the articles of amendment.
11-08	09-15-11	Proposal to Council to increase the Authority's term of existence seven (7) years from the date of August 21, 2025 to August 21, 2032.
11-09	10-20-11	Notification to the Commonwealth of Pennsylvania to the extension of the Authority's existence to August 21, 2032.
13-01	01-17-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2013.
13-04	06-20-13	PennDOT Signature Resolution. Authorizes the Manager and Assistant Manager to sign an agreement with PennDOT for electronic submittals of highway occupancy permits.
13-05	07-18-13	Resolution of Merchant authorizing participation in merchant service program with PLGIT for customer payments with credit cards.
13-08	12-19-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2014.

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**NO. 4 CONTRACTUAL AGREEMENTS**  
**EMPLOYEES**

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
14-01	08-21-14	Individual Procurement Credit Card Program through PFM Financial Services. Authorization of the purchase of goods and services by use of the Procurement Cards.
14-02	12-18-14	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2015.
15-07	01-01-2016	Revision of sewage collection, transportation and treatment rates for residential and non-residential customers.
15-04	03-09-2015	Approving that First Commonwealth Bank-Trust Division is hereby designated as custodian of the corporate body.
73-7	10-11-73	Utility Workers of America. AFL-CIO Ratification of Agreement with Union, dated 8-20-73. Note; This Resolution bears no signatures, dates or use of F.T.M.S.A. seal.
NONE	11-11-77	Utility Workers of America. AFL-CIO Entered 3-Year agreement with Union.
NONE	11-15-79	Utility Workers of America. AFL-CIO Entered 3-Year agreement with Union.
NONE	12-16-82	<u>Utility Workers of America. AFL-CIO</u> Entered 3-Year agreement with Union.
NONE	01-29-86	Utility Workers of America. AFL-CIO Entered 3-Year agreement with Union.
NONE	12-15-88	Utility Workers of America. AFL-CIO Entered 3-Year agreement with Union.
NONE	11-21-91	Utility Workers of America. AFL-CIO Entered 3-Year agreement with Union.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
92-9	06-18-92	Authorizing participation in the Municipal Risk Management Workmen's Compensation Pooled Trust.
NONE	12-22-94	Utility Workers of America. AFL-CIO Entered 5-Year agreement with Union.
NONE	12-16-99	Utility Workers of America. AFL-CIO Entered 5-Year agreement with Union.
NONE	12-16-04	Utility Workers of America. AFL-CIO Entered 5-Year agreement with Union.
NONE	01-01-05	<u>Utility Workers of America. AFL-CIO</u> Entered 5-Year agreement with Union.
NONE	01-01-10	<u>Utility Workers of America. AFL-CIO</u> Entered 5-Year agreement with Union.
NONE	01-01-15	<u>Utility Workers of America. AFL-CIO</u> Entered 3-Year agreement with Union.



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NO. 5 CONTRACTS-MAJOR CONSTRUCTION

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
84-5	4-24-84	Awarding of the contracts for the construction of the Authority's Capital Additions No. 1 Construction Project.
None	12-18-14	Award of the Main Pump Station Force Main Project.

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NO. 6 CONSULTANTS . ENGINEERING

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
E-1	3-14-68	<u>Right-of-Way Agreements and Deeds:</u> Authorizing the consulting engineers to produce for the solicitor the necessary plot plan drawings for preparation of right-of-way agreements and deeds.
74-3	4-18-74	<u>Phase I Authorization:</u> Engineering firm authorized to proceed with Phase I as outlined in their letter of 4-17-74. Cost not to exceed \$60,000.00.
09-01	04-16-09	A resolution accepting and adopting the recommendation of the consulting engineer, Hatch, Mott, MacDonald entitled "Septage Rate Analysis" and adopting the regulations, procedures and rates for septage handling and discharge at the treatment plant.

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NO. 7 COOPERATIVE PURCHASING

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
79-2	9-20-79	Commonwealth of Pennsylvania: Department of General Services Cooperative Purchasing Act 31 of July, 1971. Authorization by the Board for the F.T.M.S.A. to participate in purchase contracts for materials, supplies and equipment, entered into by the Department of General Services of the Commonwealth of Pennsylvania. Note: Application must be made once a year.
84-7	11-15-84	Annual application for cooperative purchasing. See above.
05-12	12-15-05	Agreement for participation in the Central Westmoreland Council of Governments Vehicle Purchasing Program for one year.
11-01	04-21-11	Authorizing FTMSA to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust for the purpose of purchasing shares of the Trust.
14-01	08-21-14	Individual Procurement Credit Card Program through PFM Financial Services. Authorization of the purchase of goods and services by use of the Procurement Cards.

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NO. 8 EMPLOYEE BENEFITS

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
70-1	04-09-70	<u>F.I.C.A.:</u> Initiating the coverage of Authority employees to participate in the Federal Social Security program utilizing Authority contributions and a system of employee payroll deductions, effective July 1, 1970.
80-1	01-17-80	<u>Insurance and Medical Benefits:</u> Names the Municipal Employers Insurance Trust Company as the Authority's agent for purchasing insurance and medical benefits for the various employees of the Authority.
83-3	09-15-83	<u>Insurance Premium Reduction:</u> Authorizing a change to the Trust Agreement with the Municipal Employers Insurance Trust Company, the Authority's employee benefit carrier, to invest premium monies prior to due dates, and to lower the premiums.
86-1	07-17-86	<u>Fringe Benefits for Exempt Personnel:</u> Specifies various benefits for the exempt personnel, relating to working hours, holidays, vacation and sick leave.
88-5	12-15-88	<u>Fringe Benefits for Exempt Personnel:</u> Amending Resolution 86-1, travel expenses, holidays, vacation and sick leave.
91-9	12-19-91	<u>Revision of Fringe Benefits for All Personnel:</u> Resolution No. 86-1 amended 88-5, changing holidays, sick leave and sickness and accident coverage.
92-1	01-16-92	<u>Revision of Fringe Benefits for All Personnel:</u> Resolution No. 86-1 amended 88-5 and 91-9, changing sickness and accident coverage.
95-2	01-19-95	Resolution amending Fringe Benefits for those employees in classifications not covered by existing Labor agreements. Changed personal days, pension formula and added reimbursement of Commercial Drivers License.
97-2	02-20-97	Resolution amending fringe benefits for those employees in classifications not cover existing labor agreements.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
97-14	10-16-97	Resolution electing to enroll in the Pennsylvania Municipal Retirement System.
98-7	07-16-98	Resolution amending fringe benefits for all Authority employees - Pension change.
98-8	07-16-98	Resolution entering into an agreement with PMRS to operate the Authority's pension plan.
00-1	01-20-00	Resolution amending fringe benefits for all Authority employees (changing pension benefit).
00-2	01-20-00	Resolution amending fringe benefits for Authority employees (Sickness and Accident Coverage, Steel-Toed work shoes, Call-in pay and Overtime).
00-10	08-16-00	Resolution with Pa. Municipal Retirement System to change benefits as to the pension plan.
05-01	01-01-05	Resolution amending fringe benefits for non-union Authority employees (Steel-Toed work shoes, vacation, bereavement leave, health insurance and premiums, life insurance, retroactive pension and sick leave.
05-04	02-17-05	Revision of the pension making it 2% retroactive to the date of hire and a 5 year vesting for employees hired after January 1, 2005.
10-06	02-18-10	Change of benefits to the Pennsylvania Municipal Retirement System. Addresses an employee's pension if he/she were to die prior to retiring.
None	12-18-14	Permits the Manager, Assistant Manager and Plant Superintendent to carry over up to 5 vacation days to be used in the first quarter of the following year.

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NO. 9 INDEBTEDNESS INVOLVEMENT (INCLUDING GRANTS)

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
PL-1	2-08-68	<u>P.L. 660 Form:</u> Authorizing Chairman to execute the necessary P.L. 660 Forms for obtaining a grant.
2-Bid	12-18-68	<u>Bond Bid Proposal (\$7,995,000.00):</u> Authorizing Moore, Leonard & Lynch, Inc., to make a bond bid proposal, \$7,995,000.00 relative to a trust indenture between the Westmoreland, as Trustee.
69-6	1-24-69	<u>Trustee:</u> Appointment of Trustee.
69-7	1-24-69	<u>Trust Indentures:</u> Execution of a trust indenture, issuance of bonds, appointment of solicitor and consulting engineers.
69-18	2-13-69	<u>P.L. 660 Grant:</u> Supplement to P.L. 660 Grant application
69-19	7-10-69	<u>Short Term Loan:</u> Authorization for a short term loan to pay Construction Fund Requisitions.
69-20	8-4-69	<u>State Grant Acceptance (\$566,000.00):</u> Authorizing acceptance of state grant under the Land and Water Conservation and Reclamation Act in the amount not to exceed \$566,000.00. This is the Pennsylvania State portion of the P.L. 660 Grant.
69-20 Duplicate	8-4-69	<u>Federal Grant:</u> Authorizing acceptance of Federal Grant dated July 11, 1969, under 33 W.S.C. 466.
71-1	1-14-71	<u>Bank Loan Agreement:</u> Authorization to enter into a bank loan agreement with Southwest National Bank of Pa., dated 1-15-71, face amount of \$1,044,000.
72-3	7-13-72	<u>Federal Financial Assistance:</u> Standard designation of the F.T.M.S.A. agent to act for the Authority for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act(P.L. 606, 91st Congress).

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
73-6	10-11-73	<u>Federal Financial Assistance:</u> Identical to Resolution No. 72-3 above.
74-4	5-16-74	<u>Federal Financial Assistance:</u> Identical to Resolution No. 72-3 above.
74-5	6-27-74	<u>Refunding Note of \$235,000.00:</u> Authorization to execute and deliver a refunding note of \$235,000.00 dated July 1, 1974, using the proceeds from this note and necessary monies from the Authority's Surplus Fund to repay the face amount of the promissory note of \$1,044,000.00 entered into 1-15-71 with the Southwest National Bank of Pennsylvania.
77-1	5-19-77	<u>Federal Grant:</u> Application for a federal grant on the 201 Delineation area. Authorizing filing of application with the U.S.A. for a federal grant for Preparation of Facilities Plan for a wastewater treatment works under the Federal Water Pollution Act. (Upgrading and expansion of water pollution control plants).
83-1	7-14-83	<u>Step III Grant:</u> Authorizing the Borough of Delmont to be the lead applicant for the Step III Grant.
84-3	4-24-84	<u>New Bond Bid Proposals:</u> Original Trust Indenture, 1969 Series A Bonds refinanced and a new Series 1984 Bond issued.
84-6	04-01-84	<u>Short Term Notes:</u> To issue and sell short term grant anticipation notes to provide interim funds to pay a portion of the costs and expenses of the Capital Additions No. 1 Construction Project.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
86-2	09-08-86	<u>Refinancing the 1984 Bond Issue</u> Details the Board's approval to proceed with the action required to refinance the 1984 Bond Issue.
86-3	09-08-86	<u>Refunding Sewer Revenue Bond Series 1984:</u> Board resolution to refund the outstanding Sewer Revenue Bonds Series 1984, issued under the Trust Indenture, dated as of January 1, 1969, Supplemented by a First Supplemental Trust Indenture dated March 15, 1984.
90-7	05-17-90	PENNVEST application for a loan for the treatment plant upgrade project.
92-7	05-05-92	Authorizing entering into a Bond Purchase Agreement with Legg, Mason, Wood, Walker, for the 1992 Bond Issue.
92-8	05-05-92	Authorizing the execution of the Third Supplemental Trust Indenture for the 1992 Bond Issue.
92-10	09-17-92	Authorizing a line of credit from Southwest National Bank as a form of Maintenance Bond for Meadowbrook Road curing the upgrade construction.
93-4	08-17-93	Authorizing the refinancing of the 1986 bond issues with Legg Mason as Bond purchaser. The refinancing did not occur.
93-5	08-17-93	Authorizing Southwest National Bank as Trustee for the refinancing of the 1986 and 1992 Bond issues. Refinancing did occur.
93-6	07-15-93	Authorizing a line of credit from Southwest National Bank in the amount of \$500,000.00 for delay in Grant reimbursements from EPA as to the Plant Upgrade Project, Was not necessary to borrow any of this money.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
95-7	09-21-95	Authorizing entering into a bond purchase agreement with Legg, Mason, Wood, Walker for the refinancing of all outstanding bond issues.
95-8	09-21-95	Authorizing the execution of the Fourth supplemental Trust Indenture for the 1995 refinancing of all outstanding bond issues.
96-5	09-12-96	Authorizing the submission of Financial Assistance Application to PENNVEST for the Bulltown/Remaley Road sewer line extensionproject.
97-7	04-17-97	Authorizing the securing of a loan from PENNVEST for the Bulltown/Remaley Road Sewer Project.
97-9	04-17-97	Authorizing two signatures to sign on behalf of the Authority as to the PENNVEST loan.
97-13	07-17-97	Authorizing the securing of a loan from the Commercial National Bank for the Bulltown/Remaley Road Sewer Project.
00-8	04-20-00	Authorizing the submission of a Financial Assistance Application to PENNVEST for the WPCP Egg Shaped Digester & Ancillary System project.
00-11	11-16-00	Authorizing two signatures to sign on behalf of the Authority as to the PENNVEST loan.
01-1	01-09-01	Authorizing the execution of the Fifth Supplemental Trust Indenture for the 2001 refinancing of all outstanding bond issues.
01-2	01-09-01	Authorizing entering into a bond purchase agreement with Mellon Financial Markets and Edward D. Jones & Co. For the refinancing of all outstanding bond issues.
01-3	01-18-01	Authorizing the securing of a loan from PENNVEST for the Egg Shaped Digester & Ancillary System Project.
01-4	01-31-01	Authorizing the execution of the Sixth Supplemental Trust Indenture for A the 2001 new bond issue for the Egg Shaped Digester & Ancillary System Project.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
01-5	01-31-01	Authorizing to enter into a new Bond Purchase Agreement for the Egg Shaped Digester & Ancillary System Project.
01-6	02-15-01	Authorizing to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust.
02-08	04-18-02	Resolution requesting PENNDOT to reimburse Authority for relocating existing sewer lines as to the Route 22 Section B01 widening project.
02-09	04-18-02	Authorizing Chairman to enter into an agreement with PENNDOT as to Resolution 02-08
03-03	07-17-03	Authorization of the submission of the request for the PENNDOT to provide a fixed per centum reimbursement to the Authority for all costs incurred in relocating and/or adjusting our sanitary sewer facilities affected by the S.R. 0022, Sect. B02 Project.
03-04	07-17-03	Authorizing that the Chairman and the Secretary of the Authority sign the agreement for Resolution 03-03 (07-17-03).
04-07	04-15-04	A need for a temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.
04-08	05-20-04	A need for a second temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.
04-09	06-15-04	Bond Purchase Agreement Approval: Refunding of with Mellon Financial Markets, LLC.
04-10	06-15-04	Bond Series of 2004 Approval
05-07	06-16-05	Resolution obtaining a General Obligation Note from the First Commonwealth Bank in the amount of \$500,000.00 not to exceed a period of 12 months.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
05-08	10-18-05	Bond Purchase Agreement Approval: Series of 2005 Bonds in the amount of \$8,715,000.00 for the 2005 Refunding Project.
05-09	10-18-05	Series of 2005 Bond Approval in the amount of \$8,715,000.00.
07-08	12-20-07	A resolution entering into a loan agreement (refunding) with M&T Bank with Public Financial Management as the financial advisors.
08-07	12-18-08	A Resolution requesting an H2O PA grant in the amount of 50% of \$1,000,000 from the Commonwealth Financing Authority to be used for miscellaneous treatment plant projects.
10-07	02-18-10	Authorizes administration to work with Public Financial Management as financial advisor and Lynch and Lynch as bond counsel in conjunction with the issuance of General Obligation Bonds, Series of 2010 for the purpose of refinancing.
10-09	04-15-10	Series of 2010 Bond approval resolution.
11-03	07-21-11	Authorizing a lease agreement between FTMSA and Caterpillar Financial Services Corporation for the financing of a Cat front loader.
11-04	08-18-11	Amends Resolution 11-03. Adds the Authority Manager to be a signatory for the Caterpillar lease agreement.
11-05	09-15-11	Series of 2011 Bond/Notes Approval.

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NO. 10, MANAGEMENT PERSONNEL RESPONSIBILITIES, DUTIES AND AUTHORITY

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-17	2-13-69	<u>Office Manager</u> : Appointment of Office Manager - Construction Inspection.
69-25	2-12-70	<u>Operating Manager (Part-Time)</u> : Authorization to employ a part-time. Operating Manager to supervise the operation and maintenance of the sewer system, office, etc.
72-1	2-10-72	<u>Operating Manager</u> : Authorizing the retaining of an Operating Manager with the powers as granted in the Rules and Regulations governing the FTMSA and additional powers to be granted by the Board of the FTMSA.

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NO. 11 F.T.M.S.A. ORGANIZATION

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
67-1	4-17-67	<u>Basis of Organization:</u> F.T.M.S.A. organization under Municipal Authorities Act of 1945.
67-2	4-17-67	<u>Meetings:</u> Time, date and location of regular meetings of the Board.
67-3	4-17-67	<u>By-Laws:</u> Adoption of By-Laws of the F.T.M.S.A.
1-I	11-14-68	<u>Operating Authority:</u> Creation of the F.T.M.S.A. - Based upon the Municipal Authorities Act of 1945, May 2, P.L. 382, and a revision to Paragraph 7 of the Ordinance No. 17-66 of the Township of Franklin, a second class Township, authorizing the FTMSA to become an Operating Authority.
0-90	07-20-00	Resolution extending the life of the Authority until approximately 2025.
11-06	09-15-11	Proposal to Council to increase the Authority's term of existence fifty (50) years from the date of approval of the articles of amendment.
11-08	09-15-2011	Proposal to Council to increase the Authority's term of existence seven (7) years from the date of August 21, 2025 to August 21, 2032.
11-09	10-20-11	Notification to the Commonwealth of Pennsylvania to the extension of the Authority's existence to August 21, 2032.
15-03	03-19-2015	Approval of a series of 2015 meeting notes.
15-05	04-16-2015	Revision to resolution 08-05 to adopt "FTMSA" As Franklin Township Municipal Authority's Name "proper".

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NO. 12 PAYMENT ENFORCEMENT-CUSTOMER

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
72-4	8-10-72	<u>Use of M.A.W.C.:</u> Agreement for the collection of sewer charges through the Municipal Authority of Westmoreland County (M.A.W.C.). The agreement gives M.A.W.C. authority to shut off water supply until overdue sewer bills are paid.
15-02	2-19-2015	Adoption of a schedule of attorney fees to be account or filing of a municipality lein and/or collection proceedings relating thereto and the adoption of a procedure to notify the property owner of the imposition of same.

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NO. 13 RETENTION OF FUNDS

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-15	1-24-69	<u>Fund Transfers:</u> Transfer of funds, Project Fund and Export Bank account to the Clearing Fund.
69-24	12-11-69	<u>Deposit Account:</u> Authority to maintain a deposit account with the First National Bank of Westmoreland.
79-1	9-20-79	<u>Purpose of Surplus Fund:</u> Limiting its use of completion of a capital addition to the facilities of the Authority which will be completed within three years of August 13, 1979, which will exhaust the Surplus Fund. Also direct the Trustee to refrain from the redemption of any bonds that would otherwise have been subject to redemption.
99-7	12-16-99	Resolution authorizing an application to PENNVEST for a \$7,700,000 loan to finance a new Digester, Septage Dump Station and a Thermally Treated Sewage Sludge Process additions at the plant.
99-8	12-16-99	Resolution to commit/apply for funds to proceed with the construction of a digester, septage dump station and a thermally treated sewage sludge process in accordance with Act 339.
02-10	06-20-02	Resolution authorizing the First Commonwealth Trust Company be designated as Custodian of all the Authority's accounts.
04-07	04-15-04	A need for a temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.
04-08	05-20-04	A need for a second temporary loan in the amount not to exceed \$1,000,000.00 for a period of 12 months for the completion of the Egg-Shaped Digester Project.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
04-09	06-15-04	Bond Purchase Agreement Approval: Refunding of with Mellon Financial Markets, LLC.
04-10	06-15-04	Bond Series of 2004 Approval.
04-13	11-18-04	Designation of Agent for obtaining financial assistance under the Disaster Relief and Emergency Act: Allowing the signature of the Manager, James Brucker.
05-02	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's payroll account on deposit signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
05-03	02-17-05	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Fund, Pension, Right-of-Way and Collection signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
05-07	06-16-05	Resolution obtaining a General Obligation Note from the First Commonwealth Bank in the amount of \$500,000.00 not to exceed a period of 12 months.
05-08	10-18-05	Bond Purchase Agreement Approval: Series of 2005 Bonds in the amount of \$8,715,000.00 for the 2005 Refunding Project.
05-09	10-18-05	Series of 2005 Bond Approval in the amount of \$8,715,000.00
06-02	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Surplus Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.



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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
06-03	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Construction Fund signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-04	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Collection Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-05	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-06	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Right-of-Way Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-07	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Pension Account signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
06-08	11-16-06	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-02	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's General, Collection, Pension and Right-of-Way Accounts signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
07-03	03-15-07	First Commonwealth Bank is authorized to make payments from the funds of the Authority's Payroll Account signed by one of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-04	11-15-07	Resolution authorizing and directing the Authority Manager to sign M&T Bank's Authorization Signer Information for Certificate of Authority & Certificate of Incumbency, and Corporate Trust Mutual Fund Disclosure & Consent.
07-05	11-15-07	M & T Bank is authorized to make payments from the funds of the Authority's Surplus and Construction Funds signed by two of the following: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer or Manager.
07-08	12-20-07	A resolution entering into a loan agreement (refunding) with M&T Bank with Public Financial Management as the financial advisors.
10-04	02-18-10	First Commonwealth Bank signature resolution for payroll.
10-05	02-18-10	First Commonwealth Bank signature resolution for general, collection, pension and rights-of-way.
10-09	04-15-10	Series of 2010 Bond approval resolution.
11-02	05-19-11	Authorizing participation in the Merchant Service Program with Global Payments Direct, Inc. for credit card payments of monthly sewer bills.
11-05	09-15-11	Series of 2011 Bond/Notes Approval.
13-05	07-18-13	Resolution of Merchant authorizing participation in merchant service program with PLGIT and Elavon, Inc for customer payments with credit cards.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
14-01	08-21-14	Individual Procurement Credit Card Program through PFM Financial Services. Authorization of the purchase of goods and services by use of the Procurement Cards.

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NO. 14 RIGHTS-OF-WAY

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-10	1-24-69	<u>Condemnation:</u> Rights-of-Way in the Township of Franklin and the Borough of Export.
69-11	1-24-69	<u>Condemnation:</u> Rights-of-Way pertaining to the property of Richards Estate for the erection of a pumping station.
69-12	1-24-69	<u>Condemnation:</u> Rights-of-Way, F.M. Sloan property.
69-13	1-24-69	<u>Condemnation:</u> Rights-of-Way, Marschik property.
69-14	1-24-69	<u>Condemnation:</u> Rights-of-Way, Sterner property, for sewer treatment plant.
69-16	1-24-69	<u>Condemnation:</u> Rights-of-way, specifically referring to the Sterner, Richards and Marschik properties.
69-18	3-13-69	<u>Condemnation Statement:</u> Standard general condemnation statement. Resolution selecting, appropriating and condemning certain rights-of-way and easements in and through properties situate in the Township of Franklin and/or Borough of Export, County of Westmoreland, Commonwealth of Pennsylvania and authorizing the solicitor to institute the necessary proceedings and to file the necessary bond.
70-2	5-14-70	<u>Revision to Plans:</u> Revision to plans for a line change in the area of Export Borough. Note: No reference to maps, drawings or plan numbers.
70-3	7-23-70	<u>Condemnation:</u> Rights-of-way condemnation across Tomis Development property, Mystic Hills.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
71-2	1-28-71	<u>Condemnation Statement (General).</u>
72-2	2-24-72	<u>Condemnation Statement (General).</u>
73-1	1-11-73	<u>Condemnation Statement (General).</u>
73-3	3-31-73	<u>Condemnation:Rights-of-way, pertaining to J.M. Hall and J.M. Hall, Jr., property. Refers to a thing labeled 'A", no map number, but spells out Deed Book Volume 1548, Page 351. Refers to railroad sidings.</u>
73-4	3-31-73	<u>Condemnation: Rights-of-way, pertaining to J.M. Hall and J.M. Hall, Jr. property. Refers to Map No. 1, Deed Book Vol. 1156, Page 90 and Map No. 2, Deed Book Vol. 1238, page 231. Refers to railroad sidings.</u>
74-1	1-10-74	<u>Condemnation Statement (General).</u>
77-5	10-20-77	<u>Consolidated Rail Corporation Rights-of-Way: Authority to enter into and execute a license agreement with Consolidated Rail Corporation dated 8-10-77, for construction and installation of sewage facilities within the right-of-way of Consolidated Rail Corporation. Paid \$39,000.00 for grant of such license. Note: No reference to drawing numbers, plans, layout, etc.</u>
83-2	7-28-83	<u>Franklin Estates Plan: Authorizing the selection and appropriation of a right-of-way to serve the Franklin Estates Plan of Lots and authorizing the filing of a Declaration of Taking and all necessary action for acquisition thereof. Construction of an interceptor sewer line to replace the Smith-Loveless treatment facility.</u>

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
84-1	04-11-84	<u>Murrysville Heights Plan No. 2</u> Standard resolution pertaining to the appropriation and condemning of certain rights-of-way and easements, but specifically referring to the property of Marvin D. and Loretta M. Fisher.
84-1	04-11-84	<u>Murrysville Heights Plan No. 2</u> Standard resolution pertaining to the appropriation and condemning of certain rights-of-way and easements, but specifically referring to the property of Marvin D. and Loretta M. Fisher.
84-8	11-15-84	To deed back to Johanna Tope a specific right-of-way.
90-4	03-22-90	To deed back to Joseph M. & JoAnn Gilkison a specific right-of-way.
90-8	10-25-90	To deed back to Crawford Realty Co. a specific right-of-way.
90-9	10-25-90	To deed back to Scott A. and Maureen Getty a specific right-of-way.
91-10	12-19-91	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Stamey property, Plan Book Vol. 87, pages 1122 and 1123.
91-11	12-19-91	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Stamey/Miller property, Plan Book Vol. 87, pages 1122 and 1123.
92-6	03-09-92	Resolution pertaining to the appropriation and condemnation of a portion of property, specifically related to the Egnatz property.
92-12	11-19-92	Resolution pertaining to the appropriation and condemnation of a certain right-of-way and easement, Skaro property.

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<b><u>Resolution No.</u></b>	<b><u>Effective Date</u></b>	<b><u>Subject</u></b>
95-4	05-18-95	To deed back to the Franklin Regional School District a specific Right-of-Way.
95-9	10-19-95	To deed back to John A. and Joann Raspotnik a specific Right-of-Way.
96-3	04-18-96	To deed back to Walter W. and Charlotte A. Bush a specific Right-of-Way.
97-1	01-16-97	Resolution pertaining to the appropriation and condemnation of a certain right-of-way and easement, Municipality of Murrysville property.
97-11	05-15-97	To deed back to William F. and Carol Ann Stock a specific right-of-way.
97-12	06-19-97	Resolution selecting, appropriating and condemning certain rights-of-ways and easements in and through properties situate in the Bulltown/Remaley Road Sewer Project and authorizing the Solicitor to institute the necessary proceedings and to file the necessary bond.
98-10	12-17-98	To deed back to Joseph A. and Elizabeth A. Ashford a specific right-of-way.
01-14	10-18-01	To deed back to Robert Jenko a specific right-of-way.
01-15	10-18-01	To deed back to Robert Jenko a specific right-of-way.
02-11	07-18-02	To deed back to James W. Gonella a specific right-of-way.
02-12	11-21-02	Resolution pertaining to the appropriation and condemnation of a certain Right-of-way and Easement. Grandview Village, Inc.

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<b>Resolution No.</b>	<b>Effective Date</b>	<b><u>Subject</u></b>
05-05	04-21-05	Resolution selecting, appropriating and condemning certain rights-of-way and easements situated in Murrysville and the authorizing the solicitor to institute the necessary proceedings and to file the necessary bond.
05-10	10-20-05	Resolution selecting, appropriating and condemning certain property situated in Murrysville and authorizing the solicitor to institute the necessary proceedings and to file necessary bond.
05-11	10-20-05	Resolution selecting, appropriating and condemning certain property situated in Murrysville and authorizing the solicitor to institute the necessary proceedings and to file necessary bond.
10-01	01-21-10	Right-of-Way issued by Bayard Crossing Corporation to FTMSA and the deed back of a part of a right-of-way to Bayard Crossing Corporation.
10-02	01-21-10	Deed back a part of the right-of-way to Bayard Crossing as recorded in Westmoreland County Plan Book, Instrument Number 200912210050051.
11-07	10-20-11	Resolution selecting, appropriating and condemning certain rights of way and easements in Murrysville. Authorizes the solicitor to institute the necessary proceedings and to file the necessary bond. Sets the construction easement to 40 feet and 20 feet thereafter.
12-04	09-24-12	Appropriating and condemning certain rights of way and easements in and through property situated in the Municipality of Murrysville. Authorizes the Solicitor to institute the necessary proceedings and to file the necessary bonds.
13-03	04-18-13	Deed Back of access easement located at 3940 Laurel Oak Drive, Oak Ridge Estates Phase 2, Lot #239 to Robert & Debra Fetterman.



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NO. 15 SERVICE AGREEMENTS  
 OTHER GOVERNING UNITS

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
None	01-15-69	<u>Ordinance 37-69. Township of Franklin</u>
None	01-15-69	<u>Ordinance 3-69. Borough of Export</u>
69-4	01-24-69	<u>Borough of Export:</u> Service agreement between the Township of Franklin and the Borough of Export.
None	01-18-83	<u>Delmont Borough:</u> Service Agreement between FTMSA and Delmont Borough.
None	01-20-83	<u>Salem Township:</u> Service Agreement between FTMSA and Salem Township.
None	12-12-85	<u>Delmont Borough:</u> Sewer Maintenance Agreement between FTMSA and Delmont Borough.
None	03-04-85	<u>Plum Borough:</u> Treatment and Maintenance Agreement between FTMSA and Plum Borough (Route 286 area).
None	08-16-86	<u>Penn Township:</u> Service and Maintenance Agreement No.1 between FTMSA and Penn Township (Pheasant Run area).
None	04-20-89	<u>Penn Township:</u> Service and Maintenance Agreement No.2 between FTMSA and Penn Township (Small area at the Southeast intersections of Claridge and Mellon Roads).
None	04-20-89	<u>Penn Township:</u> Service and Maintenance Agreement No.3 between FTMSA and Penn Township (Brookside Pump Station)
None	09-20-90	<u>Plum Borough:</u> Service and Maintenance Agreement between FTMSA and Plum Borough (Gun Club Road area).

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
NONE	07-10-92	<u>Salem Township:</u> Addendum No.1 - Salem agreed to reimburse F.T.M.S.A. for repairs to manholes caused by sulfide damage from their Force Mains
NONE	12-16-93	<u>Municipality of Monroeville:</u> Service and maintenance agreement between F.T.M.S.A. and Monroeville (Shangri-LA-Area)
NONE	02-21-94	<u>Penn Township:</u> Service and maintenance agreement no.4 between F.T.M.S.A. and Penn (Blackthorne Estates Area)
NONE	06-16-94	<u>Municipality of Monroeville:</u> Service and maintenance agreement between F.T.M.S.A. and Monroeville (South of Route 22 area).
NONE	08-10-94	<u>Salem Township:</u> Sewer maintenance and pump station agreement between F.T.M.S.A. and Salem
NONE	05-18-95	<u>Salem Township:</u> Agreement to do Salem's Act 537 Study.
NONE	05-20-99	<u>Penn Township Sewage Authority:</u> Service and maintenance agreement FTMSA and PTSA (Walton Estates Area)
NONE	04-20-00	<u>EXPORT Borough:</u> Amendment No. 1 to our Intermunicipal Agreement adding a tap-in fee for Export to anyone who uses their collection system to reach FTMSA's Sewer.
NONE	08-17-00	<u>Export Borough:</u> Amendment No. 2 to our Intermunicipal Agreement adding maintenance charges for Export to anyone who uses their collection system to reach FTMSA's Sewer.
NONE	09-19-02	<u>Penn Township:</u> First Amendment to Service Agreement No. 5 Expanding the service area to include the Bushy Run Corporate Park Plan.

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NO. 16 SEWAGE COLLECTION, TRANSPORTATION  
 AND TREATMENT RATES, RENTS AND CHARGES

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-5	1-24-69	<u>Repeal of Prior Related Resolutions</u> : Relates to charges, classification of property, billing and collection responsibility, ability to change rules and regulations and repeals prior resolutions related to this resolution.
Document #21	1-24-69	<u>Billing Rates and E.D.U. Classification</u> . Established the rates per E.D.U. per month and the E.D.U.'s per classification of property. The rates per E.D.U. are as follows: Township of Franklin \$9.58/month/E.D.U. Borough of Export \$5.83/month/E.D.U.
73-9	12-13-73	<u>Billing Rates</u> : Revision of rates established in Section A of Resolution No. (Document #21) adopted 1-30-69. Revised Rates: Township of Franklin \$12.25/month/E.D.U. Borough of Export \$7.45/month/E.D.U.
77-2	7-14-77	<u>Billing Rates, Expansion of Coverage and Revised Definitions of Terminology</u> : Restates rates established in Resolution No. 73-9, effective 12-13-73, includes coverage for non-metered water, combined use customers, and surcharge factors.
77-3	9-08-77	<u>Billing Rates</u> : Section D of Resolution No. 77-2, effective 7-14-77, late payment penalties, has been expanded to differentiate between (1) Residential and (2) Non-Residential. This resolution for (1) Residential is the same as in Resolution No. 77-3, but (2) Non-Residential is revised, changed from "if not paid prior to the 20th day of the month" to "if not paid within 20 days from the date of the bill".

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
80-2	1-17-80	<p><u>Billing Rates and Penalty Charges</u>            Revisions to Section D of Resolution No.77-2 adopted 7-14-77 and changed by Resolution No. 77-3 adopted 9-8-77. <u>Section D-1. Residential</u> - Interest rate on charge plus penalty changed from one-half percent per month to one and one-half percent per month.  <u>Section D-2. Non-Residential</u>(1) Timing of payment changed from "if not paid within 20 days from date of bill" to "if not paid within 60 days of said due date."            (2)Interest rate on charge plus penalty changed from one-half percent to one and one-half percent per month.</p>
83-3	11-22-83	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2.
84-4	4-24-84	<p><u>Revised Rates:</u> Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2 amended by Resolution 83-3 and to be amended by completion of Authority's Capital Additions No. 1 Project. Affects rates for residential, non-residential and combined use customers in Murrysville Municipality, Export Borough, Delmont Borough, Salem Township and Penn Township. Also establishes the "Initial Service Charge" for new customers connecting to the Authority's Capital Additions No. 1 Construction Project.</p>
88-4	11-17-88	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3, and further amended by Resolution 84-4, affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (serviced by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
89-2	12-21-89	Revision of sewage collection, transportation, and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3, and amended by Resolution 88-4, and further amended by Resolution 89-2. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (serviced by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.
90-12	11-19-90	Revision of sewage collection, transportation, and treatment rates adopted with Resolution 77-2, amended by Resolution 83-3 and amended by Resolution 88-4 and amended by Resolution 89-2. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville (serviced by FTMSA and Plum), Export Borough, Delmont Borough, Salem Township and Penn Township.
91-7	07-18-91	Customers who are delinquent more than 90 days will receive by certified mail water shut-off notices (these costs to be added to their account).
91-8	11-21-91	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 83-3, 88-4, 89-2, and 90-12. Affects rates for residential, non-residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
92-11	11-19-92	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 83-3, 88-4, 89-2, 90-12, and 91-8. Affects rates for residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.
93-7	11-18-93	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8 and 92-11. Affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township and Plum Borough.
95-1	01-19-95	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11 and 93-7. Affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville.
95-10	11-16-95	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 9-11, 93-7 and 95-1, affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, DelmontBorough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
96-6	10-17-96	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 9-11, 93-7, 95-1, and 95-10. Affects rates for Residential, Non-Residential and combined use customers in the Municipality of Murrysville, Export Borough, Delmont Borough, Salem Township, Penn Township, Plum Borough and the Municipality of Monroeville.
97-15	12-18-97	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7, 95-1, 95-10 and 96-6, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
98-9	11-19-98	Revision of sewage collection, transportation and treatment rates adopted with Resolution 77-2, amended by Resolutions 88-3, 88-4, 89-2, 90-12, 91-8, 92-11, 93-7, 95-1, 95-10, 96-6, and 97-15, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
99-6	12-16-99	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
00-12	11-21-00	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.

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<b>Resolution No.</b>	<b>Effective Date</b>	<b>Subject</b>
02-13	11-21-02	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
04-12	01-01-05	Amendment of Resolution 77-2 (July 14, 1977): Authority sewer rates. Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Penn, Plum and Monroeville.
06-09	12-21-06	A Resolution revising Resolution No. 77-2: Increasing the sewage collection, transportation and treatment rates for Residential and Non-Residential Customers effective January 1, 2007.
07-06	12-20-07	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2008.
08-06	12-21-08	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2009.
09-01	04-16-09	A resolution accepting and adopting the recommendation of the consulting engineer, Hatch, Mott, MacDonald entitled "Septage Rate Analysis" and adopting the regulations, procedures and rates for septage handling and discharge at the treatment plant.



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<b>Resolution No.</b>	<b>Effective Date</b>	<b>Subject</b>
09-02	06-18-09	Amendment of Resolution 09-01 the rate for septage handling and discharge at the treatment plant. Rate is amended to \$0.22
09-04	12-17-09	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2010.
10-11	12-16-10	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2011.
12-01	02-02-12	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2012.
12-03	08-16-12	Septage rate amendment from \$0.22 to \$0.10 per gallon.
13-01	01-17-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2013.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
13-08	12-19-13	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2014.
14-02	12-18-14	Revision of sewage collection, transportation and treatment rates adopted with Resolution No. 77-2 and amended, affects rates for Residential, Non-Residential and combined use customers in Murrysville, Export, Delmont, Salem, Penn, Plum and Monroeville effective January 1, 2015.
15-07	1-1-2016	Revision to the sewage collection, transportation and treatments rates for Residential and Non-residential customers in the collection and treatment responsibility area of FTMSA.

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**NO. 17 SEWER CONSTRUCTION SPECIFICATIONS**

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-8	1-24-69	Rules and Regulations: Adoption of sewer system rules and regulations.
69-23	12-11-69	Amendment to Rules: Amending F.T.M.S.A. sewer construction rules and regulations. Section 911, 914, 917, 1001, and 1005.
72-5	8-10-72	<u>Specifications for Sewer Construction:</u> "Specifications for Sewer Construction" dated 7-10-72, prepared by Duncan, Lagnese and Associates, Inc., consisting of thirteen (13) pages, together with drawings.
84-2	4-19-84	<u>Specifications for Sewer Construction:</u> Revised as of March, 1984, Manual of Procedures and Requirements for Construction of Sanitary Sewers.
06-69	1-15-69	<u>Required Tap-Ins - Township of Franklin:</u> Directing and requiring the connection of all occupied buildings with public sanitary sewers in the Township or premises accessible thereto; directing and requiring the abandonment of privy vaults, cesspools and septic tanks in and upon such premises; prohibiting the erection and construction of privy vaults, cesspools and septic tanks in and upon such premises; providing for the method of connection between occupied buildings and said sanitary sewers and for inspection thereof; providing for the issuance of permits <u>and the payment of the tap charges therefor</u> ; defining unacceptable sanitary sewerage; and providing penalties <u>for violation hereof</u> . No dollar cost of tap-in payment is required tap connection fee at the time of making application.
Approval	02-21-08	FTMSA Sewer Specification Manual Update.
Approval	12-15-11	FTMSA Sewer Specification Manual Update.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
2-69	1-23-69	<p><u>Required Tap-Ins - Borough of Export:</u>            Directing and requiring the connection of all occupied buildings with public sanitary and combined sewers in the Borough or premises assessable thereto -- Balance the same as Ordinance 36-69, Township of Franklin. (See Township of Franklin - Ordinance No. 36-69, 1-15-69 for details).</p>
Draft	12-14-72	<p><u>Tap-In Fees:</u>            Recommendation by consulting engineers of a revised schedule of tap-in fees.</p> <ol style="list-style-type: none"> <li>1. <u>Residential</u> - \$350.00 plus cost of saddle.</li> <li>2. <u>Apartments or Multiple Dwelling</u> - \$550.00 for each and an additional \$100.00 per apartment if over a total of two apartments</li> <li>3. <u>Business or Commercial Building</u> - \$350.00 for each business or commercial building and scaled up to \$1,050.00 dependent on size.</li> </ol> <p>Spells out basis of tapping fees based upon water consumption and basis of fixture units.</p> <p>Total building use - equates 50,000 gallons per annum to one E.D.U., at \$350.00 per one E.D.U., \$200.00 per second E.D.U., etc., not to exceed \$1,050.00.</p> <p>Refers to this draft as repealing the Resolution No. (Document 21) adopted 1-24-69, particularly first sentence.</p>

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<u>Resolution</u> <u>No.</u>	<u>Effective</u> <u>Date</u>	<u>Subject</u>
Draft	12-14-72	<p>Tap-In Fees:            Recommendation by consulting engineers of a revised schedule of tap-in fees.</p> <ol style="list-style-type: none"> <li>1. <u>Residential</u> - \$350.00 plus cost of saddle.</li> <li>2. <u>Apartments or Multiple Dwelling</u> - \$550.00 for each and an additional \$100.00 per apartment if over a total of two apartments</li> <li>3. <u>Business or Commercial Building</u> - \$350.00 for each business or commercial building and scaled up to \$1,050.00 dependent on size.</li> </ol> <p>Spells out basis of tapping fees based upon water consumption and basis of fixture units.</p> <p>Total building use - equates 50,000 gallons per annum to one E.D.U., at \$350.00 per one E.D.U., \$200.00 per second E.D.U., etc., not to exceed \$1,050.00.</p> <p>Refers to this draft as repealing the Resolution No. (Document 21) adopted 1-24-69, particularly first sentence of Section G.</p>
73-5	5-23-73	<p>Tap-in Fees:            Similar to Draft of 12-14-72 but differs only in that water consumption basis has been changed from 50,000 gallons per year equates to one E.D.U. to "any fixtures not listed, the fixture unit rating shall be the flow in gallons per minute produced or required divided by 7.5". Note: The prior draft relates to the total building use of water, whereas this resolution deletes the relationship of 50,000 gallons per year to one E.D.U. and ties into the number of fixture units with individual unlisted fixtures having flow in gallons per minute divided by 7.5 to determine fixture rating in terms of fixture units. The basis of the factor 7.5 has not been spelled out.</p>

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<u>Resolution</u> <u>No.</u>	<u>Effective</u> <u>Date</u>	<u>Subject</u>
76-1	6-10-76	<p>Tap-In Fees:            Voids Resolution No. (Document No. 21), effective 1-24-69, particularly first sentence of Section G and Resolution 73-5 adopted 5-23-73. Identical to Resolution 73-5, effective 5-23-73 with the following changes:</p> <ol style="list-style-type: none"> <li>1. Residential Dwellings changed to Single Residential Dwellings.</li> <li>2. Added in Item 2 "plus a charge for a saddle if same is not available".</li> <li>3. Item 2 - "Business or Commercial Buildings" changed to "Non-Residential".</li> <li>4. Item 4 added. Spells out tapping and inspection charges for changes in the building requiring additional plumbing.</li> <li>5. A whereas relative to inspection was added.</li> </ol>
78-1	12-21-78	<p>Tap-In Fees: Similar to Resolution 76-1, effective 06-10-76, except for the following changes:</p> <ol style="list-style-type: none"> <li>1. Item 2, "plus a charge for a saddle if the same is not available" was deleted.</li> <li>2. Item 3, "plus a charge for a saddle if the same is not available" was deleted.</li> <li>3. Item 3, the last sentence "The maximum tapping and inspection fee for non-residential buildings shall be \$1,050.00" was deleted.</li> <li>4. The last sentence "The amount calculated above shall be the tapping and connection fee for the revised building use" changed the word "inspection" to "connection".            NOTE: In the Resolution 76-1 which is revised, the word "connection" was hand-corrected to "inspection" therefore this hand-correction was not picked up in Resolution 78-1.</li> <li>5. The first "whereas" referring to the Authority requirement to inspect was deleted.</li> <li>6. The second "whereas" referring to the</li> </ol>

Authority to inspect was deleted.  
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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
78-1	12-21-78	<p><u>Tap-In Fees</u>: Similar to Resolution 76-1, effective 06-10-76, except for the following changes:</p> <ol style="list-style-type: none"> <li>1. Item 2, "plus a charge for a saddle if the same is not available" was deleted.</li> <li>2. Item 3, "plus a charge for a saddle if the same is not available" was deleted.</li> <li>3. Item 3, the last sentence "The maximum tapping and inspection fee for non-residential buildings shall be \$1,050.00" was deleted.</li> <li>4. The last sentence "The amount calculated above shall be the tapping and connection fee for the revised building use" changed the word "inspection" to "connection". NOTE: In the Resolution 76-1 which is revised, the word "connection" was hand-corrected to "inspection" therefore this hand-correction was not picked up in Resolution 78-1.</li> <li>5. The first "whereas" referring to the Authority requirement to inspect was deleted.</li> <li>6. The second "whereas" referring to the Authority to inspect was deleted.</li> <li>7.</li> </ol>
90-11	09-20-90	An amendment to the Authority's tap-in fee Resolution No. 76-1, further amended with Resolution 78-1 raising tap-in fee to \$1,192.00 per EDU for residential and non-residential and \$828.00 per EDU for apartments and motels.
91-5	06-13-91	Amending the Authority's Tap-In fee to comply with Act 203 -- no changes to the fees were made.
95-6	08-03-95	An amendment to the Authority's Tap-In fee, particularly the first sentence of Section G of the Resolution pertaining to tapping fees adopted January 24, 1969 and amended by Resolution No. 73-S and amended by Resolution No. 76-1 and amended by Resolution No. 78-1 and amended by Resolution No. 90-11 raising the Tap-In fee to \$1,726.00 per EDU for Residential and Non-Residential and \$1,184.00 per EDU for apartments and motels.

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<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
99-1	01-21-99	An amendment to the Authority's Tap-In Fee, particularly the first sentence of Section G of the resolution pertaining to tapping fees adopted January 24, 1969 and amended by Resolution No. 73-5 and amended by Resolution No. 76-1 and amended by Resolution No. 78-1 and amended by Resolution No. 90-11 and amended by Resolution No. 95-6 raising the Tap-In Fee to \$1,897.00 per EDU for residential and non-residential and \$1,298.00 per EDU for apartments and motels.
05-06	06-16-05	<u>Establishing the Tapping Fee Pursuant to Act 57 of 2003.</u> For Murrysville, Municipality of Monroeville and Parts of Penn Township: Single Residential Dwellings: \$2,700.00 Apartments and Motels: \$1,800.00 Non-Residential:\$2,700.00  Delmont Borough, Export Borough and Salem Townships: Single Residential Dwellings: \$1,803.02 Apartments and Motels: \$1,202.01 Non-Residential: \$1,803.02
07-07	12-20-07	A Tap Fee Resolution pursuant to Act 57 of 2003. Amends the tapping fees adopted June 17, 2005. For Murrysville, Municipality of Monroeville and Parts of Penn Township:Single Residential Dwellings: \$3,000.00Apartments and Motels: \$1,980.00 Non-Residential:\$3,000.00  Delmont Borough, Export Borough and Salem Township: Single Residential Dwellings: \$2,033.81 Apartments and Motels: \$1,342.31 Non-Residential: \$2,033.81
10-08	03-18-10	Requiring certification (inspection)of sanitary sewer laterals in the Municipality of Murrysville as a condition for the issuance of municipal lien letters. A fee is set at \$350.00.
15-01	1-15-2015	Revision to the tapping fee schedule associated with the Residential and Non-residential customers.



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NO. 19 TERMINATION OF BOARD MEMBERS AND EMPLOYEES

NOTE: These resolutions are standard statements of appreciation for the Board Member's and employee service following resignation or end of the term of service.

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
None	1969	Anthony J. Faulk (1967-1969)
None	1969	John F. Bates (1967-1969)
None	1969	Frank Redman (1967-1969)
None	1969	Ronald B. Weinel (1967-1970)
None		Paul S. Porada (1967-1972)
None		Donald Lane (1967-1971)
None		Joseph J. Dortenzo (1970-1973)
None	1971	Allen Hill (1970-1971)
None		Richard Paulcheck (1970-1971)
72-6	12-14-72	Spencer E. Reynolds (1969-1972)
72-6	12-14-72	Richard Pitzer (1971-1972)
None	1973	John R. Hall (1972-1974)
73-2	02-08-73	B. Patrick Costello, Solicitor (1967-1972)
None	1974	Carl H. Scheman, Jr. (1974-1975)
None		Carl T. Petruska (1973-1974)
76-1	03-11-76	Ronald J. Miller (1969-1975)
79-1	2-20-79	William J. Hakos (1976-1979)
80-3	06-23-80	Robert C. Elston (1974-1980)
82-1	10-21-82	David M. Edison (1975-1982)
87-10	2-01-87	Donald J. Panian (1980-1987)
88-1	01-21-88	Bruce A. Thomas (1980-1988)
88-2	01-21-88	Frank B. Wolfe, Jr. (1983-1988)
89-10	4-20-89	Carol L. Raabe (1987-1989)
90-10	09-30-90	Statement of appreciation for employee services following retirement - James Contento (1972-1990)

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 (Continued)

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
93-3	03-25-93	Ronald L. Creager (1989-1993)
94-1	01-20-94	Dr. Charles W. Einolf, Jr. (1975-1994)
95-3	02-16-95	James S. Hamilton (1974-1995)
95-5	06-15-95	Statement of appreciation for employee services following retirement-Donald E.Kern (1970-1995)
96-4	08-15-96	Statement of appreciation for James G. Earhart, Sr.
97-6	03-20-97	Statement of appreciation for Board Member services following resignation or leaving at end of term of service - Dr. Charles W. Einolf, Jr. (1995-1997)
98-6	06-18-98	Statement of appreciation for Board Member services following his demise - Mr. William J. Zacharias. (1988-1998)
04-01	02-19-04	Recognition of Dennis Pavlik for his years of service on the Authority Board.
07-01	02-15-07	Recognition of John Zebroski for his 11 years of service on the Authority Board. (1996-2007)
10-03	01-21-10	Recognition of Board Member, David Perry for his service to the Authority.
12-02	05-17-12	Recognition of Board Member, William S. Kagarise, Jr. For his 15 year of service to the Authority.
13-02	01-17-13	Statement of Appreciation of Board Member, Robert Klingensmith.
15-06	04-16-15	Statement of Appreciation of the former Manager, James C. Brucker.
16-01	01-21-16	Statement of Appreciation of Board Member, James S. Hamilton.

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NO. 20 TRESPASS

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
69-21	10-09-69	<u>Trespass</u> : The F.T.M.S.A. has not in the past, does not at the present, and will not in the future, authorize or approve trespass by it's employees or contractors. These shall not enter upon land for the purpose of construction without either a right-of-way, a condemnation, or a permit to enter.

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NO. 21 PERSONNEL POLICY

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
91-6	07-18-91	To enact a policy to comply with the Federal "Drug-Free Workplace Act" policy.
97-10	05-15-97	Resolution creating a personnel handbook for all new and existing Authority employees.
99-2	03-18-99	A Resolution creating a sexual harassment policy for all new and existing employees.
06-01	09-28-06	A Resolution creating a Workplace Violence Policy
08-02	04-17-08	Code of Ethics and General Purchasing Policies. Adoption of uniform purchasing policies.
08-04	08-21-08	Adoption of a Health & Safety Manual.
Approval	12-15-11	Update of the personnel policy handbook. Addresses wearing of seatbelts and purchases during company time.

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NO. 22 Ethics, Open Records

<u>Resolution No.</u>	<u>Effective Date</u>	<u>Subject</u>
03-01	01-16-2003	Right-to-Know Law: A policy establishing access to public records.
08-02	04-17-2008	Code of Ethics and General Purchasing Policies. Adoption of uniform purchasing policies.
08-03	04-17-2008	Right-to-Know Law: Amends Resolution No. 03-01 as amended by Senate Bill No. 1 of 2007 as signed into law by the Governor on February 14, 2008.
08-05	12-18-2008	A resolution repealing all previous resolutions pertaining to Open Records (Right-to-Know) and adopting the Right-to-Know Law for access to public records as amended in Senate Bill No. 1 of 2007.

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3	Assessments
4	Board Meeting Types, Dates, Policies, Agenda and Records
5	Bonding of Developers
6	Official Disbursements Signatures
7	Collection of Sewer Charges
8	Commercial Buildings
9	Condemnation Requested by Developers for Individuals
10	Construction Costs - Sewer Systems by Developers
11	Customer Accommodation
12	Customer Rates and Revisions
13	Service Agreements - Collection and Maintenance
14	FTMSA Meeting Minutes, Books, Records, Files, etc.
15	Hiring and Promotion of Employees
16	Infiltration, Regulation of
17	Inspection Fees - Subdivision of Sewer Lines
18	Insurance Coverage
19	Laterals
20	Leased Authority Equipment
21	Performance and Maintenance Bonds
22	Management Positions - Authority and Responsibility
23	Manuals
24	Membership Fees
25	Utilization of FTMSA Sewer System Capacity
26	Purchasing - Requiring Advertising
27	Purchasing - Cooperative
28	Right-of-Way Usage (1)29 Sewer Charges
30	Sewer Service - Outside Municipality
31	Sheriff Sales
32	Nepotism
33	Tap-In and Inspection Rules, Variances, Fees and Permits
34	Computer

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A.	Basis of Assessment
B.	Deferred Assessment
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	(2) Split of Existing Agreements
	(3) Renegotiation of Agreements (Dollar Amounts)
	(4) Subdivision Unsold Lots
C.	Enforcement of Payments
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C.	Board Meeting Special Policies
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E.	Board Meeting Records
5	Bonding of Developers
A.	Split Phases of Proposed Developments
	(1) Tap-In Permits
	(2) Bonding Reductions

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<u>Item No.</u>	<u>Description</u>
6	Official Disbursement Signatures A. Disbursements other than Payroll and General Account B. General Account C. Payroll Account
7	Collection of Sewer Charges A. Delinquent Accounts (1) Use of M.A.W.C. (2) Penalty Billing (3) Lost Billing (4) Non-Acceptable Payments B. Initial Billing Date -New Occupancy (1) Starting Date
8	Commercial Billing A. Commercial Tenants (1) Five-Year Lease Agreement (2) Billing Vacant Units (3) Combination Buildings B. Commercial Building's Billing Rate
9	Condemnation Requested by Developers and/or Individuals A. Payment by Developer or Individual
10	Construction Costs -Sewer Systems by Developers A. FTMSA Policy B. Developers to Pay -FTMSA to Construct
11	Customer Accommodation A. Sewer Line Design Changes
12	Customer Rates and Revisions A. Prior Revisions B. Current Effective Rates
13	Service Agreements -Collection and Maintenance A. Borough of Export B. Borough of Delmont C. Salem Township D. Penn Township E. Borough of Plum F. Municipality of Monroeville



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14	FTMSA Meeting Minutes, Books, Records, Files, etc. A. Examination by Public (1) Examination by Public
15	Hiring and Promotion of Employees A. Authority to Hire Employees (1) Municipal Authorities Act (2) Manager's Responsibility B. Board Member Participation C. Hiring of Non-Union Employees
16	Infiltration, Regulation of A. General Statement B. Ordinances C. Specifications D. Revisions to Specifications
17	Inspection Fees -Subdivision Sewer Lines
18	Insurance Coverage A. Public Official Liability Insurance B. Other Insurance
19	Laterals A. Multiple Tap-Ins B. Dual Tap-In Laterals C. Lateral Installation by FTMSA D. Inspection of Laterals E. Smoke Testing
20	Leased Authority Equipment A. Leased to Outside Parties
21	Performance and Maintenance Bonds A. Coverage Period and Charge
22	Management Positions -Authority and Responsibility A. Manager
23	Manuals A. Document #23 B. Construction of Sanitary Sewers C. Training Manual D. Administration Manual E. Industrial Sewer Use Manual F. Odor Control for Developer's Sewage Collection Systems G. Design Manual for Package Wastewater Treatment Plants

- H. Training Manual
- I. Laboratory Quality Manual
- J. Laboratory Safety Manual
- K. Laboratory Standard Operating Procedures
- L. Health & Safety Manual.

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<u>Item No.</u>	<u>Description</u>
24	Membership Fees A. Employees
25	Utilization of FTMSA Sewer System Capacity (Murrysville and/or other Political Entities) A. Murrysville Expansion Rights
26	Purchasing -Requiring Advertising A. Bidding Basis (1) Dollar Value
27	Purchasing -Co-Operative A. Commonwealth of Pennsylvania
28	Right-of-Way Usage A. Other than Sewer Line Usage
29	Sewer Charges A. Residential Rates B. Commercial Rates C. Special Situations (1) Combination Structures
30	Sewerage Service -Outside Municipality A. Conditions for Acceptance
31	Sheriff Sales A. Initiation of Proceedings B. Denial of Installment or Partial Payments of Liens
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<u>Item NO.</u>	<u>Description</u>
33	Tap-In and Inspection Rules, Variances, Fees and Permits A. Sewer System Rules and Regulations (1) Specifications B. Tap-In and Inspection Fees (1) Single Residential Dwelling (2) Apartments or Multiple Unit Dwellings (3) Mobile Home Parks (4) Non-Residential C. Tap-In Permits (1) Split Phases of Development (a) Split of Tap-In Permits (b) Reduction of Bond (2) New and/or Model Homes (3) Time Limit for Usage
34	Computer A. Software Tapes (1) Back-Up Procedure (2) Storage

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**Item 1. Source of Board Policy**

This Section, Section III, is a statement of Board policies established by the Municipal Authorities Act of 1945, By-Laws, decisions made, motions passed and resolutions adopted during meetings open to the public. These policies have been set forth in significant categories.

**Note 1.** This policy manual is to be updated semi-annually, in January and June, by the Secretary, based upon a review of prior meeting minutes.

**Note 2.** Prior decisions by the Board Members relating to the policy categories are set forth in a separate Appendix/Supplement section maintained in the Manager's office.

**Item 2. Fees Chargeable (other than for sewerage)**

A. Lien Letter Cost - \$5.00 - Effective 4/21/83, Regular Meeting.

1. Revised to - \$10.00 - Effective 9/1/98, per 8/20/98 Regular Meeting.

2. Revised to - \$25.00 - Effective 1/16/03, per 1/16/03 Regular Public Meeting.

<u>Resolution</u>	<u>Date</u>	
10-10	08-19-10	Adoption of a schedule of attorney fees to be imposed in the collection of delinquent accounts or in the filing of a municipal lien and/or collection proceeding.

**Schedule of Fees:**

1. Initial review of delinquent account information: preparation and filing of Municipal Lien; preparation and mailing of notice letter - \$100.00

2. Preparation of Writ o Scire Facias - \$70.00

3. Preparation of all related correspondence, proof service and related documents - \$70.00

4. Preparation of Motion for Summary Judgement and related documents - \$200.00

5. Preparation of Writ of Execution and related documents and notices and the filing of same; search of title - \$500.00

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6. Attendance at sale and review of Schedule of Distribution and resolution of issues related thereto - \$300.00

7. All services not covered under the above = \$200/hour

8. There shall be added to the above amounts the reasonable out of pocket expenses of counsel with these services, as itemized in the applicable counsel bills, which shall be deemed to be part of the fees.

8.The amount of fees determined as set forth above shall be added to the Authority's claim in each instance.

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Item 3. Assessments

- A. Basis of Assessment – Assessment for the benefit of new or additional sewer transportation systems will be based upon the proportional cost of the project or a policy established at the time of construction.
- B. Deferred Assessment
- (1) General – The policy is that each request will be considered individually
  - (2) Split of Existing Agreements – Existing deferred assessment agreements will not be split or separated into sections.
  - (3) Renegotiation of Agreements (Dollar Amount) – The dollar amount has been agreed to by both parties (the Board and customer) and therefore there is no reason for renegotiation at a later date.
  - (4) Subdivision Unsold Lots – Deferred assessments will not be granted on odd remaining (unsold) lots in subdivisions until a house is built or sold or the property sold. The FTMSA bond/trust indenture does not permit this type of situation.
- C. Enforcement of Payments
- (1) Use of a Lien – Properties will be liened in lieu of full payment at a date set by the Board.
- D. Partial Payment of Assessment
- (1) Partial payments or installment payments of assessments is not permitted by the Authority's Trust Indenture.

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4. Board Meeting Types, Dates, Policies, Agenda and Records

**A. Types of Meetings**

- (1) Annual Public Meeting
- (2) Regular Public Meeting
- (3) Special Public Meeting
- (4) Executive Session
- (5) Emergency Meeting

**Note 1.** Public meetings require a three (3) day notice in a local newspaper.

**Note 2.** Executive sessions can be held during or following a public meeting or anytime as required by the Board. The public are excluded from executive sessions.

**Note 3.** Emergency meetings can be held without a notice in a local newspaper.

**B. Board Meeting Dates**

- (1) Annual Public Meeting – The Annual Meeting of the Board of the Authority shall be held on the third Thursday of each February at 8:00 P.M. at the regular meeting place of said Board. (Resolution 86-4, effective 10/16/86). Regular meetings start time changed to 7:30 pm at a board meeting held on October 21, 2004 by a motion made by Mr. James Hamilton, seconded by Mr. Robert Klingensmith and passed unanimously. At the January 16, 2014 board meeting, a motion was made to change the start time of the board meetings to 7:00 pm. Motion passed unanimously.
- (2) Regular Public Meeting – The Regular Meeting of the Board of the Authority shall be held on the third Thursday of each month at 8:00 P.M. at the regular meeting place of said Board. (Resolution 77-4, effective 9/8/77).
- (3) Special Public Meeting – The Chairman of the Board may, when he deems it expedient, and shall, upon the written request of two members of the Board, call a special meeting of the Board of the Authority for the purpose of transacting any business designated in the call.
- (4) Executive Session – An Executive Session can be called for by the Chairman of the Board during or at the end of a regular or special meeting or at some other announced time. The subject or subjects to be discussed should be announced prior to the meeting. There is no time limit on the length of an Executive Session.



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Item 4. Board Meeting Types. Dates. Policies. Agenda and Records (cont'd)

C. Board Meeting Special Policies -

- (1) Special Group Meetings - The Board does not hold special meetings for any special group or individual. Groups or individuals can present their subject material during the regular public meetings.
- (2) Chairperson's Ability to Vote - It is the policy of the Board to allow the Chairperson to step down and vote as a member of the Board when the quorum rule (3 members voting) needs to be met, while a quorum of Board Members is present (3 of 5 Board Members).
- \* (3) Audience Presentation Time - It is the policy of the Board to allow individuals in the audience fifteen (15) minutes per subject to present their situation. This limitation is necessary due to the numerous items on the agenda that must be handled. An announcement to this effect will be made at the start of the public meetings when an audience is present.
- (4) Approval of Motions and/or Resolutions - It is the Board's policy not to act on any subject matter that is "subject to" any changes, rewording, numbers, numbering, etc. or not completed. in its entirety.

D. Meeting Agenda Subjects (Standard)

- (1) Approval of prior meeting minutes
- (2) Audience participation (limited to 15 minutes per item)
- (3) Selected items for considerations
- (4) Treasurer's Report
- (5) Approval of Invoices
- (6) Engineer's Report
- (7) Solicitor's Report
- (8) Executive Meeting, if needed
- (9) Board Member Comments
- (10) Adjournment

**NOTE:** The sequence of subject may be adjusted and additional items may be included.

\*See Part D - Addendum to Board Policy

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Item 4. Board Meeting Types. Dates. Policies. Agenda and Records (Continued)

E. Board Meeting Records -The Secretary shall keep the records of the Authority recording all votes and keep a record of the proceedings of the Board of the Authority in a journal of proceedings to be kept for such purposes.

Item 5. Bonding of Developers

A. Split Phases of Proposed Developments

(1) Tap-In-Permits

(a) The Board, upon request, will consider the total proposed development to be split into separate phases for tap-in permits to enable the developer to build and sell homes.

(2) Bonding Reductions

(a) The developer's bond is posted for the entire proposed development. To convenience the developer, the Board may consider splitting the proposed plan into phases for tap-in permits, but will not consider reducing the bond accordingly.

Item 6. Official Disbursement Signatures

A. Disbursement other than Payroll and General Account -

(1) Require the signature of either the Chairman of Vice Chairman and the Treasurer or Assistant Secretary-Treasurer.

B. General Account (Source Resolution 04-02) - Any two (2) Board Members shall sign all orders and checks for the payment of money and any one (1) Board Member and the Manager shall sign only orders and checks for the payment of money to avoid losing discounts.

C. Payroll Account (Source Resolution 04-06) - Any one (1) Board Member or the Manager shall sign checks from the payroll account.

D. Collection Account (Source Resolution 04-02) - Any two (2) Board Members shall sign all checks for the payment of money.

E. Right-of-Way Account (Source Resolution 04-05)- Any one (1) Board Member or Manager shall sign all checks from R/W Account.

F. Pension Account (Source Resolution 04-04) - Any two (2) Board Members or Manager shall sign all checks.

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- G. Surplus Fund Account (Source Resolution 04-02) - Any two (2)  
Board Members shall sign all checks.
- H. Construction Fund Account (Source Resolution 04-02) - Any two  
(2) Board Members shall sign all checks.

Item 7. Collection of Sewer Charges

A. Delinquent Accounts

- (1) Use of Municipal Authority of Westmoreland County
  - (a) Payment enforcement will be accomplished by shutting off the water supply of a delinquent account per an agreement with the Water Authority.
  - (b) A monthly delinquent account past due 120 days or more shall be subject to water shut-off and will not be returned to service until the full amount is paid.
- (2) Penalty Billing
  - (a) A 5% penalty will be added if not paid within twenty (20) days from the date of the bill.
  - (b) Lost Accounts - Back billing will be made for any lost accounts and will be required to be paid in full within three months and will be charged normal penalty and interest from time of original billing. Those are accounts that were not recorded and listed for payment at the time of tap-in. Original billing date determined from Inspector's reports, tap-in request records, etc.
- (3) Lost Billing - Due to an occurrence of this type problem, the Board established the policy that the Authority is not responsible for lost mail and that owed amount and penalties are due the Authority.
- (4) Non-Acceptable Payments - It is the policy that bills are to be paid in full when due. Partial or installment payments are not acceptable.
- (5) Motion was made by Mr. Zacharias to set a new policy that the Manager can set up payment plans from three months to two years at his discretion, however, without foregoing penalties and interest.  
Motion was seconded by Mrs. Raabe and passed unanimously.
- (6) Motion was made by Mr. Kagarise to establish a Board Policy that will set a \$3,000.00 limit on delinquent well water customers on which we would invoke the Sheriff Sale option including the other obligations and privileges that are a matter of our current policy including establishment of a payment plan for a period of six months to two years. Secondly, we will proceed with the collection of accounts for the first three names currently on our

delinquent accounts list. A letter advising them of our intention will be written first. With no positive response, we will then proceed with the filing of appropriate documentation for Sheriff Sale. (08-19-99)

Motion was seconded by Mr. Hamilton and passed unanimously.

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**B. Initial Billing Date – New Occupancy**

- (1) Sewer charge billing will start from the actual date of occupancy or conveyance of property or whichever comes first. If this date should fall other than the first of the month, the bill is to be prorated and billed accordingly.

**Item 8. Commercial Buildings**

**A. Commercial Tenants Billing**

- (1) Five (5) Year Lease Requirement – Commercial tenants can be billed provided there is at least a five (5) year lease and the tenant notifies the Authority in writing that they are willing to assume the responsibility. The property owner will still have final responsibility for payment of any bills the tenants fail to pay.
- (2) Billing Vacant Units – The owner will be billed for all vacant units, building, offices, stores or apartments, etc.. It is a requirement of our Trust Indenture Agreement that all units served by the system be billed for the sanitary service available.
- (3) Combination Buildings – Residence and Business Use Document #21, representing a resolution adopted January 24, 1969, states that a beauty or barber shop attached to, or forming a part of, the owner's residence results in ½ E.D.U. added to the owner's residence sewerage bill.

**B. Commercial Building Billing Rate**

- (1) The sewerage charge for commercial buildings and/or businesses will be based upon water usage, subject to a minimum monthly charge for fixed Authority financial requirements.

**Item 9. Condemnation Requested by Developers and/or Individuals**

- A. Payment by Developer or Individual** – It is the policy of the Authority not to consider condemnation of property at the request of a developer or individual for their benefit even though they are willing to post bond and pay for the condemnation. The Authority will attempt to negotiate the rights-of-way if it is to the advantage of the Authority's sewer system.

E.

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**Item 10. Construction Costs – Sewer Systems by Developers**

- A. FTMSA Policy** – It is the responsibility of a developer and/or sub-divider to construct and extend the proposed sewer lines to connect with the existing FTMSA line. This construction is to be done by the developer and/or sub-divider at their own expense and must be constructed according to the FTMSA "Manual of Procedures and Requirements for Constructing Sanitary Sewers".
- B. Developers to Pay FTMSA to Construct** – The FTMSA will construct sewer lines utilizing the services of a contractor for developers and/or sub-dividers if the developers and/or sub-dividers provide the funding.

**Item 11. Customer Accommodation**

- A. Sewer line Design Changes** – The FTMSA is willing to consider changes in the layout of sewer lines to accommodate the customer if the customer is willing to pay for the changes. Any change agreed to by the Authority shall not reflect any additional cost to the Authority.

**Item 12. Customer Rates and Revisions**

**A. Prior Revisions**

(1) Refer to Administration Manual Appendix maintained in Manager's office.

- B. Current Effective Rates** – Resolution No. 14-02 approved 12-19-2014.

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Item 13. Service Agreements - Collection and Maintenance

A. Borough of Export

**Collection:** FTMSA bills based upon supplied quantity of residential EDU's and water meter reading for commercial units.

**Maintenance:** Borough performs their own maintenance both minor (normal) and major.

B. Borough of Delmont

**Collection:** FTMSA does the billing from a Delmont supplied listing and returns an agreed to amount per unit.

**Maintenance:** FTMSA performs the normal maintenance and the Borough does the major maintenance.

C. Salem Township

**Collection:** FTMSA does the billing from a Salem supplied listing and returns an agreed to amount per unit.

**Maintenance:** FTMSA performs the normal maintenance and the Township does the major maintenance.

D. Penn Township

**Collection:** FTMSA does the billing from a Penn Township supplied listing and returns an agreed to amount per unit.

**Maintenance:** FTMSA performs the normal maintenance and the Township does the major maintenance.

E. Borough of Plum

**Collection:** FTMSA will do the billing and return an agreed to amount per unit.

**Maintenance:** FTMSA will do all the maintenance both normal and major maintenance.

F. Municipality of Monroeville

**Collection:** FTMSA does the billing from a Monroeville supplied listing.

**Maintenance:** FTMSA does all the maintenance both normal and major.

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Item 13. Service Agreements – Collection and Maintenance (Cont'd)

Note 1. Normal maintenance is spelled out in each service agreement.

Note 2. FTMSA personnel performs checks on the political entities supplied EDU listing utilizing field checks, matching water bills, telephone listing book and the published criss-cross directory. The current policy is to perform the check in February following the publication of the criss-cross directory.

Item 14. FTMSA Meeting Minutes, Books, Records, Files, etc.

A. Examination by Public

(1) Open-Door Policy

- (a) All records, meeting minutes, financial data, files, etc. are available for examination by the public during normal working hours. Personnel records are excluded from public review. Resolution No. 08-05 repeals Resolutions No. 03-01 & 08-03.
- (b) Advertisement of Meetings – All public meetings, regular and special, are advertised in advance in at least one local paper, conforming with the "Sunshine Law". Emergency meetings are public meetings but do not require advertisement.



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Item 15. Hiring and Promotion of Employees

**A. Authority to Hire Employees**

(1) Municipal Authorities Act

- (a) Section 4,B(g) – To appoint officers, agents, employees and servants; to prescribe their duties and fix their compensation.
- (b) Section 7,C – The Board shall fix and determine the number of officers, agents and employees of the Authority and their respective powers, duties and compensation.

(2) Manager's Responsibility

- (a) It is the Manager's responsibility to maintain the correct number of qualified employees required to perform all the functions of operating and maintaining the plant and system. This responsibility requires adequate communication between the Manager and the Board Members to foresee and forestall any problems in this area.

**B. Board Member Participation**

- (1) The Board has the option to interview perspective new employees following initial screening by the Manager.
- (2) It is the policy of the Board to ratify the Manager's selection of potential new employees guided by the Manager's recommendations.
- (3) It is the policy of the Board to review potential promotions recommended by the Manager and give approval if justified.

**C. Hiring of Non-Union Employees**

- (1) It is the policy of the Board to hire non-union employees on a six-month temporary employment basis for evaluation purposes, before considering for permanent employment.

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Item 16. Infiltration, Regulation of

**A. General Statement**

- (1) 1/24/69 Document No. 23, Article III, Page 6

**B. Ordinances**

- (1) Township of Franklin
  - (a) 1/15/69 Ordinance No. 36-69, Section 5
- (2) Borough of Export
  - (a) 1/23/69 Ordinance No. 2-69, Section 5
- (3) Borough of Delmont
  - (a) 4/12/84 Ordinance No. 84-6, Section 5
- (4 )Township of Salem
  - (a) 3/18/84 Ordinance No. 64, Section 5
- (5) Township of Penn
  - (a) 10/15/83 Ordinance No. 465
- (6) Borough of Plum – Murrysville owned sewer lines (a) 1/15/69 Ordinance No. 36-69, Section 5

**C. Specifications**

- (1) Maximum Allowable Infiltration
  - (a) The Manual of Procedures and Requirements for Constructing Sanitary Sewers, March 1984 revision, Appendix "A", Section 3.03, Item F: excess of 100 gallons per inch of pipe diameter per mile of sewer line requires repair or replacement.

**D. Revisions to Specifications**

- (1) There shall be no revisions to original specifications during the course of a contract unless agreed to by the Authority Manager and the Authority's engineering consultants.
- (2) New construction is to be performed in conformance with the Authority 's Manual of Procedures and Requirements for Constructing Sanitary Sewers. No deviations will be permitted without the approval of the Manager and the Authority's consulting engineers.

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**Item 17. Inspection Fees - Subdivision Sewer Lines**

The inspection fees on developer constructed sewer lines are 3% of the cost of construction or the actual cost of inspection and are charged against the escrow account. Inspection fees raised to 5% on 8-17-89 as to construction of sanitary sewer manual update.

Resolution 08-01 amends the escrow deposit amount to 5% the cost of construction plus 1% of the cost of construction in excess of \$500,000. This resolution address the insurance, bonding and escrow deposits for developer construction of sanitary sewer systems projects.

**Item 18. Insurance Coverage**

**A. Public Official Liability Insurance**

(I) Omission and Error Insurance policy for all Authority personnel including Board Members.

(a) Comprehensive Business Policy, includes fire vessels and machinery, unfired vessels and machinery, business income, inland marine, vehicle physical damage, comprehensive vehicle liability, comprehensive general liability, crime and umbrella coverage.

(b) Workmen's Compensation Policy

(c) Blanket Position Bond  
All Authority Members and Employees  
Fidelity Bond - Treasurer  
Fidelity Bond - Pension Trustees

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Item 19. Laterals

**A. Multiple Tap-Ins**

- (1) Multiple Tap-In Fees
  - (a) The tap-in fee is to be paid for each actual E.D.U. tapped into the line.
  
- (2) Multiple Tap-Ins, Three for One
  - (a) More than one E.D.U. can be tied together and utilizing only one actual tap-in to the line if on the site Authority inspection agrees that a feasibility of adequate flow exists. A tap-in fee for each E.D.U. must be paid.
  
  - (b) Multi-unit complexes require a sanitary sewer lateral to each unit unless in the case of a high rise or multiple level unit building wither the plumbing will not permit it.  
(May 21, 2015)

**B. Dual Tap-In Laterals**

- (1) Two lines, one residence – Two lines from one residence is permitted when required because of residence internal physical layout.

**C. Lateral Installation by FTMSA**

The Authority it will authorize tap-ins and lateral lines after getting bids by contractors, and then lien the property for the cost.

**D. Inspection of Laterals**

- (1) Refer to Appendix F of "The Manual of Procedures and Requirements for Constructing Sanitary Sewers", FTMSA, revised February, 2008.
  
- (2) Board decision to require total lateral replacement of non-plastic pipe for 2 or more deficiencies. Motion approved on September 17, 2015.

**E. Smoke Testing**

It is the policy to deliver a letter of notice to the resident or building owner that such a test is to be conducted.

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Item 20. Leased Authority Equipment

A. Leased to Outside Parties

- (1) Authority equipment operated by Authority employees and manpower may be leased by outside parties following a review with the Authority's insurance companies as to general liability and workmen's compensation for each leasing agreement.

Item 21. Performance and Maintenance Bonds

A. Coverage Period and Charge

The period of coverage (length of time) required for performance and maintenance bonds and the charge will be the maximum allowed by law.

- (1) Performance Bonds, Currently, the coverage is the duration of the contract and the charge can be up to 110% of the estimated cost.
- (2) Maintenance Bonds, Currently, the maximum allowed coverage is eighteen (18) months and the charge is fifteen (15) percent of the estimated cost.
- (3) (See (Part D) addendum to Board Policy Decisions)
- (4) Refer to Resolution No. 08-01 adopted February 21, 2008.

Item 22. Management Positions - Authority and Responsibility

This item is included in this section so as to list the management positions approved by the Board. The authority and responsibility of each position is spelled out in the job description of that position.

- A. Manager - Refer to Exempt Job Description - Effective. 1-1-86.

Item 23. Manuals

- A. Document #23 - Sewer System Rules and Regulations, dated January 1, 1969.

- B. Construction of Sanitary Sewers - Manual of Procedures and Requirements for Construction of Sanitary Sewers approved by Resolution No. 84-2, April 19, 1984, August 17, 1989 & February 21, 2008.

C. Training Manual - A training and operation and maintenance manual for the treatment plant expansion was put into effect in 1988.

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Item 23. Manuals (Continued)

- D. Administration Manual - This manual.
- E. Industrial Sewer Use Manual - Manual for acceptance of high-strength sewage and/or pretreatment. Adopted 1-26-89. Amended 02-15-01 (Removed Boron from Industrial Sewer Use Regulations).
- F. Odor Control for Developer's Sewage Collection Systems - Manual to correct odor control at pump stations and force main. Adopt. 2-23-89
- G. Design Manual for Package Wastewater Treatment Plants - This manual is for planning and detailed design requirements for developments which anticipate installation of package Wastewater treatment plants in lieu of connecting to the existing FTMSA sewer systems. Adopted 9-21-89.
- H. Training Manual - training operation and maintenance manual for the Treatment Plant Upgrade, was put into effect in 1994.
- I. Laboratory Quality Manual - this manual, required by DEP for laboratory certification, was put into effect July 2006.
- J. Laboratory Safety Manual - put into effect October 2006. A manual required for laboratory certification.
- K. Laboratory Standard Operating Procedures - A manual outlining the procedures for each analytical method that the Authority performs for it's NPDES permit. Effective July 2006. Required for laboratory certification.
- L. Health & Safety Manual - A program to ensure a safe environment for all employees and visitors as well as to protect Authority building, equipment and other property. Resolution 08-04 adopted on August 21, 2008.

Item 24. Membership Fees

A. Employees

(1)FTMSA will pay employees membership fees in employment related organization based upon the Managers recommendation with Board approval.

Item 25. Utilization of FTMSA Sewer System Capacity (Murrysville and/or other political entities)

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- A. Murrysville Expansion....Rights - It is dictated be state law that the FTMSA must accept all sewage offered through FTMSA approved transportation systems by other political entities with which the FTMSA has service agreements. The FTMSA cannot reserve system capacity for future expansions of Murrysville requirements. System (transportation and/or plant) capacity will be utilized on a first-come, first-served basis.

Item 25. (Continued)

The FTMSA completes the DER Planning Modules for all the political entities being serviced which enables the FTMSA to keep track of capacity being utilized and that which is available for future use.

(1) (See Part D Addendum to Board Policy Decisions)

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Item 26. Purchasing - Requiring Advertising

A. Bidding Basis - Construction. Reconstruction Repairs. Supplies and Material

(1) The Municipal Authorities Act, 2012 Edition, specified that as of January 1, 2015, all items over \$19,400.00 shall be advertised. Act 90 of 2011 (HB 291) increased bid limit to \$19,400.00 and above. Written or telephone price quotes required for purchases between \$10,500.00 and \$19,400.00.

Item 27. Purchasing - Co-Operative

A. Commonwealth of Pennsylvania

(1) The Authority can participate with the Department of General Services of the Commonwealth of Pennsylvania to take advantage of discounts offered to the State. Application must be made once a year and is normally done at the annual meeting of the Board.

Item 28. Right-of-Way Usage

A. Other than Sewer Line Usage

(1) The FTMSA is willing to approve an agreement between the Authority and a potential user if abutting individual property owners approval is obtained by the individual and/or group wishing to use the right-of-way and must sign an FTMSA protective agreement.

Item 29. Sewer Charges

A. Residential Rates

(1) Refer to Resolution 14-02

B. Commercial Rates

(1) Refer to Resolution 14-02



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Item 29. Sewer Charges (continued)

C. Special Situations

(1) Combination Structures

- a) The Equivalent Domestic Units for specified situations is spelled out in Document #21, Effective 1-24-69.

Item 30. Sewerage Service - Outside Municipality

A. FTMSA will accept sewerage from outside the Municipality if:

- (1) All FTMSA construction and inspection rules and regulations have been adhered to.
- (2) The FTMSA transportation system and plant has the capacity to handle the proposed influx.

Item 31. Sheriff Sales

A. Initiation of Proceedings

- (1) A Magistrate's ruling in favor of the Authority may be turned over to the Authority's Solicitor for collection by Sheriff sale.
- (2) Sheriff sale proceedings may be initiated against any liened property which does not within thirty (30) days (a) pay, (b) show cause, or (c) demonstrate to the Board that arrangements are made to satisfy the lien in full.
- (3) Action relative to Sheriff sales will be taken only at the Board's discretion.
- (4) Motion was made by Mr. Kagarise to establish a Board Policy that will set a \$3,000.00 limit on delinquent well water customers on which we would invoke the Sheriff Sale option including the other obligations and privileges that are a matter of our current policy including establishment of a payment plan for a period of six months to two years. Secondly, we will proceed with the collection of accounts for the first three names currently on our delinquent accounts list. A letter advising them of our intention will be written first. With no positive response, we will then proceed with the filing of appropriate documentation for Sheriff Sale. (08-19-99) Motion was seconded by Mr. Hamilton and passed unanimously.

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**B. Denial of Installment of Partial Payments of Liens**

- (1) The Authority's Trust Indenture requires the Authority to collect last assessments thus requiring Sheriff sales when necessary to collect unpaid liens.

**Item 32. Nepotism** - Nepotism is to be avoided in hiring personnel, including temporary help.

**Item 33. Tap-In and Inspection Rules. Variances. Fees and Permits**

**A. Sewer System Rules and Regulations**

- (1) Specifications

(a) Refer to Documents No. 23 effective 1-1-69 --Sewer system Rules and Regulations, effective 1-1-69

(b) Refer to "The Manual of Procedures and Requirements for Constructing Sanitary Sewers" revised March, 1984, further revised August, 1989 & February 2008.

**B. Tap-In and Inspection Fees**

Tap-in and inspection fees are currently based upon Resolution No. 07-07, amended December 20, 2007, effective June 17, 2005 pursuant to Act 57.

- (1) Single Residential Dwellings - A tapping and customer facility fee of \$3,000.00, plus a charge for a saddle if the same is not available, is hereby levied for each single residential dwelling unit connected to the sewer system.
- (2) Apartments and Motels - A tapping and customer facility fee of \$1,980.00, plus a charge for a saddle if the same is not available, is hereby levied for each single apartment or motel room connected to the sewer system.
- (3) Non-Residential - A minimum tapping and customer facility fee of \$3,000.00, plus a charge for a saddle if the same is not available, is hereby levied for each non-residential building which is connected to the sewer system. The tapping and customer facility fee shall be based upon the above after usage or upon the fixture units discharging to the sanitary sewer, in accordance with the schedule in Resolution No. 91-5.

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- (4) Existing Non-Residential - If the occupancy of a non-residential building previously connected to the sanitary sewer changes so that additional plumbing is required and so that additional fixture units are installed, the tapping and customer facility fee shall be levied in accordance with the above paragraph three, from which shall be deducted the amount of any tapping and customer facility fee previously paid for the same building. The amount calculated above shall be the tapping and customer facility fee for the revised building use.

**Item 33. Tap-In and Inspection Rules. Variances. Fees and Permits (continued)**

- (5) Line Extension Reimbursement - Developers will be reimbursed a portion of the tapping fee for line extension for distribution and collection when the cost is paid by a developer per a reimbursement formula in Resolution No. 91-5.
- (6) Mobile Home Parks - Mobile Home Parks utilizing a sewer system that is not owned by the FTMSA nor has been constructed and inspected according to the FTMSA sewer construction manual will be considered as a multiple unit customer for the determination of the tap-in and inspection fee per Resolution 78-1 (Update by Resolution No. 07-07).

**C. Tap-In Permits**

- (1) Split phases of development
- (a) The approval of a requested split of a proposed development plan for tap-in permits will be decided on a case by case basis.
- (b) A reduction of the bond will not be considered even though a split of the plan is approved for issuance of tap-in permits.
- (2) New and/or Model Homes - No tap-in permits for any building will be issued until sewer line construction has been completed, tested and approved.
- (3) Time Limit or Usage - All planning modules shall contain a time limitation, a specified calendar date, after which any unused tap-in (E.D.U.'s) will be canceled.

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Item 33. Tap-In and Inspection Rules. Variances. Fees and Permits (continued)

- (4) Issuance Request Requirements and Procedure -
  - (a) The property owner will submit a plan prepared by a registered surveyor to FTMSA.
  - (b) The FTMSA will identify the property location on the sewer right-of-way drawings, making no notations on the property owner's submitted plan. If a drawing is nonexistent or requires verification, the FTMSA will complete a survey, at their expense, before issuing a tap-in permit.
  - (c) The right-of-way information in conjunction with the submitted plan will be reviewed by the Authority Manager. If the potential for any conflict is noted, a survey will be performed to insure the correctness of the right-of-way as located on the FTMSA drawings.
  - (d) The tap in connection permit will be issued if no conflict exists along with a memorandum stating the attached drawing shows the FTMSA sewer line right-of-way as it relates to the property. A copy of the FTMSA tap-in specifications will also be attached to the permit. Copies of the submitted plan and the FTMSA right-of-way drawing will be transmitted to the Murrysville authorities and also placed in the FTMSA file.

15-01	1-15-2015	Revision to the tapping fee schedule associated with the Residential and Non-residential customers.
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Item 34. Computer

A. Software Tapes

(1) Back-up Procedure - Daily, weekly, monthly of record software as required. Monthly of programming software as required.

(2) Storage

- a. Record Software - Daily, weekly, monthly copy to be stored in fireproof file cabinet in file room. Additional monthly copy to be stored in safe deposit box at bank.
- b. Program Software - Monthly copy to be stored in fireproof file cabinet in file room. Additional monthly copy to be filed in safe deposit box at bank.

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**ADDENDUM TO BOARD POLICY DECISIONS**

**REFER TO BOARD POLICY ADDENDUM MANUAL  
FILED IN THE MANAGERS OFFICE**

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ADDENDUM TO BOARD POLICY DECISIONS**

**Part C, Item 4.C.(3) to be modified as follows:**

*Motion was made by Mr. Einolf to modify the Board's policy for audience input to the following:*

- 1. All audience input should be at the discretion of the Chairman.*
- 2. Anyone wishing to address the Board will be given not more than ten (10) minutes to give their name, address, and to state their business.*
- 3. If two or more people wish to address the Board on the same topic, a similar topic, or a group of topics, these people must choose a spokesperson. That spokesperson will be given ten minutes to address the Board.*
- 4. The Chairman may allow discussion among the Board Members to follow the audience input provided that there is a consensus from the Board.*
- 5. Any individual or individuals who are verbally or physically abusive will not be tolerated and must leave the premises.*
- 6. Audience input will be taken at the beginning of the meeting. Questions from the press will be taken before the Executive Session. Ten (10) minutes per reporter.*

*Motion was seconded by Rev. Creaquer and passed unanimously.*

**Part C, Item 21.A. To be modified as follows:**

*Motion was made by Mr. Einolf that part of our bid specifications state that the contractor have Westmoreland County Court approved surety for the Bid Bond, Performance Bond and Maintenance Bond.*

*Motion was seconded by Mr. Zacharias and passed unanimously. (02-16-95)*

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**(Continued)**

**Part C, Item 25.A. to be modified as follows:**

*Motion was made by Mr. Einolf that it will be the policy of this Board that planning modules will be approved with a 24-Month time limit if the property isn't currently served and planning modules for lots currently served will be approved without a time limit.*

*Motion was seconded by Mr. Sarver and passed unanimously. (03-16-95)*

**Part C, Item 21.A. To be modified as follows:**

*Motion was made by Mr. Zacharias to change the structure of our Bid Bond to "A 5% Bid Bond expressed in dollars and cents or percent of Bid", motion was seconded by Mr. Hamilton and passed unanimously. (10-20-94)*

**Part C, Item 10 to be modified as follows:**

*A motion was made by Mr. Pavlik to approve the extension to our existing policy regarding collection system construction projects.*

*The FTMSA Board reaffirms its present policy that;*

- 1. All sewer line extensions will be funded by developers, property owners or home owners; and*
- 2. Current FTMSA customers will not be burdened by future sewer line extensions.*

*In the event that:*

- 1. Financing is available from a government agency for sewer line extensions to existing homes;*
- 2. The agency will not contract directly with the home owner(s); and*
- 3. A sufficient portion of the existing home owner desire service, the FTMSA may provide assistance which is consistent with its policies.*

*The FTMSA may:*

- 1. Apply for the government financing;*
- 2. Assess a benefit s pare from each home owner or property owner served by the extension;*
- 3. Create a rate district which includes only those homes and properties served by the sewer extension.*

*Motion was seconded by Mr. Sarver and passed unanimously. (06-20-96)*

**Part C, Item 4 C.2. to be modified as follows:**

*A motion was made by Mr. Kagarise enabling the Chairperson to cast a vote. Motion was seconded by Mr. Zebroski and passed unanimously. (12-16-2004)*

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FRANKLIN TOWNSHIP MUNICIPAL SANITARY AUTHORITY

PERSONNEL POLICY

This section of the F.T.M.S.A, Administration Manual will establish, define and regulate the policy and the administration of personnel relations. This policy shall be supplemented by a set of rules formulated in accordance with the principles and provisions of this statement. Amendments to these rules shall be made in accordance with applicable law and approval of the Authority Board.

Article I – General Provisions

- A. **Purpose:** The objective of the Personnel Policy of the F.T.M.S.A. is to insure employment on a fair and equitable basis.
- B. **Principles:** It is hereby the declared personnel policy of the F.T.M.S.A. that:
1. Employment by the Authority shall be based on qualifications and fitness and shall be free of personal and political considerations.
  2. Conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the Authority.
- C. **Scope:** The following sections of the personnel policy shall apply to all Authority employees unless otherwise specifically provided. The following positions and functions shall not be covered by the provisions of this policy.
1. Appointed F.T.M.S.A. Board Members.
  2. Consultants and counsel rendering professional services.

Article II – Administration

- A. **Manager**
1. The Authority personnel program as defined by this policy and established rules and regulations shall be administered by the Manager.
  2. Review and evaluate the job performance of each clerical, technical or non-represented employee annually and make written recommendations to the Authority Evaluation Committee as to future action.
  3. Review the evaluations and recommendations of each employee with the Evaluation Committee for their recommendations.

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PERSONNEL POLICY

Article II – Administration (Cont'd)

A. Manager (Cont'd)

4. Discuss with each employee their job performance evaluation along with his and the Evaluation Committee's recommendations as to their job performance and future action to be taken.

B. Authority Evaluation Committee: There will be established when necessary, an Authority Evaluation Committee, consisting of two (2) Board members appointed by the Chairman.

1. Term: The Evaluation Committee will serve for a duration deemed necessary by the Board.
2. Duties: The duties of the Evaluation Committee shall include the following functions:
  - a. Advise the Manager on matters of personnel policy and problems of personnel administration.
  - b. Review with the Manager, his evaluations and recommendations pertaining to each employee's job performance. Based upon this review, make rec recommendations as to future action effecting job performance and potential adjustments to compensation.

Article III – Compensation

Annually each employee's "on the job performance" will be reviewed and evaluated by the Manager. This evaluation will be reviewed by the Evaluation Committee. Based upon their findings, evaluations, review and the Manager's comments, the Committee will recommend future action to be taken by the Manager.

Article IV – Records

A. Responsibility: The Manager shall maintain adequate records to implement and meet the requirements of this personnel policy and any rule or regulation.

B. Type: Adequate records shall include the following:

1. Proceedings, adopted procedures or rules and regulations of the Authority.
2. All personnel records, application, employment record, health, accident, performance evaluations, compensation and internal Authority memorandum.

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PERSONNEL POLICY

**Article IV Records (Cont'd)**

- C. **Retention:** All personnel records, as spelled out in Article IV, B-Type, item 2, for all employees, including ex-permanent employees and temporary employees will be retained for a minimum of ten (10) years following termination of employment, including retirement.
- D. **Access:** There will be no public access for inspection available into the employees personnel files containing personal history, employment records, performance evaluations, health, accident, internal Authority memorandums and other material of private nature that would not serve the public interest. The employee shall have access to his own records in the presence of the Manager, but may not remove them from storage area.

**Article V – Training**

The Manager shall encourage the improvement of services by providing employees with opportunities for training, which need not be limited to training for specific jobs, but may include training for advancement and for general fitness of public service.

The cost of formal training, seminars, group meetings and special courses relating to the employee's work for the Authority may be reimbursed by the Authority based upon the approval of the Manager and the Board. Any such endeavor by the employee must be approved by the Authority prior to the initiation of the expense.

**Article VI – Employee Organizations**

This policy shall include the rights of the employees as defined, regulated and interpreted by the local, state and national laws now in effect or which may be in effect at a later date.

**Article VII – General Prohibitions**

- A. **Discrimination:** There shall no discrimination against any person seeking employment or employed in the Authority's service because of any consideration of political or religious affiliation, belief, race, sex, marital status, age or handicap which would not interfere with their ability to handle the job position duties and responsibilities.

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FRANKLIN TOWNSHIP MUNICIPAL SANITARY AUTHORITY  
PERSONNEL RULES AND REGULATIONS

**ARTICLE I – GENERAL**

- A. **Purpose:** These rules and regulations are to facilitate the effective implementation of the Franklin Township Municipal Sanitary Authority Personnel Policy, by formulating specific rules and regulations governing employment in the Authority's service.
- B. **Revisions:** Items agreed to during contract bargaining shall supersede any rules and regulations contained herein.

**ARTICLE II – CATEGORIES OF EMPLOYMENT**

- A. **Classification of Positions:** Each employee of the Franklin Township Municipal Sanitary Authority shall be assigned to a classification. Position classifications are as follows:
1. *Managerial* – Manager, Assistant Manager, Plant Superintendent.
  2. *Technical/Clerical* – positions providing administrative or technical support to operating functions; including, but not limited to, the following:  
  
Administrative Assistant  
Secretary  
Bookkeeper
  3. *Operator/Laborers* – positions paid at an hourly rate for maintenance of skilled and semi-skilled trade functions; including, but not limited to, the following:  
  
Operators (senior, plant and assistant)  
Laborers  
Lab Technician
  4. *Field/Inspection* – Field Supervisor
  5. *Temporary/Seasonal* – position normally paid at an hourly rate for Authority operation functions for a specified period of time.  
  
Summer Help

**ARTICLE III – RECRUITMENT AND APPOINTMENT**

- A. **General:** It is the policy of the Franklin Township Municipal Sanitary Authority to recruit and select the most capable and qualified individual for any position. Recruitment and selection processes shall be conducted in such a manner as to ensure equal opportunity to open notice,

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III - RECRUITMENT AND APPOINTMENT (Cont'd)

- A. **General (Cont'd):** competition and the fair treatment of applicants on the basis of their abilities, knowledge and skills regardless of their race, color, creed, religion, national origin, age, sex, marital status, or political affiliation.
- B. **Recruitment Procedures:** The Manager shall conduct a recruitment activity tailored to the appropriate classes of positions to be filled and directed to all appropriate labor markets.

In order to afford promotional opportunities, notices of all job openings will be posted on the official bulletin board for at least three (3) days prior to publicly announcing the vacancies. If internal recruitment efforts prove insufficient, notices will be sent to other recruitment sources such as professional publications, the Pennsylvania Bureau of Employment Security, schools, local governments, and advertisements may be placed in appropriate newspapers and journals.

- C. **Job Openings:** Written job applications for advertised job openings will be accepted for a period of ten (10) days following the posting of the notice. The notice shall include the job title, rate of pay, and a brief description of the duties and responsibilities.

D. **Application:**

1. **Application Forms:** All applications for employment shall be on Authority forms, requiring relevant background information, except if waived by the Manager for certain positions for which traditions or normally accepted business practice allows for individually submitted resumes. In such cases, an application form will be completed for the personnel file after appointment.

2. **General Qualifications:** In order to be eligible to submit an application for Authority employment an applicant shall meet the following eligibility requirements:

- (a) Be at least eighteen (18) years of age, provided that this may be waived by the Manager, with Board approval, for temporary/seasonal or other unspecified employees.
- (b) Be a citizen of the United States or an alien here on a permanent visa with the express intent of becoming a United States citizen.

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ARTICLE III – RECRUITMENT AND APPOINTMENT (Cont'd)

**D. Application (Cont'd):**

3. Special Qualifications: Applicants for the following positions shall meet the additional requirements:

- (a) All positions involving major use of an Authority motor vehicle, shall only be filled by those possessing a good driving record as established by the State Motor Vehicle Bureau, and the required operating license.
- (b) All positions wherein bonding is required shall only be filled by those applicants demonstrating a good credit record.

4. Receipt, Review and Rejection of Applications

- (a) All applications shall be delivered in person or by mail to the Manager's office.
- (b) All applications containing errors or omissions shall be returned to the applicant for completion or correction.
- (c) Applications and any accompanying data shall be dated, numbered and recorded in order of original receipt and shall not be returned to an applicant after being recorded.
- (d) Applications shall be rejected when the applicant:

Does not meet the minimum job related qualifications established for the posted job opening, or

Filed an application after the dated fixed for closing receipt of application as stated in the job announcement, or

Has deliberately falsified the application, or

Is not within the legal age limits prescribed by state regulations, or

Is physically, mentally, or otherwise unable to perform the duties of the respective position, as established by the appropriate medical or otherwise applicable examination, or

Has been convicted of a criminal or civil offense which renders the individual unsuitable for the position for which the application was filed, or



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**ARTICLE III      RECRUITMENT AND APPOINTMENT (Cont'd)**

**D.    Application (Cont'd):**

4. Receipt, Review and Rejection of Applications (Cont'd)

(d) Applications shall be rejected when the applicant: (Cont'd)

Has established an unsatisfactory employment and/or education record of such nature as to demonstrate unsuitability for the respective positions.

(e) Those applicants who are not eligible on the above grounds shall be notified immediately. All qualified applicants shall be notified of date, time and place of examination and/or interview.

**E.    Appointment – General:** Original appointments to vacancies shall be based on merit as determined by the appropriate review procedures including, when applicable, examination, interview, experience and education.

The Manager shall interview each qualified candidate and review the skills and qualifications of each applicant. To the extent possible, the preference of the Manager with regard to hiring the employee shall be recognized.

**ARTICLE IV – SELECTION PROCESS**

**A.    General:** It is the policy of the Franklin Township Municipal Sanitary Authority to select the most capable and qualified applicant for any position as determined by examination, education, experience, background and references, regardless of race, color, creed, religion, national origin, age, sex, marital status, or political affiliation.

**B.    Managerial and Administrative, Supervisory Classifications:** The selection process for these positions shall be determined by the Manager and the Authority Board. The sequence of steps may be as follows:

1. *Submission of application and/or personal resume;*
2. *Submission of at least six references, chosen by applicant; three personal references and three professional references.*
3. *Pre-employment interview; standardized questions.*

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**ARTICLE IV – SELECTION PROCESS (Cont'd)**

**B. Managerial and Administrative/Supervisory Classifications (Cont'd):**

4. *Medical examination only if deemed essential to the effective performance of the position for which the applicant applies; complete medical information is required for insurance purposes after hiring.*
5. *Probationary appointment.*

**C. Technical/Clerical and Operator/Laborer and Field/Inspection:** The selection process for these classes shall be determined by the Manager, but shall be in accordance with the following general sequences.

1. *Submission of application.*
2. *Submission of at least six references; chosen by applicant; three personal references and three professional references.*
3. *Pre-employment interview; standardized questions.*
4. *Medical examination only if deemed essential to the effective performance of the position for which the applicant applies; complete medical information is required for insurance purposes after hiring. A medical physical examination performed by a physician selected by the Authority is deemed necessary for those positions that will be performing physical, manual labor.*
5. *Background investigation.*
6. *Probationary appointment.*

**D. Temporary Employees:** Generally, the appointment of temporary and part-time employees shall be made by the Manager, utilizing whatever recruitment and selection procedures are most feasible and effective, provided they follow the general policy requirements of the Authority with regard to recruitment and selection. A medical, physical examination performed by a physician selected by the Authority will be required for those positions that will be performing physical, manual labor.

**E. Priorities:** Priority in the selection of candidates for a particular job shall be given first to the qualified applicants who have been permanent employees of the Franklin Township Municipal Sanitary Authority and were laid off in good standing for lack of funds or work. With regard to positions above the entrance level, qualified persons from the above category shall compete with present Authority employees for promotion to such vacancies.

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**ARTICLE V – PROBATIONARY PERIOD AND PERMANENT STATUS**

- A. **General:** The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to their position and for rejecting any employee whose performance is not satisfactory. To attain optimal effectiveness of the probationary period, the Manager shall keep detailed records of the employee's performance and other pertinent information.

Term of probation shall be those lengths established by labor agreements, those lengths established by Authority Board for certain employees and shall be One Hundred Eighty (180) days for those employees not covered above.

- B. **Probationary Period:** At any time during the probationary period, the Manager may remove the employee from employment based upon observed performance that indicates the employee is unable or unwilling to perform the duties of the position satisfactorily or that their habits or lack of dependability do not merit continuance of employment.

If a probationary employee as committed an offense which is considered cause for disciplinary action, they can be disciplined or dismissed without prior notice. A probationary employee who is found to have been appointed through fraud or error shall be removed by the Manager.

- C. **Promotional Appointment:** The probationary period shall be used in connection with promotional appointments in the same manner as it is used for original entrance appointments. If a person is removed during their probationary period, they shall be entitled to return to the position held before the promotion.
- D. **Interruption of Probationary Period:** If an employee is laid off during a probationary period and subsequently reappointed, they shall be given credit for the position of the probationary period completed before they were laid off.
- E. **Permanent Status:** Not less than five (5) days prior to the end of the probationary period, the Manager shall recommend to the Authority Board that such employee be appointed as a permanent, full-time employee or be dismissed and provide the records of performance and other information to justify the recommendation. The Authority Board shall review the recommendation and supporting records of the employee and if permanent appointment is recommended, shall certify and recognize the candidate as a permanent employee.

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**ARTICLE VI - EMPLOYEE PERFORMANCE APPRAISAL**

- A. **Objective:** It is the policy of the Authority to provide a performance appraisal of all employees so that a mutual effort of the employee and employer shall accomplish an overall growth of organizational performance and individual knowledge of job strengths/weaknesses and establish areas for the individual's further development through training, motivation and incentive.
- B. **Evaluation Procedure:** Periodically, each employee's "on the job performance" will be reviewed and evaluated by the Manager. This will be reviewed with the employee. If necessary to overcome work deficiencies, courses of action will be discussed. Any employee, if exception is taken to the evaluation, may appeal the evaluation to the Authority Board.

**ARTICLE VII - EMPLOYEE STATUS CHANGE**

A. **Promotions:**

1. *General: Vacancies within the Authority service will be filled, whenever possible, by promotion of qualified incumbent Authority employees.*

B. **Demotions:**

1. *General: An employee may be demoted to a position of lower classification for which they are qualified for any of the following reasons:*
- (a) When an employee would otherwise be laid off, because of position abolishment, reclassification or lack of work.
  - (b) When an employee voluntarily requests such demotion.
  - (c) When in the judgment of the Manager the employee is unwilling or unable to perform the duties of the job.
2. *Process:*
- (a) Demotions will be initiated by the Manager.
  - (b) An employee who is demoted shall have the pay rate reduced to rate for the new classification or continue at the existing rate, whichever is the lowest.
  - (C) All demotions shall take effect five (5) days after the Manager has so advised the employee of the action and reasons therefore.

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**ARTICLE VII – EMPLOYEE STATUS CHANGE (Cont'd)**

**B. Demotions (Cont'd):**

3. *Appeal: Any permanent employee demoted during a promotion probation period or for disciplinary reasons may appeal the action to the Authority Board.*

**C. Separation:**

1. *General: The tenure of every employee shall be conditioned on good behavior and the satisfactory performance of duties. Any employee may be temporarily separated by layoff, suspension, or permanently separated by resignation or dismissal.*

2. *Type:*

- (a) *Layoff: In all cases of layoffs or reduction of forces, the Authority shall give due consideration to seniority, the individual qualifications of the employee to perform the work in question and the efficient operation of the facilities.*
- (b) *Resignation: An employee may resign in good standing by filing written reasons with the Manager at least two weeks prior to the final day of work. An employee resigning in good standing may be reinstated to any position in the class if there is a need for services and/or a vacancy within two years after the date of resignation.*
- (c) *Suspension:*

*For Cause: When in the judgment of the Manager an employee's work performance or conduct justifies disciplinary action short of dismissal, the employee may be suspended, without pay for up to twenty (20) working days.*

*Process and Appeal: The Manager shall furnish by the effective date written notice to the employee affected by the suspension setting forth reasons for said suspension. The employee may appeal a disciplinary suspension to the Authority Board by filing written notice with in ten (10) days of the effective date of the action with the Board and requesting a hearing before the Board.*

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**ARTICLE VII – EMPLOYEE STATUS CHANGE (Cont'd)**

**C. Separation (Cont'd):**

2. *Type (Cont'd):*

- (d) Dismissal: A permanent non-exempt employee may be dismissed or demoted whenever in the judgment of the Manager the employee's work or misconduct so warrants. When the Manager decides to take such action after utilizing all remedial steps possible, which shall include a pre-termination meeting, written notice shall be filed with the employee and the Authority Board containing a statement of the substantial reasons for the action. The employee shall be notified prior to the effective date of the action. The notice shall inform the employee that the action may be appealed by filing a written request with the Authority Board for a hearing within two (2) calendar weeks from the effective date of the action.

**D. Disciplinary Actions:**

1. *Reprimand: In situations where a formal oral warning has not resulted in the expected improvement or where more severe initial action is warranted, written reprimand by the Manager will be given to the employee and a copy shall be placed in the employee's personnel folder.*

**ARTICLE VIII – GRIEVANCES**

- A. General:** Any exempt or non-exempt employee shall have the right to appeal any allegedly adverse employer action including, but not limited to, these rules and regulations, unwarranted demotion, dismissal, suspension, or position classification. No employee shall be disciplined or discriminated against as a result of having submitted a grievance.

**B. Procedural Steps:**

1. *General: Before submitting a grievance, an employee shall discuss the grievance with the Manager. If this informal meeting is unable to resolve the grievance, the employee shall initiate the grievance procedure.*
2. *Non-Exempt Employees: The grievance procedure as written in the labor contract will be followed.*
3. *Exempt Employees:*
- (a) *Initiation: An employee shall submit a grievance to the Manager within ten (10) days after the occurrence or action*

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**ARTICLE VIII - GRIEVANCES (Cont'd)**

**B. Procedural Steps (Cont'd):**

3. *Exempt Employees (Cont'd):*

- (a) Initiation (Cont'd): which gives rise to the grievance. The submission shall be in writing and shall contain all the pertinent information and the corrective action being requested.
- (b) First Step: The Manager shall arrange a meeting within ten (10) days of receipt of the grievance. The grievant, if dissatisfied may appeal to the Authority Board, by giving written notice of appeal to the Board within ten (10) days.
- (c) Second Step: The Authority Board shall arrange a hearing date and time not later than thirty (30) days following receipt of notice of appeal. The grievant and the Manager shall review the grievance with the Authority Board and the Board shall render its decision in writing within twenty (20) working days and file notice of same with all involved parties.

The decision of the Board shall be final and binding, except as provided by these rules and regulations and applicable law.

**ARTICLE IX - PERSONNEL HEARINGS**

**A. General:** If the employee files a reply and requests a hearing within the prescribed periods, the Authority Board shall schedule a hearing. At the written designation of the employee the hearing may be private or open to the public.

**B. Notice:** The Authority Board shall provide notice of the date, time and place of a hearing to all involved principal parties by personal service or certified mail.

1. *Procedure: In conducting a hearing, the proceedings shall be informal as possible and it shall be assumed that the action complained of was taken in good faith unless proved otherwise.*

2. *Decision: The Board's decision as empowered by the personnel policy and these rules and regulations shall be final and binding but shall not abridge an employee's right to appeal a decision to an appropriate legal agency or tribunal.*

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**ARTICLE X – TERMS AND CONDITION OF EMPLOYMENT**

**A. Compensation:**

1. *Non-Exempt Employees: Hourly rates of pay are detailed in the current labor agreements.*
2. *Exempt Employees: Rates of pay are based upon periodic work performance evaluations and recommendations by the Manager to the Authority Board members.*

**B. Other Terms and Conditions of Employment:** The applicable rules and regulations for the following subjects are spelled out in Resolutions 86-1, 88-5, 91-9, 92-1, 95-2, 97-2, 97-14, 98-7, 98-8, 99-2, 00-1, 00-2, 00-10 and 05-01 for exempt employees and in the current labor contract for non- exempt employees.

1. *Hours of Work*
2. *Leave Benefits:*
  - (a) Holidays
  - (b) Vacations
  - (c) Sick Leave
  - (d) Injury
  - (e) Special Leaves
    - (1) Bereavement Leave
    - (2) Court Leave
    - (3) Military Service Leave
3. *Personnel Records; Access and Confidentiality*

**ARTICLE XI – DISSEMINATION OF RULES AND REGULATIONS**

The Manager will maintain an up-to-date copy of the F.T.M.S.A. Personnel Rules and Regulations and Personnel Policy. Those items will be available to all employees upon request. The Manager will advise the employees with updated information when any revisions or changes take place.



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