

**MINUTES OF THE MEETING OF THE  
EQUIPMENT LEASING AUTHORITY  
HELD VIA TEAMS AND CONFERENCE CALL ON JUNE 27, 2022**

**CALL TO ORDER**

The board meeting of June 27, 2022 was called to order at 2:03 p.m. The meeting was held via Teams and conference call due to safety concerns related to the Coronavirus. The agenda and public notice were posted on the ELA website and displayed in the City County Building in Room 502 on Thursday, June 22, 2022.

Present – Lisa Frank, Chris Hornstein, Anthony Coghill, and Mr. Urbanic.

Absent – Lee Schmidt

In attendance: Jake Pawlak, Danny Cerrone, Jennifer Olzinger, Eric Shultz, Brandon Walton, Jamie Jones and Kim Osterman.

**BOARD DESIGNATIONS**

City Council Resolution No. 222 of 2022 authorized the appointment of Lisa Frank as a member of the ELA Board to serve the remainder of the term for the seat vacated by Jennifer Presutti, which will expire on March 31, 2023.

City Council Resolution No. 223 of 2022 authorized the appointment of Chris Hornstein for a term to expire on April 30, 2027.

Ms. Frank welcomed the new members and those joining the meeting.

**ELA SOLICITOR**

The contract with Danny Cerrone of Clark Hill to serve as the ELA Solicitor has been executed. Solicitor Cerrone stated that he has worked with the City of Pittsburgh and PWSA and is familiar with the contracting process and contracts awarded through the RFP process. He is looking forward to working with the Equipment Leasing Authority. It was noted that his firm is located in the City of Pittsburgh.

**APPROVAL OF MINUTES**

The minutes from the March 24, 2022 board meeting were approved for filing.

**PUBLIC COMMENT**

Ms. Frank asked for comments from the public. There were none.

**PURCHASE APPROVALS AND AUTHORIZATIONS**

***Authorized IA-22-07 amending the 2022 ELA Plan by adding five Ford Interceptor SUVs and upfitting for the Bureau of Police***

The Board authorized IA-22-07 amending the 2022 ELA Plan by adding five (5) Ford Interceptor SUVs and upfitting for the Department of Public Safety, Bureau of Police for a total cost of \$244,940.20 utilizing remaining funds from the target budget. The Ford Interceptor SUVs from the 2022 Plan were \$254,824.68 under budget due to a savings on upfitting costs of \$5,000.00 per unit. Interim approval was granted on May 24, 2022.

***Authorized IA-22-08 increasing Purchase Order (PO) ELA-2022-13 from \$4,874.93 to \$5,590.04.***

The Board authorized IA-22-08 increasing Purchase Order (PO) ELA-2022-13 from \$4,874.93 to \$5,590.04 utilizing remaining DLC Reimbursement funds. The cost increased because two (2) circuit boards needed to be replaced. Interim approval was granted on May 2, 2022.

## **Equipment Leasing Authority**

**June 27, 2022**

**Page 2**

### ***Authorized IA-22-09 amending the 2022 Vehicle Acquisition Plan by adding three Groundmaster Mowers for the Department of Public Works, Bureau of Parks Maintenance.***

The Board authorized IA-22-09 to amend the 2022 Vehicle Acquisition Plan by adding three (3) Groundmaster Mowers for the Department of Public Works, Bureau of Parks Maintenance utilizing funding from 2023 Parks Tax revenue. The mowers have a 14-month delivery date, and Parks Maintenance wanted to order them now in order to ensure delivery in 2023. Payment is not required until equipment is delivered. Mr. Urbanic noted that the funds for the mowers are utilizing 2023 Parks Tax funds, which will need to be taken into consideration when developing the 2023 budget. Mr. Pawlak explained that the Parks Tax funds are in a Special Revenue account and the Administration is taking steps to ensure that these funds will be available in 2023. The mowers needed to be ordered now to ensure delivery in 2023. Interim approval was granted on June 6, 2022.

### **VEHICLE STATUS REPORTS**

The 2020, 2021 and 2022 vehicle status reports were discussed. Mr. Walton noted that all vehicles on the 2020 plan are in service, the invoices have been paid and the remaining funds will be transferred to the 2022 plan. We are waiting for a number of vehicles on the 2021 plan due to supply issues. Most of the vehicles have been ordered with the exception of the bucket truck but we need to find a company to build the truck. We are ordering what we can on the 2022 plan. The order banks for most models are not open. Vehicles will be ordered as they become available.

Mr. Hornstein asked whether the vehicles on the 2023 plan will not be delivered until 2024. Mr. Walton explained that the order banks close in March for most models, which coincides with when ELA funding is available. The ELA agreement moves through the City Council legislative process and then a contract between the City and the ELA needs to be executed before the funding is available for vehicle purchases.

Mr. Coghill asked whether the six trucks that were leased for the winter for the Department of Public Works were returned. Mr. Walton stated that they have been returned and we can explore renting vehicles in the future if the need arises and can consider doing a multi-year contract, which could save money. Fourteen DPW vehicles were ordered, seven have been delivered and some are being decaled. A One-Ton dump has been delivered and is in service. Mr. Walton is working with the Public Works Supervisor to place the new trucks into service where there is the most need.

### **NCA REPAIR COST REPORT**

NCA Repair Costs were not incurred from January 1, 2022 through May 31, 2022. Mr. Walton stated that the River Rescue Boat is in the process of being repaired but the cost will not appear on the report until an invoice is received.

### **ONLINE AUCTION REPORTS**

GovPlanet proceeds from January 1, 2022 through May 31, 2022 totaled \$8,425.00. GovDeals proceeds from January 1, 2022 through May 31, 2022 totaled \$44,340.00. Mr. Walton stated that we are in the process of preparing additional vehicles for the auction.

### **2021 ANNUAL REPORT OF MUNICIPAL AUTHORITIES FILING**

McGee Maruca and Associates submitted the 2021 Annual Report of Municipal Authorities online to the DCED on behalf of the ELA on June 15, 2022.

**ANNUAL AUDIT**

The Board discussed and accepted the annual audit of the Equipment Leasing Authority. The annual audit of the Equipment Leasing Authority is included in the City of Pittsburgh's Annual Comprehensive Financial Report. Although legally separate from the City, the ELA is reported as if it were part of City government because its sole purpose is to finance the City's equipment needs. The ELA is considered a blended component unit of the City of Pittsburgh and is subject to the same auditing procedures as other City funds. ELA operations are included within other government funds. Maher Duessel, Certified Public Accountants, issued an unmodified ('clean') opinion on the City of Pittsburgh's financial statements for the year ended December 31, 2021. The full version of this report is available on the City of Pittsburgh's website.

**FINANCIAL STATEMENTS: 4<sup>TH</sup> QUARTER OF 2021 AND 1<sup>ST</sup> QUARTER OF 2022**

McGee, Maruca and Associates provide the ELA financial statements. The Q4 2021 statements were emailed to the board on 3-29-2022 and Q1 2022 statements were forwarded on 6-21-2022. A motion was made to discuss and accept the financial statements and was approved unanimously.

**BANK STATEMENT RECONCILIATIONS**

The February, March and April 2022 bank statements were reviewed and approved by the ELA Treasurer. Mr. Urbanic noted that the date was corrected on the April statement. The statements and the amended document were discussed and accepted unanimously by the Board. Mr. Urbanic thanked Ms. Jones for preparing the documents.

**GRANT DISCUSSION**

The City has received a \$2.8 Million Grant from the EPA's Targeted Airshed Grant to purchase five electric recycling trucks and the associated charging infrastructure. Mr. Walton noted that the City applied through the Allegheny County Health Department and the agreement was signed today. The RFP was released two weeks ago and the chassis and packer body builders have been identified. The contracts will be prepared and forwarded to Danny Cerrone for review and then to the board for signature.

The original plan was to purchase 5 trucks with grant funds and 4 trucks utilizing ARP funds but the infrastructure cost was more than expected. The current plan is to purchase 5 trucks with grant funds and 3 trucks utilizing ARP funds. Devices were placed on the recycling trucks for five weeks to determine the battery size that will be required to power the trucks. It was determined that a 400 KW battery should provide sufficient power for the longest routes with some battery life remaining. Originally, the plan was to use Level 2 Chargers but they would take 20 hours to charge. The plan was revised to use DC Fast Chargers, which charge in 8 to 10 hours. The charging infrastructure will be installed in the lot next to Environmental Services and should be completed by winter. The trucks are expected to be delivered in 9 to 12 months. The life of the battery will be reduced when running heating and air conditioning. Diesel auxiliary heaters will be installed, which should help retain some battery life. Mr. Walton noted that the electric units will start immediately. Mr. Urbanic stated that he would like to eventually replace regular refuse trucks with electric. Mr. Walton noted that the plan is to test the electric trucks on the regular routes to determine whether the battery will have the capacity to run the route, drive to the landfill and back to the lot. DEP stickers are required to enter the landfill.

## **Equipment Leasing Authority**

**June 27, 2022**

**Page 4**

### **INFRASTRUCTURE UPDATE**

#### ***DPW Warehouse Project***

The designs are complete for the DPW Warehouse Project and the solicitation for construction closed on June 24, 2022. Ten dual hose, Level II chargers have been ordered and delivered. The low bid contractor was chosen for this project at a cost of \$174,000.00. The contract will be executed soon and the project should begin in approximately 30 days.

#### ***Public Works Environmental Services***

The Solicitation has been released for the infrastructure for Environmental Services. This will be a Turnkey solution requiring design, chargers, and construction. Proposals are due July 15, 2022. The Pre-bid meeting will be held on June 30, 2022 at 1:00pm if anyone is interested in attending. Mr. Walton stated that typically we use project managers but we are using a Turnkey approach to this project and will hire a vendor to provide start to finish design, build and chargers.

### **OTHER BUSINESS**

#### ***Acknowledging Jennifer Presutti and Kinsey Casey for their service to the ELA board***

Jennifer Presutti resigned her position on the Equipment Leasing Authority Board effective April 18, 2022. Kinsey Casey's term expired on April 17, 2022. Ms. Frank, on behalf of the board and staff, thanked and acknowledged Ms. Presutti and Ms. Casey for their dedication, service and commitment to the Authority, stated that their knowledge and expertise will be missed, and wanted this to be reflected in the minutes.

#### ***Agreement with National Traffic Safety Institute for a driver training e-learning system***

The City entered into an agreement with National Traffic Safety Institute. Virtual driver training offerings include distracted driving, impaired and defensive driving, accident avoidance and driving in inclement weather conditions. The driver will be required to complete video modules on each individual topic and must pass a quiz for completion. The training should reduce the number of accidents. Mr. Walton thanked Mr. Hornstein for agreeing to pilot the training with the Department of Public Works.

#### ***Mr. Urbanic's Board Membership Status***

Mr. Urbanic stated that this will be his last board meeting as a member of the ELA. He retired from the City of Pittsburgh on May 31, 2022 and will remain on the board until a replacement has been designated by the City Council President. Mr. Urbanic thanked the Board and staff for their help over the years and said that he would be available to provide assistance after he resigns. Ms. Frank thanked Mr. Urbanic for his service and stated that she appreciates his willingness to help and provide institutional knowledge and context. Mr. Coghill also thanked Mr. Urbanic for his service.

### **MEETING SCHEDULE**

The next meeting of the Equipment Leasing Authority is scheduled on September 22, 2022 at 2:00 p.m.

### **ADJOURNMENT**

A motion was made to adjourn the meeting at 2:48 p.m.