

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



James J. Miskis, Manager
Mark A. Chucuddy, Asst. Manager
Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Financial Controller
Diane L. Gregor, Admin. Assistant

AGENDA

REGULAR MEETING

January 12, 2010

ROLL CALL:

REORGANIZATION:

1. Election of Temporary Chair
2. Nominations for Chair
3. Conduct the balance of the re-organization meeting

REVIEW OF MINUTES FOR APPROVAL: Minutes of December 8, 2009

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

ASSISTANT MANAGER'S REPORT:

SPECIAL PROJECTS MANAGER REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending December 31, 2009

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Execution of Engineering Agreement
2. Resolution 01-01-10 By-Laws Amendment to change official office location
3. Approval of Geo Decisions Service Agreement Extension
4. Execution of Agreement to Participate in the Federal Surplus Program

ADJOURNMENT:

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



James J. Miskis, Manager
Mark A. Chucuddy, Asst. Manager
Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Financial Controller
Diane L. Gregor, Administrative Assistant

REGULAR MEETING

January 12, 2010

ROLL CALL:

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Chairman. Board members present were G. Robert Jacobs, James E. Schafer, and Terrence G. Byrne. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, Patricia L. Mowry, Financial Controller, and Diane L. Gregor, Administrative Assistant. Michael A. Silvestri and David G. Blazek, Board Members were absent.

REORGANIZATION OF THE BOARD:

Mr. Jacobs nominated Mr. Schafer as Temporary Chairman to begin the Reorganization of the Board. A vote took place 3-0.

Nominations were made for the Chairman Position; a nomination for Mr. Jacobs was made by Mr. Schafer and a nomination for Mr. Schafer was made by Mr. Jacobs. A vote took place and; Mr. Jacobs two votes, Mr. Schafer one vote. Mr. Jacobs assumed position of the Chairman and conducted the remaining of the meeting.

Mr. Jacobs nominated Mr. Schafer for Vice Chairman. A vote took place 3-0.

Mr. Schafer nominated Mr. Blazek for Secretary. A vote took place 3-0.

Mr. Schafer nominated Mr. Silvestri for Treasurer. A vote took place 3-0.

Mr. Schafer nominated Mr. Byrne for Assistant Secretary-Treasurer. A vote took place 3-0.

Mr. Lou Lignelli from County Line Advisors presented a brief summary of the grant consulting services performed in the past and a 2010 outlook on grant applications. Mr. Lignelli requested reappointment as PTSA's Grant Coordinator with an increase from the monthly retainer from \$2,500 to \$3,000 for 2010.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve County Line Advisors appointment and monthly retainer fee for 2010 to \$3,000 monthly. The Board directed Mr. Bassi to prepare a 2010 agreement with County Line Advisors. The Motion carried unanimously.

Mr. Lignelli left meeting at 7:26 p.m.

Mr. Miskis recommended retaining the following professionals:

Solicitor
Consulting Engineer

Bassi, McCune & Vreeland, P.C.
Lennon, Smith Souleret Engineering, Inc.

Depository
Auditors
Financial Advisor
Grant Advisor

PNC, McMurray Office
Hosack, Specht, Muetzel & Wood
PNC Capital Markets
County Line Advisor

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to retain the above professional appointments. The Motion carried unanimously.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve the PTSA's Official Newspapers as the Observer Reporter, Tribune Review, and Post Gazette.

The Motion carried unanimously.

The Board set the meeting dates as the 2nd and 4th Tuesday of every month at 7:00 p.m., located at the Authority's office.

The Motion carried unanimously.

APPROVAL OF MINUTES:

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve the minutes of December 8, 2009 meeting as prepared by Diane Gregor, with minor corrections. The Motion carried 2-0. Mr. Byrne abstained.

VISITORS: none present

SOLICITOR'S REPORT:

Mr. Bassi recommended that Mr. Parks reinstate the filing with the Magistrate against the Quail Run Homeowner's Association and the homeowners from the Quail Run/Scott Lane area for failure to take the agreed upon corrective action following the withdrawal of the prior filing with the Magistrate.

ENGINEER'S REPORT: Copy on file

As requested by Management Mr. Stanton presented his recommendations for the minimum amount the Authority will accept for the LSA Grant application for the Valley View Drive Sewer Extension Project if during the Authority's presentation before the LSA Committee the question is asked. The Grant amount requested was \$720,000 and based on Mr. Stanton's calculations and previous Authority sewer projects, recommended the minimum amount for approval be \$650,000.

Management and the Board agreed the minimum amount for approval to move forward on this project would be \$650,000. PTSA's presentation to the LSA award committee is scheduled for January 20, 2010.

Mr. Stanton reported the shop drawings submitted by NEFCO for the Brush Run Clarifier Baffle Improvements are complete and delivery is anticipated mid-February.

Mr. Stanton reported the Flow Monitors have been installed and calibrated at McGrann Hills Trunk Sewer and Giant Oaks and Oakwood Road Interceptors. An internal kickoff meeting was held with LSSE staff.

MANAGER'S REPORT: Copy on file

Mr. Miskis reported the Brush Run WPCP performance has been excellent. 2009 has been relatively dry and gave us the ability to compare infiltration with 1995, which had similar rainfall. It appears I/I overall has been reduced, however, the Peak Flows experienced at the plant have not. This tells us that the 1,100 new customers added over the last 14 years contribute very little infiltration.

Mr. Miskis reported the 2010 major sewer rehabilitation project planned is chemical grouting of sewer lines tributary to the Rutledge Drive Pump Station. Staff has completed circuit TV inspection of sewers, and will also conduct area wide dye testing of all dwellings in conjunction with the sewer rehabilitation work.

Mr. Miskis reported Mr. Yingling, whose term expired this December 31st, has completed 40 years of service as a Peters Township Sanitary Authority Board member and has received an Extended Service award from the Pennsylvania Municipal Authorities Association. Management recommended honoring him with a casual luncheon at the PTSA office. The Board concurs.

Mr. Miskis reported the Authority staff made one of the easier repairs in the Hidden Brook Development during November and invoiced the Developer for time and materials. The Developer reimbursed the Authority for this repair. The Authority staff then completed a second repair in December and invoiced the Developer in early January with payment still outstanding. The Authority obtained a proposal from Oakdale Construction for the repair of 8 remaining defects in the amount of \$19,140.10, which will be charged to the Developer.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to accept proposal from Oakdale Construction in the amount of \$19,140.10 with all expenses charged to the developer. The Motion carried unanimously.

Mr. Miskis reported he is working with LSSE for a design and construction services engineering proposal for the Brush Run WPCP Wet Weather Optimization Project. Mr. Miskis estimates the engineering fee to be \$85,000 - \$100,000. The Board requested Management invite other Engineering Firms to submit a proposal. Management recommended Buchart Horn Engineering, CET Engineer, and HDR.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported he has begun attaching the scanned PDF versions of the sanitary sewer drawings to the individual properties within the property management module of GEOPLAN.

Mr. Chucuddy reported the service agreement with GeoDecisions expired April 18, 2009. The Authority has been operating under the 2003 Contract with three 2-year extensions. Management recommended that the Board approve the Service Agreement Extension with GeoDecisions for another 2-years. The current rates remain unchanged from those that we have been paying since April. The agreement does not include the annual user license fee of \$1,500 which is billed separate.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve the GeoDecisions Service Agreement Extension for the two years with all the approved fees, the basis agreement was dated 2003. The Motion carried unanimously.

Mr. Chucuddy presented an overview of the Federal Surplus program and recommended participation for 2010.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on file

FINANCIAL CONTROLLER'S REPORT: Copy on file

FINANCIAL STATEMENT REVIEW: Month ending December 31, 2009.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve disbursements in the amount of \$105,599.43 from the following funds subject to receiving close-out documents for Construction Funds.

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18000-18092	\$91,213.87
Developer	Transfer to Operating	\$4,608.07
CIRF	Transfer to Operating & Req. 81-10	\$9,777.49

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to execute the 2010 Engineering Agreement with Lennon, Smith, Souleret Engineering, Inc. The Motion carried unanimously.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to approve Resolution 01-01-10 By-Laws Amendment to change official office location. The Motion carried unanimously.

A Motion was made to execute Agreement to participate in the Federal Surplus Program. The Motion carried unanimously.

A Motion was made by Mr. Jacobs to enter into execute session at 9:40 p.m to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 10:09 p.m.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to adjourn the meeting at 10:10 p.m. The Motion carried unanimously.

Respectfully Submitted,

Diane L. Gregor

VOTES

VOTE NO.	MOVED	SECOND	VOTES SUMMARY TABLE	VOTE
1	Jacobs Nominated Schafer	Byrne	Nomination for Temporary Chairman	3-0
2	Jacobs Nominated Schafer	Schafer Nominated Jacobs	Nominations for the Chairman Position	3-0 Vote for Mr. Jacobs
3	Jacobs Nominated Schafer	Byrne	Nomination for the Vice Chairman Position	3-0
4	Schafer nominated Blazek	Byrne	Nomination for the Secretary Position	3-0
5	Schafer nominated Silvestri	Byrne	Nomination for the Treasurer Position	3-0
6	Schafer nominated Byrne	Byrne	Nomination for the Assistant Secretary-Treasurer	3-0

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
7	Schafer	Byrne	Approve County Line Advisors monthly fee to \$3,000	Approved
8	Schafer	Byrne	Approve to retain all Professional & Depository Appointments	Approved
9	Schafer	Byrne	Approve Official Newspapers	Approved
10	Schafer	Byrne	Approve meeting dates as the 2 nd and 4 th Tuesday of every month at 7:00 p.m., located at the Authority's Administrative office	Approved
11	Schafer	Byrne	Approve Minutes of the December 8th 2009 meeting	2-0 Approved 1 Abstained
12	Schafer	Byrne	Approve proposal from Oakdale Construction in the amount of \$19,140.10	Approved

13	Schafer	Byrne	Approve GeoDecisions Service Agreement Extension	Approved
14	Schafer	Byrne	Approve disbursements in the amount of \$105,599.43	Approved
15	Schafer	Byrne	Approve to Execute 2010 Engineering Agreement	Approved
16	Schafer	Byrne	Approve Resolution 01-01-10- By-Laws Amendment to change official office location	Approved
17	Schafer	Byrne	Approve to Execute Agreement to participate in the Federal Surplus Program	Approved
18	Jacobs	Schafer	Enter into executive session at 9:40 p.m.	Approved
19	Schafer	Byrne	Adjourn the Meeting at 10:10 p.m.	Approved