

**PETERS TOWNSHIP
SANITARY AUTHORITY**

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



AGENDA

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

DECEMBER 14, 2010

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of November 9, 2010

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

- 2010 Annual Report Summary

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 November 30, 2010

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Adopt 2011 Budget
2. PNC Bank/Retail Center – Developer's Construction Agreement to relocate existing sanitary sewer
3. Approve Pay Request No.1 on the Brush Run/Donaldson Crossroads VFD DO Probe Installation Contract
4. Approve Change Order No. 3, Request for Time Extension, on the Brush Run HVAC Improvements contract
5. Approve Change Order No. 2, Request for Time Extension, on the Brush Run/Donaldson Crossroads VFD DO Probe Installation Contract
6. Executive Session to discuss personnel matter

ADJOURNMENT:

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REGULAR MEETING

December 14, 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, Michael A. Silvestri, David G. Blazek, Terrence G. Byrne, and Eric S. Grimm. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, and Patricia L. Mowry, Financial Controller.

APPROVAL OF MINUTES:

A Motion was made by Mr. Grimm and seconded by Mr. Blazek to approve the minutes of November 9, 2010 meeting as prepared by Patricia L. Mowry. The Motion carried unanimously.

SOLICITOR'S REPORT: Copy on file.

Mr. Bassi indicated he reviewed the general and supplemental conditions sections of the contract documents as presented by CET Engineering for the BR Wet Weather Improvement project, and will submit comments to Management by the end of the week.

Mr. Bassi indicated he is still negotiating additional clauses to the oil and gas lease as presented by Chesapeake/Mason Dixon for the 1.8 acres located at 974 Churchill Road. The offer is for \$3,150 per acre and 18% royalties. Mr. Silvestri inquired about if the property is ever sold. Mr. Bassi indicated the Authority would be able to retain the gas rights to the property if the property is ever sold.

ENGINEER'S REPORT: Copy on file.

Mr. Stanton presented the Annual Engineers report. Mr. Stanton stated he believes the Authority has met all the requirements in the trust indenture for 2010 budget year and the 2011 Budget will meet all the requirements. Mr. Stanton recommended approval of the engineer's report

A motion was made by Mr. Grimm and seconded by Mr. Silvestri to approve LSSE Annual Engineers Report. The Motion carried unanimously.

Mr. Stanton recommended scheduling the DC Treatment Plant Zoning Hearing Special Exception Meeting in January or February 2011.

Mr. Stanton reported he attended the utility coordination meeting for the US Route 19/Valleybrook project. The construction is still on schedule to start in the Spring.

Mr. Stanton reported the Giant Oaks and Oakwood Road interceptor hydraulic model is built and the RTK analysis is completed. The model will aid in the determination of the capacity sizing of

the interceptor upgrade. Mr. Stanton suggested the Board consider scheduling a workshop in the first quarter in 2011 for a presentation of the modeling and recommendations.

Mr. Stanton reported the delivery of materials for the BR HVAC modifications energy project was delayed, and recommended approval of the change order presented by Technical Electrical Services for a time extension to the contract by 55 days.

A Motion was made by Mr. Blazek and seconded by Mr. Byrne to approve the BR HVAC energy improvements project Change Order request No. 3 for a time extension to January 18, 2011 as submitted by Technical Electrical Services. The Motion carried unanimously.

Mr. Stanton reported the delivery of materials for the BR/DC VFD's energy project was delayed, and recommended approval of the change order presented by Schultheis Electric for a time extension to the contract by 37 days.

A Motion was made by Mr. Grimm and seconded by Mr. Blazek to approve the BR/DC VFD's energy improvements project Change Order request No. 2 for a time extension to December 31, 2010 as submitted by Schultheis Electric. The Motion carried unanimously.

Mr. Stanton reported he reviewed Schultheis Electric pay request No. 1 for the BR/DC VFD's energy improvements project, and recommended payment of the request.

MANAGER'S REPORT: Copy on file.

Mr. Miskis gave a graphical presentation of the November 30, 2010 peak rain event from the Brush Run Treatment plant. The Authority's facilities were operating beyond capacity and several overflows occurred in the system. Mr. Miskis presented several alternatives regarding inflow and infiltration (I/I), including the do nothing alternative and requested Board guidance. Mr. Miskis recommended proceeding with policy development to CCTV building laterals to accelerate the reduction of peak wet weather flows. Mr. Miskis indicated the Authority is not sure if and when the Township will consider amending the Ordinance, and presented alternatives for the Board to consider.

There was a lengthy discussion about inflow and infiltration (I/I) in the system and what the Authority has done since 1996 in regards to removal of I/I in the system. Mr. Miskis presented wet weather building sewer inspection program basic elements. The primary objective is to reduce peak flows to manageable levels within ten years and eliminate all Wet Weather SSO's. The focus will be in the Brush Run system. The subject will continue to be addressed at subsequent meetings.

Mr. Miskis reported comments were provided to the developer for the Tuscany Plan regarding the preliminary plan. The Authority will require the preliminary plan to identify multiple easements for future sanitary sewer extensions to adjacent properties as well as along the stream crossing the full width of the property.

Mr. Miskis presented the revised summary pages of the 2010 Performance Report and the 2011 Budget Request and recommended adoption of the 2011 Budget as presented at the November 30, 2010 workshop.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to adopt the 2011 Budget Request. The Motion carried unanimously.

Mr. Miskis recommended execution of the Developers Agreement with CHT Peters, LLC the developer for the PNC Bank and Retail Center. They have received PaDEP approval and have provided the required securities to the Authority.

A Motion was made by Mr. Silvestri and seconded by Mr. Blazek to execute the Developers Agreement with CHT Peters, LLC for the PNC Bank and Retail Center. The Motion carried unanimously.

Mr. Miskis reported the Water Obstruction and Encroachment Permit for the BR Wet Weather project is expected to be received sometime in January 2011.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported that he submitted the revised cost break down of the cost of the equipment for the VFD energy project to the Allegheny Power for the Watt Watchers Rebate program. As of this date he has not heard back if the submittal was acceptable. The expected rebate is \$24,250.

Mr. Chucuddy reported all the issues except one are resolved for the PADEP Bureau of laboratories Laboratory Accreditation Program. The outstanding item is concerning the various methodologies for one of the analysis performed. Management is researching the topic and will complete a written corrective action plan addressing the noted deficiencies prior to the expiration of the lab accreditation.

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 November 30, 2010.

Mrs. Mowry reported in preparation of the 2011 budget the Authority engaged Risk Management Resources to review and seek proposals for general liability, auto, property, and workers comp insurance. There were three proposals received and Risk Management is still evaluating each. The Authority's current policies expire December 31. The Board concurred for Management to make the decision of carriers within the approved 2011 Budget amounts not to exceed \$58,000. Risk Management Resources will attend the January's meeting to give the Board an overview of the insurance policies and the recommendations.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve disbursements in the amount of \$203,300.48 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18919-18993	\$82,505.04
Payroll	Transfer from Operating to Payroll fund	\$ 60,000.00
Closing Refund	2350	\$3,333.20
PA Conservation Grant	102	\$43,414.20

Developer	Transfer to Operating	\$3,947.87
CIRF	Transfer to Operating & Req. 90-10	\$10,100.17

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Blazek and seconded by Mr. Byrne to enter into executive session at 9:04 p.m. to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 9:45 p.m.

A Motion was made by Mr. Silvestri and seconded by Mr. Blazek to approve administrative salary and wage adjustments as discussed in executive session. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to adjourn the meeting at 9:47 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	Moved	SECOND	MOTION SUMMARY TABLE	VOTE
1	Grimm	Blazek	Approve Minutes of the November 9, 2010 meeting.	Approved
2	Grimm	Silvestri	Approve Lennon, Smith, Souleret Engineering Annual Engineers Report	Approved
3	Blazek	Byrne	Approve Brush Run WPCP HVAC energy improvements project change order request No. 3 for a time extension to January 18, 2011 as submitted by Technical Electrical Services	Approved
4	Grimm	Blazek	Approve the Brush Run/Donaldson's Crossroads WPCP VFD's energy improvements project change order request No. 2 for a time extension to December 31, 2010 as submitted by Schultheis Electric	Approved
5	Silvestri	Grimm	Adopt PTSA 2011 Budget	Approved
6	Silvestri	Blazek	Execute the Developers Agreement with CHT Peters, LLC for the PNC Bank and Retail Center	Approved
7	Silvestri	Grimm	Approve disbursements in the amount of \$\$203,300.48	Approved
8	Blazek	Byrne	Enter into executive session at 9:04 p.m. to discuss personnel matters	Approved
9	Silvestri	Blazek	Approve administrative salary and wage adjustments as discussed in executive session	Approved
10	Grimm	Byrne	Adjourn the Meeting at 9:47 p.m.	Approved