

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

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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**

**February 23, 2010**

#### **ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of January 12, 2010

#### **VISITORS:**

1. Woody Welsch, Developer of Spring Meadows Phase 2 regarding requirement for 18-month financial security for sewer extension

#### **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 January 31, 2010

#### **PAYMENT OF BILLS & REQUISITIONS:**

#### **OTHER BUSINESS:**

1. Acceptance of Spring Meadows Phase 2 Sewer Extension
2. Acceptance of Lake View Square Sewer Extension
3. Discussion regarding Policy Adoption of requirement for CCTV inspection of Building Sewer Laterals at time of real estate transfers
4. Acceptance of Planned Sewage Flows from the proposed Health Care REIT Inc. Senior Housing Facility, (Donaldson's Crossroads Sewer System)
5. Execution of County Line Agreement
6. Award Brush Run Wet Weather Improvements Design Engineering Contract
7. Executive Session regarding Personnel

#### **ADJOURNMENT:**

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**REGULAR MEETING**

**February 23, 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, Michael A. Silvestri, David G. Blazek 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 and Gary Parks, Special Projects Manager. Absent from meeting were Patricia L. Mowry, Financial Controller, and Diane L. Gregor, Administrative Assistant.

The Chairman announced an Executive Session was held on February 18, 2010 for the purpose of interviewing engineers for the Brush Run Wet Weather Improvements Design Phase. The session began at 7:00 p.m. and ended at 10:15 p.m.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Schafer and seconded by Mr. Blazek to approve the minutes of January 12, 2010 meeting as prepared by Patricia L. Mowry, with minor corrections. The Motion carried 3-0. Mr. Silvestri and Mr. Blazek abstained.

**VISITORS:** There were no visitors in attendance.

**SOLICITOR'S REPORT:**

Mr. Bassi reported on the ongoing issue with 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. There was a meeting held at the Magistrate's Office on February 9, 2010 to discuss why progress has not been made and to establish a reasonable time line. The Attorney for the Home Owners needs to submit a letter to the Home Owner Association, in order for the Associate to file the claim with the insurance company. A hearing is scheduled for March 23, 2010, at that time the Authority will request the Judge to make a ruling and establish a time line for the correction if the matter is not resolved prior to then.

**ENGINEER'S REPORT:** Copy on file

Mr. Stanton reported working with Management and County Line Advisors on the upcoming PaH2O Grant Application. Projects considered include, Crestview Acres Phase II Sewer replacement, Upper Pelipetz Drive or Lower Pelipetz Drive interceptor capacity augmentation and the Valley View Drive sewer extension. Management recommended an amendment to Lennon, Smith, Souleret Engineering Grant Assistance Service Order Authorization No. 273-019 Amendment No. 2 in the amount of \$3,000.00, in order to provide grant application support.

A Motion was made by Mr. Schafer and seconded by Mr. Blazek to approve an amendment to LSSE Service Order Authorization No. 273-019 Amendment No. 2 for grant assistance in the amount of \$3,000. The Motion carried unanimously.

Mr. Stanton reported a Cultural Resource Notice was filed with the Pennsylvania Historical and Museum Commission (PHMC) in December 2009 in regards to the Donaldson Crossroads WPCP Conceptual Planning and Stream Modifications Permitting. A response letter dated January 6, 2010 requires a Phase I Archaeological Survey be conducted on the proposed Donaldson Crossroads Sewage Treatment Plant site. A request for Proposal was issued to certain PHMC registered archaeological consultants, however, after discussion, Management agreed to defer proposal due date until additional guidance is provided by the PHMC.

Mr. Stanton reported LSSE has been supporting Management in the re-draft of the Donaldson Crossroads WPCP Act 537 Plan update. Management stated the existing DC Organic Capacity Tap Management Plan; manages whatever capacity is remaining to prevent problems from developing, until the plant can be expanded. The standard calculation used to project future organic loadings indicates a projected overload in 2010. This considered the equivalent of 30 EDUs for the proposed Health Care REIT Facility. Management raised the subject to the Developer of the proposed Health Care REIT facility that the best way to give confidence to the Authority that the additional proposed organic loads would not create otherwise avoidable problems is to assist the Authority financially with completing the Act 537 Plan. The Developer indicated they would be willing to contribute an amount not to exceed \$10,000 for the purpose of engineering fees to complete the Plan. Management recommended approval of Amendment No. 2 to LSSE Service Order Authorization No. 0273-022 to complete the Act 537 Plan Update by \$10,000 subject to an escrow deposit by Health Care REIT.

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve Amendment No. 2 to Service Order Authorization No. 0273-022 to complete Act 537 Plan Update in the amount of \$10,000, subject to deposit by Health Care REIT. The Motion carried unanimously.

There was a brief discussion on ways to better manage organic capacity at the Donaldson Crossroads treatment plant. Management recommended increasing the frequency of sampling raw influent wastewater 3 times per week instead of 2 times, to obtain a more representative monthly average. Also to evaluate replacing the existing in-ground plant flow meter to a Data Gator which may provide increased flow metering accuracy. Both items would be incorporated into the DC Tap Management Program.

Management recommended the Board accept planned Sewage Flows of 20 EDUs from the proposed Health Care REIT Inc. Assisted Living Facility subject to conditions of the DC Organic Capacity Tap Management.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to accept Planned Sewage Flows 20 EDUs from the proposed Health Care REIT Inc. Assisted Living Facility subject to the conditions of the DC Organic Capacity Tap Management Plan. The Motion carried unanimously.

**MANAGER'S REPORT:** Copy on file

Mr. Miskis reported PaDEP Water Quality Inspector conducted an inspection of both treatment facilities on January 28<sup>th</sup> and found everything satisfactory.

Mr. Miskis reported as part of the 2010 Capital Plan replacement of telephone land lines with cell phones at Waterdam Pump Station is complete and has been functioning without problems. The upgrading process is being made at three additional pump stations: Stratford Manor, Rutledge Drive, and Maple Lane. The pay back period is 3.2 years for the equipment.

Mr. Miskis reported this year's LSA grant application was for the Valley View Drive Sewer Extension Project in the amount of \$720,000 for the \$1.3 million project. Unfortunately, we were unsuccessful in obtaining the grant. County Line Advisor's January report pointed out reasons why the grant committee may not approved PTSA's grant application. The next round of H2O PA Water and Sewer Grants is due July 1, 2010 and Management recommended submitting a H2O grant application for the Valley View Sewer Extension. Management feels showing multiple sources of revenue funding a project is persuasive to most grant reviewers. Peters Township will be receiving a sizable amount of revenue as a result of the gaming legislation this year, on the order of \$230,000. In order to improve our chances of obtaining the grant through the H2O PA program Management recommended the Authority request the Township to dedicate a portion of the gaming funds to pay 30% of the cost of design engineering of the sewer extension, and the Authority award the design project prior to the grant application deadline. In exchange for the Township's participation in the design engineering cost, the Authority would waive the tapping fee for the restrooms at the Peterswood Park Expansion project. Mr. Silvestri abstained from discussion on this matter due to conflict of interest and the Board gave their consensus to proceed.

Mr. Miskis reported Allegheny Power raised it energy generation rates by 17%, effective January 2010. This increase will cause an overall increase in treatment plant power by 11%, and pump station power by 3%. This increase was not included in our 2010 budget, therefore we under budgeted the treatment plant power expenses by approximately \$16,000. Management is taking steps to reduce our power usage where possible.

Mr. Miskis reported all sewers at the Spring Meadows Phase 2 are complete. The 18-month maintenance security has been provided; therefore Management recommends the Board accept Spring Meadows Phase 2 Sanitary Sewer Extension for ownership.

A Motion was made by Mr. Silvestri and seconded by Mr. Schafer to approve acceptance of the Spring Meadows Phase 2 Sanitary Sewer Extension for ownership. The Motion carried unanimously.

Mr. Miskis reported the Lakeview Square Commercial Development sewer installation work is complete and all items for acceptance have been completed. Management recommended the Board accept the sewer extension for ownership.

A Motion was made by Mr. Blazek and seconded by Mr. Silvestri to approve acceptance of the Lake View Square Sewer Extension for ownership. The Motion carried unanimously.

Mr. Miskis presented a summary of the engineer interviews held on February 18, 2010 for the Brush Run Wet Weather Improvements Design Engineering Contract. Management recommended awarding CET Engineering Services the Design Contract for the Brush Run Wet Weather Improvements Project in the total estimated amount of \$125,300.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to award Brush Run Wet Weather Improvement Design Contract to CET Engineering in the amount of \$125,300 subject to a satisfactory engineer agreement. The Motion carried unanimously.

**ASSISTANT MANAGER’S REPORT:** Copy on file

Mr. Chucuddy reported progress in the task of attaching the scanned PDF files of the sanitary sewer drawings to the individual properties within the property management module of GEOPLAN.

There is a check from the developers fund in the amount of \$740.84 which represents a refund of the developer’s escrow deposit for the Anthony Farms Phase I development for approval this evening.

Mr. Chucuddy reported that we have replaced some of the office computer infrastructure, and will be also be looking to replace the field staff’s lap top computer as it is not worth repairing, due to its age and cost of the repair. We plan to evaluate purchasing a refurbished unit for this purpose.

Mr. Chucuddy stated that appearing on the Construction Requisition this evening is the final payment to T.P. Electric in the amount of \$ 5,955.40. All project closeout documents have been received from T.P. Electric.

**SPECIAL PROJECTS MANAGER’S REPORT:** Copy on File

Mr. Miskis and Mr. Parks made a presentation to the Board regarding policy development to require CCTV inspection of Building Sewer Laterals at time of real estate transfers. Mr. Parks pointed out that we plan to have public meetings with realtors, builders, and homeowners so that we may solicit their input while developing the policy. The consensus of the Board was for Management to proceed to develop the policy.

**CORRESPONDENCE FOR THE BOARD’S INFORMATION:** Copy on file

**FINANCIAL CONTROLLER’S REPORT:** Copy on file

**FINANCIAL STATEMENT REVIEW:** Month ending January 31, 2010.

**PAYMENT OF BILLS & REQUISITIONS:** Copy on File

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve disbursements in the amount of \$483,992.65 from the following funds, subject to receiving close-out documents for Construction Funds.

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18093-19179	\$272,659.13
Operating	Transfer for Budgeted Equipment allowance PNC Tap & Assessment Fund	\$181,296.20
Developer	Transfer to Operating	\$14,761.85
CIRF	Transfer to Operating & Req. 82-10	\$9,320.12
CIRF	2009 Construction Fund Req. No. 10-09	\$5,955.35

The Motion carried unanimously.

**OTHER BUSINESS:**

There was a brief discussion regarding complaints to the Township from Mrs. Reynolds, residing at 631 Bower Hill Road. Mr. Bassi reported that the matter was adjudicated at the Magistrate office at the hearing on June 17, 2009 and was dismissed without prejudice.

Mr. Silvestri suggested that since we have several new Board Members that we schedule a facility tour in the spring. Mr. Miskis stated that we normally do an annual tour of the facilities, and one will be scheduled.

A Motion was made by Mr. Blazek and seconded by Mr. Byrne to enter into executive session at 10:30 p.m. to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 11:23 p.m.

A motion by Mr. Blazek and second by Mr. Byrne for Management to precede with personnel matters as identified in Executive Session regarding the Board approved administrative salary increases for 2010.

Motion was made by Mr. Blazek and seconded by Mr. Byrne to adjourn the meeting at 11:24 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Mowry

## MOTIONS SUMMARY

<b>MOTION NO.</b>	<b>MOVED</b>	<b>SECOND</b>	<b>MOTION SUMMARY TABLE</b>	<b>VOTE</b>
1	Schafer	Blazek	Approve Minutes of the January 12 <sup>th</sup> 2010 meeting	3-0 2 Abstained
2	Schafer	Blazek	Approve LSSE SOA No. 273-019 Amendment 2 for Grant assistance by \$3,000.00	Approved
3	Schafer	Silvestri	Approve LSSE SOA No 273-022 Amendment 2 for developer 537 planning by \$10,000	Approved
4	Schafer	Byrne	Approve acceptance of Planned Sewage Flows of 20 EDUs from the proposed Health Care REIT Inc. Facility subject to Organic Capacity Tap Management	Approved
5	Silvestri	Schafer	Approve to accept Spring Meadows Phase 2 Sewer Extension for ownership.	Approved
6	Blazek	Silvestri	Approve to accept Lake View Square Sewer Extension for ownership.	Approved
7	Schafer	Byrne	Award Brush Run Wet Weather Improvements Design Engineering Contract to CET Engineering Services	Approved
8	Schafer	Silvestri	Approve disbursements in the amount of \$486,242.65	Approved
9	Blazek	Byrne	Enter into executive session at 10:30 p.m. end 11:23 for personnel matters.	Approved
10	Blazek	Byrne	For Management to proceed with personnel matters.	Approved
11	Blazek	Byrne	Adjourn the Meeting at 11:24 p.m.	Approved