

**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**

**April 13, 2010**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of March 9, 2010

**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 March 31, 2010

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

- 1. Proposed change in scope of work for Brush Run Wet Weather Improvements Design, authorizing value added recommendations for energy conservation for a fee not-to-exceed \$4, 400.**
- 2. Adoption of Resolution 03-04-10, Declaring our intent to follow the Municipal Manual for the disposition of Records.**

**ADJOURNMENT:**

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**REGULAR MEETING**

**April 13, 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 Bradley 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 and Diane L. Gregor, Administrative Assistant. Absent from meeting was Michael A. Silvestri, Board Member.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Byrne and seconded by Mr. Schafer to approve the minutes of March 9, 2010 meeting as prepared by Patricia L. Mowry, with minor corrections. The Motion carried unanimously. Minutes are to reflect Mr. Schafer was not in attendance at the March 9 meeting, and typically if a member is not present they would abstain from voting on the minutes, however, at the advice of Council and the fact only 3 members are present Mr. Schaffer participated.

Mr. Blazek entered the meeting at 7:07 p.m.

**VISITORS:**

1. Mrs. Mary Reynolds of 631 Bower Hill Road, Venetia, PA 15367

**RE: Building Sewer Lateral**

Mrs. Reynolds stated her history of problems she has encountered with her building sewer since the Ivy Lane Sewer Extension Project in 2003.

Mr. Bassi stated the Authority has no legal obligation or liability regarding the claims by Mrs. Reynolds and the issue has no legal merit. Mr. Bassi reminded the Board this matter was dismissed by the Magistrate without prejudice. There was a discussion regarding the history and the claim and the Board and Mr. Bassi informed Mrs. Reynolds that the Authority is sympathetic to her issue but does not intend to change its position that it previously articulated on several occasions and her claim should be with the contractor not with the Authority. The Board directed the Solicitor to be the responsible spokesperson to the media regarding this matter.

Mrs. Reynolds left the meeting at 7:25 p.m.

## **SOLICITOR'S REPORT:**

Mr. Bassi reported on the ongoing matter 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. A hearing was scheduled for April 13, 2010 at 10:15 a.m. but due to unfortunate and untimely death of a close friend Mr. Keith Bassi had to request a continuance. 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.

Mr. Bassi reported the Developer, Wadwell Group and the contractor, Alton Industries, Inc. for the Spring Meadows Plan Phase 2 (The Ridge at Spring Meadows) agreed to the recommended language and executed the Assignment and Assumption Agreement referencing the 18-month maintenance bond for the Spring Meadows Development. This agreement assigned responsibility of the Developer to the contractor, and the contractor will submit the bond to PTSA without releasing the Developer from ultimate financial responsibility.

A Motion was made by Mr. Blazek and seconded by Mr. Schafer to authorize the execution of the Assignment and Assumption Agreement with Wadwell Group, Developer of the Spring Meadows Plan Phase 2 (The Ridge at Spring Meadows). The Motion carried unanimously.

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

Mr. Stanton presented the winter and summer distribution preliminary flow estimates (PFEs) for the Marella Manor service area. The Marella Manor service area consisting of 82 properties flows to Upper St. Clair at four (4) points and then is treated at ALCOSAN. By agreement, the Authority is responsible for approximately 3% of the operational and maintenance cost of the pump station, force main, and trunk sewer.

Mr. Miskis proposed several alternatives and options which will be investigated with Upper St. Clair for the Marella Manor area. It was noted that the Authority has previously rehabilitated its sanitary sewers and manholes in the area, and has performed dye testing of the dwellings; therefore, the vast majority of the remaining infiltration originates from private building sewers.

Mr. Stanton reported in accordance with the Board authorization, LSSE has initiated work on completing the Act 537 Plan for the Donaldson Crossroads WPCP. Sections 1-4 have been distributed to the Board for review and it is anticipated section 5-9 will be distributed before the second Board meeting April 27, 2010. The findings and conclusions will be presented to the Board at the April 27<sup>th</sup> meeting.

The PADEP has submitted technical comments for the stream realignment permitting and the Township has issued a consistency letter for incorporation into the DC Act 537 Plan.

Mr. Stanton reported the clarifier baffles from NEFCO for the Brush Run Treatment Plant have been delivered. Mr. Miskis stated the Authority's staff is installing them and should be finished with the first clarifier by the end of the week.

Mr. Stanton reported the draft technical memorandum documenting the findings of the McGrann Hill Sewerline Capacity Modeling was issued to Management. Mr. Stanton presented hydraulic modeling, graphs, and various flow rates. There is adequate capacity available to accept the Deerfield Manor customers from Upper St. Clair.

Mr. Stanton reported the Brush Run WPCP Headworks Building HVAC Modifications Bid opening was held on April 6, 2010 and no bids were submitted for the project. Mr. Stanton recommended re-bidding with bid opening scheduled for May 4, 2010.

Mr. Stanton reported the Brush Run and Donaldson Crossroads WPCP DO Probes and VFD Installations bid opening was held April 6, 2010 and two bids were received. Both bids were over an acceptable limit compared to the budget estimates. Mr. Stanton recommended the bids be rejected and re-bid for May 4, 2010. Mr. Stanton will work with Management to revise the scope of the project.

A Motion was made by Mr. Schafer and seconded by Mr. Byrne to reject bids for the Brush Run and Donaldson Crossroads DO Probes and VFD Installations for the energy improvements project and to re-bid project with the bid opening scheduled for May 4, 2010. The Motion carried unanimously.

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

Mr. Miskis reported the government surplus 30 kW generator which was procured for the Waterdam Pump Station for emergencies will need an automatic transfer switch, along with miscellaneous appurtenances and labor to install. The Board concurred for Management to proceed to solicit proposals.

Mr. Miskis reported during March a blockage was discovered in the sewer serving the Kimber Drive area. The blockage was caused by tree roots growing through a large hole in the ACP pipe. The defective pipe was replaced the following day by PTSA staff using the open cut method.

Mr. Miskis reported the Authority has been working towards implementing a policy where building sewers are CCTVed at time of real estate transfer for the purpose of having defective sewers repaired to eliminate infiltration. Mr. Miskis reported modifying the existing Township ordinance will not work primary because the ordinance includes both Peters Creek Sanitary Authority and PTSA. The Township Council would have to agree to a separate ordinance. A letter was sent to Council requesting they consider this. The Public Forum will proceed as scheduled on April 20, 2010.

Mr. Miskis reported the Authority conducts an annual facility tour for the Board members each year, usually in June. Management recommended postponing any tour until Mr. Schafer's replacement is appointed.

Mr. Miskis recommended the Board tour the Donaldson Crossroads Treatment Plant before the second meeting April 27, 2010 at 6:00p.m.

Mr. Jacobs gave a brief overview of the Donaldson Crossroads Treatment Plant.

Mr. Miskis reported the electrical deregulation rate caps will expire on January 1, 2011. For Allegheny Power, after the 11% increase this year, the projection is a 17% increase if the rate caps were completely removed. Managing our power expense will require that we shop and compare electric prices. Management recommended engaging a firm to provide consulting service to shop the process. In addition, energy prices are at the lowest they have been in recent history due to the poor economy and management recommended the Authority should lock in pricing. A formal recommendation on firms and pricing will be presented next meeting.

Mr. Miskis reported that Oakdale Construction was repairing the remaining deficiencies with the exception of the serious defect between MH D to MH 1005 for the Hidden Brook Development. They were delayed due to the weather. They are scheduled to resume repairs beginning April 12<sup>th</sup>, weather permitting.

Mr. Miskis discussed CET Engineer's value added suggestions for the Brush Run Wet Weather Improvements Project. CET proposed to evaluate the aeration system blowers with a focus on operator flexibility to extreme conditions and energy savings. The fee for this evaluation would be \$2,400; the other proposal is to evaluate the process to maximize nitrate recovery, which will further reduce power demand on the blowers, reduce final effluent Nitrogen and reduce waste sludge production. The fee for this evaluation would be \$2,000. Management recommended approval of Amendment No. 1 to CET Engineering Services, Inc. agreement to include both energy conservation evaluations for a fee not-to-exceed \$4,400.

A Motion was made by Mr. Byrne and seconded by Mr. Schafer to approve CET Engineering Services, Inc Amendment No. 1 value added recommendations for energy conservation efforts for the Brush Run Wet Weather Improvements Design for a fee not-to-exceed \$4,400. The Motion carried unanimously.

Mr. Miskis reported a request for design phase services proposals for the Valley View Drive Sewer Extension will be sent to select engineering firms in April. The Board received a copy of the letter sent to the Township requesting the Township participate in cost to design the sewer extension. The Council approved the request and will make a maximum contribution of \$25,000.

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

Mr. Chucuddy reported while attending the PMAA Board Member training it came to his attention there have been updates on the retention of municipal records. Management recommended the Board adopt Resolution 03-04-10 declaring our intentions to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008.

A Motion was made by Mr. Blazek and seconded by Mr. Byrne to Adopt Resolution 03-04-10 declaring our intentions to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008. The Motion carried unanimously.

Mr. Chucuddy reported Mrs. Mari Murphy of Risk Management Resources indicated there is no advantage of having an appraisal done any more than every tens years as long as annual updates are incorporated in the base year. Both treatment plants were last done in July 2006, therefore, based on this advice we will be foregoing the appraisal this year and can redirect the budgeted funds to help offset the increased electrical power costs.

Mr. Chucuddy presented a brief demonstration of Authority's Brush Run Plant SCADA System

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

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

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

Mrs. Mowry presented an overview of the PTSA Billing Cycle and gave the Board a hand-out on delinquent policies and procedures.

Mr. Miskis indicated our billing cycles are quarterly and as rates are adjusted upwards we may wish to consider changing the cycles to monthly or bi-monthly to make customer bills more manageable.

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

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

A Motion was made by Mr. Blazek and seconded by Mr. Schafer to approve disbursements in the amount of \$133,400.90 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18180-18346	\$89,247.83
Payroll	Transfer from Operating	\$58,000.00
Developer	Transfer to Operating	\$1,413.73
CIRF	Transfer to Operating & Req. 84-10	\$42,739.34

The Motion carried unanimously.

**OTHER BUSINESS:**

The Chairman announced Mr. Schafer's resignation from the Board and thanked him for his faithful service.

The Chairman also acknowledged the staff for a job well done and the success of the Open House held February 26, 2010.

Mr. Miskis recognized Mr. Lou Lignelli of County Line Advisors for their assistance with the Open House and his efforts in bringing State House Representative Honorable Mr. John Maher, Honorable Mr. Lawrence Maggi, Chairman of Washington County Board of Commissioners and Mr. Matt Campion, Chief of Staff for Honorable John Pippy.

Motion was made by Mr. Schafer and seconded by Mr. Jacobs to adjourn the meeting at 9:47 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	Byrne	Schafer	Approve Minutes of the March 9th 2010 meeting	Approved
2	Blazek	Schafer	Approve to Execute Assignment and Assumption Agreement with Wadwell Group, Developer of the Spring Meadows Plan Phase 2	Approved
3	Schafer	Byrne	Reject bids for Brush Run and Donaldson Crossroads WPCP DO Probes and VFD installations for the energy improvements project for May 4, 2010	Approved
4	Byrne	Schafer	Approve proposed change in scope of work for Brush Run Wet Weather Improvements Design, authorizing value added recommendations for energy conservation to CET Engineering Services, Inc. Agreement, Amendment No. 1 for a fee not-to-exceed \$4,400	Approved
5	Blazek	Byrne	Approve Resolution 03-04-10 Declaring intent to follow the Municipal Manual for the disposition of records.	Approved
6	Blazek	Schafer	Approve disbursements in the amount of \$133,400.90	Approved
7	Schafer	Jacobs	Adjourn the Meeting at 9:47 p.m.	Approved