

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

111 BELL DRIVE  
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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**

**June 8, 2010**

#### **ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of May 11 & 25, 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 May 31, 2010

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

#### **OTHER BUSINESS:**

- 1) Adoption of Resolution 06-06-10, for the H2O Grant Application for Valley View Sewer Project, \$550,000
- 2) Valley View Design Phase Engineering Proposals
- 3) Adoption of Resolution 07-06-10, for the US Route 19/Valley Brook Project PENNDOT Reimbursement
- 4) Award Archaeological Survey for the DC treatment plant expansion site
- 5) Authorize execution of Joint Chapter 105 Application for DC Stream Encroachment draft permitting
- 6) Authorize LSSE Service Order Amendment 273-22-08 (A) for the DC stream Modification Permitting
- 7) Authorize LSSE Service Order Amendment 273-38 (A) for the BR/DC Energy Improvements
- 8) Adoption of Resolution 08-06-10, revising procedures for deduct meter inspections

#### **ADJOURNMENT:**

**PETERS TOWNSHIP  
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**REGULAR MEETING**

**June 8, 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, and Eric S. Grimm. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Patricia L. Mowry, Financial Controller and Diane L. Gregor, Administrative Assistant. Mark A Chucuddy, Assistant Manager entered the meeting at 7:05p.m. Absent from meeting was Mr. David G. Blazek, and Terrence G. Byrne, Board Members.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve the minutes of May 11, 2010 meeting and May 25, 2010 meeting as prepared by Patricia L. Mowry, with minor corrections. The Motion carried unanimously.

**VISITORS:**

**SOLICITOR'S REPORT:** Copy on file.

Mr. Bassi reported the addendum with rider that was approved on May 25, 2010 was submitted to the Laborers' District Council for final approval.

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 to address the defects in several of the building sewers that are allowing excessive infiltration to enter the sewers. The issue was supposed to be concluded June 5, 2010 but the attorney for the residents failed to pay the filing fees for the complaints. District Justice Ellis is on vacation and Mr. Bassi expects this matter to be resolved shortly after his return.

Mr. Bassi reviewed and supported Mr. Chucuddy's position regarding the administrative building warranty issues for tree replacements. The notification requesting replacement trees will be sent to Harp Contracting, the general contractor.

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

Mr. Stanton reported the final exhibits for the H2O PA grant application for the Valley View Drive sanitary sewer extension will be submitted by mid-June.

Mr. Stanton assisted Management with the supporting documentation required for the Authority's participation in Allegheny Power's Watt Watcher rebate program for the VFD installations at the Brush Run and DC treatment plants. The forms were submitted on May 28, 2010.

Mr. Stanton provided a summary report of the five firms that submitted proposals for the Phase-1 Archaeological survey for the DC treatment plant expansion site. Mr. Stanton recommended GAI Consultants Inc. for a lump sum amount of \$10,780 based on their work plan which includes research, field survey and report preparation.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to accept the proposal submitted by GAI Consultants, Inc for the Phase-1 Archaeological Survey for the Donaldson Crossroads Treatment Plant Expansion Site for the lump sum amount of \$10,780, subject to providing insurance certificate. The Motion carried unanimously.

Mr. Stanton reported the PaDEP has issued administrative related comments on the Donaldson Crossroads WPCP Conceptual Planning and Stream Modification Permitting. All but one of the comments were addressed by LSSE letter dated June 2, 2010 and sent into PaDEP. Mr. Stanton reported the Joint Chapter 105 application needed to be executed by Chairman and Secretary.

A Motion was made by Mr. Grimm and seconded by Mr. Silvestri to authorize Chairman and Secretary to execute the Joint Chapter 105 Application for Donaldson Crossroads Stream Encroachment permit. The Motion carried unanimously.

Mr. Stanton requested an additional fee of \$6,500 for unforeseen tasks associated with the Donaldson Crossroads treatment plant's stream modification permitting. The previously approved service order was \$7,500, for a total of \$14,000. There was a discussion initiated by Mr. Silvestri regarding the unforeseen tasks and the knowledge of such tasks when a service orders are requested. Mr. Silvestri had a concern regarding amendments becoming a pattern. The Board concurred amendments should be requested before the time and expense is incurred. Mr. Grimm noted with his experience with PaDEP if you do not abide by the changes or comments recommended by PaDEP you will not receive your permit.

A Motion was made by Mr. Grimm and seconded by Mr. Jacobs to approve the amendment to Service Order Authorization No 273-23-08 (A) in the amount of \$6,500. The Motion carried unanimously.

Mr. Stanton reported the Donaldson Crossroads 537 Plan was submitted to Peters Township Council, Peters Township Planning Commission, and Washington County for review. Comments from those agencies are due back by the end of August.

Mr. Stanton summarized of the Council workshop on June 7, 2010 regarding the Donaldson Crossroads draft 537 Plan. Council agreed the presentation was sufficient and does not feel the need to hold another workshop. The 30-day review and comment period is from August 1<sup>st</sup> - August 31<sup>st</sup>, 2010 and a public forum pertaining to the 537 Plan will be scheduled around the 19<sup>th</sup> of August. Management stated the Authority will prepare the Uniform Environmental Report which is a requirement for submission of the plan to the PaDEP.

Mr. Stanton reported there were grading changes on the final design of the PaDOT US Route 19/Valleybrook ramp project, which changed the cost. Furthermore, the reimbursement percentage changed from 85.92% to 82.33%, therefore Mr. Stanton recommended repeal of Resolution No.04-05-10 and to adopted Resolution 07-06-10 reflecting the change in reimbursement of costs incurred in relocating the sanitary sewer lines.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to adopt Resolution No. 07-06-10 authorizing the Chairman to execute the Utility Reimbursement Agreement for the PaDOT US

Route 19/Valley Brook Project for the 82.33% reimbursement of all costs incurred in relocating the sanitary sewer line. The Motion carried unanimously.

Mr. Stanton reported the Giant Oaks and Oakwood Road Interceptor flow monitoring and modeling program will be suspended and flow monitors will be pulled this week.

Mr. Stanton reported the Disadvantage Businesses Enterprise (DBE) efforts are ongoing for the BR and DC energy improvements project. The third re-bid opening date is scheduled for June 17, 2010 at 10:00 am.

Mr. Stanton requested an additional amount of \$1,688 for work associated with change in the design scope in order to reduce construction cost after the 1<sup>st</sup> bid opening. There was a discussion regarding the difference in construction cost from the 1<sup>st</sup> and 2<sup>nd</sup> bid. Mr. Stanton indicated LSSE will be not be charging for the preparation and efforts regarding the 3<sup>rd</sup> re-bid, due to their failure to perform the DBE efforts required in the grant agreement.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve Service Order Authorization amendment No. 273-38(A) for the Brush Run and Donaldson Crossroads energy improvements in the amount of \$1,688. The Motion carried unanimously.

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

Mr. Miskis reported an odor complaint, was recently received regarding the Brush Run WPCP. Mr. Miskis explained it was a result of a change in operational procedures. The operator under estimated air demand and had one digester off too long, however the problem was quickly resolved.

Mr. Miskis reported he approved Service Order Authorization amendment No. 0273-024-03 in the amount of \$3,990 for LSSE to prepare and attend Council Workshop on June 7, 2010 regarding the Donaldson Crossroads WPCP draft 537 Plan, and the planned workshop for July 19<sup>th</sup>.

Mr. Miskis reported the Authority will be submitting a H2O PA grant application for the Valley View Sewer Extension Project for the July 1<sup>st</sup> deadline. The estimated total project cost is \$1.1 million. County Line Advisor's recommended requesting a grant for 50% of the project cost. The grant is a matching grant and the Authority will be committed to the balance, of which most of the costs will be recovered through a special purpose tapping fee assessed to the benefited property owners. Management recommended adoption of Resolution No. 06-06-10 to submit the grant application in the amount of \$555,500 and to commit to fund the balance for Valley View Sewer Project.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to adopt Resolution 06-06-10 to submit the application for the H2O PA Grant application for Valley View sewer extension project in the amount of \$555,500 and to commit to fund the balance of the project. The Motion carried unanimously.

Mr. Miskis provided a summary of the five engineering firms that submitted a proposal for the design of Valley View sewer extension project. The scope of work consisted of three tasks; permitting phase, design phase, and preparing easement drawings and easement descriptions for insertion in right of way agreements. The range of the proposals was \$45,000 to \$65,000. Management recommended the 3<sup>rd</sup> highest firm, LSSE, because of their familiarity with the project for the following amounts; permitting, \$10,300, design, \$32,050, and easements, \$360/each. The

Board had a discussion regarding the 30% difference of the low bidder CET and LSSE's bid. Mr. Silvestri questioned the type of permitting needed for the project. Mr. Stanton indicated that there is no requirement in the Authority's scope of work for wetland delineation and if the Township had already completed wetlands delineation it would not require to be repeated. The Board decided not to take any action until next Board meeting and Mr. Miskis will set up interviews and check references for CET.

Mr. Miskis informed the Board that Mr. Dave Losko will be retiring on July 30, 2010. Mr. Losko has 38 years of service with the Authority. A luncheon and a retirement gift was recommended, the Board concurred. Mr. Miskis reported the skilled maintenance position will become available and the intention is to promote one of the general maintenance employees and to hire a new general maintenance person. The union contract allows for new employees to start at reduced rate of 85% of the current year contracted rate. Mr. Silvestri questioned if the Authority was subject to state regulations like the Township in regards to veteran hiring preferences. Mr. Bassi was directed to research and provide an opinion on this matter.

Mr. Miskis presented a brief outline of the reimbursement program available from the State for temporary hires called "PA Way to Work". The Board directed Management to continue researching the program and make a recommendation to the Board at some future meeting.

Mr. Miskis reported on the proposed Mainstreet Square development, which was proposed several years ago but never moved forward. It is located near the intersection of East McMurray Road and Thompsonville Road. The proposed plan is unique in that it proposes retail stores on the lower level and multi-family residential on the upper level. It has relatively easy access to the public sewer. Management recommended the proposed sewer extension be a private extension because it will only serve the retail and multi-family units with no possibility of extending the sewer further. The Board concurred that Management should proceed with the concept that the development will have a "private line", similar the DC Shopping center.

Mr. Miskis reported the Brush Run WPCP Wet Weather Optimization project design phase is 30% complete and a progress meeting is scheduled for June 17, 2010.

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

Mr. Chucuddy reported the application was submitted to Allegheny Power for the Watt Watchers Rebate Program on May 28, 2010. The program is being offered by Allegheny Power for a rebate of up to 50% of the cost of installation of VFDs, which are being planned for installation at the DC Plant

Mr. Chucuddy reported he prepared the bid documents for the Rutledge Drive pump station area for the testing and grouting of the joints of the sewer lines as well as several CIP point repairs. Also included in the project are a few point repairs and grouting in the Marella Manor area. The project was advertised on June 1, 2010 with the bid opening scheduled for July 1, 2010 at 10:00 a.m.

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

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

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

Ms. Mowry presented an overview of the Authority's deduct meter program that was implemented in 1985 for customers who chose to install a separate meter to record the water used that has not entered into the sanitary sewer system. Ms. Mowry recommended approval of Resolution 08-06-10, which will revise deduct meter inspections to occur ever 10-years instead of every 3, and to remove language in previous resolutions that state deduct meters can be purchased at the Authority's office.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to adopt Resolution 08-06-10 revising procedures for deduct meter inspections and to remove language regarding the purchase of deduct meters. The Motion carried unanimously.

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

**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 \$174,902.23 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18439-18509	\$68,749.47
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
Developer	Transfer to Operating	\$7,848.92
CIRF	Transfer to Operating & Req. 86-10	\$28,303.84

The Motion carried unanimously.

**OTHER BUSINESS:**

Motion was made by Mr. Silvestri and seconded by Mr. Grimm to adjourn the meeting at 9:25 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	Silvestri	Grimm	Approve Minutes of the May 11th and May 25 <sup>th</sup> 2010 meetings	Approved
2	Silvestri	Grimm	Award Phase I Archaeological Survey for the Donaldson Crossroads Treatment Plant Extension Site to GIA Consultants, Inc. in the lump sum amount of \$10,780 subject to receiving Insurance Certificate	Approved
3	Grimm	Silvestri	Approve execution of the Joint Chapter 105 Application for the Donaldson Crossroads Stream Encroachment draft permitting	Approved
4	Grimm	Jacobs	Approve Amendment to Service Order Authorization No. 273-22-08(A) for the Donaldson Crossroads Stream Modification Permitting in the amount of \$6,500	2-1
5	Silvestri	Grimm	Adopt Resolution No. 07-06-10 Amendment to Resolution No. 04-05-10 for the US Route 19 / Valley Brook Project PENNDOT Reimbursement	Approved
6	Silvestri	Grimm	Approve Amendment to Service Order Authorization No.273-38(A) for the Brush Run and Donaldson Crossroads Energy Improvements in the amount of \$1,688	Approved
7	Silvestri	Grimm	Adopt Resolution No. 06-06-10 for the H2O Grant Application for Valley View Sewer Project in the amount of \$550,500	Approved
8	Silvestri	Grimm	Adopt Resolution No. 08-06-10, revising procedures for deduct meter inspections	Approved
9	Silvestri	Grimm	Approve disbursements in the amount of \$174,902.23	Approved
10	Silvestri	Grimm	Adjourn the Meeting at 9:25 p.m.	Approved