

**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

AGENDA

REGULAR MEETING

October 11, 2011

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of September 13, 2011

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 September 30, 2011

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

ADJOURNMENT:

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REGULAR MEETING

October 11, 2011

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, Eric S. Grimm, Terrence G. Byrne, and David G. Blazek. 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. Absent from the meeting was Michael P. Crall, Board Member.

APPROVAL OF MINUTES:

A Motion was made by Mr. Grimm seconded by Mr. Blazek to approve the minutes of September 13, 2011 meetings as prepared by Patricia Mowry. The Motion carried unanimously.

VISITORS: None

SOLICITOR'S REPORT: Copy on file.

Mr. Bassi reported PNC Bank has not responded to the Authority's request for payment from the escrow account that was established for the developer, James McHolme for the Hidden Brook Development indentifying the escrow account to be drawn from. Mr. Bassi will attempt to contact PNC representative once again.

Mr. Bassi reported the Authority received a discovery request for all documents associated with the Hidden Brook Development from an Attorney representing McHolme's and the Hidden Brook Development. The request is being made because McHolme's are being sued by the homeowner, Stonebergs. Mr. Bassi will meet with Mr. Miskis to prepare a response and to make arrangements for the Attorney to review documents.

Mr. Bassi reported the due diligence review is completed and finds all documents satisfactory for Bella Enterprises, the apparent low bidder for the Valley View Sewer extension project.

Mr. Bassi reported he has drafted a written opinion letter regarding the special purpose tapping fee in conjunction with the LSSE Memo regarding the EDU calculation for the Valley View Sewer Extension project. He will submit to Management next week.

ENGINEER'S REPORT: Copy on file.

Mr. Stanton reported the Crossings Six (Revised) development is 35% complete. The required relocation of the existing sewer is completed and tested, and the new sanitary sewer is in service.

Mr. Stanton reported the Part II permit for the Valley View Sewer Extension project has still not been issued.

Mr. Stanton reported on the schedule for the Valley View Sewer Extension. The residents' meeting was held on September 21, 2011. LSSE reviewed with the individual property owners their sewer alignments, and met with several residents in the field. All final easements will be submitted to the Authority by approximately September 21, 2011.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported he has received another odor complaint from the owner of the new restaurant located at 132 Camp Lane directly beside the Brush Run Treatment Plant. The source of the odor was a combination of the digester cleaning activity related to the ongoing construction, and digester operational activity. The staff was held on overtime to complete the cleaning; thereby eliminating that odor, and operationally, the digested sludge was diluted with large volumes of chlorinated effluent, which eliminated that odor almost immediately.

Mr. Miskis reported the Authority will be submitting a 2012 grant application to the Local Share Account requesting \$150,000 for the purpose of obtaining partial funding for the design phase of the Donaldson's Crossroads Waste Water Treatment Plant replacement project. Management recommended adoption of the resolution required as part of the grant submittal.

A Motion was made by Mr. Grimm seconded by Mr. Byrne to adopt Resolution No. 04-10-11 authorizing the application to the Local Share Account requesting \$150,000 for the purpose of obtaining partial funding for the design phase of the Donaldson's Crossroads Waste Water Treatment Plant replacement project. The Motion carried unanimously.

Mr. Miskis reported on the status of the Friar Lane Pilot Program. Currently, the Authority is obtaining quotes from contractors to perform the testing, and testing is expected to begin October 20, 2011.

Mr. Miskis reported the 2012 Budget meeting will be held November 29, 2011 at 7:00pm. The 2011 Budget year will generate a small surplus; however, our preliminary projections for the 2012 Budget indicate a deficit. There are several alternatives the Board will need to consider, raising rates or decrease expenses. The two expenses to consider decreasing would be the equipment replacement allowance account which is used to fund the capital surplus account, and/or not filling the vacant maintenance position while an individual is on extended sick leave. The 1st draft Budget will be distributed prior to the November 8th meeting, with Final Budget being adopted at the December Board Meeting.

Mr. Miskis reported the memorandum of understanding with Kamwood Realty for the Waterdam and Galley Road property was executed by the Developer. The Authority will provide a letter to the Township Planning Department indicating the Authority's withdraw of the previous objections to the proposed rezoning.

Mr. Miskis gave a presentation of the 2nd draft of the request for proposals (RFP) for engineering services for the Donaldsons Crossroads treatment plant replacement project. There was a lengthy discussion on the major points of the requests for proposal. Significant points were the design fee is estimated between \$600,000-\$800,000, the engineer is to provide alternative evaluation report, suggest operation techniques to enhance efficiency and treatment, construction cost not to exceed at 10.5 million, considerations of design fee incentives based on reduced overall construction cost, and a penalty clause for failure to meet the Part-II application date permit milestone. Mr. Miskis recommended a two envelope system, where by a technical review is completed and the engineers ranked before the cost proposals are opened. The

schedule will be to send the RFP to pre-selected engineering firms by October 14th with proposals due by December 20th, and award design contract in January 2012. Board members Mr. Grimm and Mr. Byrne volunteered to be on the proposal review committee, with Mr. Miskis and Mr. Chucuddy.

Mr. Silvestri, the Township Manager entered the meeting at 8:15 pm. Mr. Silvestri distributed a handout and explained he was attending all Township Board meetings on the behalf on Council to discuss the up coming referendum on the ballot regarding gas drilling. Mr. Silvestri left the meeting at 8:30.

Mr. Miskis reported both contractors on the Brush Run WPCP Wet Weather Improvement project submitted pay requests. CET Engineers approved Payment Request No. 3 made by the general contractor, Galway Bay in the net amount of \$122,861.93 and Payment Request No. 2 made by the electrical contractor, Lone Pine Construction, in the net amount of \$14,950.00. The requests are on the Construction Fund Requisition for approval. Both contractors are up to date with prevailing wage certifications

Mr. Miskis reported on the status of the Valley View Sewer extension project. A workshop was held with the residents on September 21, 2011. The workshop was well attended, and the only objections raised by the property owners were those owners being required to connect by individual grinder pumps. They felt they were not being treated fairly by being forced to maintain a grinder pump forever, while paying the full share of cost of the public sewer extension. They were also concerned about the holding capacity during power outages. Mr. Miskis indicated the concerns are valid and in essence the grinder pumps are being installed to avoid the expense and long term maintenance costs of an excessively deep public sewer, thereby reducing the cost of connection of all the properties. Mr. Miskis recommended development of a policy whereas if it is an Authority mandated connection where a grinder pump is required, then the Authority will own and maintain the grinder pump, with the exception of providing electric service. The Board concurs with the recommendation. Management and Solicitor will prepare formal documents for the next meeting.

Mr. Miskis reported there was a provision in the LSSE engineering contract for the Valley View Sewer Extension project, where the Authority could deduct up to \$10,000 from the design fee if LSSE did not meet the Authority's expectations. Mr. Miskis reported that LSSE has met the Authority's expectations and recommended release of the \$10,000 retained amount. The Board concurred.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported the 2011 Sewer Rehabilitation project is nearly complete. The project cost is currently over the estimate, but within the budget amounts. This is due to the additional CIPP liners and an additional manhole to manhole segment being lined.

Mr. Chucuddy reported there are decks steps that were built in the Authority's sewer easement at 328 Buffalo Ridge Road. The recorded easement in the vicinity of the property does not actually contain a sanitary sewer and could not contain one. Mr. Bassi along with Management prepared an amendment to the deed for the encroachment as discussed at the Septembers Board meeting.

A Motion was made by Mr. Grimm seconded by Mr. Blazek to execute the amendment of easement/right of way agreement for 328 Buffalo Ridge Road. The Motion carried unanimously.

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 September 30, 2011.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Grimm and seconded by Mr. Blazek to approve disbursements in the amount of \$299,183.55 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 19744-19832	\$110,686.36
Payroll	Transfer from Operating to Payroll fund	\$65,000.00
Developer	Transfer to Operating	\$2,233.63
Construction Fund	Req. 13-11	\$137,811.93
CIRF	Req. 102 -11	\$10,235.01
	Total	\$325,966.93

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Grimm and seconded by Mr. Blazek to adjourn the meeting at 9:35 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 September 13, 2011 meeting	Approved
2	Grimm	Byrne	Adopt Resolution No. 04-10-11 authorizing the application to the Local Share Account requesting \$150,000 for the purpose of obtaining partial funding for the design phase of Donaldson's Crossroads Waste Water Treatment Plant replacement project	Approved
3	Grimm	Blazek	Execute the amendment of easement/right of way agreement for 328 Buffalo Ridge Road	Approved
4	Grimm	Blazek	Approve disbursements in the amount of \$325,966.93	Approved
5	Grimm	Blazek	Adjourn the Meeting at 9:35 p.m.	Approved