

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

111 BELL DRIVE  
McMURRAY, PA 15317-3415  
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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, Administrative Assistant

**AGENDA**

**REGULAR MEETING**

**MAY 8, 2012**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of April 10, 2012

**VISITORS:**

1. Bob Simmons of 214 Windermere Court McMurray, PA 15317 regarding sewer billing practices.

**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 April 30, 2012

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. DC WPCP Replacement Project Design Engineering Agreement Approval and Execution.

**ADJOURNMENT:**

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**REGULAR MEETING**

**MAY 8, 2012**

**ROLL CALL:**

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by Chairman Blazek. Board members present were David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky. 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 Mrs. Kaminsky and seconded Mr. Byrne by to approve the minutes of April 10, 2012 meeting as prepared by Patricia Mowry. The Motion carried unanimously.

**VISITORS:**

1. Robert Simmons, Resident of 214 Windermere Court, McMurray, PA 15317  
**RE: Billing procedures for water termination**
2. Jerry Pasquinelli, PTSA's account representative from Jordan Tax Service

Mr. Simmons raised concerns and made several requests for the Board to consider regarding the Authority's policies and procedures regarding water terminations for delinquent sewage accounts. Mr. Simmons made inquiry regarding assistance for customers that are unable to pay their bill, procedures for not terminating water if a customer has a medical condition and customer notification by registered letter in addition to posting the property for termination of water service.

Mr. Simmons left the meeting at 7:15 p.m.

Mr. Pasquinelli presented an overview of the billing and termination procedures that Jordan Tax Service implements based on the contract and guidelines of the Authority. The Authority does have a medical procedure in place for customers that have medical condition, neither Jordan Tax Service nor Management is aware of any funding for customer assistance for sewage bills, and the Authority follows the Municipal Authorities Act in regards to procedures for water terminations. The Act states that the property is to be posted at the main entrance.

The Board discussed the Authority's billing policies and directed Management to review the current procedures and update any procedures or policies if necessary, and to respond to Mr. Simmons requests.

Mr. Pasquinelli left the meeting at 7:30 p.m.

## **SOLICITOR'S REPORT:**

Mr. Bassi reported he submitted his Opinion Letter for incorporation into the 2011 Audited Financial Statements. The Authority has no pending legal issues that would have an impact on its financial position.

Mr. Bassi reported he has reviewed and recommended acceptance of the Memorandum of Understanding (MOU) with Galway Bay Corporation as an addendum to the contract for the Brush Run WPCP Wet Weather Improvement project. The MOU was the result of negotiation sessions between Management, CET Engineers, and Galway Bay as requested by the Board. The MOU enforces the contract's critical deadlines, while providing for the imposition and enforcement of the liquidated damages.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to execute the Memorandum of Understanding as an addendum to the Contract with Galway Bay Corporation for the Brush Run WPCP Wet Weather Improvement project. The Motion carried unanimously.

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

Mr. Stanton reported the final review was completed for the Anthony Farms Phase II Development. The plans conform to the Authority's and industry standards. The amount of performance security was established at \$216,615.

Mr. Stanton reported the status of the Valley View Sewer Extension Phase 1. The construction of the sewer line is complete. The Contractor was able to provide gravity service to the Township Park for the grand opening. The testing of the sewer line and restoration has begun. Mr. Stanton recommended approval of Bella Enterprise's Pay Request No. 2 in the amount of \$ 192,707.87. The request is on the CIRF Fund Requisition for approval. Mr. Stanton reported the recommendation for project close out will be presented for approval at the next Board meeting. The recommendation will include the summary of liquidated damages, additional engineering and administrative fees incurred for time after the contract completion date, Bella's request for reimbursement for cost incurred for the change in casing pipe size, and a final summation of the bid prices to actual quantity. Due to the delay in construction Mr. Stanton requested and Management recommended approval of LSSE's service order request for an amendment to the resident observation fee of \$6,350, for a total resident observation fee of \$17,550.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to approve LSSE service order authorization 243-039-15 (A) for the Valley View Sewer Extension Phase 1 Resident Observation fee in the amount not to exceed \$6,350. The Motion carried unanimously.

Mr. Stanton reported the construction of the Valley View Sewer Extension project Phase 2 is scheduled to begin on May 14, 2012.

Mr. Stanton reported he and Management refined the scope of work contained in the engineering agreement for the design contract for the replacement of the Donaldsons Crossroads Wastewater Treatment Plant. The main agreement is complete, however because of the LSA Grant requirements the main agreement will be separated into two sub-agreements.

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

Mr. Miskis reported Mr. Chucuddy completed the application for the Donaldsons Crossroads NPDES permit renewal. Mr. Miskis recommended the application be reviewed prior to submission to the PaDEP by the Authority's environmental legal counsel, Babst, Calland, Clement & Zomnir.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to approve Babst, Calland, Clement & Zomnir proposal for review of the DC NPDES renewal application for an amount not to exceed \$1,125. The Motion carried unanimously.

Mr. Miskis reported the 1-year follow up report summarizing the energy saved by the PA Conservation Works grant funded improvements is due by the end of May. The grant required tracking energy consumption data in the EPA's Energy Star Portfolio Manager Website as the means for monitoring and verifying energy reductions. The grant required a 25% reduction be achieved by the improvements. The Authority realized a 12-month period reduction of 32.6%. Therefore the grant requirements were met.

Mr. Miskis reported Bethel Park Municipal Authority responded to the Authority's request regarding acceptance of sewage flows from the Piney Fork Area. Bethel Park Municipal Authority indicated they can not consider re-opening negotiations due to their on going hydraulic overload conditions, and TMDL issues. Management will update and re-submit the Piney Fork Area Act 537 Sewage Facilities Plan to the PaDEP after Township review, with a developer constructed pumping station discharging to the sewer being installed to serve Valley View as the preferred alternative.

Mr. Miskis reported he and Mr. Stanton have modified the scope of work contained in the engineering agreement for the design contract for the replacement of the Donaldsons Crossroads Wastewater Treatment Plant. The revised scope is more realistic and has reduced the overall design cost. Mr. Miskis presented the highlights of the agreement and recommended approval of the main agreement. The agreement will be separated in the two sub-agreements to meet the requirements of the LSA Grant.

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to approve the LSSE design engineering agreement for the replacement of the Donaldsons Crossroads Wastewater Treatment Plant for an amount not to exceed \$928,514. The Motion carried unanimously.

Mr. Miskis reported on the status of the Brush Run WPCP Wet Weather Improvement project. The General Contractor, Galway Bay submitted Pay Request No. 10 in the amount of \$76,237.50. CET has reviewed and recommended payment. The request is on the Construction Fund Requisition for approval.

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

Mr. Chucuddy reported the Administrative Assistant's computer was replaced under the State contract with Dell Computers.

Mr. Chucuddy reported there was a water line break at the Brush Run treatment facility, resulting in damage to the SCADA system. An insurance claim was reported, however, the repair did not meet the deductible.



Mr. Chucuddy reported he sought proposals for restoration for 139-143 Pleasant View Drive sewer repair, and recommended A&S Landscaping in the amount of \$9,585.

A Motion was made by Mrs. Kaminsky and seconded Mr. Grimm to accept A&S Landscaping quote for the restoration of 139-143 Pleasant View Drive in the amount of \$9,585. The Motion carried unanimously

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

Mr. Chucuddy reported on the status of the Friar Lane Pilot Program. The testing has been completed and types of repairs have been identified. The Authority's Staff has completed all the minor repairs to the participating properties. A request for proposals was sent to six contractors for all other repairs required. The proposals were received back to the Authority on April 27, 2012. The proposals were all over the state bid limit of \$18,500. Therefore, the project will have to be publically advertised and will include prevailing wage requirements for the sewer repairs. LSSE will assist in preparation of the bid specifications.

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

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

The 2011 Annual Audit was distributed to the Board Members.

**FINANCIAL STATEMENT REVIEW:** Month ending April 30, 2012.

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

A Motion was made by Mrs. Kaminsky and seconded by Mr. Grimm to approve disbursements in the amount of \$978,394.28 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 20324-20403	\$67,364.92
Operating to PR	Transfer from Operating to Payroll fund	\$60,000.00
Operating to DSF	Transfer for Quarterly Debt Pmt	\$187,441.88
Operating to CIRF	Transfer for Annual Operating Surplus	\$270,000.00
T&A to CIRF	Transfer for Annual Trust Requirement	\$91,760.00
Developer	Transfer to Operating	\$1,243.56
CIRF	Requisition No. 106-12	\$224,346.42
Construction Fund	Requisition No. 20-12	\$76,237.50

The Motion carried unanimously.

**OTHER BUSINESS:**

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to adjourn the meeting at 8:49 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	Kaminsky	Byrne	Approve Minutes of April 10, 2012	Approved
2	Kaminsky	Byrne	Amend the Memorandum of Understanding as an addendum to the Contract with Galway Bay Corporation for the Brush Run WPCP Wet Weather Improvement project	Approved
3	Grimm	Byrne	Approve Lennon Smith Souleret Engineering, Inc. Service Order Authorization No. 243-039-15 (A) for the Valley View Sewer Extension Project Phase 1 Resident Observation fee in the amount not to exceed \$6,350.00	Approved
4	Byrne	Grimm	Approve Babst, Calland, Clement & Zomnir proposal for review of the Donaldson Crossroad's NPDES renewal application for an amount not to exceed \$1,125.00	Approved
5	Grimm	Kaminsky	Approve the Lennon, Smith Souleret Engineering, Inc. design engineer agreement for the replacement of the Donaldson's Crossroads Wastewater Treatment Plant for an amount not to exceed \$928,514.	Approved
6	Kaminsky	Grimm	Accept A & S Landscaping quote for the restoration of 139-143 Pleasant View Drive in the amount of \$9,585.	Approved
7	Kaminsky	Grimm	Approve disbursements in the amount of \$978,394.28	Approved
8	Grimm	Byrne	Adjourn the Meeting at 8:49 p.m.	Approved