

**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**

**OCTOBER 8, 2013**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of September 10<sup>th</sup>, 2013

**VISITORS:**

- Ray Myers and Scott Crosswell of GHD, Inc. regarding the DC Plant Replacement Design
- Tim Dean of JMT regarding Consulting Engineer position

**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, 2013

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Execution of Sewer Easement for Tuscany Plan
2. Acceptance of sewage flows (400 GPD, 1 EDU) from Beinhauer Subdivision
3. Award of Admin Building Custodial Contract
4. Award of Admin Building Lawn Maintenance Contract

**ADJOURNMENT:**

**PETERS TOWNSHIP  
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**REGULAR MONTHLY MEETING**

**October 8, 2013**

**ROLL CALL:**

The regularly scheduled monthly meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Chairman. Board members present were David G. Blazek, Eric S. Grimm, Terrence G. Byrne, Rebecca Kaminsky, and Michael P. Crall. Also present were James J. Miskis, Manager, and Mark A. Chucuddy, Assistant Manager. Absent were Patricia L. Mowry, Financial Controller, and Keith Bassi, Solicitor.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Crall and seconded by Mrs. Kaminsky to approve the minutes of September 10, 2013 as prepared by Patricia L. Mowry. The Motion carried unanimously.

**VISITORS:**

1. Tim Dean, representative from JMT  
**RE:** Consulting Engineer Services

Mr. Dean gave an overview of his background and a brief presentation of JMT. The purpose of his presentation was because he will not be able to attend the interview on October 22, 2013 for the Consulting Engineering Services. He would be the Authority's representative if his firm were selected.

2. Raymond Meyers and Scott Crosswell, GHD Inc.  
**RE:** DC WPCP Replacement Project Proposal for Design and Permitting Phase Services.

Mr. Myers and Mr. Crosswell presented the DC WPCP Replacement Project Proposal. Presented were the technical and the cost proposal. Mr. Myers will be retiring in the near future and will therefore be assuming the QA/QC Manager duties on the project and not the Project Director. Mr. Jeff Wendle will be the Project Director, and Mr. Crosswell will be the Project Manager. Mr. Wendle was the former CET Engineers President and co-founder and he and Mr. Miskis have met several times. The project schedule was presented, with permits expected to be applied for in June 2014. Mr. Miskis noted that applying for the Pennvest Loan is not in GHD's scope of work. Mrs. Mowry will be completing the work to apply for the loan. There was a discussion regarding the cost proposal and was noted that \$10,000 for data review of additional nitrogen data was removed from the contract, and language was changed regarding the not to exceed amounts in the contract. Mr. Miskis recommended approval of GHD's proposal subject to Mr. Bassi's approval, and to issue a notice to proceed in order to get back on schedule.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to award the DC WPCP Replacement Project Design and Permitting Phase Service to GHD, Inc. for the estimated sum of \$869,150 and to have the proper Officers execute the agreement upon the Solicitor's satisfactory review. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to issue a Notice to Proceed to GHD, Inc. for the DC WPCP Replacement project design. The Motion carried unanimously.

Mr. Miskis reported KLH Engineers, Gannet Fleming, JMT, and NIRA have submitted proposals and all will be interviewing on October 22, 2013 for the Authority's Consulting Engineer Services.

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

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

Mr. Miskis reported on the Converge Agreement for energy curtailment services. Converge reported the contract executed had the incorrect price for the year 2015. The correct price is \$118.54 for PGM's megawatts, this will be a reduction of about \$1,100 in revenue earnings. Mr. Miskis indicated he confirmed the contract stated price was indeed an error. Mr. Miskis recommended approval of the Amendment No. 1 to the Converge agreement amending the 2015 price, subject to Mr. Bassi's changes and approval.

A Motion was made by Mr. Byrne and seconded by Mr. Crall to approve Amendment No. 1 with Converge. The Motion carried unanimously.

Mr. Miskis reported no application will be made this year for the 2014 Local Share Account Program for the DC WPCP Replacement Project. Mr. Lignelli indicated it would be better to wait until after the PENNVEST application is submitted in order to show the Authority is requesting funds from multiple agencies and not just the LSA program.

Mr. Miskis reported on the building sewer repair pilot program. There were several rain events in late June. The preliminary evaluation of the Authority's flow monitoring indicates usable data, and meaningful reduction in infiltration appears to have been achieved in the project area compared to the referenced sewershed. However, the data needs to be studied in more detail before making final conclusions.

Mr. Miskis reported the Tuscany Plan Developer's agreement has been executed by the Developer and the securities have been received. The Board previously approved the agreement and execution by the Chairman is required. As part of the agreement the Authority required a right of way along Justabout Road for the Authority's future use. Mr. Miskis recommended execution of the agreement.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to execute the right of way agreement with Mark Acquisitions LLC for the Tuscany Development. The Motion carried unanimously.

Mr. Miskis reported on the final restoration on the Valley View Sewer extension project. The Contractor hydro seeded the area during early October, and staff is helping watering in order to conclude the project.

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

Mr. Chucuddy reported four requests were made for custodial services for the administrative building. Only one proposal was received from Coverall North America. They have been our cleaning service for the last four years and have held the pricing the same. Mr. Chucuddy recommended approval of the proposal. The proposal is for one year with two option years.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to award custodial services for the administrative building to Coverall North America in the amount of \$5,940. The Motion carried unanimously.

Mr. Chucuddy reported two proposals were received for the administrative building landscaping services. Wilkes Lawncare & Landscaping is the lower proposal and have been our landscaping provider for the last four years. They have held their pricing the same. Mr. Chucuddy recommended approval of the proposal subject to receipt of the proper certificates of insurance. The proposal is for one year with two option years.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to award landscaping services for the administrative building to Wilkes Lawncare & Landscaping in the amount of \$3,288 upon receipt of proper certificates of insurance. The Motion carried unanimously.

Mr. Chucuddy reported the Beinhauer plan is creating one lot fronting Ivy Lane. He is required to undergo sewage facilities planning. Mr. Chucuddy recommended acceptance of the sewage flows.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to accept sewage flows from the Beinhauer Plan one lot subdivision 400 gallons per day/1EDU. 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, 2013.

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

A Motion was made by Mr. Crall and seconded by Mr. Grimm to approve disbursements in the amount of \$159, 674.62 from the following funds:

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 121803 through 121899	\$74, 013.63
Payroll	Transfer from Operating to Payroll fund	\$60,000.00
Charleroi Loan	Valley View Sewer Ext. 2012 Debt Payment	\$4,438.13
Developer	Transfer to Operating	\$4,207.00
CIRF	Requisition No. 126-13	\$14, 815.93
CIRF	Penn Vest – Ivy Lane – 2003 Debt Payment	\$2,199.93

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to adjourn the meeting at 8:10 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Crall	Kaminsky	Approve Meeting Minutes of September 10 <sup>th</sup> , 2013	Approved
2	Grimm	Crall	Award the DC WPCP Replacement Project Design and Permitting Phase Service to GHD, Inc. for the estimated sum of \$869,150 and to have the proper Officers execute the agreement upon the Solicitor's satisfactory review	Approved
4	Byrne	Crall	Approve Amendment No. 1 with Converge	Approved
5	Kaminsky	Byrne	Execute the right of way agreement with Mark Acquisitions LLC for the Tuscany Development	Approved
6	Kaminsky	Crall	Award custodial services for the administrative building to Coverall North America in the amount of \$5,940	Approved
7	Kaminsky	Byrne	Award landscaping services for the administrative building to Wilkes Lawncare & Landscaping in the amount of \$3,288 upon receipt of proper certificates of insurance	Approved
8	Kaminsky	Byrne	Accept sewage flows from the Beinhauer Plan one lot subdivision 400 gallons per day/1EDU	Approved
9	Crall	Grimm	Approve disbursements in the amount of \$159,674.62	Approved
10	Grimm	Kaminsky	Adjourn meeting at 8:10p.m.	Approved