

**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

NOVEMBER 12, 2013

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of October 8th and 22nd , 2013

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, 2013

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Executive Session for personnel matters

ADJOURNMENT:

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REGULAR MONTHLY MEETING

November 12, 2013

ROLL CALL:

The regularly scheduled monthly meeting of the Peters Township Sanitary Authority was called to order at 7:05 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 Keith Bassi, Solicitor, Chad E. Hanley, P.E. KLH Engineers, Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, and Patricia L. Mowry, Financial Controller.

APPROVAL OF MINUTES:

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to approve the minutes of October 8, 2013 as prepared by Patricia L. Mowry. The Motion carried unanimously.

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to approve the minutes of October 22, 2013 as prepared by Patricia L. Mowry. The Motion carried unanimously.

SOLICITOR'S REPORT: Copy on File.

Mr. Bassi recommended an executive session to discuss potential litigation in regards to the Valley View issues and Lot 53 Elizabeth Drive.

A Motion was made by Mr. Byrne and seconded by Mr. Crall to enter into Executive session at 7:09 p.m. to discuss potential litigation. The Motion carried unanimously.

Executive Session ended at 7:42 p.m.

A Motion was made by Mr. Byrne and seconded Mrs. Kaminsky to defer completion of the Valley View Sewer Extension project until May 15, 2014 to allow for the Contractor to complete the restoration, and to release \$3,268.26 payment to the Contractor Glen Johnston, Inc. The Motion carried unanimously.

ENGINEER'S REPORT: Copy on File.

Mr. Hanley thanked the Board for KLH's appointment as the Consulting Engineer. The kick off meeting was held at the Authority's office. The draft version of the Engineers agreement was provided to KLH, and KLH has provided review comments.

Mr. Hanley reported on the Valley Brook Interceptor/rt. 19 Ramp Re-Alignment project. The project is nearly completed. Most punch list items have been completed, and should have a tally of final change orders the first week in December. The relocated interceptor is in service.

Mr. Hanley reported the Anthony Farms Phase 2 project is 45% complete. KLH is providing the inspection services.

Mr. Hanley reported the Tuscany plan will begin shortly on the off-site sewer installation and project is about 35% completed. Some testing has been completed.

Mr. Hanley presented multiple service orders that were requested by Management for approval.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Service Order 264-87 for the review of the Authority's Sewer Use Rules and Regulations, Standard Specifications and Procedures for Construction of Building Sewers in the amount not to exceed \$4,000. The Motion carried unanimously.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to approve Service Order 264-88 for the review of the Authority's Specifications for the Construction of Sanitary Sewers Lines and Appurtenances in the amount not to exceed \$4,000. The Motion carried unanimously.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Service Order 264-89 for the on-going review of the DC WWTP design by GHD in the amount not to exceed \$8,000. The Motion carried unanimously. KLH's review will consist of review of major documents and drawings submittals, and attendance at major progress meetings.

A Motion was made by Mr. Crall and seconded by Mrs. Kaminsky to approve Service Order 264-86 for the Tuscany Development resident observation, general project services, and record drawings in the amount not to exceed \$25,000. The Motion carried unanimously.

A Motion was made by Mr. Crall and seconded by Mrs. Kaminsky to approve Service Order 264-85 for the Anthony Farms Phase 2 Development resident observation, general project services, and record drawings in the amount not to exceed \$17,000. The Motion carried unanimously.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported the application for the BR NPDES is expected to be submitted by December 1, 2013 and a check is required in the amount of \$1,250. The check cannot be more than ten days old; therefore Mr. Miskis recommended the Board authorize the Chairman to execute the check when it is needed.

A Motion was made by Mr. Byrne and seconded by Mr. Crall to approve the Chairman execute the check made payable to the PaDEP in the amount of \$1,250 for the BR NPDES Permit application. The Motion carried unanimously.

Mr. Miskis reported the engineering agreement with KLH is being developed which includes a specific clause pertaining to construction observation expectations. KLH and Management concluded that to ensure quality observation construction observers would not be required to observe more than two projects simultaneously to ensure adequate time is devoted to observation on each project. This may impact developer projects during busy periods where four or five projects may run simultaneously, which would result in more inspection time per project.

The Board announced the Budget Workshop Meeting will be held December 4, 2013 at 7:00 p.m.

Mr. Miskis reported a possibility of a preschool being constructed on the property at 164 Waterdam Road and Galley Road, which is the Waterdam Village property. The preliminary plans have the Authority's interceptor being relocated. The Developer agreed to provide a deposit in the amount of \$5,000, in order for the Authority to review the preliminary alignments as part of the pre-application planning, before proceeding with any developer's agreement.

Mr. Miskis reported on the status of the DC WPCP Replacement project. GHD was provided with the notice to proceed at the October 22, 2013 meeting. However, the agreement has not been executed. It is still being reviewed by Mr. Bassi. GHD has proceeded with some work, but they are unwilling to engage sub-contractors for surveying and geotechnical work until the agreement is executed. This may cause a delay. The project initiation meeting was held on November 4, 2013. It was discovered the previous engineer had used the wrong front setbacks, therefore site accommodations were made to incorporate the correct 50-foot setbacks. Several cost control measures have been implemented.

ASSISTANT MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported the proposed Donaldson's Square Development, which is a redevelopment of the existing building location at Donsaldson Crossroads. They will have to undergoing sewerage planning as it is planned for a restaurant and a coffee shop. A preliminary review of the site plan has been made and comments were forwarded to the developer. The development would result in approximately eight or nine EDU's.

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 November 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 \$338,503.32 from the following funds:

Fund	Disbursement	Total
Operating	Checks: 21900 through 21999	\$106,669.92
Operating	2013/2014 Health Equity Deposit	\$12,500.00
Operating	Quarterly Transfer – Debt Payment to DSF	\$118,222.34
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	\$9,566.64
CIRF	Requisition No. 127-13	\$24,906.36

CIRF

Penn Vest – Ivy Lane – 2003 Debt Payment

\$2,199.93

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to adjourn the meeting at 8:24 p.m.
The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Crall	Approve Meeting Minutes of October 8, 2013	Approved
2	Byrne	Kaminsky	Approve Meeting Minutes of October 22, 2013	Approved
3	Byrne	Crall	Enter into Executive session at 7:09 p.m.	Approved
4	Byrne	Kaminsky	Defer completion of the Valley View Sewer Extension project until May 15, 2014 and to release \$3,268.26 payment to Contractor Glen Johnston, Inc.	Approved
5	Kaminsky	Byrne	Approve Service Order 264-87 for the review of the Authority's Sewer Use Rules and Regulations, Standards Specifications and Procedures for Construction of Building Sewers in the amount not to exceed \$4,000	Approved
6	Kaminsky	Crall	Approve Service Order 264-88 for the review of the Authority's Specifications for the Construction of Sanitary Sewer Lines and Appurtenances in the amount not to exceed \$4,000.	Approved
7	Kaminsky	Byrne	Approve Service Order 264-89 for the DC WWTP design review in the amount not to exceed \$8,000	Approved
8	Crall	Kaminsky	Approve Service Order 284-86 for the Tuscany Development resident observation, general project services, and record drawings in the amount not to exceed \$25,000	Approved
9	Crall	Kaminsky	Approve Service Order 264-85 for the Anthony Farms Phase 2 Development resident observation, general project services, and record drawings in the amount not to exceed \$17,000	Approved
10	Byrne	Crall	Approve the Chairman execute check made payable to the PaDEP in the amount of \$1,250 for the BR NPDES Permit Application	Approved
11	Crall	Grimm	Approve disbursements in the amount of \$338,503.32	Approved
12	Byrne	Kaminsky	Adjourn meeting at 8:24 p.m.	Approved