

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

111 BELL DRIVE  
McMURRAY, PA 15317-3415  
PHONE: 724-941-6709  
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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**

**DECEMBER 10, 2013**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of November 12<sup>th</sup>, 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 November 30, 2013

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Adoption of 2014 Budget
2. Executive Session for Personnel matters

**ADJOURNMENT:**

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**REGULAR MONTHLY MEETING**

**December 10, 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, and Rebecca Kaminsky. 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. Absent from meeting was Michael P. Crall.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to approve the minutes of November 12, 2013 as prepared by Patricia L. Mowry. The Motion carried unanimously.

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

Mr. Hanley reported on the Valley Brook Interceptor Re-Alignment project. The project is 99% complete. The Contractor has submitted four change orders. Mr. Hanley has commented to the Contractor, and is awaiting a response. Once the Contractor and the Authority agree upon the change orders, they will be forwarded to PaDOT for their approval.

Mr. Hanley reported he has begun to review the Authority's Sewer Use Rules and Regulations, Standard Specifications and Procedures for Construction of Building Sewers. Staff has provided a good working document to aid in the review and update.

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

Mr. Bassi reported he has concluded his review of the GHD contract. There are a few items of contention, but feels they will be resolved and the contract will be able to be executed for the DC WWTP Design contract as well as any future contracts with GHD.

Mr. Bassi reported on the issue with Lot 53 Elizabeth Drive matter. Due to the warranty of title which was conveyed when the property was conveyed, the property owner has the direct responsible for any improvements left on the property at the time of sale. The Authority has no continuing liability regarding the property. Mr. Bassi will prepare a legal opinion for the Authority.

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

Mr. Miskis reported on BR NPDES renewal. Based on the modeling performed by GHD there is a high probability that new discharge limits for metals will be imposed. Therefore, Mr. Miskis engage Hall & Associates, and environmental firm that specialize in environmental and regulatory matters for an amount not to exceed \$10,000 to provide special legal counsel to assist with development a written argument to submit with the permit renewal application.

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, GHD is still awaiting final execution of the contract prior to engaging subcontractors. As Mr. Bassi reported he has just concluded his review of the GHD's contract. GHD will be slightly behind schedule as a result of the contract not being executed. Mr. Miskis recommended payment of the invoices by GHD, as reflected on the Capital Requisition.

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

Mr. Chucuddy reported the on-site evaluation by the lab accreditation officer was on December 3, 2013. The overall evaluation went well and it was noted the record keeping is impeccable and there are several areas of which the Authority exceeds the requirements of QA/QC. However, there were four deficient items, all of which have been addressed.

Mr. Chucuddy reported the proposed Donaldson's Square developer provided to the Authority the application and the fee for planning module review.

**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 December 31, 2013.

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

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to approve disbursements in the amount of \$240,201.21 from the following funds:

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 22000 through 22066	\$123,465.63
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
Charleroi Loan	Valley View Sewer Ext. 2012 Debt Payment	\$4,438.13
Developer	Transfer to Operating	\$3,666.70
CIRF	Requisition No. 128-13	\$36,420.82
CIRF	Penn Vest – Ivy Lane – 2003 Debt Payment	\$2,199.93

The Motion carried unanimously.

**OTHER BUSINESS:**

Mr. Miskis report all comments from the budget workshop that was held on December 4, 2013 were incorporated into the final reports. Mr. Miskis recommended adoption of the 2014 Budget Request.

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to adopt the 2014 Budget Request. The Motion carried unanimously.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to enter into Executive session at 7:45 p.m. to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 9:07 p.m.

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to adjourn the meeting at 9:08 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

<b>MOTION NO.</b>	<b>MOVED</b>	<b>SECOND</b>	<b>MOTION SUMMARY TABLE</b>	<b>VOTE</b>
1	Byrne	Kaminsky	Approve Meeting Minutes of November 12, 2013	Approved
2	Grimm	Kaminsky	Approve disbursements in the amount of \$240,201.21	Approved
3	Grimm	Kaminsky	Adopt the 2014 Budget Request	Approved
4	Byrne	Grimm	Enter into Executive Session at 7:45 p.m.	Approved
5	Byrne	Kaminsky	Adjourn meeting at 9:08 p.m.	Approved