

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
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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, Admin. Assistant

AGENDA

REGULAR MEETING

JULY 9, 2013

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of June 5th and 11th, 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 June 30, 2013

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Approve Assignment and Assumption of CET's Engineering Services Agreement by GHD Inc.
2. Appoint Interim Consulting Engineer until engineer selection process is completed.
3. Acceptance of McLaughlin/Weaver/Brula Sanitary Sewer Extension for Ownership

ADJOURNMENT:

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REGULAR MONTHLY MEETING

July 9, 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 Keith Bassi, Solicitor, James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager and Patricia Mowry, Financial Controller.

APPROVAL OF MINUTES:

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to approve the minutes of June 5, 2013 as prepared by Patricia Mowry. The Motion carried unanimously.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to approve the minutes of June 11, 2013 as prepared by Patricia Mowry. The Motion carried unanimously.

SOLICITOR'S REPORT: Copy on file.

Mr. Bassi reported the Township's Solicitor has proposed an alternative to billing the Township for sewer services at the Municipal Complex. The proposal would be to enter into a hold safe and harmless agreement. The agreement would hold the Authority safe and harmless for any fees and costs associated in the event of any claims against the Authority. The remaining of the discussion was deferred to executive session.

Mr. Bassi reported on the draft Deerfield Manor Pump Station Memorandum of Understanding. The Upper St. Clair's Solicitor is still in the process of drafting a revised agreement.

Mr. Bassi reported he has reviewed and approved of the set-aside agreement proposed by Peters Township Land Company for the Anthony Farms Phase II developer. The agreement pledges funds for the proper completion of the sewer line installation.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to enter into Executive session at 7:05 p.m. to discuss potential litigation. The Motion carried unanimously.

Executive Session ended at 7:15 p.m.

The Board consensus was for the Solicitor to proceed to draft a hold safe and harmless agreement with the Township regarding the billing of sewerage service.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported he authorized a service order for an amount not to exceed \$3,000 to CET-GHD to attend a pre-meeting with the PaDEP regarding permitting for the Donaldson's Crossroads WPCP Replacement project. The meeting was held on July 2, 2013.

Mr. Miskis reported on the Friar Lane private lateral pilot program. Several significant rain events have occurred. The Authority has its own flow meters installed, and is in the process of reviewing the data collected.

Mr. Miskis reported Management has confirmed there is negative arbitrage on the 2003 Bond Refunding calculation, therefore no refund is due to the IRS. Mrs. Mowry reported there will be positive arbitrage on the 2009 Bond Refunding and is investigating ways to minimize the amount refunded.

Mr. Miskis reported CET Engineering was acquired by GHD Inc., and over the past several months they have been transitioning from CET-GHD to simply GHD. Mr. Bassi and Management recommended approval of the assignment form assigning all CET contractual obligations to GHD.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Grimm to approve the assignment of contractual obligation of CET to GHD Inc., subject to the revision of dates on the assignment form. The Motion carried unanimously.

Mr. Miskis reported the Authority will require the services of an interim consulting engineer to approve and execute the requisitions as required of the trust indenture, and for any minor issues that may arise. This period would be temporary until the selection of a new consulting engineer is selected. Mr. Miskis recommended GHD, Inc. after a detailed discussion the Board requested Management provide a short list of Consulting Engineers to consider for the next meeting. An interim engineer was not appointed. The Board indicated a preference to separate consulting engineer from design services.

Mr. Miskis reported the Township is updating its Comprehensive Plan. There is consideration to rezone a portion of the land in the Piney Fork area, as well as Sugar Camp Road. If this area is rezoned to "mixed residential" it could potentially create 1100 addition EDU's, which were not planned. The effect to the Authority would be capacity issues at both the Brush Run treatment facility and the interceptor. The Authority will provide comments to the Township regarding the Comprehensive Plan. If the property is rezoned, the Piney Fork 537 Plan would have to be revised; therefore proceeding with changes to the plan to respond to PaDEP's comments should be postponed until the Comprehensive Plan update process is completed.

Mr. Miskis reported CET-GHD has concluded they have enough information from LSSE to begin their second opinion review of the Donaldson's Crossroads WPCP Replacement project.

Mr. Miskis reported CET-GHD has been considering cost cutting ideas with Management for the Donaldson's Crossroads WPCP Replacement project. There was a discussion on the elimination of the box culvert and connecting driveway from the new site to the current location. Its elimination would save permitting time, design engineering cost, and reduce construction cost. The box culvert need is reduced due to postponement of dewatering and positioning the digesters on the legion site. The PaDEP indicated that stream is a high quality stream and extensive mitigation would be required for any disturbance of the stream as a result of installing the culvert.

Mr. Miskis indicated that the culvert could be added if needed in the future. The Board consensus was to eliminate the box culvert and connecting driveway and utilize a pedestrian bridge.

Mr. Miskis reported there was a peak rain event on June 30, 2013, which was the first opportunity the Authority had to observe the proposed solution by CET-GHD regarding the Brush Run Wet Weather Clarifier No. 3 weir elevation. The agreement was to observe two 12 mgd or greater rain events over the next three years. Mr. Miskis reported there was no impact from the proposed solution of adjusting the inlet gates to Clarifier Nos. 1 & 2 upward by four inches. The aeration tanks freeboard was 35-inches with a total of 14.5 MGD flows through the aeration tanks (influent plus return flow). A memorandum documenting the rain event has been provided to CET-GHD.

Mr. Miskis reported KLH Engineers has begun the construction inspection on the Route 19/ Valley Brook Ramp project. KLH will be providing construction management services and as-built drawings as well on this project. KLH will also be providing construction phase services for the Anthony Farms Phase II.

Mr. Miskis reported on the Route 19/ Valley Brook Ramp project's pending change orders. There are three change orders resulting in minimal cost.

Mr. Miskis reported the status of the Valley View Drive Sewer extension project. Recent development was a sink hole in the pavement on Valley View Drive about 8-inches in diameter near the curb due to settlement of the sub-base. The Contractor responded promptly, and the Authority engaged the services of a compaction technician from Construction Engineering Consultants to observe the excavation and the re-compaction, and to perform compaction testing after the repair. No definitive reason for the settlement was identified. The Contractor has repaired and repaved the area. Lawn restoration is the only outstanding item remaining. Grass growth remains weak on a number of properties. Mr. Miskis reported there is a balance remaining owed to the Contractor for \$30,267.36, a deduct in the amount of \$2,185 for the plumber claim, and a deduction of approximately \$1,000 for a property that the Authority will restore, leaving a balance owed in the amount of \$27,082.36. Mr. Miskis recommended progress payment No. 4 in the amount of \$15,267.35, listed on the requisition for approval.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported the Authority has received the preliminary results from the annual proficiency testing. All parameters have passed except the Total Suspended Solids, which could be attributed to a large build up in the water still. The still has been cleaned and a new proficiency sample will be taken, and documentation will be provided as to the cause and the corrective action taken.

Mr. Chucuddy reported the close out documents and the 18-month financial security has been received for the McLaughlin-Weaver-Brula Plan sewer extension. Mr. Chucuddy recommended acceptance for Authority ownership.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to acceptance for the Authority's ownership of the McLaughlin-Weaver-Brula Plan sewer extension. The Motion carried unanimously.

Mr. Chucuddy reported the status of the 2013 Rehabilitation project. State Pipe Services completed all the joint testing and grouting portion of the contract as well as the CIPP repairs. Mr.

Chucuddy recommended Pay Request No. 2 in the amount of \$6,416.86. This payment includes the 5% retainage from the last pay request.

SPECIAL PROJECTS MANAGER’S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD’S INFORMATION: Copy on file

FINANCIAL CONTROLLER’S REPORT: Copy on file

Mrs. Mowry reported the rate increase went into effect on February 16, 2013, which is reflected in the second quarter billing. Management recommended changing the billing cycles to the actual quarterly time period, January - March, April – June, July – September, October – December.

A Motion was made by Mr. Crall and seconded by Mr. Grimm to adopt Resolution No. 02-06-13 which amended the billing cycles to actual quarterly time periods. The Motion carried unanimously.

FINANCIAL STATEMENT REVIEW: Month ending June 30, 2013.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Crall and seconded by Mr. Blazek to approve disbursements in the amount of \$201,256.42 from the following funds:

Fund	Disbursement	Total
Operating	Checks: 21545-21629	\$98,717.03
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	\$1187.00
Developer	Check No. 567 McLaughlin Escrow Refund	\$13,318.75
CIRF	Requisition No. 123-13	\$21,395.58
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 Mr. Crall to adjourn the meeting at 8:45 p.m.
The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Byrne	Kaminsky	Approve Meeting Minutes of June 5 th , 2013	Approved
2	Kaminsky	Crall	Approve Meeting Minutes of June 11 th 2013	Approved
3	Grimm	Crall	Enter into Executive Session at 7:05 p.m. to discuss potential litigation	Approved
4	Kaminsky	Grimm	Approve the assignment of contractual obligation of CET to GHD, Inc., subject to the revision of dates on the assignment form	Approved
5	Byrne	Grimm	Accept ownership of the McLaughlin-Weaver-Brula Plan sewer extension	Approved
6	Crall	Grimm	Adopt Resolution No. 02-06-13 which amended the billing cycles to actual quarterly time periods	Approved
7	Crall	Blazek	Approve disbursements in the amount of \$201,256.42	Approved
8	Grimm	Crall	Adjourn meeting at 8:45 p.m.	Approved