

**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, Admin. Assistant

**AGENDA**

**REGULAR MEETING**

**January 14, 2014**

**ROLL CALL:**

**REORGANIZATION:**

1. Election of Temporary Chair
2. Nominations for Chair
3. Conduct the balance of the re-organization meeting

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of December 10, 2013

**VISITORS:**

**SOLICITOR'S REPORT:**

1. Executive Session for Personnel pertaining to former employee lawsuit

**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 December 31, 2013

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Acceptance of Proposed sewage flows from Donaldson Square Development 3587 GPD, 8.97 EDU's
2. Approval of 2 year extension to GeoDecisions Service Agreement for our GIS
3. Executive Session regarding Personnel pertaining to staff performance

**ADJOURNMENT:**

**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

**REGULAR MEETING**

**January 14, 2014**

**ROLL CALL:**

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

**REORGANIZATION OF THE BOARD:**

Mr. Byrne was nominated and appointed as Temporary Chairman to begin the Reorganization of the Board. The vote was unanimously.

Mr. Blazek was nominated and elected for Chairman Position. The vote was unanimously. Mr. Blazek assumed position of the Chairman.

Mr. Grimm was nominated and elected for Vice-Chairman Position. The vote was unanimously.

Mr. Byrne was nominated and elected for Secretary Position. The vote was unanimously.

Mrs. Kaminsky was nominated and elected for Treasurer Position. The vote was unanimously.

Mr. Crall was nominated and elected for Assistant Secretary- Treasurer Position. The vote was unanimously.

Mr. Miskis recommended retaining the following professionals: Bassi, Vreeland and Associate, P.C. as the Authority's Solicitor, KLH Engineers, Inc. as the as the Authority's Consulting Engineer, Charleroi Federal Savings Bank as the Authority's Depository, Hosack, Specht, Muetzel & Wood, as the Authority's Auditor, and County Line Advisor as the Authority's Grant Coordinator for 2014

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to retain Bassi, Vreeland and Associate, P.C. as the Authority's Solicitor, KLH Engineers, Inc. as the as the Authority's Consulting Engineer, Charleroi Federal Savings Bank as the Authority's Depository, Hosack, Specht, Muetzel & Wood, as the Authority's Auditor, and County Line Advisor as the Authority's Grant Coordinator for 2014. The Motion carried unanimously.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to designate the Official Newspapers as the Observer Reporter, Tribune Review, and Post Gazette and the Board meeting dates were set for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month at 7:00 p.m., located in the lower level of the Authority's business office. The Motion carried unanimously.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to approve the minutes of December 10, 2013 as prepared by Patricia L. Mowry. The Motion carried unanimously.

**VISITORS:**

1. Jeffrey Hanna, 3505 Center Avenue, Finleyville, PA 15332.

**RE:** Inquiry on standard procedures for obtaining a right of way or easement on property.

Mr. Hanna owns property in the Peters Creek Sanitary Authority, and was inquiring on standard procedures for obtaining easement on private property and property rights. Mr. Bassi informed him of the Authority's standard procedures and recommended he contact an attorney regarding his particular situation.

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

Mr. Bassi reported he has concluded his investigation regarding the Valley View Sewer extension project complaint. The review of the report will be discussed in executive session.

Mr. Bassi reported the GHD contract was executed for the DC WWTP Design contract, and he is in the process of reviewing the KLH Engineers, Inc. consulting engineer contract.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to enter into Executive session at 7:14 p.m. to discuss legal matters. The Motion carried unanimously.

Executive Session ended at 7:32 p.m.

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

Mr. Hanley reported the 2014 Annual Consulting Engineer Report was submitted to the Trustee Wells Fargo.

Mr. Hanley reported a memorandum was submitted to Management summarizing KLH'S review of the GHD's second opinion review of LSSE'S basis of design.

Mr. Hanley requested authorization for two developer related service orders, the Nair sewer extension and the Crossings-Sheriff's Court project. Mr. Miskis recommended approval of both Service Orders. Mr. Miskis informed the Board due to a timing issue to begin the review process in a timely manner of receiving the application and deposit he approved Service Order 264-91 for the Primrose Preschool Development for an amount not to exceed \$5,000.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to approve Service Order 264-90 for the Developer project, the Nair Sewer Extension in the amount not to exceed \$2,500. The Motion carried unanimously.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to approve Service Order 264-93 for the Developer project, the Crossings-Sheriff's Court in the amount not to exceed \$2,000. The Motion carried unanimously.

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

Mr. Miskis reported that his report is limited to one page this month because of the time allocated to the engineering issues with the DC WPCP Replacement project engineer, GHD. Considering past difficulties with engineering firms in general, Management requested the Board's input and direction as to whether Management's expectations of the engaged professional engineers is

unrealistic, or whether the level of performance of engineers in the wastewater industry is at an acceptable level even though he finds it lacking. Mr. Miskis requested the Board to conduct a review of his performance in the open meeting. He verbally waived his right to an executive session. There was a lengthy discussion regarding Mr. Miskis's and Management's interaction with current and past engineers. Mr. Miskis has recognized his inordinate amount of time spent with engineering firms over the past years has resulted in operational deficiencies within the Authority's organization. The Board recognized that Mr. Miskis has an elevated level of expectation from engineers that serve the PTSA and that not all engineering services are delivered at that higher level, however, the Board expressed that there is a need to manage all staff, including professional staff and work toward a solution that does not always involve termination. The Board consensus was the Authority engages professional engineers to provide a service pursuant to a contract that must be strictly construed and managed. Management in general and Mr. Miskis in particular must develop an acceptable project management approach to deal with the engineers, that would be consistent with the budget and a realistic allocation of time Management toward the individual projects based on the size, scope and costs associated with the projects.

Mr. Miskis reported on the status of the DC WPCP Replacement project. GHD submitted invoicing totaling \$11,590.20. Management has not approved payment due to GHD's lack of providing adequate monthly progress reports and there was no supporting documentation regarding the invoices.

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

Mr. Chucuddy reported the service agreement with GEO Decisions for the GEO Plan software expired December 31, 2013. Mr. Chucuddy recommended entering into a two-year agreement; the terms and conditions as well as rates remain the same as the 2009 agreement.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to enter into a 2-year service agreement with GEO Decisions for the GEO Plan software with the same terms and conditions of the previous contract expiring December 31, 2015. The Motion carried unanimously.

Mr. Chucuddy reported the status of the proposed Donaldson's Square Development, and recommended acceptance of sewage flows.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to accept the sewage flows from the Donaldson's Square Development 3587 GPD, 8.97edu's. 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

Ms. Mowry reported Jordan Tax Service changed the bills from the small green post card to an actual letter form with a return envelope. The bills went out without final approval of the Authority and some of the language will need to be revised as well as several other formatting changes. The bills will be corrected for the first quarter billing.

**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 Mr. Byrne to approve disbursements in the amount of \$164,130.95 from the following funds:

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 22071 through 22153	\$83,591.95
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	\$4,506.09
CIRF	Requisition No. 129-13	\$9,394.85
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 Mr. Grimm to enter into Executive session at 8:54 p.m. to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 10:43 p.m.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to adjourn the meeting at 10:44 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Mr. Blazek Nominated Mr. Byrne		Nomination for Temporary Chairman	Approved
2			Mr. Blazek was Nominated and Appointed for Chairman position	Approved
3			Nominated and Appointed Officers, Mr. Grimm, Vice-Chairman, Mr. Byrne, Secretary, Mrs. Kaminsky, Treasurer and Mr. Crall, Assistant-Secretary-Treasurer	Approved
4	Grimm	Byrne	Retain Bassi, Vreeland and Associate, P.C. as the Authority's Solicitor, KLH Engineering, Inc. as the Authority's Consulting Engineer, Charleroi Federal Savings Bank, located in McMurray as the Authority's Depository, Hosack, Specht, Muetzel & Wood as the Authority's Auditors and County Line Advisors as Grant coordinator under the terms of the existing contract for 2014	Approved
5	Byrne	Grimm	Approve Official Newspapers as the Observer Reporter, Tribune Review, and the Post Gazette and the Board meeting dates as the 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday of every month at 7:00 p.m., located at the Authority's Administrative office	Approved
6	Byrne	Grimm	Approve Minutes of December 10 , 2013	Approved
7	Byrne	Grimm	Enter into Executive Session to discuss legal matters	Approved
8	Byrne	Grimm	Approve KLH Engineers, Inc. Service Order 264-90 the Developer project, the Nair Sewer Extension in the amount not to exceed \$2,500	Approved
9	Byrne	Grimm	Approve KLH Engineers, Inc. Service Order 264-93 for the Developer project, the Crossings-Sheriff's Court in the amount not to exceed \$2,000.	Approved
10	Byrne	Grimm	Approve Entering into a 2-year Service Agreement with GEO Decisions for the GEO Plan software with the same terms and conditions of the previous contract expiring December 31, 2015	Approved
11	Byrne	Grimm	Accept sewage flows from the Donaldson's Square Development with 3587 GPD, 8.97 EDU's	Approved
12	Grimm	Byrne	Approve disbursements in the amount of \$164,130.95	Approved
13	Byrne	Grimm	Enter into Executive Session to discuss personnel matters	Approved
14	Grimm	Byrne	Adjourn the Meeting at 10:44 p.m.	Approved