

**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

November 11, 2014

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of October 14, 2014

VISITORS:

1. Mr. Kent Bowman, 201 Sugar Camp Road, requesting credit on sewage bill for filling-up swimming pool

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 October 31, 2014

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Consider Award of Contract No. 2014-T1 for Procurement of Used Tanker Truck.
2. Acceptance of proposed sewage flows from Eat-n-Park (10.05 EDUs, 4021 GPD)
3. Execute Agreement with Peters Township Constable for posting properties.

ADJOURNMENT:

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REGULAR MEETING

November 11, 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 David G. Blazek, Terrence G. Byrne, Eric S. Grimm and Michael P. Crall. Also present were Keith Bassi, Solicitor, David Coldren, KLH Engineering, Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager and Patricia Mowry, Financial Controller. Absent from the meeting was Rebecca W. Kaminsky, Board Member.

APPROVAL OF MINUTES:

A Motion was made by Mr. Byrne and seconded by Mr. Crall to approve the minutes of October 14, 2014 as prepared by Patricia Mowry. The Motion carried unanimously.

VISITORS:

1. Mr. Kent Bowman, 201 Sugar Camp Road Venetia, PA 15367

RE: Credit on Sewage Bill

Mr. Bowman made a request of the Board to give him consideration on his sewage bill for the 38,000 gallons of water he used to fill his swimming pool. He also requested the board consider a policy allowing for swimming pool deduct credits based upon renting or using a meter that would be owned by the Authority. Mr. Blazek indicated there already was a deduct policy in place by which the customer has to purchase and install the deduct meter in order to get a deduct credit. Therefore based on the current policy it would be unfair to other customers to grant a deduct credit to Mr. Bowman. The Board will consider a policy by which a meter is available for customers to rent.

SOLICITOR'S REPORT: Copy on File.

Mr. Bassi reported he prepared five assignment of easements for the Developer of the Tuscany Plan to execute. The assignment of easements are required in order for the Authority to take ownership the sewer lines.

Mr. Bassi reported he prepared an independent contractor's agreement for the Authority to retain Constable Connie Fournier to perform services of process and posting of customers' properties for water termination for non-payment of their sewage accounts. Mrs. Mowry indicated her fee would be \$20.00 per property, which will be passed onto the customer. Mr. Bassi recommended entering into the agreement.

A Motion was made by Mr. Byrne and seconded by Mr. Crall to enter into the Independent Contractor's Agreement with Constable Connie Fournier for the service of process and posting delinquent sewage customers for a fee of \$20 per property. The motion carried unanimously.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren reported the status of the Valley Brook Interceptor Re-alignment Project. The final walk – through and project close-out is to be scheduled, and KLH is assisting with the completion of forms for project reimbursement per the PennDot agreement.

Mr. Coldren reported the status of Anthony Farms Phase II. The as-built survey was completed and drawings have been submitted to the Authority for review.

Mr. Coldren reported the status of the Stratford Manor Pump Station Force Main Replacement project. A letter has been provided to the Authority outlining all recommended improvements. The bid documents are approximately 70% completed.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported when the tanker trucker went into the body shop to obtain an estimate for rust and repainting it was discovered the cab and chassis frame is rusted beyond the ability to safely repair cost effectively and it was recommended that the vehicle should not be driven. This was unexpected because the truck had just been inspected four months previously. Management will use the services of Hapchuk Inc. to haul the digested sludge from DC plant to Brush Run plant on an as needed basis until the Authority makes other arrangements. Management advertised and received bids for procurement of a used replacement tanker truck, model year 2009 or newer. Mr. Miskis presented three alternatives, purchased of a used truck, purchase of a new truck, or to re-bid for an older model used tanker truck. There was a discussion regarding all the options and Mr. Miskis recommended the acceptance of the lowest bid price of \$95,000 for the purchased of the used tanker truck.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to award Contract No. 2014-T for procurement of the used tanker truck to Hapchuk, Inc. for the bid price of \$95,000. The motion carried unanimously.

Mr. Miskis presented a summary of the 2014 budget status. The 2014 projected budget is anticipated to have a budget overrun of \$91,000. There will be no separate budget workshop and the 2014 performance summary and the 2015 budget will be presented for approval at the December meeting.

Mrs. Mowry presented the proposed healthcare options. The health care cost for the administrative staff has a December 1st renewal date. Three proposals were received. All three had increases between 34-38% from the current costs. There was a presentation and a lengthy discussion of the options and employee participation towards to costs. Mrs. Mowry recommended the Highmark plan from the Municipal Employee Insurance Trust (MEIT). It will also include the dental and vision plan. Currently the dental plan is with MEIT and vision is with Highmark directly. Both will be included with the health plan and a group discount will applied to those coverages. The Highmark health plan is a high deductible plan at \$1,500/\$3,000 single/family deductibles, which is \$250/\$500 more than the current deductibles. The Board will decide next month regarding the employee and the Authority's participation in funding the employee's Health Savings Account which is used to cover the deductibles.

A Motion was made by Mr. Byrne and seconded by Mr. Crall to approve the MEIT proposed Highmark health care plan for the administrative staff. The motion carried unanimously.

Mr. Miskis reported the Tuscany Plan is completed and final project closeout is the process. The release of the majority of the performance security is on the check register for approval. The developer has already applied for four taps.

Mr. Miskis reported the status of the design of the DC WPCP Replacement project is on budget with approximately 84.2% of the budget expended. Mr. Miskis recommended approval of payment of September's invoices from GHD for a total of \$40,448.29, as presented on the CIRF requisition.

Mr. Miskis reported in June 2014 the federal government established a new program that there may be an opportunity to obtain a low-interest loan available for the DC WPCP Replacement project. Management will continue to pursue all opportunities for funding.

Mr. Miskis reported the status of the DC Interceptor Improvements project. The planning level construction cost provide by KH Engineers was \$2.3 million and based on open-cut replacement.

ASSISTANT MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the old chiropractor office at the intersection of Rt. 19 and Hidden Valley Road will be torn down and construction of the Eat-n-Park restaurant, coffee shop, and uncommitted retail space will be constructed in its place. The total square footage will be 11,082, with the anticipated sewage flows being 4021 GPD. Mr. Chucuddy recommended acceptance of the proposed sewage flows from the Eat-n-Park development.

A Motion was made by Mr. Byrne and seconded by Mr. Crall accept the proposed sewage flows of 10.05 EDUs, 4021 GPD from the Eat-n-Park. 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:

Mrs. Mowry reported Bank Up Corporation agreed to the language changes as proposed by Mr. Bassi and recommended approval of the contract.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to enter into a 3 year contract with Bank Up Corporation to furnish and support a remittance processing system for an initial fee of \$3,500 and a monthly fee of \$500. The Motion carried unanimously.

FINANCIAL STATEMENT REVIEW: Month ending October 31, 2014.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Byrne and seconded by Mr. Crall to approve disbursements in the amount of \$574,342.86 from the following funds:

Fund	Disbursement	Total
Operating	Checks: 22579 through 23012	\$70,336.63
Operating	Transfer from Operating for Debt to DSF	\$119,152.35
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	\$12,240.48
Developer	Tuscany Plan Performance Sec Release	\$245,587.00
CIRF	Requisition No. 139-14	\$60,388.34
CIRF	Penn Vest – Ivy Lane – 2003 Debt Payment	\$2,199.93

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Crall and seconded by Mr. Byrne to adjourn the meeting at 8:50 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Byrne	Crall	Approve Minutes of October 14, 2014	Approved
2	Byrne	Crall	Enter into the Independent Contractor's Agreement with Constable Connie Fournier for the service of process and posting delinquent sewage customer's for a fee of \$20 per property	Approved
3	Grimm	Byrne	Award Contract No. 2014-T for procurement of the used tanker truck to Hapchuk, Inc. for the bid price of \$95,000	Approved
4	Byrne	Crall	Approve the MEIT proposed Highmark health care plan for the administrative staff.	Approved
5	Byrne	Crall	Accept the proposed sewage flows of 10.05 EDUs, 4021 GPD from the Eat-n-Park	Approved
6	Crall	Byrne	Enter into a 3 year contract with Bank Up Corporation to furnish and support a remittance processing system for an initial fee of \$3,500 and a monthly fee of \$500	Approved
7	Byrne	Crall	Approve disbursements in the amount of \$574,342.86	Approved
8	Crall	Byrne	Adjourn the meeting at 8:50 p.m.	Approved