

**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**

**January 13, 2015**

**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 9, 2014

**VISITORS:**

1. Michael McCaig, Managing Director, Janney Capital Markets regarding Donaldson's Crossroads Plant and Interceptor Replacement Project Financing Options

**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 December 31, 2014

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Resolution Amending the Schedule of Fees for Developer Project Review, and for Property Transfer Dye Testing
2. Executive Session for Personnel Matters
3. Acceptance of proposed sewage flows from Gregg Plan 4 (400GPD) 1EDU

**ADJOURNMENT:**

**PETERS TOWNSHIP  
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**REGULAR MEETING**

**January 13, 2015**

**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, Terrence G. Byrne, and Rebecca W. Kaminsky. Also present were Keith Bassi, Solicitor, David A. Coldren, KLH Engineering, Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, and Patricia Mowry, Financial Controller. Mr. Michael P. Crall arrived at the meeting at 7:20p.m.

**REORGANIZATION OF THE BOARD:**

Mr. Grimm nominated Mr. Byrne as Temporary Chairman to begin the Reorganization of the Board. The vote was unanimous.

Mrs. Kaminsky nominated Mr. Blazek for Chairman Position. The vote was unanimous. Mr. Blazek assumed position of the Chairman.

Mrs. Kaminsky nominated Mr. Grimm for Vice-Chairman Position. The vote was unanimous.

Mrs. Kaminsky nominated Mr. Byrne for Secretary Position. The vote was unanimous.

Mr. Byrne nominated Mrs. Kaminsky for Treasurer Position. The vote was unanimous.

Mrs. Kaminsky nominated Mr. Crall for Assistant Secretary- Treasurer Position. The vote was unanimous.

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 2015.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Grimm to retain Bassi, Vreeland and Associate, P.C. as the Authority's Solicitor. The motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to retain KLH Engineers, Inc. as the Authority's Consulting Engineer. The motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to retain Charleroi Federal Savings Bank as the Authority's Depository. The motion carried unanimously.

There was a brief discussion on the appointment of Hosack, Specht, Muetzel & Wood, as the Authority's Auditor. A Motion was made by Mr. Grimm and seconded by Mrs. Kaminsky to table the appointment until more information is obtained regarding auditor services.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to retain County Line Advisor as the Authority's Grant Coordinator for 2015 at the revised rate schedule as presented by Management. The Motion carried unanimously.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne 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 9, 2014 as prepared by Patricia L. Mowry, with minor corrections. The Motion carried unanimously.

**VISITORS:**

1. Monica Merrell, Peters Township Council regarding observation of the meeting
2. Michael McCaig, Managing Director, Janney Capital Markets regarding Donaldson's Crossroads Plant and Interceptor Replacement Project Financing Options

Mr. McCaig presented an overview of the current market conditions and different financial scenarios as they pertain the Authority's future debt needs in order to fund the Donaldson's Crossroads Plant and Interceptor Replacement Project. Topics discussed were the decreasing interest rates on municipal tax-exempt borrowing, an analysis of a bond issue versus PENNVEST Loan, combination of scenarios if PennVest Loan and grants are obtained, and issuing the bonds with the Townships guarantee. Mr. Miskis discussed the low probability of obtaining a PENNVEST Loan and recommended to still pursue the loan because of the interest savings. Mr. Miskis recommended to pursue a parallel course and be prepared to obtain a full bond issue if rates continue to drop. There was a brief discussion on the timing of when to do a bond issue and appointments of the professionals to assist in the bond issuance. An overview of different construction costs funding scenarios was presented. Mr. Miskis indicated under any of the funding scenario presented the customer sewer rates are still consistent with the user rate analysis in the Act 537 Plan as approved.

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

Mr. Bassi reported he is still negotiating the contract with Paymentus, the contractor to perform the service of the collections of online payments.

Mr. Bassi reported he submitted a preliminary memorandum to management regarding the Donaldson's Crossroads project's front end contract documents.

Mr. Miskis ask Mr. Bassi to report on a customer complaint regarding their sewage billing. The customer's building is one of the Waterdam Plaza buildings. The owner has indicated he feels the water company has been erroneous billing him for over 8 years. The owner is seeking refund from both the water company and the Authority. The Authority is waiting for confirmation from the water company on whether or not erroneously billing has occurred. Once confirmation from the water company is received Mr. Bassi will make a recommendation based on statute of limitations regarding a refund.

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

Mr. Coldren reported he has begun preparation of the 2014 Waste Load Management Reports, (Chapter 94) for both treatment plants that are due to the PaDEP by March 31.

Mr. Coldren reported the status of the Valley Brook Interceptor Re-alignment Project. The completion of all the punch list items was completed by the contractor

Mr. Coldren reported he provided a memorandum to Management regarding the Donaldson's Crossroads project design review. KLH's recommendation would be to have the power system study and the third party electrical field acceptance tests included as part of the construction, as was recommended by GHD, the design engineer.

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

Mr. Miskis reported there was a Rutledge Drive pump station force main break. This was the third break in the last three years. Staff performed a temporary repair, and this will have to have further investigation of the problem so that a recommendation for a comprehensive repair can be made.

Mr. Miskis reported on the East McMurray/Center Church sewer rehabilitation which videos indicated a collapsed pipe. Water testing confirmed it allowed significant infiltration into the sewer. Management considered this an urgent repair and issued a work order to State Pipe Services for the installation of CIP liners to seal the defect, plus two others in the same segment for a cost of \$6,500

Mr. Miskis reported this year's budget contained \$10,000 for contracted CCTV work. The Authority will piggyback with the SHACOG to get the most competitive pricing. Management has begun the process of enrollment into the program for 10,000 feet. There will be a formal agreement once enrollment is completed.

Mr. Miskis reported he authorized KLH'S Service Order 284-084 for the Valleybrook Interceptor Rt. 19 Ramp Relocation record drawing for a not to exceed amount of \$3,000. The service order includes updating the Authority Master interceptor drawing set, as well as the construction set.

Mr. Miskis reported he authorized Synergit Company to perform an assessment on the office network server for an amount not to exceed \$1,400.

Mr. Miskis reported the project briefing session for the grant requested from the Local Share Account for the DC Interceptor Improvements project is scheduled for January 20<sup>th</sup>. The Township Manager offered to attend the session and speak to the importance of the project to the Township.

Mr. Miskis reported that included in the 2015 Capital Plan was the procurement of a new dump truck. The new dump truck has been ordered through the State contract. The truck will be a 2015 Ford F-550, four wheel drive, and will include an aluminum dump body and a snow plow. The time frame for delivery is four months and the cost will be \$66,642.

Mr. Miskis reported the status of the design of the DC WPCP Replacement project. The Part 2 permit preliminary review has no issue, however the review is not yet completed. The garage site plan was approved with minor comments by the Township's Planning Commission.

Mr. Miskis requested KLH's opinion on two value recommendations regarding GHD's specifications pertaining to a Power System Study, and the requirement for third party electrical acceptance testing. KLH's provided a memorandum which recommended to retain both requirements in the specifications. Management accepted the recommendation to include the Power System Study in the contract specification. However, after discussion with GHD, they will revise the specification so that adequate funds are withheld so that the third party will not have to do the performance testing. Management's opinion was that third party testing added additional cost without providing any addition value.

Mr. Miskis reported the status of the design of the DC WPCP Replacement project is on budget with approximately 89.8% of the budget expended. Mr. Miskis recommended approval of payment of September's invoices from GHD for a total of \$32,288.75, as presented on the CIRF requisition. He however noted that GHD is not reserving adequate budget to respond to DEP's permit review comments.

Mr. Miskis reported on the Rutledge Drive Pump Station discharge sewers as included in the 2015 Capital Plan. Mr. Miskis presented a map of the area and several different scenarios of correcting the deteriorated pipe and the associated costs. Management recommended approval of the proposal submitted by Insight Pipe Contracting to CIP line the 245 feet of deteriorated pipe for a lump sum cost of \$7,350.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Insight Pipe Contracting proposal to CIP line the 245 feet of deteriorated pipe for a lump sum cost of \$7,350 subject to post-cleaning determination. The Motion carried unanimously.

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

Mr. Chucuddy reported a new subdivision plan was submitted that will require sewage facilities planning as it is creating a new lot. This plan will create one new lot out of one of the newly created lots from the Henney Plan. The new lot will acquire sewer service via a private grinder pump. Mr. Chucuddy recommended acceptance of the proposed sewage flows from the Gregg Plan #4 as the developer has made application and paid the required fees.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to accept the proposed sewage flows of 1 EDU, 400 GPD from the Gregg Plan 4. The Motion carried unanimously.

Mr. Chucuddy reported the McLaughlin /Weaver/Brula Plan 18-Month maintenance period has expired. Mr. Chucuddy recommended the release of the security as presented on the check register.

**SPECIAL PROJECTS MANAGER'S REPORT:** Copy on File

**CORRESPONDENCE FOR THE BOARD'S INFORMATION:** Copy on File

**FINANCIAL CONTROLLER'S REPORT:**

Mrs. Mowry reported the sewage billing conversion process from Jordan Tax Service was very difficult due to the multiple files and the organization of records received from them. The training was completed by Harris Systems on the Flexbill sewage billing system, and bills will be sent by the end of the week.

The training and implementation on the payment process system is scheduled at the end of the month by Bank Up Corporation.

**FINANCIAL STATEMENT REVIEW:** Month ending December 31, 2014.

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

A Motion was made by Mr. Byrne and seconded by Mrs. Kaminsky to approve disbursements in the amount of \$191,777.54 from the following funds:

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 23209 through 23296	\$84,653.26
Payroll	Transfer from Operating to Payroll fund	\$65,000.00
Charleroi Loan	Valley View Sewer Ext. 2012 Debt Payment	\$4,438.13
Developer	Transfer to Operating	\$966.87
Developer	McLaughlin/Weaver/Brula 18-Month Maintenance Release - Check No. 572	\$1,665.60
CIRF	Requisition No. 141-14	\$32,853.75
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. Grimm to enter into executive session at 8:58 p.m to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 9:13.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to approve the salary plan as presented by Management. The Motion carried unanimously.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to adjourn the meeting at 9:15 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Mr. Grimm Nominated Mr. Byrne		Nomination for Temporary Chairman	Approved
2	Mrs. Kaminsky		Mr. Blazek was Nominated and Appointed for Chairman position	Approved
3	Kaminsky		Nominated and Appointed Officers, Mr. Grimm, Vice-Chairman, Mr. Byrne, Secretary and Mr. Crall, Assistant-Secretary-Treasurer	Approved
4	Mr. Byrne		Nominated Mrs. Kaminsky for Treasurer	Approved
5	Kaminsky	Grimm	Retain Bassi, Vreeland and Associates, P.C as the Authority's Solicitor for 2015	Approved
6	Grimm	Kaminsky	Retain KLH Engineering, Inc. as Authority's Consulting Engineer for 2015	Approved
7	Grimm	Kaminsky	Retain Charleroi Federal Savings Bank, located in McMurray as the Authority's Depository for 2015	Approved
8	Grimm	Kaminsky	Table the Motion to retain Hosack, Specht, Muetzel & Wood as our Auditors for 2015	Tabled
9	Kaminsky	Byrne	Retain County Line Advisors as Grant Coordinator for 2015	Approved
10	Kaminsky	Byrne	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
11	Byrne	Grimm	Approve Minutes of December 9, 2014	Approved
12	Kaminsky	Byrne	Approve Insight Pipe Contracting proposal to CIP line the 2455 feet of deteriorated pipe for a lump sum of \$7,350.00	Approved
13	Kaminsky	Byrne	Accept the proposed sewage flows of 1 EDU, 400 GPD from the Gregg Plan 4	Approved
14	Byrne	Kaminsky	Approve disbursements in the amount of \$191,777.54	Approved
15	Crall	Grimm	Enter into Executive Session to discuss personnel matters	Approved
16	Crall	Byrne	Approve the salary plans as presented by Management	Approved
17	Crall	Byrne	Adjourn the Meeting at 9:15 p.m.	Approved