

**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, Admin. Assistant

AGENDA

REGULAR MEETING

March 10, 2015

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of February 10, 2015

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 February 28, 2015

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Review bid report and consider contract award for the Stratford Manor Pump Station Force Main Replacement project.
2. Accept Dedication of the The Crossing-Sheriff's Court Sanitary Sewer Extension for ownership.
3. Adoption of the Donaldson's Crossroads WPCP Tap and Organic Loading Management Plan, amendment dated March 10, 2015
4. Resolution providing for the defeasance of the Series 2009 Bonds
5. Resolution providing for the reimbursement of cost incurred for the Donaldson's Crossroads WPCP Replacement Project from financed proceeds if needed
6. Resolution providing for the reimbursement of cost incurred for the Donaldson's Crossroads Sewer System Improvements from financed proceeds if needed
7. Resolution requesting Peters Township to extend the Authority's corporate life.
8. Execution of Amendment No. 1 and No. 2 to the Engineering Agreement with GHD, Inc. for the design of the Donaldson's Crossroads WPCP Replacement Project.
9. Resolution amending the Administrative Handbook providing for additional personal days for staff.

ADJOURNMENT:

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REGULAR MEETING

March 10, 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 David G. Blazek, Michael Crall, 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. Absent from meeting was Eric S. Grimm, Board Member.

APPROVAL OF MINUTES:

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve the minutes of February 10, 2015 as prepared by Patricia L. Mowry, with minor corrections. The Motion carried unanimously.

VISITORS:

SOLICITOR'S REPORT: Copy on File.

Mr. Bassi reported he discussed and exchanged information with Bond Counsel in regards to the defeasance of the existing bond issue and a reimbursement resolution for cost recovery from bond proceeds should it be desirable to do so for both the interceptor project and the DC plant project.

Mr. Bassi reported he has corresponded with Management and Township Solicitor regarding the Township's LSA grant contribution. There will be an agreement the Township will allocate grant proceeds to the Authority, which will be applied to the Township's sewage billings.

Mr. Bassi reported in order to obtain the proper amortization for the proposed financing for the DC plant expansion project, the corporate term of the Authority must coincide with the length of the bond issue or any other financing. The current charter exist until 2040. Mr. Bassi and Management recommended approval of the resolution to make a request of the Township to extend charter to 2050. After approval from the Township application will be made to the State.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to approve Resolution 03-03-15 formally requesting Peters Township extended the Authority's corporate life until 2050. The Motion carried unanimously.

Mr. Bassi reported he prepared an opinion letter regarding ACP pipe removal and abandonment. Mr. Bassi's opinion letter is consistent with the engineer's recommendation. Mr. Coldren provided a memo to Management in regards to the DC sewer interceptor improvements design alternatives. Three alternatives were presented and Mr. Coldren recommended Alternative 2. Alternative 2 includes the construction of a new PVC interceptor to be located parallel to the existing interceptor, and remove the existing pipe from service leaving it in the ground. This alterative has the least potential for exposure of hazardous material, and the lowest overall cost. This recommendation is consistent with Best Management Practices and

recommended by the PaDEP. The Board's consensus was to follow the recommendations of the Solicitor and Engineer selecting Alternative 2.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren reported the annual Chapter 94 Waste Load Management reports for both treatment plants are due to the PaDEP by March 31, 2015. The report will include the revised Organic Capacity Tap Management Plan for Donaldson Crossroads Watershed. Management and Mr. Coldren recommended approval of the 2015 Tap and Organic Loading Management plan.

A Motion was made by Mr. Byrne and seconded by Mr. Crall for adoption of the revised Organic Capacity Tap Management Plan for Donaldson Crossroads Watershed amendment dated March 10, 2015. The Motion carried unanimously.

Mr. Coldren reported the status of the Nair sewer extension. The revised drawing were received and are in the process of being reviewed.

Mr. Coldren reported the bid opening was held on March 3, 2015 for the Stratford Manor Pump Station Force Main Replacement project. The engineer's cost estimate for the project was \$75,000. There were four bids received. The low bidder was Liokareas Construction for a bid of \$65,000. Mr. Coldren has checked references and confirmed their bid bond. Mr. Coldren and Management's recommendation is to award the contract to them.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to award Contract 2014-01 Stratford Manor Pump Station Force Main Replacement project to Liokareas Construction for a bid of \$65,000. The Motion carried unanimously.

Mr. Coldren presented Service Order 264-95 Amendment No. 1 to provide for the general project services and inspection services for the Stratford Manor Pump Station Force Main Replacement project.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Service Order 264-95 Amendment No. 1 for an amount not to exceed \$3,200 for general project services and an amount not to exceed \$7,500 for inspection services for the Stratford Manor Pump Station Force Main Replacement project. The Motion carried unanimously.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported flow monitors were installed at the Stonehenge sewer after the repairs were made to correct the significant defects discovered on E. McMurray Road. During a recent peak flow event preliminary reports indicate substantial flow reduction has occurred. The monitors will stay in place for at least three or four more peak events to gain confidence in the monitoring.

Mr. Miskis reported he has confirmed that the grant received from the Local Share Account grant is a one-year grant for a standalone project and the grant does not commit the Authority to doing the interceptor project described in the grant application as Phase 3 in 2017.

Mr. Miskis reported as directed by the Board, a revision was made to the Administrative staff's employee handbook to revise the personal days and recommended adoption of the resolution to amend the handbook.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall to adopt Resolution 02-03-15 amendment to Section 308 of Personal Leave of the Administration Employee Handbook to provide three additional personal days to Administrative staff bring the total to nine personal days. The Motion carried unanimously.

Mr. Miskis reported the Authority's insurance company paid the claim in the amount of \$ 3,075.40 and a release was signed for the sewage backup claim made by resident of 108 E. Highland Drive. The problem occurred because of a sag in the line. Investigation will continue to find a feasible and cost effect solution to correct the problem. An alternative would be to re-align the sewer to avoid digging deep trenches close to homes. Management recommended and the Board agreed to use the easement calculation developed for the Valley View project and to offer compensation to the property owner if the re-alignment is determined the best solution.

Mr. Miskis reported there was an error in the starting balance of the CIRF in the 2015 Capital Plan. A revised plan will be prepared and will also include the actual amount of grant funds received from LSA. The planned grant amount used in the Capital Plan was \$2 million and \$500,000 was received.

Mr. Miskis reported the status of The Crossing Six-Sheriff's Court revision. The construction is complete and sewers have been approved for use. The Developer has provided all necessary close out documentation. Management recommended accept the sewer lines for ownership.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to accept the dedication of The Crossings Six- Sheriff's Court Revision sanitary sewers for ownership. The Motion carried unanimously.

Mr. Miskis reported the status of the design of the DC WPCP Replacement project is slightly over budget with approximately 97.3% of the budget expended. The final design is complete except for what may be revised through the PaDEP comments from the permit applications. Mr. Miskis recommended approval of payment of February's invoices from GHD for a total of \$13,733.73, as presented on the CIRF requisition.

Mr. Miskis reported previously the Board approved GHD's Amendment No. 1 and Amendment No. 2 to the design contract. Management recommended execution of those amendments.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Crall for Amendment No. 1 for the flood proofing design of the garage for a total of \$7,000, and Amendment No. 2 adjusting several fixed hourly rate tasks in the amount of \$12,941 with the condition that GHD respond to all DEP comments within the revised budget, with the exception of exceptional comments. If any of those comments occur KLH and Management will make the final determination if the comments were exceptional. The Motion carried unanimously.

Mr. Miskis reported Management met with the PaDEP and PennVest representatives regarding submittal of the application for a low interest loan for the DC WPCP Replacement project. The Authority will submit an application for \$11 million dollars. The application deadline is in May and the PV Board makes a determination at their July meeting.

Mr. Miskis reported the PFM Group re-negotiated their fee and re-issued its proposal with the revised amounts of \$27,000 for a \$20 million issue, and \$19,000 for an issue less than \$10 million.

Mr. Miskis reported the status of the DC Interceptor improvements design and permitting. Mr. Miskis reported most of the existing interceptor is within a narrow easement of only 15 feet in width, and Management recommended acquiring an additional permanent easement width where necessary, as well

as temporary construction easement. The recommendation also includes compensation to the property owners using the same formula used for the Valley View project.

ASSISTANT MANAGER’S REPORT: Copy on File.

SPECIAL PROJECTS MANAGER’S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD’S INFORMATION: Copy on File

FINANCIAL CONTROLLER’S REPORT:

Mrs. Mowry indicated the customer portal where customers can view their account balance and the use of charge cards for customers to pay their bill should be available for customers by July 1.

Mrs. Mowry reported Mr. Garin, Bond Counsel prepared a resolution and Mr. Bassi recommended approval of the resolution authorizing the administration to proceed at the appropriate time with the steps necessary for the defeasance of the 2009 Bonds.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Resolution No. 04-03-15 authorizing the administration to proceed at the appropriate time with the steps necessary as required by the trust indenture to arrange for the application of sufficient Authority funds to the redemption and discharge of the outstanding 2009 Bonds. The Motion carried unanimously.

Mrs. Mowry reported Mr. Garin, Bond Counsel prepared two resolutions for reimbursement for cost recovery from any borrowed funds for both the DC WPCP Replacement project and the DC Sewer Inceptor Sewer System Improvements project if it shall be desirable to do so by the Authority.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Resolution No. 05-03-15 making a declaration of official intent for capital expenditures to be reimbursed from subsequent borrowing for the DC WPCP Replacement project. The Motion carried unanimously.

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve Resolution No. 06-03-15 making a declaration of official intent for capital expenditures to be reimbursed from subsequent borrowing for the DC Sewer Inceptor Sewer System Improvements project. The Motion carried unanimously.

FINANCIAL STATEMENT REVIEW: Month ending February 28, 2015.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mrs. Kaminsky and seconded by Mr. Byrne to approve disbursements in the amount of \$1,064,711.22 from the following funds:

Fund	Disbursement	Total
Operating	Checks: 23390 through 23479	\$163,099.58
Operating	Transfer for Budgeted Equipment Allowance to Charleroi Federal Tap & Assessment	\$586,400.50

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	\$0.13
CIRF	Requisition No. 143-15	\$91,572.95
CIRF	Penn Vest – Ivy Lane – 2003 Debt Payment	\$2,199.93
CIRF	Transfer from Charleroi Fed. Tap & Cap account to CIRF per Trust Indenture	\$152,000.00

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Byrne and seconded by Mr. Crall to adjourn the meeting at 8:43 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Byrne	Approve Minutes of February 10, 2015	Approved
2	Kaminsky	Crall	Approve Resolution 03-03-15 formally requesting the Peters Township extended the Authority's corporate life until 2050	Approved
3	Byrne	Crall	Adoption of the revised Organic Capacity Tap Management Plan for Donaldson's Crossroads Watershed amendment dated March 10, 2015	Approved
4	Kaminsky	Byrne	Award Contract 2014-01 Stratford Manor Pump Station Force Main Replacement project to Liokareas Construction for a bid of \$65,000	Approved
5	Kaminsky	Byrne	Approve Service Order 264-95 Amendment No. 1 for amount not to exceed \$3,200 for general project and an amount not to exceed \$7,500 for inspection services for the Stratford Manor Pump Station Force Main Replacement project	Approved
6	Kaminsky	Crall	Adopt Resolution 02-03-15 amendment to Section 308 of Personal Leave of the Administration Employee Handbook to provide three additional personal days to Administrative staff to bring total to nine personal days	Approved
7	Crall	Byrne	Accept the dedication of the Crossing Six-Sheriff's Court Revision sanitary sewers for ownership	Approved
8	Kaminsky	Byrne	Execute GHD, Inc. Amendment No.1 for the flood proofing design for a total of \$7,000 and Amendment No. 2 for response to the PaDEP comments, with the exception of exceptional comments	Approved
9	Kaminsky	Byrne	Approve Resolution 04-03-15 authorizing the administration to proceed at the appropriate time with the steps necessary as required by the trust indenture to arrange for the application of sufficient Authority funds to the redemption and discharge of the outstanding 2009 Bonds	Approved
10	Kaminsky	Byrne	Approve Resolution 05-03-15 making a declaration of official intent for capital expenditures to be reimbursed from subsequent borrowing for the DC WPCP Replacement project	Approved
11	Kaminsky	Byrne	Approve Resolution 06-03-15 making a declaration of official intent for capital expenditures to be reimbursed from subsequent borrowing for the DC Sewer Interceptor Sewer System Improvements project	Approved

12	Kaminsky	Byrne	Approve disbursements in the amount of \$1,064,711.22	Approved
13	Byrne	Crall	Adjourn the Meeting at 8:43 p.m.	Approved