

**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

June 9, 2015

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of May 12, 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 May 31, 2015

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Execute 2015 SHACOG CCTV Contract – Year 5 project
2. Accept the 2014 Financial Statements and Internal Control Letter
3. Adopt Resolution No. 09-06-15 for Special Purpose Part Tapping Fee Update
4. Adopt Resolution No. 08-06-15 for Destruction of Obsolete records

ADJOURNMENT:

**PETERS TOWNSHIP
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PHONE: 724-941-6709
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James J. Miskis, Manager
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Diane L. Gregor, Administrative Assistant

REGULAR MEETING

June 9, 2015

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Vice Chairman. Board members present were Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, and Michael P. Crall. Also present were Romel L. Nicholas, 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 David G. Blazek, Chairman.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the May 12, 2015 Board Meeting

Moved by Mr. Byrne, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

VISITORS:

SOLICITOR'S REPORT: Copy on File.

Mr. Nicholas reported the two cases regarding delinquent sewage accounts that were awarded at the Magistrate's Office last month against Hidden Brook/Heartland Homes were appealed by Hidden Brook. Mr. Nicholas was contacted by Hidden Brook's attorney. Mr. Nicholas will work with Management and Hidden Brook to try to resolve.

Mr. Nicholas reported he began gathering data and created an outline for the update to the Authority's rules and regulations. The estimated time frame for this project completion will be late Fall 2015.

Mr. Nicholas reported he provided an opinion letter regarding several sewage billing concerns. The methodology for averaging a customer's bill if no water consumption data is available and the statute of limitations on back billing.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren reported on the Stratford Manor Pump Station Force Main Replacement project. The construction started in June and the target completion date is beginning July.

Mr. Coldren reported the status of the Brush Run Blower No. 2 replacement evaluation. Equipment is being evaluated regarding cost efficiency and life cycle cost.

Mr. Coldren reported the status of 180 E. Highland Drive. The survey is completed and alternatives are being evaluated for replacement.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported on the Sylvania Drive Pump Station force main break. During routine pump station inspection staff identified a sewage leak and repaired by replacing a short section of force main. The pipe's exterior was corroded, however the interior was free of any defects or buildup. This iron pipe was installed in the early 70's and has reached the end of its useful life. The pipe condition degradation is expected accelerate as the pipe reaches the end of its useful life. The force main replacement will be addressed in next year's budget. A gravity sewer alternative will be evaluated. However, an easement would have to be obtained from the Queen of Heaven Cemetery. It would be anticipated that reasonable compensation will be offered for the easement.

Mr. Miskis reported the enrollment was completed with SHACOG for the 9,000 feet of CCTV inspection with an estimated cost of \$12,650. The areas to be CCTVed are Brookdale Circle and McClintock Drive. Both are in the Brush Run sewer system and are 1960's VCP pipe. The Solicitor reviewed the agreement and both Management and Mr. Nicholas recommended entering into the agreement.

Motion: To enter into agreement with SHACOG Joint O&M CCTV Inspection and Cleaning for 9,000 feet of CCTV.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

Mr. Miskis reported he authorized KLH Service Order 264-100 for the Brush Run Blower No. 2 Alternatives Evaluation for an amount not to exceed \$6,000, and for an increase of \$1,000 for Service Order No. 264-02-015 Addendum 1 for the Rutledge Drive Pump Station force main as-built drawings to include profile drawings.

Mr. Miskis reported alternatives were explored regarding the correction of the sag in the sewer line at 180 East Highlands Drive. The line is located very close to the adjacent house. The most reasonable alternative is to proceed with relocation of the sewer in a new easement. KLH has been authorized to conduct a field survey for the purpose of developing a design plan and profile for the sewer relocation.

Mr. Miskis reported he is unable to attend the Township's workshop meeting regarding the rezoning. Therefore Management will re-submit the written comments previously submitted on the Comprehensive Plan, as well as identifying some specifics regarding the impact to the sewer system by higher dwelling unit and commercial densities.

Mr. Miskis reported on potential future developments. The Augustine subdivision submitted preliminary plans for a 3-lot subdivision at the end of Valley View Drive, and the Rotharr property which is a 27 acre vacant farmland parcel on Sugar Camp Road is looking to develop a portion of the acreage. This was part of the Brookwood Road sewer extension which has a deferred assessment in the amount of \$73,000.

Mr. Miskis reported the status of the Donaldson's Crossroads plant expansion planning. Management will provide final review comments to the design engineer next week and the project can be advertised for bid July 15, 2015 with a bid opening September 10, 2015.

Mr. Miskis reported the Township agreed with the recommendation from PFM's analysis for the Authority to proceed with a Guaranteed Sewer Revenue Bond issue as the preferred financing alternative.

Mr. Miskis reported PFM provided the Authority with an updated financing scenarios based on three different criteria. The sewer rates are still projected between \$45 - \$50 per month which is all dependent on actual construction bids, capitalizing interest, and a Pennvest loan or not.

Mr. Miskis reported the status of the Brush Run Blower No. 2 replacement. The vendor Excelsior Blower Systems agreed to waive \$4,300 in labor charges on the work performed on the existing blower and GHD will reimburse the Authority \$2,400 that was paid to CET for the blower energy evaluation to CET.

ASSISTANT MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the current contract for uniform rental with Cintas will expire the end of August. A request for proposals was advertised for another three year period. The proposals are due back and contract can be awarded at the July Board meeting.

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 final 2014 Audit report and internal control letter was distributed and recommended acceptance of the report and letter.

Motion: To accept the 2014 Audited Financial Statements as prepared by Guthrie, Belczyk & Associates, P.C.

Moved by Mrs. Kaminsky, Seconded by, Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

Motion: To accept the 2014 Internal Control letter as prepared by Guthrie, Belczyk & Associates, P.C.

Moved by Mr. Byrne, Seconded by, Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

Mrs. Mowry reported there are obsolete records that are due to be disposed of and recommended adoption the following resolution

Motion: To adopt Resolution 08-06-15 to dispose of 2004, 2005, and 2006 Accounts Payable and Bank Statements

Moved by Mrs. Kaminsky, Seconded by, Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

FINANCIAL STATEMENT REVIEW: Month ending May 31, 2015.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$162,463.76 from the following funds:

Moved by Mrs. Kaminsky, Seconded by, Mr. Byrne

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

Fund	Disbursement	Total
Operating	Checks: 23652 through 23742	\$87,321.30
Payroll	Transfer from Operating to Payroll fund	\$65,000.00
Charleroi Loan	Valley View Sewer Ext. 2012 Debt Payment	\$4,438.13
Developer	Reimbursement Operating Fund	\$70.40
CIRF	Requisition No. 146-14	\$3,434.00
CIRF	Penn Vest – Ivy Lane – 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Motion: To adjourn the Board Meeting at 7:50 p.m.

Moved by Mr. Crall, Seconded by Mr. Byrne

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: Eric S. Grimm, Terrence G. Byrne, Rebecca W. Kaminsky, Michael P. Crall

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Byrne	Kaminsky	Approve Minutes of May 12, 2015	Approved
2	Kaminsky	Crall	Enter into agreement with SHACOG Joint O&M CCTV Inspection and Cleaning for 9,000 feet of CCTV	Approved
3	Kaminsky	Crall	Accept the 2014 Audited Financial Statements as prepared by Guthrie, Belczyk & Associates, P.C.	Approved
4	Byrne	Kaminsky	Accept the 2014 Internal Control letter as prepared by Guthrie, Belczyk & Associates, P.C.	Approved
5	Kaminsky	Crall	Adopt Resolution 08-06-15 to dispose of 2004, 2005, and 2006 Accounts Payable and Bank Statements	Approved
6	Kaminsky	Byrne	Approve disbursements in the amount of \$162,463.76	Approved
7	Crall	Byrne	Adjourn the Meeting at 7:50 p.m.	Approved