

**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 12, 2016

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 8, 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 December 31, 2015

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Award of Contract 2, HVAC, of Donaldson's Crossroads WPCP Replacement Project to Kukurin Contracting, Inc.
2. Award of Contract 3, Plumbing, of Donaldson's Crossroads WPCP Replacement Project to Kukurin Contracting, Inc.
3. Penn Vest Resolution No. 01-01-16

ADJOURNMENT:

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REGULAR MEETING

January 12, 2016

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, Eric S. Grimm, Terrence G. Byrne, and Rebecca W. Kaminsky. 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 Board Member, Michael P. Crall.

REORGANIZATION OF THE BOARD:

Mr. Nicholas recommended if the Board was inclined choose to keep the same officers there could be a blanket motion to reappoint in lieu of formal reorganization.

Motion: For a reaffirmation of the existing Officers across the Board.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Mr. Miskis recommended not appointing the Grants Coordinator, County Line Advisor, until services are needed later in the year or when a grant application is applied for.

Motion: To appoint the following professionals: Gaitens, Tucceri & Nicholas, 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, Guthrie, Belczyk & Associates, P.C, as the Authority's Auditor, for 2016.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Motion: To designate the Official Newspapers as the Observer Reporter, Tribune Review, and Post-Gazette and the Board meeting dates were set for the 2nd and 4th Tuesday of every month at 7:00 p.m., located in the lower level of the Authority's business office.

Motion: Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

APPROVAL OF MINUTES:

Motion: To approve the minutes of the December 8, 2015 Board Meeting.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

VISITORS:

SOLICITOR'S REPORT: Copy on File.

Mr. Nicholas reported Pennsylvania American Water indicated the settlement check was mailed to the Authority.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren reported preparation has begun on the 2015 Waste Load Management Reports, (Chapter 94) for both treatment plants which are due to the PaDEP by March 31.

Mr. Coldren reported the status of the Valleybrook Interceptor cured-in-place lining project. Jet-Jack completed televising of the interceptor and it is anticipated to begin lining in January.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported the Donaldson's Crossroads Corrective Action Plan and a request for a 2016 tap allocation of 60 taps was submitted to PaDEP in December. Apparently DEP never received it, therefore a second transmittal was sent certified mail. It is anticipated to be approved.

Mr. Miskis reported the CCTV contract with SHACOG for the extra work in the Lakeview Drive area was completed. All videos have been reviewed of pipe inspected. Mr. Miskis recommended approval of SHACOG's invoice as presented on the bill list.

Mr. Miskis reported several major planned capital purchases have been made under the State piggyback contract. The replacement F-450 with utility bed and a motorized crane for cost of \$58,324. The existing vehicle will be placed on the Muni-Bid site for sale for \$12,000. Also five new sewer line flow monitors were procured for a cost of \$23,913, which includes \$4,000 credit for trading in old flow meters, and an administrative photocopier for a cost of \$7,995.

Mr. Miskis reported the Rolling Hills Country Club conversion to residential development is proceeding. The developer's representative indicated 400 units is probable. The vast majority of the development drains to the Stonehedge truck sewer. This trunk sewer does not have the capacity to support this, therefore a number of segments will have to be augmented downstream of the development. The Authority will work with the Developer regarding a cost sharing agreement.

Mr. Miskis reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project. Mr. Miskis indicated there was a clerical error regarding Contract 4 in the contract value, the electrical contract that was approved last month and recommended a motion to correct the amount.

Motion: To award Contract 4 – Electrical for the Donaldson's Crossroads Replacement Project to Bronder Technical Services in the correct amount of \$1,434,340 and to authorize the appropriate officials to execute the contract documents, subject to receiving the notice to proceed from DEP after submission of the DBE requirements.

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Mr. Miskis reported the Contract 2 - HVAC and Contract 3 -Plumbing bids were open on December 10, 2015. GHD recommended award of both contracts which include the alternative for the garage which added \$15,510 and \$16,610 to Contract 2 and 3 respectively.

Motion: To award Contract 2 –HVAC for the Donaldson’s Crossroads WPCP Replacement Project to Kukurin Contracting Inc., in the amount of \$248,842 and to authorize the appropriate officials to execute the contract documents.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Motion: To award Contract 3 –Plumbing for the Donaldson’s Crossroads WPCP Replacement Project to Kukurin Contracting Inc., in the amount of \$158,851 and to authorize the appropriate officials to execute the contract documents.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Mr. Miskis reported the Bond sale for the Donaldson’s Crossroads Replacement Project financing will be through the competitive auction on January 13, 2016.

Mr. Miskis reported the status of the Valleybrook ramp and interceptor relocation project. By agreement with PennDOT they paid for the construction and the Authority paid for the engineering. The cost sharing was PennDOT 82.33% and PTSA 17.67%. PennDOT has reimbursed the Authority for the engineering fees and now has invoiced the Authority for the construction cost in the amount of \$71,855.53, payment is recommended. The total Authority cost of the project was \$84,460.36.

ASSISTANT MANAGER’S REPORT: Copy on File.

Mr. Chucuddy reported the status of the Anthony Farms Phase III. The developer provided the escrow and is in the process of preparing the set- aside agreement similar to the agreement provided for Phase II. Mr. Chucuddy recommended entering into the developer’s agreement.

Motion: Enter into the Developer’s agreement with Peters Township Land Company for the Anthony Farms Phase III, contingent upon acceptable agreement.

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

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 status of the PENNVEST Loan for the Donaldson’s Crossroads WPCP Replacement Project. The closing will probably be scheduled at the end of March. In order to begin construction prior to the loan closing the Authority is requesting a pre-closing authorization. As part of the request PENNVEST requires a resolution for reimbursement of project cost. Mrs. Mowry recommended adoption of the resolution and to authorize proper officers to execute any documents required by PENNVEST in regards to the loan.

Motion: To adopt Resolution 01-01-16 for reimbursement resolution for Donaldson's Crossroads WPCP Replacement Project Cost and to authorize proper officers to execute any documents required by PENNVEST in regards to the loan.

Moved by Mr. Grimm, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

FINANCIAL STATEMENT REVIEW: Month ending December 31, 2015.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$369,217.93 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Fund	Disbursement	Total
Operating	Checks: 1342 through 1436	\$194,279.35
Operating	HAS Transfer to Administrative Employees	\$15,000.00
Payroll	Transfer from Operating to Payroll fund	\$65,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$62.42
CFS Capital Improvement Fund	Requisition No. 7	\$88,238.10
CFS Bank Capital Improvement Fund	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

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

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Terrence G. Byrne, Eric S. Grimm, and Rebecca W. Kaminsky

Respectfully Submitted,

Patricia Mowry

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Grimm	Reaffirmation of the existing Officers across the Board	Approved
2	Kaminsky	Grimm	Appoint Gaitens, Tucceri & Nicholas, P.C as the Authority's Solicitor, KLH Engineers, Inc. as the Authority's Consulting Engineer, Charleroi Federal Savings Bank as the Authority's Depository, and Guthrie, Belczyk & Associates, P.C. as the Authority's Auditor for 2016	Approved
3	Grimm	Kaminsky	Designate the Official Newspaper as the Observer Reporter, Tribune Review, and the Post-Gazette and the Board Meeting dates were set for the 2 nd and 4 th Tuesday of every month at 7:00p.m., located in the lower level of the Authority's business office	Approved
4	Grimm	Kaminsky	Approve Minutes of December 8, 2015 Board Meeting	Approved
5	Kaminsky	Byrne	Award Contract 4 – Electrical for the Donaldson's Crossroads WPCP Replacement Project to Bronder Technical Services in the correct amount of \$1,434,340 and to authorize the appropriate officials to execute the contract documents, subject to receiving the notice to proceed from DEP after submission of DBE requirements	Approved
6	Kaminsky	Grimm	Award Contract 2 – HVAC for the Donaldson's Crossroads WPCP Replacement Project to Kukurin Contracting, Inc., in the amount of \$248,842 and to authorize the appropriate officials to execute the contract documents	Approved
7	Kaminsky	Grimm	Award Contract 3 – Plumbing for the Donaldson's Crossroads WPCP Replacement Project to Kukurin Contracting, Inc., in the amount of \$158,851 and to authorize the appropriate officials to execute the contract documents	Approved
8	Kaminsky	Byrne	Enter into the Developer's agreement with Peters Township Land Company for the Anthony Farms Phase III, contingent upon acceptable agreement	Approved
9	Grimm	Byrne	Adopt Resolution 01-01-16 for reimbursement resolution for Donaldson's Crossroads WPCP Replacement Project cost and to authorize proper officers to execute any documents required by PENNVEST in regards to the loan	Approved
10	Kaminsky	Grimm	Approve disbursements in the amount of \$369,217.93	Approved
11	Kaminsky	Byrne	Adjourn the Meeting at 7:50 p.m.	Approved