



# PETERS TOWNSHIP SANITARY AUTHORITY

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[www.ptsaonline.org](http://www.ptsaonline.org)

## AGENDA

**REGULAR MEETING**

**December 13, 2016**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of November 8, 2016

**VISITORS:**

1. Craig J. Bauer, President, KLH Engineers, Inc. – Regarding resignation as Consulting Engineer

**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 November 30, 2016

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Acceptance of sewage flow from the proposed Tuscany Plan of 800 gpd (2EDUs) in the Brush Run Sewer System.
2. Acceptance of GHD, Inc. proposal for Donaldson's Crossroads NPDES Permit Renewal Assistance
3. Adoption of the 2017 Revised Budget and Capital Plan
4. Acceptance of the Consulting Engineer Annual Report
5. Acceptance of Sanitary Sewer Installation for Anthony Farms
6. Motion to appoint HRG, Engineering, Inc. as the 2017 Retained Consulting Engineer,
7. Executive Session for Personnel Issues
8. Executive Session for Board to discuss Legal and Personnel Issues

**ADJOURNMENT:**

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James J. Miskis, Sr. Technical Advisor	Mark A. Chucuddy, Assistant Manager	Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Interim Manager/ Financial Controller	Donna L. LaManna, Billing Specialist	Diane L. Gregor, Administrative Assistant



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### REGULAR MEETING

December 13, 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, Rebecca W. Kaminsky, Michael P. Crall. Also present were Romel L. Nicholas, Solicitor, David A. Coldren, KLH Engineering, Inc., Mark A. Chucuddy, Operations Manager, Patricia L. Mowry, Interim Manager/Financial Controller, Gary A. Parks, and Special Projects Manager.

#### APPROVAL OF MINUTES:

Motion: To approve the minutes of the November 8, 2016 Board Meeting

Moved by Mr. Crall, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

#### VISITORS:

1. Craig J. Bauer, President, KLH Engineers, Inc. – Regarding resignation as Consulting Engineer

Mrs. Kaminsky requested entering into an executive session to discuss personnel and engineering issues.

Motion: To enter into executive session at 7:05 p.m. to discuss personnel and engineering issues.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Executive Session ended at 7:36 p.m.

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

Mr. Nicholas reported GHD provided an opinion letter dated, November 21, 2016, regarding the DC WPCP construction site flood incident on July 30, 2016. Mr. Nicholas is satisfied with the letter.

Mr. Nicholas reported on the Consent Order and Agreement (COA) with DEP regarding the ALCOSAN Marella Manor area. Mr. Miskis prepared and submitted a progress report on December 2, 2016. A summary of the report is in the Manager's report. The Solicitor and Management are recommending the time of sale program be expanded during 2017. Mr. Parks will be the project manager moving forward with the Consent Order.

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

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James J. Miskis, Sr. Technical Advisor  
Patricia L. Mowry, Interim Manager/  
Financial Controller

Mark A. Chucuddy, Assistant Manager  
Donna L. LaManna, Billing Specialist

Gary A. Parks, Special Projects Manager  
Diane L. Gregor, Administrative Assistant

MANAGER'S REPORT: Copy on file.

Ms. Mowry reported the Local Share Account committee presentation regarding the 2017 LSA application for the Donaldson's Crossroads Interceptor Replacement project was held on December 6<sup>th</sup>. Ms. Mowry presented the Authority's project for consideration. The award notifications should be released in the early part of 2017.

Ms. Mowry presented the 2017 Revised Budget and Capital Plan. The revised budget included expenses related to additional administrative personnel and treatment plant employee health insurance adjustment. The result of the changes was a decrease in the capital transfer. Ms. Mowry recommended adoption of the revised budget and acceptance of the Consulting Engineer Report.

Motion: To adopt the Revised 2017 Operating Budget and Capital Plan

Moved by Mr. Crall, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Motion: To accept the Consulting Engineer Report

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Ms. Mowry reported on the proposed developer project, Tuscany Plan revised. This plan is located in the Brush Run Watershed, just off of Justabout Road. It is a re-subdivision to create two additional lots, it will require two short sewer extensions, and generate 800 gallons per day (2 EDU's). Ms. Mowry recommended acceptance of the sewage flows.

Motion: To accept the sewage flows from the proposed Tuscany Plan Revised of 800 gallons per day (2 EDU's) in the Brush Run System

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Ms. Mowry reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 10 as distributed. Mr. Crall indicated he would attend the December Construction meeting.

Ms. Mowry recommended approval of GHD's invoice as listed on the capital requisition for construction phase services. GHD recommended approval of the Pay Application No. 10 as submitted by the general contractor, Kukurin Contracting, in the amount of \$515,215.99, as listed on the construction requisition.

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the status of Anthony Farms Phase III. The project is in the close-out phase. The construction and testing are completed and most items for close-out provided. Mr. Chucuddy recommended acceptance of the sanitary sewer installation contingent of delivery of the Geotechnical report.

Motion: To accept the Sanitary Sewer installation for Anthony Farms Phase III, contingent of delivery of the Geotechnical report.

Moved by Mr. Crall, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Mr. Chucuddy reported the Donaldson's Crossroads Treatment Plant NPDES Permit expires on March 31, 2018. The application for renewal must be submitted to PaDEP by October 2, 2017. The renewal process is very detailed and involves series of analytical testing. Mr. Chucuddy recommended approval of GHD's proposal for a not to exceed amount of \$9,400 for assistance with the application. The permit fee to PaDEP is \$1,250.

Motion: To approval of GHD's proposal for a not to exceed amount of \$9,400 for assistance with the Donaldson's Crossroads Treatment Plant NPDES Permit application.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

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

Mr. Parks reported indicated there has been periodic interruption in phone service during the change in providers. Hopefully this issue will be resolved quickly.

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

**FINANCIAL CONTROLLER'S REPORT:** Copy on File

**FINANCIAL STATEMENT REVIEW:** Month ending November 30, 2016.

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

Motion: To approve disbursements in the amount of \$969,527.22 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, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Fund	Disbursement	Total
Operating	Checks: 2339 through 2427	\$258,765.71
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement to Operating Fund	\$60.78
CFS Capital Improvement Fund	Payment Req. 2016-12	\$118,846.68
Zion Bank - Construction Fund	Payment Req. 2016-10	\$515,215.99
CFS Bank Capital Improvement Fund	Penn Vest Payment - Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Nicholas recommended entering into an executive session to discuss personnel, engineering issues, and potential litigation issues.

Motion: To enter into executive session at 8:30 p.m. to discuss personnel and potential litigation

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Executive Session ended at 10:56 p.m.

Motion: The return of the Personnel Files by the Solicitor and adoption of the recommendations presented in Solicitor's Memorandum dated December 13, 2016 for Personnel File enhancement.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Motion: To authorize the presentation of the Memorandum of Counseling to the Administrative employees

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Motion: Effective January 1, 2017 the adjustment to Mr. Miskis's salary as approved in Executive Session

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Motion: To finalize advertisement for the General Manager Position and place in the appropriate publications

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Motion: To adjourn the Board Meeting at 11:04 p.m.

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall

Respectfully Submitted,

Patricia Mowry

**MOTIONS SUMMARY**

<b>MOTION NO.</b>	<b>MOVED</b>	<b>SECOND</b>	<b>MOTION SUMMARY TABLE</b>	<b>VOTE</b>
1	Crall	Grimm	Approve meeting minutes of November 8, 2016	Approved
2	Kaminsky	Grimm	Enter into executive session at 7:05 p.m. to discuss personnel and engineering issues	Approved
3	Crall	Grimm	Adopt the Revised 2017 Operating Budget and Capital Plan	Approved
4	Grimm	Crall	Accept the Consulting Engineer Report	Approved
5	Grimm	Crall	Accept the sewage flows from the proposed Tuscany Plan Revised of 800 gallons per day (2 EDU's) in the Brush Run System	Approved
6	Crall	Grimm	Accept the Sanitary Sewer installation for Anthony Farms Phase III, contingent of delivery of the Geotechnical Report	Approved
7	Kaminsky	Grimm	Approve GHD's proposal for a not to exceed amount of \$9,400 for assistance with the Donaldson's Crossroads Treatment Plant NPDES Permit application	Approved
8	Kaminsky	Grimm	Approve disbursements in the amount \$969,527.22	Approved
9	Kaminsky	Crall	Enter into executive session at 8:30 p.m. to discuss personnel, engineering issues, and potential litigation issues	Approved
10	Kaminsky	Grimm	Return of the Personnel Files by solicitor and adoption of the recommendation presented in Solicitor's Memorandum dated December 13, 2016 for Personnel File enhancement	Approved
11	Kaminsky	Grimm	Authorize the presentation of the Memorandum of Counseling to the Administrative employees	Approved
12	Kaminsky	Grimm	Effective January 1, 2017 the adjustment to Mr. Miskis salary as approved in Executive Session	Approved
13	Kaminsky	Crall	To finalize advertisement for the General Manager position and place in the appropriate publications	Approved
14	Grimm	Crall	Adjourn the Meeting at 11:04 p.m.	Approved