



PETERS TOWNSHIP SANITARY AUTHORITY

111 Bell Drive, McMurray, PA 15317
PHONE 724.941.6709 FAX 724.941.2283

www.ptsaonline.org

AGENDA

REGULAR MEETING

February 8, 2017

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of January 11, 2017

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 January 31, 2017

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Electric Energy Procurement Alternatives
2. Resolution amending the Administrative Handbook, Section 310, providing Short-Term and Long-Term Disability to Regular full-time employees.
3. Executive Session to discuss personnel issues

ADJOURNMENT:



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REGULAR MEETING

February 8, 2017

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 A. Silvestri, and Michael P. Crall. Also present were Romel L. Nicholas, Solicitor, Mark A. Chucuddy, Operations Manager and Patricia Mowry, Interim Manager/Financial Controller.

VISITORS: None

APPROVAL OF MINUTES:

Motion: To approve the minutes of the January 11, 2017 Board Meeting.

Moved by Mr. Crall, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

SOLICITOR'S REPORT: Copy on File.

MANAGER'S REPORT: Copy on file.

Ms. Mowry reported on the Electric Generation Procurement. Mr. Miskis prepared a recommendation as reported in the Managers report. Management recommended deferring this until more analysis can be conducted. The Authority's current contract is with OnDemand.

Ms. Mowry presented the Revenue & Expense Summary 2016 year-end report, after Audit adjustments. This report compares the actual year-end, budgeted and projected figures. The 2016 Total Operating Revenue was \$3,527,032, which is \$15,975 less revenue than projected, and \$106,000 less than what was originally budgeted. The Non-Operating Revenue total was \$162,530, which is \$19,300 more than we projected, and \$19,500 more than originally budgeted. The Authority budgets tapping fees conservatively, therefore it is expected to exceed the estimates. The Expenses: Total 2016 Expenses were \$2,799,800, which is \$11,500 more than projected, and \$80,700 less than originally budgeted. There was a planned Capital Transfer budgeted at \$753,000, because there was no debt service in 2016. The transfer will be \$26,000 less than planned. All the annual transfers are listed on the Check Summary Report.

Ms. Mowry reported HRG provided a report on the projects they have been tasked with.

Ms. Mowry reported the status of the Primrose development. Mr. Miskis is working with the Solicitor regarding the easements and developers agreement.

Ms. Mowry reported HRG began the Geotechnical analysis on the Hidden Brook emergency repair the

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

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

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

week of January 16th. A report is expected to be provided at the March's Board meeting.

Ms. Mowry reported on the billing status for 455 E. McMurray Road. The Township and the School District have acquired the property. The property has 15 Billing Units assigned, which provides for the capacity equivalent to 15 sewer permits. Each unit is billed at the minimum fee of \$34/per unit. The Township Manager requested the Authority to defer all but one of the billing units until the Township and School can define their joint municipal project, and the percentage allocation per entity. The Solicitor recommended, due to the Municipal Joint Ownership, this is something that can be approved. The Township would then be able to preserve the 14 permits for future use. There was a discussion of billing and alternatives.

Motion: To defer the billing of 13 of the billing units for a period not to exceed 5 years, and bill 1 billing unit to each entity.

Moved by Mr. Silvestri, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Ms. Mowry reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 12 as distributed. Mr. Crall indicated he would attend the February 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. 12 for the General Contract, in the amount of \$297,680.27, and Pay Application No. 2 in the amount of \$7,605 for the Plumbing Contract as submitted by Kukurin Contracting, and Pay Application No. 4 in the amount of \$47,817.90 for the Electrical Contract as submitted by the contractor, Bronder Electrical, as listed on the construction requisition.

Ms. Mowry reported the status of the Donaldson's Crossroads Interceptor Improvements Project. The PaDEP Giant Oaks portion of the project is designed and the permit applications were submitted. The PaDEP and the Washington County Conservation District responded by letter with the technical deficiencies regarding the permit submittals. Mr. Coldren responded to both agencies on February 2nd. The Authority has received the Part II permit on January 5, 2017.

Ms. Mowry reported on the Upper St. Clair (USC) and Deerfield Pump Station. The Authority included provisions in the H2O PA grant application to provide service to USC's Deerfield customers to allow USC to abandon their small pump station. A Memorandum of Understanding was executed by both parties in January, 2010. The Memorandum established that, as a result of the H2O grant, \$72,000 would be allocated to USC for the cost of constructing the connecting sewer and paying tapping fees to the Authority. The objective of the Memorandum of Understanding was that both parties commit to work towards a formal agreement, provided ALCOSAN releases the service area. The Memorandum established a target date of June 30, 2011 to obtain the release. ALCOSAN has been reluctant to release the customers. Addendum No. 1 to the MOU was executed extending the term to January 1, 2013 in consideration of USC installing the connecting sewer, and thereby satisfy our grant application conditions. ALCOSAN has released the customers from their service area, however, the City of Pittsburgh has to release them as well. USC indicated the City of Pittsburgh is willing to release the customers. The MOU has since expired and USC requested the Board consider re-establishing the MOU under the same terms and conditions.

Motion: To re-establish the Memorandum of Understanding with Upper St. Clair for the Deerfield Pump Station, under the same terms and conditions providing USC draft the agreement.

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Ms. Mowry presented a summary of the 1964 agreement between the Authority, Township, USC, City Pittsburgh, ALCOSAN for the 83 Marella Manor customers. The Authority is required to share the operating and maintenance, and the capital cost for the pump station, force main, and the truck sewer. There was a discussion to approach USC to renegotiate the capital cost percentage due to the requirements as mandated in the ALCOSAN Consent Order.

Motion: To approach USC to renegotiate the capital cost percentage as outlined in the 1964 agreement.

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Ms. Mowry reported the Meredith Drive Sanitary Sewer Extension was included in the 2017 Capital Budget, and recommended HRG's proposal for design phase services. The Solicitor recommended this project as an emergency project due to the Township's Engineers letter stating the septic system that provides for the sewage disposal of the Amphitheater is malfunctioning.

Motion: To approve HRG's proposal for the Meredith Drive Sanitary Sewer Extension design phase services for a lump sum amount of \$7,400.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

Vote: Motion carried by 4 to 1 vote.

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

No: Michael A. Silvestri

Ms. Mowry reported the Auditors have concluded their field work and the Audit is expected to be completed by the end of March.

Ms. Mowry reported an update is required to the employee handbook regarding the Short-term and Long-term Disability plan. The change in the plan was approved in the Budget. Ms. Mowry recommended approval of the resolution to incorporate the revised plan documents into the handbook.

Motion: To approve Resolution No. 01-02-17 the Amendment of Section 301 regarding the Short-term and Long-term Disability Plan of the Employee Handbook

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported on the status of the Laboratory Accreditation for the Brush Run treatment facility. There were minor deficiencies and a response report is due back to the PaDEP by March 18, 2017.

Mr. Chucuddy reported there was a sanitary sewer overflow on January 19, 2017 near 210 Roscommon Place. A manhole was discharging through the vent hole. Staff responded immediately and cleared the blockage. Televising the line revealed root intrusion as the main cause, and in addition an improper repair downstream where as someone had placed a 6" plastic pipe within the 8" VCP pipe after having broken a portion of. Staff has excavated this area and made the proper repair. The incident was reported to PaDEP and the necessary non-compliance forms submitted.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending January, 2017.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$1,713,704.87 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Fund	Disbursement	Total
Operating	Checks: 2500 through 2581	\$73,391.99
Operating	Annual Transfer from Operating to CIRF per Trust Indenture	\$527,000.00
Operating	Annual Transfer for Budgeted Equipment Allowance, Charleroi Federal Tap Fee & Capital Improvement	\$431,000.00
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$1,505.55
CFS Capital Improvement Fund	Requisition 2017-1	\$71,066.10
CFS Capital Improvement Fund	Annual Transfer of 2016 Tapping Fees, Charleroi Federal Tap Fee & Capital Improvement	\$180,000.00
Zion Bank Construction Fund	Requisition 2017-12	\$353,103.17
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Nichols recommended entering into executive session to discuss personnel, and potential litigation issues.

Motion: To enter into executive session at 8:45 p.m. to discuss personnel and potential litigation

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Executive Session ended at 9:55 p.m.

Motion: To have confidential memorandum to employees files as approved by the Board.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Motion: To authorize correspondence discussed in executive session

Moved by Mr. Silvestri, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Motion: To adjourn the Board Meeting at 9:58 p.m.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 5)

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

Respectfully Submitted,
Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Crall	Grimm	Approve meeting minutes of January 11, 2017	Approved
2	Silvestri	Crall	Defer the billing of 13 of the billing units for a period not to exceed 5 years, and billing unit to each entity, at 455 E. McMurray Road	Approved
3	Kaminsky	Silvestri	Re-establish the Memorandum of Understanding with Upper St. Clair for the Deerfield Pump Station, under the same terms and conditions providing USC draft the agreement	Approved
4	Kaminsky	Silvestri	Approve USC to renegotiate the capitol cost percentage as outlined in the 1964 agreement	Approved
5	Crall	Kaminsky	Approve HRG's proposal for the Meredith Drive Sanitary Sewer Extension design phase services for a lump sum amount of \$7,400.00	Approved
6	Kaminsky	Crall	Approve Resolution No. 01-02-17 the Amendment of Section 301 regarding the Short-term and Long-term Disability Plan of the Employee Handbook	Approved
7	Kaminsky	Grimm	Approve disbursements in the amount of \$1,713,704.87	Approved
8	Kaminsky	Grimm	Enter into executive session at 8:45 p.m. to discuss personnel and potential litigation	Approved
9	Kaminsky	Grimm	To have confidential memorandum to employees files as approved by the Board	Approved
10	Silvestri	Grimm	To authorize correspondence discussed in executive session	Approved
11	Kaminsky	Grimm	Adjourn the Meeting at 9:58 p.m.	Approved