



# PETERS TOWNSHIP SANITARY AUTHORITY

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

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## AGENDA

**REGULAR MEETING**

**OCTOBER 11, 2017**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of September 13, 2017

**VISITORS:**

**SOLICITOR'S REPORT:**

**ENGINEER'S REPORT:**

**MANAGER'S REPORT:**

**OPERATIONS MANAGER'S REPORT:**

**SPECIAL PROJECTS MANAGER REPORT:**

**CORRESPONDENCE FOR THE BOARD'S INFORMATION:**

**FINANCIAL CONTROLLER'S REPORT:**

**FINANCIAL STATEMENT REVIEW:** Month ending September 30, 2017

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Exercise option to extend contract with waste management for hauling removal and disposal of biosolids for the first option year.
2. Approve DC WPCP Replacement Electrical Change Order No. #2
3. Resolution 10-03-17 to add ICMA for the Employees Retirement Deferred Compensation Plan
4. Resolution 10-04-17 to update the Administrative SEP retirement plan
5. Execute the Right of Way agreement with the Township for the Meredith Drive sewer extension
6. Execute the Deed for the DC Property

**ADJOURNMENT:**



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## REGULAR MEETING

October 11, 2017

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, Rebecca W. Kaminsky, Michael P. Crall and Michael A. Silvestri. Also present were: Romel L. Nicholas, Solicitor, Chad Hanley, Engineer, Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager and Patricia Mowry, Financial Controller. Absent from meeting was Board Member, David G. Blazek.

### APPROVAL OF MINUTES:

Motion: To approve the minutes of the September 13, 2017 Board Meeting.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

### VISITORS:

1. Scott Crosswell and Rulison Evans, GHD, Inc.

Re: Donaldson's Crossroads Treatment Plant Replacement Project status update.

Mr. Crosswell presented a summary of the construction status of the Donaldson's Crossroads Treatment Plant Replacement project. The topics included features of the construction, dewatering facility, schedule, and potential change orders. Mr. Evans presented in detail the proposed electrical change order no. 2 that was included in the month's packet. GHD recommended approval of the change order.

Motion: To approve Bronder's Electrical Change Order No. 2 for Contract 4 of the DC WPCP Replacement Project for a net amount of \$35,364.51, contingent upon PennVest approval.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

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

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

Mr. Crosswell presented a proposal for additional construction phase engineering for services that were out of the original engineering scope for both the treatment plant and the dewatering facility. Final set of As-Built drawings were not included in the original engineering contract. For the treatment plant the request included engineering and structural engineering for changes made by Authority staff for betterment of the project in the form of increasing grade behind process tanks, replacing ladders with platforms and stairs, and adding hand railing, change order preparation, negotiations with the Contractors, shop drawings submittals, culvert repairs, and changes for demolition of the old plant. For the dewatering facility, the request included additional permitting required for the NPDES and a DEP encroachment permit. Management recommended approval of Service Order Amendment No. 5 request in the amount of \$41,504.00.

Motion: To approve GHD's Service Order Amendment No. 5 for Construction Phase Services and As-Built drawings for the DC WPCP Replacement Project for an amount of \$41,504.00.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

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Enoch E. Jenkins, Manager

Mark A. Chucuddy, Operation Manager

Gary A. Parks, Special Projects Manager

Patricia L. Mowry, Financial Controller

Donna L. LaManna, Billing Specialist

Patricia A. Cody, Administrative Assistant

Mr. Jenkins requested GHD's assistance with the Brush Run treatment facility NPDES draft permit response and analytical testing as required by the PaDEP. The Capital budget reflected \$50,000.00 for engineering and legal regarding the permit. Mr. Crosswell reported there are several additional requirements on the discharge limits in the draft permit. Mr. Crosswell presented a service order with tasks to organize and have performed a pilot study, testing, analyzing results, and providing documentation for NPDES compliance. Management recommended approval.

Motion: To approve GHD's Service Order for Brush Run NPDES draft permit assistance for a not-to-exceed amount of \$35,200.00.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Mr. Crosswell and Mr. Evans departed the meeting.

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

Mr. Nicholas reviewed his report and recommended an executive session for the consent order and land acquisition discussions.

Motion: To enter into executive session at 7:52 p.m. to discuss consent order and land acquisition discussions.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

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

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

Executive Session ended at 8:15 p.m.

Mr. Nicholas reported on the parcel of property located alongside the new Donaldsons Crossroad treatment plant. The Authority had previously deeded it to the Township, and now with the new treatment plant site under construction the Authority requested it back for the ease of maintenance. There will still be utility and storm water easements located on the property. The size of the property is 0.08 acres.

Motion: To authorize the submission of the prepared deed to the Township for the parcel of property with tax identification 540-011-05-01-0010-01 located alongside the new Donaldsons Crossroad treatment plant, contingent upon Solicitor review.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

**ENGINEER'S REPORT:** Copy on file.

Mr. Hanley reported the status of the DC WPCP Interceptor Improvements project. The design is progressing, and the concentration is continuing on permitting. State Pipe indicated pipe bursting can be performed in the one very deep section of sewer line. That particular item will be a separate line item in the bid documents as an alternative.

Mr. Hanley reported the status of Meredith Drive Extension. The as-built drawings were submitted to Management for review. Mr. Hanley prepared the deed of easement and right of way agreement between the Township and the Authority for the section of sewer line needed to serve the properties above the park.

Management recommended execution of the agreement. Once executed, the agreement will be forward to the Township for their execution.

Motion: To execute the Deed of Easement and Right of Way Agreement between the Township and the Authority for Meredith Drive Sewer Extension.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

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

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

Mr. Hanley reported the status of the Primrose School Development. The project is still progressing very slowly. Several constructability issues have been encountered. HRG continued to provide review of the developer's engineer solutions and the by-pass pumping for the proposed tie-in plan. Mr. Hanley presented a revised Service Order No. 3 for the Primrose School Development for construction administrative and observation services. All engineering fees are paid by the Developer's escrow account. Management recommended approval.

Motion: To approve HRG'S Service Order 0432.02 & 03 REV3 for the Primrose School Development increase in the amount of \$1,500.00 for construction administration and \$6,000.00 for construction observation, for a total not-to-exceed amount of \$7,500.00.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Hanley reported the status of the Sherwood Pond Development. Based upon the construction status and the review of the documentation provided by the Developer, Mr. Hanley recommended a second reduction in the amount of \$81, 276 for the bonding as provided for in the Set-Aside Agreement.

Motion: For a second reduction on the bonding as provided for in the Set-Aside Agreement in the amount of \$81, 276 for the Sherwood Pond Development.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Mr. Hanley recommended approval of the Sherwood Pond's development sewers for use, and Management concurred.

Motion: To approve the Sherwood Pond's sewers for use.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported there have been several meetings with the Peters Township School District and the Township regarding the development of property located at 455 East McMurray Road (formerly Rolling Hills). Mr. Jenkins distributed talking points regarding cost sharing and a collaboration of effort with all parties involved. The Stonehedge trunk sewer will need to be augmented for capacity related issues before any development can occur on the property. Topics discussed were: the cost sharing, proposed facilities that would serve the entire Township resident base, the School District's aggressive schedule, proposed Township facility, swimming pool/YMCA, grants, capital budgeting, and the need for an agreement with all parties regarding cost sharing. Management discussed a cost sharing agreement and the Board directed

Management to budget an amount up to one-third of the total project cost. Management recommended approval of the Service Order for HRG to perform a preliminary evaluation of the Stonehedge Truck Sewer and provide a total project cost estimate.

Motion: To approve HRG's Service Order 0442.01 for preliminary evaluation and total project cost estimate of the Stonehedge Truck Sewer augmentation work necessary for the development of 455 East Murray Road for a not to exceed amount of \$1,500.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Jenkins reported Management evaluated equipment for the replacement of the mainline sewer camera. The existing camera was purchased in 1997, and needs to be replaced. This item was budgeted for \$55,000; therefore, other capital budgeted items were reallocated for this purchase. Management obtained three quotes and recommended A&H Equipment with the low COSTAR bid of \$124,263.62.

Motion: To purchase the Mainline Sewer Camera from A&H Equipment for \$124,563.62, and to reallocate the capital budget from unexpended projects.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the sludge disposal contract expires October 25, 2017. The contract which was awarded in 2016 with Waste Management included a base year and four option years. Mr. Chucuddy recommended exercising the 1st Option Year.

Motion: To approve 1st Option year with Waste Management for sludge disposal for 2018.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Chucuddy reported the status of the DC NPDES Permit Renewal. The permit application was submitted.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT:

Ms. Mowry reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 20 as distributed. The General Contract remains behind schedule by approximately two months. A recovery plan was requested by GHD from the Contractor.

Ms. Mowry recommended approval of GHD's invoice as listed on the capital requisition for construction phase services. GHD recommended approval of the pay applications as submitted by the Contractor's and as listed on the PV loan summary.

Ms. Mowry reported the Authority has in place a SEP Plan and a 457 plan for the employees. Currently, Washington Federal is the only option for the SEP Plan and Metlife is the only option for the 457 Plan. Ms. Mowry recommended to appoint ICMA as another option for the retirement savings plans for the employees. Mr. Rhoads, the Authority's pension attorney recommended adoption of two resolutions: one to update authorized personnel and the other to appoint ICMA as an administrator of the SEP Plan and 457 Plan. The resolutions for the SEP Plan is to update the SEP 5305 form and to add the Financial Controller as additional administrator. The resolution for the 457 Deferred Compensation Plan is to update Financial Controller as an additional administrator and to appoint ICMA as another option for employees wishing to contribute retirement funds. There is no cost to the Authority. The 457 plan is for the employee deductions from their own paychecks, and the SEP Plan is for administrative employees pension contributions made by the Authority.

Motion: To adopt Resolution 10-03-17 SEP Plan is to update the SEP 5305 form and to add the Financial Controller as additional administrator

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

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

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

Resolution 10-04-17 the 457 Deferred Compensation Plan is to update Financial Controller as an additional administrator and to appoint ICMA as another option for employees wishing to contribute retirement funds.

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

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

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

**FINANCIAL STATEMENT REVIEW:** Month ending September 30, 2017.

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

Motion: To approve disbursements in the amount of \$932,387.95 from the following funds:

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

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

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

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 3164 through 3247 and ACH	\$81,654.52
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$1,217.90
Developer Fund	Checks 1013-1015	\$37,572.49
CFS Capital Improvement Fund	Requisition 2017-9	\$110,966.77
Zion Bank Construction Fund	Requisition	\$0.00

2016 PV- Construction Fund		\$614,338.21
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

**OTHER BUSINESS:**

Motion: To adjourn the Board Meeting at 9:15 p.m.

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

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

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

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	Kaminsky	Approve meeting minutes of August 9, 2017	Approved
2	Silvestri	Kaminsky	To approve Bronder's Electrical Change Order No. 2 for Contract 4 of the WPCP Replacement Project for a net amount of \$35,364.51.	Approved
3	Kaminsky	Crall	To approve GHD's Service Order Amendment No. 5 for Construction Phase Services and As-Built drawings for the DC WPCP Replacement Project for an amount of \$41,504.00.	Approved
4	Crall	Kaminsky	To approve GHD's Service Order for Brush Run NPDES draft permit assistance for a not-to-exceed amount of \$35,200.00.	Approved
5	Silvestri	Kaminsky	To enter into executive session at 7:52 p.m. to discuss consent order and land acquisition discussions.	Approved
6	Kaminsky	Crall	To authorize the submission of the prepared deed to the Township for the parcel of property with tax identification 540-011-05-01-0010-01 located alongside the new Donaldsons Crossroads treatment plant, contingent upon Solicitor review.	Approved
7	Silvestri	Kaminsky	To execute the Deed of Easement and Right of Way Agreement between the Township and the Authority for Meredith Drive Sewer Extension.	Approved
8	Kaminsky	Crall	To approve HRG's Service Order 0432.02 &03 REV3 for the Primrose School Development increase in the amount of \$1,500.00 for construction administration and \$6,000.00 for construction observation, for a total not-to-exceed amount of \$7,500.00.	Approved
9	Crall	Kaminsky	To approve a second reduction on the bonding as provided for the Set-Aside Agreement in the amount of \$81,276.00.	Approved
10	Kaminsky	Crall	To approve the Sherwood Pond's sewers for use.	Approved
11	Kaminsky	Crall	To approve HRG's Service Order 0442.01 for preliminary evaluation and total project cost estimate of the Stonehedge Truck Sewer augmentation work necessary for the development of 455 East McMurray Rd(not-to-exceed \$1,500.00)	Approved
12	Crall	Kaminsky	To purchase the Mainline Sewer Camera from A&H Equipment for \$124,563.62.	Approved



13	Kaminsky	Crall	To approve 1 <sup>st</sup> Option year with Waste Management for sludge disposal for 2018.	Approved
14	Kaminsky	Crall	To adopt Resolution 10-03-17 SEP Plan, updating the SEP 5305 form and adding the Financial Controller as additional administrator.	Approved
15	Kaminsky	Crall	To adopt Resolution 10-04-17, the 457 Deferred Compensation Plan, updating Financial Controller as the additional administrator and to appoint ICMA as another option for employees wishing to contribute retirement funds.	
16	Kaminsky	Crall	To approve disbursements in the amount of \$932,387.95.	
17	Kaminsky	Crall	To adjourn the Board Meeting at 9:15 p.m.	