



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AGENDA

REGULAR MEETING

DECEMBER 27, 2017

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of November 8, 2017

VISITORS:

1. GDH, Scott Croswell

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 November 30, 2017

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Resolution 12-6-17 Adoption of Revised Rates and Charges
2. Adoption of 2018 Budget
3. Acceptance of HRG 2018 Budget
4. Approval of Geo Decisions Service Contract
5. GHD Service Order 4 Amendment 2 for the Dewatering Construction Administration and Observation

ADJOURNMENT:



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REGULAR MEETING

December 27, 2017

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Vice-Chairman, Eric S. Grimm. Board members present were Rebecca W. Kaminsky, and Michael P. Crall (via teleconference). 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 Chairman, David G. Blazek.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the November 8, 2017 Board Meeting.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes =3)

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

VISITORS:

1. Scott Crosswell, GHD, Inc.

Re: Donaldson's Crossroads Treatment Plant Replacement Project: Dewatering Facility

Mr. Crosswell presented a status of the Dewatering Facility for the Donaldson's Crossroads Treatment Plant Replacement project. The permits for the dewatering project have all been submitted to the appropriate agencies. The project is being planned as a change order to the overall project. A request for proposals was sent to the contractors, due back mid-January. The anticipated construction schedule is late July 2018 to October 2018. The main project will need to be completed before work under this change order can begin to be constructed.

Mr. Crosswell indicated GHD's previous proposal for engineering services excluded construction or field observation. He presented Amendment 2 to Task Order 4. The scope of services include construction administration and construction observation. The construction administration includes: conducting progress meetings, reviewing payment applications and certified payrolls, responding to request for information, preparing monthly progress reports, attendance at one additional PTSA Board meeting, and revising dewatering drawing sheets for the final record drawing set. The construction observation includes providing a part-time resident project representative/ field engineer to observe the mechanical and electrical installation of the dewatering system. Management recommended approval of the task amendment.

Motion: To approve Amendment 2 to Task Order 4 to the Donaldson's Crossroads Treatment Plant Replacement Project: Dewatering Facility for Construction Administration and Construction Observation for a fee not to exceed \$35,000.

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

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Mr. Nichols recommended entering into executive session for potential litigation associated with the Donaldson's Crossroads Treatment Plant Replacement Project.

Motion: To enter into executive session at 7:20 p.m. to discuss potential litigation associated with the Donaldson's Crossroads Treatment Plant Replacement Project.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

Vote: Motion carried by unanimous vote (summary: Yes = 3)
Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Michael P. Crall

Executive Session ended at 7:50 p.m.

SOLICITOR'S REPORT: Copy on File.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported on the status of the Hidden Brook emergency sewer repair. The Geotechnical borings began the week of December 26, 2017, and is expected to take a week. Public notifications were sent to all residents regarding the work.

Mr. Hanley reported the status of the DC WPCP Interceptor Improvements project. All the permits have been submitted and are under review with the appropriate agencies. HRG will assist the Authority with the Donaldson's Crossroads Corrective Action Plan Progress report that is due January 31, 2018.

Mr. Hanley reported the preliminary evaluation of the Stonehedge trunk sewer was completed. The proposed sewer sizing was confirmed through hydraulic analysis and a cost estimate was prepared for the replacement. Mr. Hanley presented a service order for surveying and base mapping to continue this project. Management recommended approval of the service order.

Motion: To approve HRG's Service Order 0442.02 for the Stonehedge trunk sewer surveying and base mapping for lump sum amount of \$9,400.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Mr. Hanley reported the status of the Sherwood Pond Development. The survey of the sanitary sewers is complete, and the record drawings have been delivered to the Authority. While all the sewers were within the easements, at two locations they were near the edge. The Developer has been requested to provide additional easement along four lots.

Mr. Hanley reported the status of the Primrose School. Mr. Hanley reported the record drawings were completed and delivered to the Authority on December 27, 2017.

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the Stonehedge Trunk sewer replacement project's preliminary cost estimate range is \$650,000 - \$700,000. As presented in the capital budget the Authority's portion would be a third of the cost, with the School District and the Township participating in the other two-thirds of the cost. Mr. Lauer requested the Authority investigate grant opportunities. The only possibility would be the CFA grant; however, it may be a timing issue. Typically, with grants the design and construction would be deferred until the grant would be awarded, and the school district may require the project to begin before any award could occur. Management will investigate.

Mr. Jenkins reported the status of the 2017 Sewer Rehabilitation project. It is anticipated the work will be completed by end December 2017. Management recommended approval of pay estimates as listed on the check register. Management is currently reviewing additional areas to be included in year two of the existing two-year contract.

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the six year old issue regarding 105 Field Brook sewer backup claim that was turned over to our insurance carrier, was resolved. The Authority agreed to televise and preform any required repairs in the vicinity of 105 Field Brook, as part of the settlement.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT:

Ms. Mowry presented an overview of the 2017 Budget Performance Report, the 2018 Budget, and Capital Plan. The resolution was presented for the adoption of a rate increase in order to meet the 2018 operating expenses and debt service. The overall average customer increase will be of 9.9%. The recommended charges are: the minimum charge increase from \$34 to \$36, and the consumption charge increase from \$6.40 to \$7.15 per 1000 gallons consumed.

Motion: To adopt the Resolution 12-06-17 Adoption of the Revised Schedule A of Rates and Charges.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Motion: To adopt the 2018 Budget and Capital Plan as presented by Management.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Ms. Mowry presented the GeoDecisions service agreement for 2018 and 2019. There is no increase of rates proposed. Management recommend approval.

Motion: To approve the GeoDecisions service agreement for 2018 and 2019, contingent upon approval of the Solicitor.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

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 Contractors and as listed on the PV loan summary.

FINANCIAL STATEMENT REVIEW: Month ending November 30, 2017.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$1,527,078.88 from the following funds:

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

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Fund	Disbursement	Total
Operating	Checks: 3344 through 3466 and ACH	\$308,685.24
Payroll	Transfer from Operating to Payroll fund	\$90,000.00
Payroll	Transfer to HSA Account	\$12,500.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$78.24
Developer Fund	Checks 1018	\$4,623.76
CFS Capital Improvement Fund	Requisition 2017-11	\$46,124.77
Zion Bank Construction Fund	Requisition	\$0.00
2016 PV- Construction Fund		\$1,058,428.81
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Motion: To enter into executive session at 8:26 p.m. to discuss personnel matters.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Executive Session ended at 9:30 p.m.

Motion: To adjourn the Board Meeting at 9:32 p.m.

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

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Crall	Approve Meeting Minutes of November 8, 2017	Approved
2	Kaminsky	Crall	To approve Amendment 2 to Task Order 4 to the Donaldson's Crossroads Treatment Plant Replacement Project: Dewatering Facility for Construction Administration and Construction Observation for a fee not to exceed \$35,000.00.	Approved
3	Kaminsky	Crall	To enter into the executive session at 7:20 p.m. to discuss potential litigation associated with the Donaldson's Crossroads Treatment Plant Replacement Project.	Approved
4	Kaminsky	Crall	To approve HRG's Service Order 0442.02 for the Stonehedge trunk sewer surveying and base mapping for lump sum of \$9,400.00	Approved
5	Kaminsky	Crall	To adopt the Resolution 12-06-17 Adoption of the Revised Schedule A of Rates and Charges.	Approved
6	Kaminsky	Crall	To adopt the 2018 Budget and Capital Plan as presented by management.	Approved
7	Kaminsky	Crall	To approve the GeoDecisions service agreement for 2018 and 2019.	Approved
8	Kaminsky	Crall	To approve disbursements in the amount of \$1,527,078.88.	Approved
9	Kaminsky	Crall	To enter into executive session at 8:26 p.m. to discuss personnel matters.	Approved
10	Kaminsky	Crall	To adjourn the Board Meeting at 9:32 p.m.	Approved