



# PETERS TOWNSHIP SANITARY AUTHORITY

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

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

## AGENDA

**REGULAR MEETING**

**JANUARY 10, 2018**

**ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of December 27, 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 November 30, 2017

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

1. Acceptance of HRG 2018 Budget
2. Resolution 01-01-18, Updating to the By-Laws to designate the Annual and Regular meetings as Wednesday's
3. DC WWTP Project Electrical Change Order 3 & 4
4. Approval to Purchase Dewatering Equipment

**ADJOURNMENT:**



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## REGULAR MEETING

JANUARY 10, 2018

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

### REORGANIZATION OF THE BOARD:

Motion: To appoint Mr. Crall as the Temporary Chair.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Motion: To appoint Mr. Blazek as the Chairman.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Motion: For a reaffirmation of the existing Officers across the Board, with the exception of Michael Crall as Secretary, and the Assistant Secretary/Treasurer position is vacant.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Motion: To appoint all professionals, Gaitens, Tucceri & Nicholas, P.C. as the Solicitor, HRG Engineers Inc. as the Consulting Engineer, Guthrie, Belczyk & Associates, P.C, as the Auditor, CFS Bank as the Depository.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

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

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

### APPROVAL OF MINUTES:

Motion: To approve the minutes of the December 27, 2017 Board Meeting.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Ms. Mowry presented the resolution required to update bylaws. The update is changing the meeting day

for the annual and regular meetings.

Motion: To adopt the Resolution 01-01-18 Adoption of Resolution No. 01-01-18 amendment to the Authority Bylaws

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

## **VISITORS:**

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

Mr. Nicholas reported the recommended changes were made to the GeoDecisions Contract for the Geographic Information Systems software that was approved previous meeting contingent upon solicitor approval. The contract was executed by the Chairman.

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

Mr. Hanley reported on the status of the Hidden Brook emergency sewer repair. The Geotechnical borings were completed and it will take approximately 4-6 weeks for the report to be completed.

Mr. Hanley reported the status of the DC WPCP Interceptor Improvements project. All the permits have been submitted and comment letters were received back from the PaDEP departmental agencies. HRG will respond expeditiously.

Mr. Hanley reported the status of the Meredith Drive Sewer Extension. The sewer easement document and the drawings were updated to reflect all the changes requested by the Township.

Motion: To execute the Meredith Drive easement for the Meredith Drive Sewer Extension.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Hanley reported the status of the Stonehedge Trunk Sewer. The survey of the existing conditions began the week of January 8, 2018. The detailed evaluation will be completed for the overall project. The Authority will strive to meet the guidelines in the 2018 CFA Grant application in order to apply for assistance for this project.

Mr. Hanley presented a proposal for the Rutledge Drive Area Sanitary Rehabilitation Project. The proposal is for the design, and bid document preparation. Previously an analysis of options to remediate the failing asbestos cement pipe was completed, due to hydrogen sulfide from the force main discharge. The recommendation of the evaluation was to utilize cured-in-place-pipe with a hot water cure for all impacted segments. The total footage is approximately 2,300 linear feet. No permitting is anticipated. Management recommended approval of the service order.

Motion: To approve HRG's Service Order 0441.02 for the Rutledge Drive Area Sanitary Rehabilitation design and bid document preparation for lump sum amount of \$24,600.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Hanley submitted the annual engineering consultant report. Management recommended acceptance of

the report contingent upon Management review, due to the required timeline to the Trustee.

Motion: To accept the 2017/2018 Consulting Engineer Report.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the status of the Dewatering Facility for the Donaldson's Crossroads Treatment Plant Replacement Project. Management recommended approval for the purchase of the equipment pending PaDEP approval of the Part II and Encroachment permits and favorable pricing from both the Contractors. The approval of the purchase would correlate with the sixteen week lead time for the equipment from the manufacturer. PW Tech was the vendor chosen after an extensive evaluation. PW Tech pricing is through the COSTARS program.

Motion: To approval the purchase of the PW Tech dewatering facility equipment through the COSTARS program, contingent upon receiving permits and favorable pricing for a lump sum amount of \$373,200.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Jenkins reported the status of the Electrical Contractor's Change Orders 3 & 4. Both were previously presented to the Board. Mr. Jenkins recommended approval of Change Order No. 3. Mr. Jenkins indicated a meeting was scheduled with the owner of Bronder Technical to discuss Change Order No. 4.

Motion: To approve the Electrical Contractor, Bronder Services' Change Order No. 3 in the amount of \$80,793.00 for electrical changes and additions.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Mr. Jenkins reported the Township Manager is coordinating a meeting with the State Representatives regarding the grant opportunities with the CFA grant program for the Stonehedge Trunk sewer replacement project.

Mr. Jenkins reported the status of the Stratford Manor Pump Station power supply relocation from the pole to a ground transformer. The West Penn Power Company will assume the majority of the cost. The work is anticipated to begin February/March. This project was budgeted in the capital plan at \$50,000, therefore, \$40,000 was reallocated to "Other Sewer lining projects".

Mr. Jenkins reported the reallocation of funds will be utilized for the sewer line repair, near Fieldbrook Drive, as per the settlement agreement with the property owner at 105 Fieldbrook. Mr. Jenkins provided an illustration of the work to be completed. Proposals were received from three contractors. Management recommended award to the lowest bidders.

Motion: To accept the proposal from Stewart Contracting Inc, to open, cut and repair the segment of pipe from MH2-3 on Fieldbrook for an amount of \$15,700.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Motion: To accept the proposal from Abel Recon for CIPP lining as outlined in their proposal for the Fieldbrook sewer line for an amount of \$14,090.99.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the Authority received the 2018 Lab Accreditation, which is an annual accreditation. The PaDEP annual compliance visit is scheduled for January 16, 2018.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT:

Ms. Mowry distributed the revised budget sheets. The tapping fee calculation had a minor error and Management recalculated the proposed tapping fees based upon the approved developments. The revised fee went from \$71,756 to \$408,128. There were 66 new taps projected. The Capital Plan was revised to reflect the increase in tapping fee, and several other minor revisions. The tapping fee revenue is transferred to fund the capital plan. There is no effect on operating revenues.

Ms. Mowry reported the financial status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 23 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 Contractors and as listed on the PV loan summary.

**FINANCIAL STATEMENT REVIEW:** Month ending December 31, 2017.

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

Motion: To approve disbursements in the amount of \$832,332.88 from the following funds:

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

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

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

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 3468 through 3513 and ACH	\$63,503.70
Payroll	Transfer from Operating to Payroll fund	\$90,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13

Developer Fund	Reimbursement Operating Fund	\$21.25
Developer Fund	Checks 1019	\$4,381.03
CFS Capital Improvement Fund	Requisition 2017-12	\$27,109.23
Zion Bank Construction Fund	Requisition	\$0.00
2016 PV- Construction Fund		\$640,679.61
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

**OTHER BUSINESS:**

Mr. Nichols recommended entering into executive session for potential litigation associated with the Donaldson’s Crossroads Treatment Plant Replacement Project, and discuss personnel matters.

Motion: To enter into executive session at 7:47 p.m. to discuss potential litigation associate with the Donaldson’s Crossroads Treatment Plant Replacement Project and discuss personnel matters.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Executive Session ended at 8:45 p.m.

Motion: To adjourn the Board Meeting at 8:45 p.m.

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

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

Yes: David G. Blazek, Rebecca W. Kaminsky, and 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	Kaminsky	Crall	To appoint Mr. Crall as the Temporary Chair.	Approved
2	Kaminsky	Crall	To appoint Mr. Blazek as the Chairman.	Approved
3	Kaminsky	Crall	For a reaffirmation of the existing Officers across the Board, with exception of Michael Crall as Secretary, and the Assistant Secretary/Treasurer position is vacant.	Approved
4	Crall	Kaminsky	To appoint all professionals: Gaitens, Tucceri & Nicholas, P.C. as the Solicitor, HRG Engineers, Inc. as the Consulting Engineer, Guthrie, Belczyk & Associates, P.C. as the Auditor, CFS Bank as the Depository.	Approved
5	Crall	Kaminsky	To designate the Official Newspapers as the Observer Reporter, and Post Gazette, and the Board meeting dates were set for the 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday of every month at 7:00 p.m. located in the lower level of the Authority's business office.	Approved
6	Crall	Kaminsky	Approve Meeting Minutes of December 27, 2017	Approved
7	Crall	Kaminsky	To adopt Resolution 01-01-18.	Approved
8	Kaminsky	Crall	To execute the Meredith Drive Easement for Sewer Extension.	Approved
9	Kaminsky	Crall	To approve HRG's Service Order 0441.02 for the Rutledge Drive Area Sanitary Rehabilitation design and bid document preparation for lump sum amount of \$24,600.00.	Approved
10	Kaminsky	Crall	To accept the 2017/2018 Consulting Engineer Report.	Approved
11	Kaminsky	Crall	To approve the purchase of the PW Tech dewatering facility equipment through the COSTARS program for \$373,200.00.	Approved
12	Kaminsky	Crall	To approve Bronder's CO #3 in amount of \$80,793.00.	Approved
13	Kaminsky	Crall	To accept the proposal from Stewart Contracting to repair segment of pipe from MH2-3 on Fieldbrook for \$15,700.00.	Approved
14	Kaminsky	Crall	To accept proposal from Abel Recon for CIPP lining for Fieldbrook sewer line for \$14,090.99.	Approved

15	Kaminsky	Crall	To approve disbursements in the amount of \$832,332.88.	Approved
16	Kaminsky	Crall	To enter into executive session at 7:47 p.m. to discuss potential litigation associated with DC Treatment Plant Replacement.	Approved
17	Crall	Kaminsky	To adjourn the Board Meeting at 8:45 p.m.	Approved