



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 11, 2019

ROLL CALL:

MINUTES FOR APPROVAL: Minutes of November 13, 2019

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month Ending November 30, 2019

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Adopt 2020 Budget
2. Resolution-Rates & Charges/Schedule A
3. Resolution - H2O Grant
4. Resolution - Small Water and Sewer Grant
5. HRG Service Orders –
 - a. Piney Fork
 - b. Stonehenge Construction Phase Services

ADJOURNMENT:



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REGULAR MEETING

December 11, 2019

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m.

Board Members present: David G. Blazek, Rebecca W. Kaminsky, Eric S. Grimm, Robert L. Burns and John A. Banaszak.

Also present: Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, Patricia L. Mowry, Financial Controller, Nate Boring, Solicitor, Chad Hanley, HRG Engineers Inc.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the November 13, 2019 Board Meeting.

Moved by Mrs. Kaminsky, Seconded by Mr. Banaszak

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

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

VISITORS: No visitors present

SOLICITOR'S REPORT: Copy on File.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the status of the Conveyance System Improvements Projects. He indicated that the contractor is slightly behind schedule on the sanitary sewer installation, and will be submitting a request for a time extension of approximately 20-25 days. They are anticipating being able to hold the final completion dates. Mr. Hanley recommended payment to A. Merante Contracting for pay application No.5 in the amount of \$618,498.54

Mr. Hanley reported the status of the Hidden Brook portion of the project. Construction is almost completed. The manufacturer will perform the start up on the pump station with staff. Mr. Hanley recommended payment to W.A. Petrakis Contracting for pay application 3 in the amount of \$94,658.63. Mr. Hanley recommended payment to Wagner Electric for pay application 2 in the amount of \$18,080.10.

Mr. Hanley reported the status of the Stonehenge Truck Sewer project. The project was advertised on the Pennbid online service on December 5, 2019. The bids are due right before the January meeting, and a recommendation will be made to award the construction contract.

Mr. Hanley presented a proposal for HRG's service orders for the construction phase services for the Stonehenge project.

Motion: To approve HRG'S Service Order 0442-08 for construction administration for a lump sum amount of \$20,600, SO 0442-09 for resident project representative on a time and materials estimated at \$42,400, SO 0442-10 for record drawings and operations on a time and materials estimated at \$5,500.

Moved by Mr. Grimm, Seconded by Mr. Burns

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

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Mr. Hanley reported the status of the Piney Fork 537 Plan. HRG has been in contact with the PaDEP regarding required tasks for the update. Mr. Hanley present a service order to complete the plan. The timeline to complete the project is approximately six to none months.

Motion: To approve HRG'S Service Order 0449-01 for the Piney Fork Act 537 Plan for a lump sum amount of \$22,300.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm
Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Mr. Hanley reported HRG will assist with the construction estimates as required for the CFA grant applications being submitted.

Motion: To approve HRG'S Service Order 0420-01 for grant application assistance for a not to exceed amount of \$2,000.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns
Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported he met with Natalie Mihalek, State Representative to tour the treatment plants and to gain her support for the grant applications.

Mr. Jenkins reported that the final budget was distributed, which included the capital plan. Ms. Mowry indicated the rate increase will be effective January 1, 2020. The average residential customer increase is approximately 13%. The minimum fee is established at \$42.00 per quarter, and the usage charge will be \$8.10 per 1000 gallons water consumed. The other increase is the dye test fee required for the transfer of property. The fee is increased from \$175 to \$200 per property. The last increase of that fee was 2008.

Motion: To approve the 2020 Budget and Capital plan as presented.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky
Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Motion: To adopt resolution 14.12.19 Adoption of Revised Schedule of Rates and Charges.

Moved by Mr. Banaszak, Seconded by Mr. Burns
Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

OPERATIONS MANAGER'S REPORT: Copy of File

Mr. Chucuddy reported the corrective action report as a result of the laboratory on-site assessment has been drafted and sent onto PaDEP prior the December 23, 2019 deadline.

Mr. Chucuddy reported a short sewer extension to serve an existing dwelling at 125 Clubside drive is in the works. This will not move forward until completion of the Stonehenge Trunk sewer improvements.

Mr. Chucuddy reported that as part of the review of the Valley Brook Café sub division plan, the Authority will be acquiring a ROW for an existing sanitary sewer for which we can find no record of having.

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT: Copy on File

Ms. Mowry reported both state grant applications being submitted require resolutions from the Board.

Motion: To adopt Resolution No. 12.12.19 for the PAH2O Grant for the BR Treatment Plant Upgrades requesting \$735,000.

Moved by Mr. Grimm, Seconded by Mr. Burns
Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Motion: To adopt Resolution No. 13.12.19 for the PA Small Water & Sewer Grant for the Lower

Valleybrook Pelepitiz capacity augmentation requesting \$360,000.

Moved by Mr. Grimm, Seconded by Mr. Burns

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

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

FINANCIAL STATEMENT REVIEW: Month ending November 30, 2019.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$1,067,578.55 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, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Fund	Disbursement	Total
Operating	Checks: 5213 through 5276 and ACH	\$179,051.13
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
CFS Bank Loan	Valley View Sewer Ext/Dewatering	\$8,941.33
Developer Fund	Checks 1046 & Operating Fund Reimbursement	\$3,671.74
CFS Capital Improvement Fund	Requisition 2019-11	\$15,493.68
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2004 Debt Payment	\$2,199.93
PV Request	PV Loan Draw –Conveyance System Project	\$778,220.74
	Total	\$1,067,578.55

OTHER BUSINESS:

Motion: To enter into executive session to discuss personnel matters at 7:24 PM.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

The board came out of executive session at 7:55 PM.

Motion: To adjourn the Board Meeting at 7:56 p.m.

Moved by Mr. Grimm, Seconded by Mr. Banaszak

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

Yes: David G. Blazek, Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, and John A. Banaszak

Respectfully Submitted,

Patricia L Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Banaszak	To approve the minutes of the November 13, 2019 Board Meeting.	Approved
2	Grimm	Burns	To approve HRG'S Service Order 0442-08 for construction administration for a lump sum amount of \$20,600, -09 for resident project representative on a time and materials estimated at \$42,400, -10 for record drawings and operations on a time and materials estimated at \$5,500.	Approved
3	Kaminsky	Grimm	To approve HRG'S Service Order 0449-01 for the Piney Fork Act 537 Plan for a lump sum amount of \$22,300.	Approved
4	Kaminsky	Burns	To approve HRG'S Service Order 0420-01 for grant application assistance for a not to exceed amount of \$2,000.	Approved
5	Grimm	Kaminsky	To approve the 2020 Budget and Capital plan as presented.	Approved
6	Banaszak	Burns	To adjourn the Board Meeting at 7:31 p.m.	Approved
7	Grimm	Burns	To adopt Resolution No. 12.12.19 for the PAH2O Grant for the BR Treatment Plant Upgrades requesting \$735,000.	Approved
8	Grimm	Burns	To adopt Resolution No. 13.12.19 for the PA Small Water & Sewer Lower Valleybrook Pelepitz capacity augmentation requesting \$360,000.	Approved
9	Kaminsky	Grimm	To approve disbursements in the amount of \$1,067,578.55.	Approved
10	Kaminsky	Burns	To enter into executive session to discuss personnel matters at 7:24 PM.	Approved
11	Grimm	Banaszak	To adjourn the Board Meeting at 7:56 p.m.	Approved