

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

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James J. Miskis, Manager  
Mark A. Chucuddy, Asst. Manager  
Gary A. Parks, Special Projects Manager  
Patricia L. Mowry, Financial Controller  
Diane L. Gregor, Administrative Assistant

**REGULAR MEETING**

**December 8, 2009**

**ROLL CALL:**

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 G. Robert Jacobs, James E. Schafer, Michael E. Silvestri, and Michael McCaig. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, Patricia L. Mowry, Financial Controller, and Diane Gregor, Administration Assistant. Denver E. Yingling, Board Member was absent.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. McCaig and seconded by Mr. Silvestri to approve the minutes of November 10, 2009 meeting as prepared by Diane Gregor, with minor corrections. The Motion carried unanimously.

Mr. Bassi arrived at 7:04 p.m.

**VISITORS:** none present

**SOLICITOR'S REPORT:**

Mr. Bassi reported that he reviewed County Line Advisor's contract and actual duties performed for the Authority. County Line Advisor's contract states they provide services as a grant consultant for the Authority and as part of duties performed they contact both state and federal representatives for information on writing and obtaining grants. They do not lobby for the Authority.

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

Mr. Stanton distributed the Final 2009 Annual Consulting Engineers Report and 2010 Budget as required by the Trust Indenture. Mr. McCaig had some concerns regarding the coverage requirement calculation. Mr. Stanton will review and confirm its accuracy.

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve the Consulting Engineer's Fiscal Year 2009 Consulting Engineer Report and 2010 Budget. The Motion carried unanimously.

Mr. Stanton reported on his involvement with the preparation and finalization of the LSA Grant for the Valley View Drive Sanitary Sewer project. County Line Advisors submitted the LSA Application to the Washington County Redevelopment Authority on December 1, 2009.

Mr. Stanton reported the final walkthrough of Anthony Farms Phase I was completed with Mr. Chucuddy and the fieldwork portion of the as-built drawings of the development is complete. Mr. Stanton provided certification that the sanitary sewers were installed in the easements that were on the recorded plans. Mr. Stanton recommended acceptance of the sanitary sewers for ownership. Approval will be deferred until Mr. Chucuddy's report.

Mr. Stanton reported work is completed for the Stormwater/Post-Construction Stormwater Management and NPDES Permitting for the Donaldson's Crossroads WPCP. The Act 14 Notifications have been issued to the Township and the County. The Stormwater related documents will be forwarded to the Township by the end of the week.

Mr. Stanton reported the Sewage Facilities Planning Module which includes the US Route 19 sewer replacement, the Upstream/Downstream Valley Brook Road replacement, the Palipetz Drive replacement, and Brush Run Treatment Plant Wet Weather Improvements was approved by PaDEP. Now that the Planning Module has been approved the Part II Water Quality Management permitting documents have been submitted to PaDEP for approval.

Mr. Stanton reported the BR WPCP Preliminary Design Report has been forwarded to PaDEP for review. As directed by Management LSSE is preparing a Service Order Authorization for the Brush Run WPCP Wet Weather Improvement design scope of work and will have it for the January Board meeting.

Mr. Stanton reported LSSE has completed a quarterly review of the in-ground plant open channel flow meter per the DC Tap and Organic Loading Management Plan at the DC WPCP. The meter was found to be calibrated within reason and the existing meter settings were retained.

Mr. Stanton reported on the Brush Run WPCP Clarifier Baffle Improvements. Shop drawing review is on-going and NEFCO, Incorporated is coordinating with their local supplier (Learco) to obtain the measurements of the existing clarifiers per the specifications.

Mr. Stanton reported on the pending LSSE Service Order Authorizations. Management recommended approval of Service Order Authorizations, (SOA) No. 0273-29 for the Valley View Drive Sanitary Sewer Extension Feasibility Study Report, Amendment No. 1 in the amount of \$21,000; SOA No. 0273-35 for the McGrann Hills Trunk Sewer Modeling Extension in the amount of \$5,600; SOA No. 0273-36 for the Giant Oaks/Oakwood Road Interceptor Flow Monitoring and Hydraulic Modeling in the amount of \$38,700; SOA No. 0273-37 for the Brush Run WPCP Headworks Building HVAC Modifications in the amount of \$7,500; and SOA No. 0273-38 for the Brush Run WPCP and the DC WPCP DO Probes and VFD Installations in the amount of \$6,900.

A Motion was made by Mr. Schafer and seconded by Mr. McCaig to approve LSSE's Service Order Authorizations No. 0273-29 for the Valley View Drive Sanitary Sewer Extension Feasibility Study Report , Amendment No. 1 in the amount of \$21,000; SOA No. 0273-35 for the McGrann Hills Trunk Sewer Modeling Extension in the amount of \$5,600; SOA No. 0273-36 for the Giant Oaks/Oakwood Road Interceptor Flow Monitoring and Hydraulic Modeling in the amount of \$38,700; SOA No. 0273-37 for the Brush Run WPCP Headworks Building HVAC Modifications in the amount of \$7,500; and SOA No. 0273-38 for the Brush Run WPCP and the DC WPCP DO Probes and VFD Installations in the amount of \$6,900. The Motion carried unanimously.

**MANAGER'S REPORT:** Copy on file

Mr. Miskis reported the process training from Ashbrook, the press manufacturer, was very beneficial. The cake performance in October and November has improved 21%. November's cake concentration at 15.6%, which is the driest monthly average cake concentration we have achieved since 2006.

Mr. Miskis reported PTSA was awarded a Pennsylvania Conservation Grant Water Pollution Control Plants Energy grant in the amount of \$137,250. PTSA submitted the application for energy efficiency projects at both treatment plants and will be required to contribute \$40,500 towards the total project cost. The grant agreement has to be executed by December 16, 2009. Mr. Bassi has reviewed the agreement recommended the Board execute the grant agreement.

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve the execution of grant agreement for Pennsylvania Conservation Works Grant in the grant amount of \$137,250 for Water Pollution Control Plants Energy Improvements. The Motion carried unanimously.

Mr. Miskis reported the next round of H2O PA Water and Sewer Grant application is due July 1, 2010 and recommended submitting the Valley View Sewer Extension Project for consideration in the event a LSA grant is not obtained.

Mr. Miskis reported the Board was generally in favor of an open house sometime after the first of the year. Mr. Miskis suggested for better attendance and cost efficiency an announcement can be included in the newsletter mailing in February and then have the open house shortly afterwards.

Mr. Miskis reported the Authority staff made one of the easier repairs in the Hidden Brook Development during November and invoiced the Developer for time and materials. The Developer was informed payment is due by December 7, 2009 or the Authority will draw against their Letter of Credit.

Mr. Miskis reported LSSE submitted the Preliminary Design to PaDEP in September for the Brush Run WPCP Wet Weather Optimization Project. PaDEP is unable to perform Preliminary Design review until January or later. Management feels we need to move forward with the Final Design in advance of receiving PaDEP's comments. The Management staff met with Mr. Stanton to discuss details of the project in order for Mr. Stanton to provide a design engineering proposal detailing the scope of work. The proposal is expected to be available for consideration at the January meeting.

Mr. Miskis reported Mr. Bassi prepared the Memorandum of Understanding with Upper St. Clair in regards to H2O grant proceeds for the elimination of the Deerfield Manor Pump Station. Management recommended approval to execute the agreement subject to minor modification. A formal agreement will be prepared when ALCOSAN releases the Deerfield service area.

A Motion was made by Mr. Silvestri and seconded by Mr. Schafer to approve execution of Memorandum of Understanding with Upper St. Clair Township regarding potential service to Upper St. Clair's Deerfield Manor Plan, subject to minor modification. The Motion carried unanimously.

Mr. Miskis presented the Final 2009 Budget Performance Summary Report and 2010 Operating Budget and Capital Plan. Mr. Miskis reviewed the changes made after the Budget workshop, in

particular procedural changes in accounting for the Equipment Replacement Allowance and tapping fee reimbursements.

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to adopt the 2009 Budget Performance Summary Report and 2010 Operating Budget and Capital Plan. The Motion carried unanimously.

**ASSISTANT MANAGER’S REPORT:** Copy on file

Mr. Chucuddy reported the 5 employees that have a Commercial Plumbing Inspector’s certificate are required to each obtain 15 hours of continuing education in order to renew their certification. Mr. Chucuddy is arranging for in-house training and is in the process of contacting other Authorities/Engineering firms to participate, which will lower PTSA’s overall cost.

Mr. Chucuddy reported Mr. Stanton has certified the sewers were installed with in the right-of-way, and all close out documentation has been received by Developer of Anthony Farms Phase I. Mr. Chucuddy recommended acceptance the Anthony Farms Phase I Sanitary Sewer Extension for ownership.

A Motion was made by Mr. Schafer and seconded by Mr. McCaig to approve acceptance of the Anthony Farms Phase I Sanitary Sewer Extension for ownership. The Motion carried unanimously.

Mr. Chucuddy reported final pay requests have been received from the general, mechanical, and plumbing contractors for the Administration Building Contractors. The final payments are on the requisition for approval pending satisfactory receipt of the outstanding items required for project closeouts.

Mr. Chucuddy reported the 18-month inspection for the Holsworth Plan of Lots was performed. There are no deficiencies and Mr. Chucuddy recommended release of 18-Month Maintenance Security.

**SPECIAL PROJECTS MANAGER’S REPORT:** Copy on File

**CORRESPONDENCE FOR THE BOARD’S INFORMATION:** Copy on file

**FINANCIAL CONTROLLER’S REPORT:** Copy on file

**FINANCIAL STATEMENT REVIEW:** Month ending November 30, 2009.

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

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve disbursements in the amount of \$180,780.49 from the following funds subject to receiving close-out documents for Construction Funds.

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 16974-17054	\$115,960.50
Developer	Transfer to Operating	\$1,643.51
Developer	Holsworth return of 18 month maintenance	\$2,175.00

CIRF	Transfer to Operating & Req. 80-09	\$17,983.56
CIRF	2009 Construction Fund Req. 8-09	\$43,017.92

The Motion carried unanimously.

**OTHER BUSINESS:**

A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to adjourn the meeting at 8:30 p.m. The Motion carried unanimously.

Respectfully Submitted,

Diane L. Gregor

## MOTIONS SUMMARY

<b>MOTION NO.</b>	<b>MOVED</b>	<b>SECOND</b>	<b>MOTION SUMMARY TABLE</b>	<b>VOTE</b>
1	McCaig	Silvestri	Approve Minutes of the November 10th 2009 meeting	Approved
2	Schafer	Silvestri	Approve Consulting Engineer's Fiscal Year 2009 Annual Report and Budget for Fiscal Year 2010	Approved
3	Schafer	Silvestri	Approve execution of grant agreement for Pennsylvania Conservation Works Grant in the grant amount of \$137,250 for Water Pollution Control Plants Energy Improvements	Approved
4	Schafer	McCaig	Approve LSSE SOA No. 0273-29 for the Valley View Drive Sanitary Sewer Extension Feasibility Study Report Amendment No. 1 in the amount of \$21,000; SOA No 0273-35 for the McGrann Hills Trunk Sewer Modeling Extension in the amount of \$5,600; SOA No. 0273-36 for the Giant Oaks/Oakwood Road Interceptor Flow Monitoring and Hydraulic Modeling in the amount of \$38,700; SOA No. 0273-37 for the Brush Run WPCP Headworks Building HVAC Modifications in the amount of \$7,500 and SOA No. 0273-38 for the Brush Run WPCP and the DC WPCP, DO Probes and VFD Installations in the amount of \$6,900	Approved
5	Schafer	Silvestri	Approve execution of grant agreement for Pennsylvania Conservation Works Grant in the grant amount of \$137,250 for Water Pollution Control Plants Energy Improvements	Approved
6	Silvestri	Schafer	Approve Memorandum of Understanding with Upper St. Clair Township	Approved
7	Schafer	Silvestri	Adopt 2009 Budget Performance Summary Report and Year 2010 Operating Budget and Capital Plan	Approved

8	Schafer	McCaig	Approve to accept Anthony Farms Phase I Sanitary Sewer Extension for ownership	Approved
9	Schafer	Silvestri	Approve disbursements in the amount of \$180,780.49	Approved
10	Schafer	Silvestri	Adjourn the Meeting at 8:30 p.m.	Approved