

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



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

AGENDA

REGULAR MEETING

February 23, 2010

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of January 12, 2010

VISITORS:

1. Woody Welsch, Developer of Spring Meadows Phase 2 regarding requirement for 18-month financial security for sewer extension

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

ASSISTANT MANAGER'S REPORT:

SPECIAL PROJECTS MANAGER REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending January 31, 2010

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Acceptance of Spring Meadows Phase 2 Sewer Extension
2. Acceptance of Lake View Square Sewer Extension
3. Discussion regarding Policy Adoption of requirement for CCTV inspection of Building Sewer Laterals at time of real estate transfers
4. Acceptance of Planned Sewage Flows from the proposed Health Care REIT Inc. Senior Housing Facility, (Donaldson's Crossroads Sewer System)
5. Execution of County Line Agreement
6. Award Brush Run Wet Weather Improvements Design Engineering Contract
7. Executive Session regarding Personnel

ADJOURNMENT:

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REGULAR MEETING

February 23, 2010

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 A. Silvestri, David G. Blazek and Terrence G. Byrne. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager and Gary Parks, Special Projects Manager. Absent from meeting were Patricia L. Mowry, Financial Controller, and Diane L. Gregor, Administrative Assistant.

The Chairman announced an Executive Session was held on February 18, 2010 for the purpose of interviewing engineers for the Brush Run Wet Weather Improvements Design Phase. The session began at 7:00 p.m. and ended at 10:15 p.m.

APPROVAL OF MINUTES:

A Motion was made by Mr. Schafer and seconded by Mr. Blazek to approve the minutes of January 12, 2010 meeting as prepared by Patricia L. Mowry, with minor corrections. The Motion carried 3-0. Mr. Silvestri and Mr. Blazek abstained.

VISITORS: There were no visitors in attendance.

SOLICITOR'S REPORT:

Mr. Bassi reported on the ongoing issue with the Quail Run Homeowner's Association and the homeowners from the Quail Run/Scott Lane area for failure to take the agreed upon corrective action following the withdrawal of the prior filing with the Magistrate. There was a meeting held at the Magistrate's Office on February 9, 2010 to discuss why progress has not been made and to establish a reasonable time line. The Attorney for the Home Owners needs to submit a letter to the Home Owner Association, in order for the Associate to file the claim with the insurance company. A hearing is scheduled for March 23, 2010, at that time the Authority will request the Judge to make a ruling and establish a time line for the correction if the matter is not resolved prior to then.

ENGINEER'S REPORT: Copy on file

Mr. Stanton reported working with Management and County Line Advisors on the upcoming PaH2O Grant Application. Projects considered include, Crestview Acres Phase II Sewer replacement, Upper Pelipetz Drive or Lower Pelipetz Drive interceptor capacity augmentation and the Valley View Drive sewer extension. Management recommended an amendment to Lennon, Smith, Souleret Engineering Grant Assistance Service Order Authorization No. 273-019 Amendment No. 2 in the amount of \$3,000.00, in order to provide grant application support.

45 A Motion was made by Mr. Schafer and seconded by Mr. Blazek to approve an amendment to
46 LSSE Service Order Authorization No. 273-019 Amendment No. 2 for grant assistance in the
47 amount of \$3,000. The Motion carried unanimously.
48

49 Mr. Stanton reported a Cultural Resource Notice was filed with the Pennsylvania Historical and
50 Museum Commission (PHMC) in December 2009 in regards to the Donaldson Crossroads WPCP
51 Conceptual Planning and Stream Modifications Permitting. A response letter dated January 6,
52 2010 requires a Phase I Archaeological Survey be conducted on the proposed Donaldson
53 Crossroads Sewage Treatment Plant site. A request for Proposal was issued to certain PHMC
54 registered archaeological consultants, however, after discussion, Management agreed to defer
55 proposal due date until additional guidance is provided by the PHMC.
56

57 Mr. Stanton reported LSSE has been supporting Management in the re-draft of the Donaldson
58 Crossroads WPCP Act 537 Plan update. Management stated the existing DC Organic Capacity
59 Tap Management Plan; manages whatever capacity is remaining to prevent problems from
60 developing, until the plant can be expanded. The standard calculation used to project future
61 organic loadings indicates a projected overload in 2010. This considered the equivalent of 30
62 EDUs for the proposed Health Care REIT Facility. Management raised the subject to the
63 Developer of the proposed Health Care REIT facility that the best way to give confidence to the
64 Authority that the additional proposed organic loads would not create otherwise avoidable
65 problems is to assist the Authority financially with completing the Act 537 Plan. The Developer
66 indicated they would be willing to contribute an amount not to exceed \$10,000 for the purpose of
67 engineering fees to complete the Plan. Management recommended approval of Amendment No. 2
68 to LSSE Service Order Authorization No. 0273-022 to complete the Act 537 Plan Update by
69 \$10,000 subject to an escrow deposit by Health Care REIT.
70

71 A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve Amendment No. 2
72 to Service Order Authorization No. 0273-022 to complete Act 537 Plan Update in the amount of
73 \$10,000, subject to deposit by Health Care REIT. The Motion carried unanimously.
74

75 There was a brief discussion on ways to better manage organic capacity at the Donaldson
76 Crossroads treatment plant. Management recommended increasing the frequency of sampling raw
77 influent wastewater 3 times per week instead of 2 times, to obtain a more representative monthly
78 average. Also to evaluate replacing the existing in-ground plant flow meter to a Data Gator which
79 may provide increased flow metering accuracy. Both items would be incorporated into the DC
80 Tap Management Program.
81

82 Management recommended the Board accept planned Sewage Flows of 20 EDUs from the
83 proposed Health Care REIT Inc. Assisted Living Facility subject to conditions of the DC Organic
84 Capacity Tap Management.
85

86 A Motion was made by Mr. Schafer and seconded by Mr. Byrne to accept Planned Sewage Flows
87 20 EDUs from the proposed Health Care REIT Inc. Assisted Living Facility subject to the
88 conditions of the DC Organic Capacity Tap Management Plan. The Motion carried unanimously.
89

90 **MANAGER'S REPORT:** Copy on file
91

92 Mr. Miskis reported PaDEP Water Quality Inspector conducted an inspection of both treatment
93 facilities on January 28th and found everything satisfactory.
94

95 Mr. Miskis reported as part of the 2010 Capital Plan replacement of telephone land lines with cell
96 phones at Waterdam Pump Station is complete and has been functioning without problems. The
97 upgrading process is being made at three additional pump stations: Stratford Manor, Rutledge
98 Drive, and Maple Lane. The pay back period is 3.2 years for the equipment.
99

100 Mr. Miskis reported this year's LSA grant application was for the Valley View Drive Sewer
101 Extension Project in the amount of \$720,000 for the \$1.3 million project. Unfortunately, we were
102 unsuccessful in obtaining the grant. County Line Advisor's January report pointed out reasons
103 why the grant committee may not approved PTSA's grant application. The next round of H2O PA
104 Water and Sewer Grants is due July 1, 2010 and Management recommended submitting a H2O
105 grant application for the Valley View Sewer Extension. Management feels showing multiple
106 sources of revenue funding a project is persuasive to most grant reviewers. Peters Township will
107 be receiving a sizable amount of revenue as a result of the gaming legislation this year, on the
108 order of \$230,000. In order to improve our chances of obtaining the grant through the H2O PA
109 program Management recommended the Authority request the Township to dedicate a portion of
110 the gaming funds to pay 30% of the cost of design engineering of the sewer extension, and the
111 Authority award the design project prior to the grant application deadline. In exchange for the
112 Township's participation in the design engineering cost, the Authority would waive the tapping fee
113 for the restrooms at the Peterswood Park Expansion project. Mr. Silvestri abstained from
114 discussion on this matter due to conflict of interest and the Board gave their consensus to proceed.
115

116 Mr. Miskis reported Allegheny Power raised it energy generation rates by 17%, effective January
117 2010. This increase will cause an overall increase in treatment plant power by 11%, and pump
118 station power by 3%. This increase was not included in our 2010 budget, therefore we under
119 budgeted the treatment plant power expenses by approximately \$16,000. Management is taking
120 steps to reduce our power usage where possible.
121

122 Mr. Miskis reported all sewers at the Spring Meadows Phase 2 are complete. The 18-month
123 maintenance security has been provided; therefore Management recommends the Board accept
124 Spring Meadows Phase 2 Sanitary Sewer Extension for ownership.
125

126 A Motion was made by Mr. Silvestri and seconded by Mr. Schafer to approve acceptance of the
127 Spring Meadows Phase 2 Sanitary Sewer Extension for ownership. The Motion carried
128 unanimously.
129

130 Mr. Miskis reported the Lakeview Square Commercial Development sewer installation work is
131 complete and all items for acceptance have been completed. Management recommended the
132 Board accept the sewer extension for ownership.
133

134 A Motion was made by Mr. Blazek and seconded by Mr. Silvestri to approve acceptance of the
135 Lake View Square Sewer Extension for ownership. The Motion carried unanimously.
136

137 Mr. Miskis presented a summary of the engineer interviews held on February 18, 2010 for the
138 Brush Run Wet Weather Improvements Design Engineering Contract. Management recommended
139 awarding CET Engineering Services the Design Contract for the Brush Run Wet Weather
140 Improvements Project in the total estimated amount of \$125,300.
141

142 A Motion was made by Mr. Schafer and seconded by Mr. Byrne to award Brush Run Wet Weather
143 Improvement Design Contract to CET Engineering in the amount of \$125,300 subject to a
144 satisfactory engineer agreement. The Motion carried unanimously.
145

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

147

148 Mr. Chucuddy reported progress in the task of attaching the scanned PDF files of the sanitary
149 sewer drawings to the individual properties within the property management module of
150 GEOPLAN.

151

152 There is a check from the developers fund in the amount of \$740.84 which represents a refund of
153 the developer's escrow deposit for the Anthony Farms Phase I development for approval this
154 evening.

155

156 Mr. Chucuddy reported that we have replaced some of the office computer infrastructure, and will
157 be also be looking to replace the field staff's lap top computer as it is not worth repairing, due to
158 its age and cost of the repair. We plan to evaluate purchasing a refurbished unit for this purpose.

159

160 Mr. Chucuddy stated that appearing on the Construction Requisition this evening is the final
161 payment to T.P. Electric in the amount of \$ 5,955.40. All project closeout documents have been
162 received from T.P. Electric.

163

164 **SPECIAL PROJECTS MANAGER'S REPORT:** Copy on File

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166 Mr. Miskis and Mr. Parks made a presentation to the Board regarding policy development to
167 require CCTV inspection of Building Sewer Laterals at time of real estate transfers. Mr. Parks
168 pointed out that we plan to have public meetings with realtors, builders, and homeowners so that
169 we may solicit their input while developing the policy. The consensus of the Board was for
170 Management to proceed to develop the policy.

171

172 **CORRESPONDENCE FOR THE BOARD'S INFORMATION:** Copy on file

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174 **FINANCIAL CONTROLLER'S REPORT:** Copy on file

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176 **FINANCIAL STATEMENT REVIEW:** Month ending January 31, 2010.

177

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

179

180 A Motion was made by Mr. Schafer and seconded by Mr. Silvestri to approve disbursements in the
181 amount of \$483,992.65 from the following funds, subject to receiving close-out documents for
182 Construction Funds.

183

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 18093-19179	\$272,659.13
Operating	Transfer for Budgeted Equipment allowance PNC Tap & Assessment Fund	\$181,296.20
Developer	Transfer to Operating	\$14,761.85
CIRF	Transfer to Operating & Req. 82-10	\$9,320.12
CIRF	2009 Construction Fund Req. No. 10-09	\$5,955.35

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186 The Motion carried unanimously.

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191 **OTHER BUSINESS:**

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There was a brief discussion regarding complaints to the Township from Mrs. Reynolds, residing at 631 Bower Hill Road. Mr. Bassi reported that the matter was adjudicated at the Magistrate office at the hearing on June 17, 2009 and was dismissed without prejudice.

Mr. Silvestri suggested that since we have several new Board Members that we schedule a facility tour in the spring. Mr. Miskis stated that we normally do an annual tour of the facilities, and one will be scheduled.

A Motion was made by Mr. Blazek and seconded by Mr. Byrne to enter into executive session at 10:30 p.m. to discuss personnel matters. The Motion carried unanimously.

Executive Session ended at 11:23 p.m.

A motion by Mr. Blazek and second by Mr. Byrne for Management to precede with personnel matters as indentified in Executive Session regarding the Board approved administrative salary increases for 2010.

Motion was made by Mr. Blazek and seconded by Mr. Byrne to adjourn the meeting at 11:24 p.m. The Motion carried unanimously.

Respectfully Submitted,
Patricia L. Mowry

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MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Schafer	Blazek	Approve Minutes of the January 12 th 2010 meeting	3-0 2 Abstained
2	Schafer	Blazek	Approve LSSE SOA No. 273-019 Amendment 2 for Grant assistance by \$3,000.00	Approved
3	Schafer	Silvestri	Approve LSSE SOA No 273-022 Amendment 2 for developer 537 planning by \$10,000	Approved
4	Schafer	Byrne	Approve acceptance of Planned Sewage Flows of 20 EDUs from the proposed Health Care REIT Inc. Facility subject to Organic Capacity Tap Management	Approved
5	Silvestri	Schafer	Approve to accept Spring Meadows Phase 2 Sewer Extension for ownership.	Approved
6	Blazek	Silvestri	Approve to accept Lake View Square Sewer Extension for ownership.	Approved
7	Schafer	Byrne	Award Brush Run Wet Weather Improvements Design Engineering Contract to CET Engineering Services	Approved
8	Schafer	Silvestri	Approve disbursements in the amount of \$486,242.65	Approved
9	Blazek	Byrne	Enter into executive session at 10:30 p.m. end 11:23 for personnel matters.	Approved
10	Blazek	Byrne	For Management to proceed with personnel matters.	Approved
11	Blazek	Byrne	Adjourn the Meeting at 11:24 p.m.	Approved

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