



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AGENDA

REGULAR MEETING

October 11, 2016

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of September 13, 2016

VISITORS:

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 September 30, 2016

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Adopt Resolution No. 06-09-16 Authorizing Application to the Pennsylvania Small Water and Sewer Grant
2. Approve Change Order No. 2 for the Donaldson's Crossroads Sewer System C.I.P.P. Lining Project

ADJOURNMENT:

James J. Miskis, Authority Manager
Patricia L. Mowry, Financial Controller

Mark A. Chucuddy, Assistant Manager
Donna L. LaManna, Billing Specialist

Gary A. Parks, Special Projects Manager
Diane L. Gregor, Administrative Assistant



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REGULAR MEETING

October 11, 2016

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 David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Terrence G. Byrne, and Michael P. Crall. Also present were Romel L. Nicholas, Solicitor, David A. Coldren, KLH Engineering, Inc., Mark A. Chucuddy, Assistant Manager and Patricia Mowry, Financial Controller, absent from meeting was James J. Miskis, Manager.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the September 13, 2016 Board Meeting

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

VISITORS: None

SOLICITOR'S REPORT: Copy on File.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren reported the status of the DC sewer system CIPP Lining project. Abel Recon LLC has completed the CIPP lining portion of the project, and the demonstration portion as requested by Management. Mr. Coldren recommended approval of Change Order No. 2 for a time extension of 15 days extending the contract to September 14, 2016.

Motion: To approve Abel Recon's Change Order No. 2 for a time extension of 15 days extending the contract to September 14, 2016.

Moved by Mr. Byrne, Seconded by Mrs. Kaminsky

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

MANAGER'S REPORT: Prepared by Patricia L Mowry, Copy on file.

Ms. Mowry presented an overview of projects HRG will be assisting the Authority in and recommended the approval of the following Service Orders.

Motion: To Approve HRG Service Order 6966.0432 for the Developer review of the Primrose School Development in the amount not to exceed \$1,000.

Moved by Mr. Byrne, Seconded by Mrs. Kaminsky

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To Approve HRG Service Order 6966.0431 for the Developer Construction Administration of the Nair Sanitary Sewer Extension in the amount not to exceed \$6,000.

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To Approve HRG Service Order 6966.0429 for the Upper Giant Oaks Interceptor Part II permit application in the amount not to exceed \$7,200.

Moved by Mr. Byrne, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To Approve HRG Service Order 6966.0427 for the grant application assistance and preliminary design of the Crossgates Area Sewer Rehabilitation in the amount not to exceed \$4,000.

Moved by Mr. Byrne, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

ASSISTANT MANAGER’S REPORT: Copy on File.

SPECIAL PROJECTS MANAGER’S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD’S INFORMATION: Copy on File

FINANCIAL CONTROLLER’S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending September 30, 2016.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$772,048.26 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, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Fund	Disbursement	Total
Operating	Checks: 2167 through 2243	\$140,102.85
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement to Operating Fund	\$4,422.63
CFS Capital Improvement Fund	Payment Req. 2016-10	\$50,848.32
Zion Bank – Construction Fund	Payment Req. 2016-8	\$500,036.40
CFS Bank Capital Improvement Fund	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Nicholas recommended entering into an executive session to discuss personnel and potential litigation issues.

Motion: To enter into executive session at 7:22 p.m. to discuss personnel and potential litigation

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Executive Session ended at 10:17 p.m.

Motion: To authorize the Solicitor to contact counsel for Jim Miskis and address personnel options, and in addition to continue paying Mr. Miskis his full salary and providing him benefits until the next PTSA meeting. This to allow Solicitor time to address matters and report back to the Board. The Board will take further action at the next meeting.

Moved by Mr. Grimm, Seconded by Mr. Byrne

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To authorize temporary additional compensation for Patti Mowry in the amount as discussed retroactive to August 1, 2016, recognizing added duties she has assumed and may assume on an interim basis. Also, designating her as temporary interim manager.

Moved by Mrs. Kaminsky, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To adopt Resolution No. 07-11-16 establishing procedures related to personnel files and authorizing use of same and attendant form(s).

Moved by Mr. Crall, Seconded by Mr. Byrne

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To authorize the designated personnel committee and Solicitor to review all personnel files, meet as necessary (including with employees), and address personnel matters for recommendation to the Board.

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To adjourn the Board Meeting at 10:20 p.m.

Moved by Mr. Grimm, Seconded by Mr. Crall

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

Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Respectfully Submitted,
Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Grimm	Crall	Approve meeting minutes of September 13, 2016	Approved
2	Byrne	Kaminsky	Approve Abel Recon's Change Order No.2 for a time extension of 15 days extending the contract to September 14, 2016	Approved
3	Byrne	Kaminsky	Approve HRG Service Order 6966.0432 for the Developer review of the Primrose School Development in the amount not to exceed \$1,000	Approved
4	Kaminsky	Byrne	Approve HRG Service Order 6966.0431 for the Developer Construction Administration of the Nair Sanitary Sewer Extension in the amount not to exceed \$6,000	Approved
5	Byrne	Crall	Approve HRG Service Order 6966.0429 for the Upper Giant Oaks Interceptor Part II permit application in the amount not to exceed \$7,200	Approved
6	Byrne	Crall	Approve HRG Service Order 6966.0427 for the grant application assistance and preliminary design of the Crossgates Area Sewer Rehabilitation in the amount not to exceed \$4,000	Approved
7	Kaminsky	Grimm	Approve disbursements in the amount \$772,048.26	Approved
8	Kaminsky	Byrne	Enter into executive session at 7:22 p.m. to discuss personnel and potential litigation issues	Approved
9	Grimm	Byrne	Authorize the Solicitor to contact counsel for Jim Miskis and address personnel options and in addition to continue paying Mr. Miskis his full salary and providing him benefits until the next PTSA meeting	Approved
10	Kaminsky	Byrne	Authorize temporary additional compensation for Patti Mowry in the amount to discuss retroactive to August 1, 2016, recognizing added duties she has assumed and may assume on an interim basis.	Approved
11	Crall	Byrne	Adopt Resolution No. 07-11-16 establishing procedures related to personnel files and authorizing use of same and attendant form(s)	Approved
12	Grimm	Crall	Authorize the designated personnel committee and Solicitor to review all personnel files, meet as necessary (including with employees), and address personnel matters for recommendation to the Board	
13	Grimm	Crall	Adjourn the Meeting at 10:20 p.m.	Approved