



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AGENDA

REGULAR MEETING

April 12, 2017

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of March 8, 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 March 31, 2017

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Resolution 02-04-17 Authorizing the Disposition of 2009 Account Payables and Bank Statements
2. Acceptance of Annual Audit
3. Approval for the Electric Supply Agreement
4. Amendment 2 with Upper St. Clair for the Deerfield Manor Area MOU
5. GHD proposal for Dewatering facilities for the New DC Treatment Plant
6. Developers Agreements
 - a. Primrose
 - b. Tuscany Amended

ADJOURNMENT:



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REGULAR MEETING

April 12, 2017

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Vice-Chairman. Board members present were Eric S. Grimm, Rebecca W. Kaminsky, Michael A. Silvestri, and Michael P. Crall. Also present were Romel L. Nicholas, Solicitor, Mark A. Chucuddy, Operations Manager and Patricia Mowry, Interim Manager/Financial Controller. David G. Blazek attended by telephone.

VISITORS: None

APPROVAL OF MINUTES:

Motion: To approve the minutes of the March 8, 2017 Board Meeting.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

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

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

SOLICITOR'S REPORT: Copy on File.

Mr. Nicholas reported he has reviewed the HRG professional consulting engineer agreement as provided by Mr. Hanley and it is consistent with what has previously been provided and approved. Based on the motion from previously board meeting effective April 1, 2017 HRG was appointed the Authority's consulting engineer for 2017.

Mr. Nicholas reported he negotiated contract language changes with Constellation for electric supply contract. A final contract was submitted on April 12, 2017. Mr. Nicholas recommended the contract as presented.

Mr. Nicholas reported GHD submitted the revised flood letter for the 2nd flood event that occurred at the Donaldson's Crossroads Treatment Plant Replacement Project. Mr. Nicholas indicated he is satisfied with the revised letter.

ENGINEERS REPORT: Copy on file.

Mr. Hanley reported the status of the Meredith Drive sewer extension, emergency project. The complexity of this project was the crossing of two gas lines. The survey was conducted and based on the preliminary layout there is a conflict with the clearance of the gas lines. The two alternatives designs were then evaluated. Both alternatives were approximately the same cost. The recommended alternative is the second alternative of reconstructing the entire downstream segment. Stewart Contracting submitted a proposal in the amount of \$39,350. Ms. Mowry indicated the overall project budget is \$10,000 over original budget. HRG revised their service order to include observation services and as-built drawings, as requested by Management. Management recommended HRG provide the observation due to the high pressured gas lines involved in this project. Mr. Hanley indicated his design cost was lower, therefore the net effect of the service order is \$1,450. Observation services will only be performed if requested by Management at the time of construction. The Board consensus was to continue with the construction of the extension and absorb the potential cost overrun.

Patricia L. Mowry, Financial Controller/
Interim Manager

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

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

Motion: To approve HRG's revised Service Order for Meredith Drive Sewer Extension in the amount not to exceed \$8,850.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Motion: To approve Stewart's quote in the amount of \$39,350 for the Meredith Drive Sewer

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Mr. Hanley indicated Management requested he provide a "desk-top" cost estimated for a sewer extension to provide service to 796 & 798 Bebout Road, in responds to the Township requested dated March 7, 2017. Management indicated if the sewer extension were to be construction, it would be through the Special Purpose Tapping Fee, where the Authority would construction the extension and charge the total cost, engineering and construction, to the two property owners. The Valley View sewer extension was construction under this process. Mr. Hanley will provide Management with a service order for this task.

Ms. Mowry indicated there has been more information regarding the Hidden Brook emergency repair project. There is another area identified that will need to be repaired. Mr. Hanley and Mr. Romel have been tasked with providing a report as well as recommendations at the next Board meeting. The time is needed for staff and professionals to evaluate new information.

MANAGER'S REPORT: Copy on file.

Ms. Mowry presented the draft audit. Mr. Crall requested this item deferred until the Auditor provides the Management Letters.

Ms. Mowry reported the presentation was made to the Authority March 16, 2017 by Mr. Skiles, our OnDemand representative. The presentation was included in the packet. Mr. Silvestri and I recommended entering into a contract as approved by the Solicitor with Constellation for power procurement effective January 1, 2018-December 31, 2020. Based on historical electric consumption a \$14,000 savings is estimated over the time period of the contract.

Motion: To enter into a contract with Constellation for power procurement effective January 1, 2018-December 31, 2020, for pricing as indicated in the contract.

Moved by Mr. Silvestri, Seconded by Mr. Crall

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

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

Ms. Mowry reported the status of the Primrose development. Management and Solicitor are finalizing the Developer's agreement and the necessary easements required for this project. Management recommended approval of the agreement and easement, contingent upon Solicitors approval and receiving the financial securities, and insurance certifications.

Motion: To enter into a Developer Agreement with Sartori Enterprises 1, LP, the Developer for the Primrose School of Peters contingent upon Solicitors approval and receiving the financial securities, and insurance certifications.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Motion: To approve the Easement Agreement with Sartori Enterprises 1, LP, the Developer for the Primrose School of Peters,

Moved by Mr. Crall, Seconded by Mr. Blazek

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

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

Motion: To approve the Extinguishment Easement Agreement with Sartori Enterprises 1, LP, the Developer for the Primrose School of Peters,

Moved by Mr. Silvestri, Seconded by Mr. Crall

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

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

Ms. Mowry reported GHD submitted a proposal for the Donaldson's Crossroads Treatment Plant Dewatering Upgrade. Over the next couple of months Management will be touring several other municipalities to evaluate equipment alternatives. The scope of services include an evaluation of dewatering technologies, a pilot study, permitting, final design, change order negotiation, and construction phase services. Management recommended approval of the proposal.

Motion: To approve the Task Order No. 4, for the Donaldson's Crossroads Treatment Plant Dewatering Upgrade in the amount of \$71,900

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Ms. Mowry reported on the Upper St. Clair (USC) and Deerfield Pump Station. USC representative indicated submitted their draft addendum to the agreement. Management and Solicitor have incorporate language regarding the transfer of the Authority's Fairways Pump Station customers, and several other minor medications. Ms. Mowry recommended approval of USC Addendum No. 2, contingent upon Solicitor's approval.

Motion: To execute the USC Addendum No. 2, contingent upon Solicitor's approval.

Moved by Mr. Blazek, Seconded by Mrs. Kaminsky

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

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

Mrs. Mowry recommended disposal of records of the Authority in accordance with the Municipal Records Manual.

Motion: To adopt Resolution 02-04-17 for disposal of 2009 Accounts Payable, Bank Statement.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

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

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

OPERATIONS 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 March 31, 2017.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$697,974.47 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

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

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

Fund	Disbursement	Total
Operating	Checks: 2665 through 2756	\$100,133.56
Payroll	Transfer from Operating to Payroll fund	\$75,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$1,051.82
Developer Fund	Check. No. 1003 - 1005	\$23,536.86
CFS Capital Improvement Fund	Requisition 2017-3	\$41,248.43
Zion Bank Construction Fund	Requisition 2017-13	\$0.00
2016 PV-Construction Fund		\$450,365.74
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 employment related matters.

Motion: To enter into executive session at 7:40 p.m. to discuss personnel and potential litigation

Moved by Mrs. Kaminsky, Seconded by Mr. Blazek

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

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

Executive Session ended at 9:40 p.m.

Motion: To make an offer to the chosen candidate for the Authority manager position as discussed in executive session, contingent upon the passing of the physical, drug test, background check, and references. The Solicitor was tasked with the coordination and offer letter to the candidate.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

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

The Board indicated the 2nd meeting on April 26th shall be held to discuss any business as needed.

Motion: To adjourn the Board Meeting at 9:43 p.m.

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

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

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

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Silvestri	Kaminsky	Approve meeting minutes of March 8, 2017	Approved
2	Crall	Kaminsky	Approve HRG's revised Service Order for Meredith Drive Sewer Extension in the amount not to exceed \$8,850.	Approved
3	Crall	Kaminsky	Approve Stewart Contracting quote in the amount of \$39,350. For the Meredith Drive Sewer Extension	Approved
4	Silvestri	Crall	Enter into a contract with Constellation for power procurement effective January 1, 2018 – December 31, 2020, for pricing as indicated in the contract	Approved
5	Crall	Kaminsky	Enter into a Developer Agreement with Sartori Enterprises 1, LP, the Developer for the Primrose School of Peters Township, contingent upon Solicitors approval and receiving the financial securities, and insurance certifications	Approved
6	Crall	Blazek	Approve the Easement Agreement with Sartori Enterprises 1, LP, the Developer for the Primrose School of Peters Township	Approved
7	Silvestri	Crall	Approve the Extinguishment Easement Agreement with Sartori Enterprises 1, LP, Developer for the Primrose School of Peters Township	Approved
8	Crall	Kaminsky	Approve the Task Order No. 4 for the Donaldson's Crossroads Treatment Plant Dewatering Upgrade in the amount of \$71,900.	Approved
9	Blazek	Kaminsky	Execute the Upper St. Clair Addendum No.2 contingent upon Solicitor's approval	Approved
10	Silvestri	Kaminsky	Adopt Resolution 02-04-17 for disposal of 2009 Accounts Payable, Bank Statements	Approved
11	Kaminsky	Crall	Approve disbursements in the amount of \$697,974.47	Approved
12	Kaminsky	Blazek	Enter into Executive Session for employment related matters	Approved

13	Kaminsky	Grimm	Make an offer to the chosen candidate for the Authority manager position as discussed in executive session, contingent upon the passing of the physical, drug test, background check, and references	Approved
14	Kaminsky	Silvestri	Adjourn the Meeting at 9:43 p.m.	Approved