



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 24, 2018

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of September 12, 2018

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 September 30, 2018

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

- 1) Ratify Executive Session that was held for personnel matters.
- 2) Reorganization of the Board; Mr. Burns as Secretary and Mr. Banaszak as Assistant Sec/Treas
- 3) Approval of the Deerfield Manor Agreement
- 4) Approval to advertise for bid the Brush Run Roof Replacement
- 5) Exercise option to extend contract with Waste Management for hauling removal and disposal of biosolids for the second option year.
- 6) Resolution 5-10-18 for Application for a Penn Vest Loan for the Conveyance System Projects
- 7) Letter of Responsibility form the Penn Vest Loans
- 8) Executive session for personnel matters

ADJOURNMENT:



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REGULAR MEETING

October 24, 2018

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Chairman, David G. Blazek. Board members present were, Eric S. Grimm, Rebecca W. Kaminsky and John A. Banaszak. Also present were: Nathan Boring, Solicitor, Chad Hanley, Engineer, Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, and Patricia Mowry, Financial Controller. Absent from meeting was Robert L. Burns.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the September 12, 2018 Board Meeting.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

VISITORS:

Motion: To adopt Resolution No. 04-09-18 to authorize the issuance of a subordinate sewer revenue note to CFS Bank in the amount of \$1,225,000 for the satisfaction of the 2003 CFS Bank note, and to provide construction funds for the Donaldson's Crossroads WPCP dewatering facility.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 3)

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

SOLICITOR'S REPORT: Copy on File.

Mr. Boring presented the second amendment to the 1950 service agreement with ALCOSAN, the Township, and Upper St. Clair for the USC's Deerfield Manor and PTSA's Linksview service areas. Mr. Boring and Management recommended approval. Mr. Hanley indicated HRG had commenced preparation for the Sewage Facilities Planning module. Next in the process is the amendment to the MOU, and the inter-municipal agreement between the Authority and USC. Those agreements are the administrative aspect of the transfer of customers, the connection of customer, bulk billing, tap fees, and etc.

Motion: To approve the Second Amendment to the ALCOSAN Agreement of November 1, 1950 regarding the Deerfield Manor and Linksview Service Areas, contingent upon the Solicitor's final approval.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the status of the Conveyance System Improvements Projects. There have been several administrative matters with the issuance of the permits. Mr. Hanley will submit PaDEP's final request of information and the permits should be issued by the end of the month. Mr. Hanley presented the updated total project cost of \$5.2 million, and indicated the major differences from the KLH estimate. The differences include additional sections on the Giant Oaks portion, the Hidden Brook project, and the original estimates did not take into consideration depths of the interceptors, or the site constraints and restorations of the properties along Oakwood Road interceptors. If the PENNVEST loan is approved the anticipated

Enoch E. Jenkins, Manager

Patricia L. Mowry, Financial Controller

Mark A. Chucuddy, Operation Manager

Donna L. LaManna, Billing Specialist

Gary A. Parks, Special Projects Manager

Patricia A. Cody, Administrative Assistant

start of construction will be mid-Spring 2019. The PENNVEST Application is due October 31, 2018. Ms. Mowry indicated as a requirement of the application a resolution formalization the request for borrowing funds and the letter of responsibility indicating the amount of the request and that the Authority will accept the loan if approved. Mrs. Mowry recommended approval of the resolution and execution of the letter.

Motion: To approve Resolution No. 05-10-18 for the application being made to PENNVEST for a loan in the amount of \$4.7 million for the Conveyance System Improvements Projects.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Motion: To execute the Letter of Responsibility, confirming the application and verifying the Authority will accept the loan, if offered by PENNVEST, in the amount of \$4.7 million.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Mr. Hanley reported status of the Rutledge Drive Area Sanitary Rehabilitation Project – Contract No. 2018-01. The project is approaching completion, and has went very well. The first and final pay application will be presented at the November's meeting.

Mr. Hanley reported the status of the Stonehedge Trunk Sewer. The permit applications are in the process of being prepared for submission. The Authority plans to apply for the Small Water and Sewer grant as well as the LSA grant next year for this project.

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the new Donaldson's Crossroad WPCP has been online since September 6, 2018. Staff, Contractor's, and GHD are still working through several operational issues. All punch list items for the treatment plant portion of the project are being addressed. The demolition of the old plant has been completed. The dewatering portion of the project has commenced. The equipment and conveyor are anticipated to be delivered early December. If GHD reaches some resolution with the Contractors regarding substantial completion on the treatment plant and an increase in days for the dewatering facility, they will attend the next meeting.

Mr. Jenkins reported on the landslide that occurred on September 26, 2018 behind 141 Hemlock Drive. The Authority's emergency contractor completed the repair; however, Management and HRG determined the most cost effective and stable option was to permanently stabilize the repair area. The work is anticipated to be completed by next week.

Mr. Jenkins reported the proposals for the Brush Run roof replacement were higher than the bidding requirements. Therefore the project will be advertised and bidding documents prepared.

Motion: To advertise for bid, the Brush Run Roof Replacement.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Mr. Jenkins reported the recognition of Mr. Ralph Agostinella, a union staff employee for his 30-years of service.

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the sludge disposal contract expires October 25, 2018. The contract which was awarded in 2016 with Waste Management included a base year and four option years. Mr. Chucuddy recommended exercising the 2nd Option Year, which will be a 4% increase from the 2018 year.

Motion: To approve 2nd Option year with Waste Management for sludge disposal for 2019.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Mr. Chucuddy reported the status of the BR NPDES permit renewal. Due to the chlorination byproducts PaDEP was advised the Authority will perform a toxic reduction evaluation as per the permit. This will allow for additional information and testing results, in order to eliminate or revise the limits for DCBM and chloroform in our effluent. Mr. Chucuddy reported this will result in adding testing field for the lab accreditation.

Mr. Chucuddy reported the Authority will be presented with a Safety Award from the Western PA WPCA.

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER'S REPORT: Copy on File

FINANCIAL STATEMENT REVIEW: Month ending September, 2018.

Ms. Mowry recommended the ratification of the executive meeting that was held on October 15, 2018.

Motion: To ratify the executive meeting that was held on October 15, 2018 regarding personnel matters.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Ms. Mowry recommended partial Board reorganization as a result of the appointment of the new board member.

Motion: To appoint Mr. Robert L. Burns as the Secretary

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Motion: To appoint Mr. John A. Banaszak as the Assistant Secretary/Treasurer

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Ms. Mowry indicated internal budget meetings have been held. A draft budget will be distributed at the November meeting, with the adoption of the budget at the December meeting. There will be no rate increase proposed for 2019.

Ms. Mowry reported the financial status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 32 as distributed.

Ms. Mowry recommended approval of GHD's invoice as listed on the capital requisition for construction phase services. GHD recommended approval of the pay applications as submitted by the Contractors and as listed on the PV loan summary.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$366,032.24 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Fund	Disbursement	Total
Operating	Checks: 4087 through 4164 and ACH	\$79,191.76
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$12.52
Developer Fund	Checks 1031	\$7,126.62
CFS Capital Improvement Fund	Requisition 2018-10	\$19,544.46
Zion Bank Construction Fund	Requisition	\$0.00
2016 PV-Construction Fund	Pay Request 19	\$173,518.82
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Boring recommended entering into executive session to discuss personnel related matters and potential litigation.

Motion: To enter into Executive Session at 7:40 p.m. to discuss personnel matters and potential litigation.

Moved by Mr. Grimm, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Out of Executive Session at 8:04 p.m.

Motion: To proceed as discussed in executive session regarding personnel matters.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Motion: To adjourn the Board Meeting at 8:05 p.m.

Moved by Mr. Grimm, Seconded by Mr. Banaszak

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Grimm	To approve the minutes of the September 12, 2018 Board Meeting.	Approved
2	Kaminsky	Grimm	To adopt Resolution No. 04-09-18 to authorize the issuance of a subordinate sewer revenue note to CFS Bank in the amount of \$1,225,000 for the satisfaction of the 2003 CFS Bank note, and to provide construction funds for the Donaldson's Crossroads WPCP dewatering facility.	Approved
3	Grimm	Kaminsky	To approve the Second Amendment to the ALCOSAN Agreement of November 1, 1950 regarding the Deerfield Manor and Linksview Service Areas, contingent upon the Solicitor's final approval.	Approved
4	Kaminsky	Grimm	To approve Resolution No. 05-10-18 for the application being made to PENNVEST for a loan in the amount of \$4.7 million for the Conveyance System Improvements Projects.	Approved
5	Kaminsky	Grimm	To execute the Letter of Responsibility, confirming the application and verifying the Authority will accept the loan, if offered by PENNVEST, in the amount of \$4.7 million.	Approved
6	Kaminsky	Grimm	To advertise for bid, the Brush Run Roof Replacement.	Approved
7	Kaminsky	Grimm	To approve 2nd Option year with Waste Management for sludge disposal for 2019.	Approved
8	Kaminsky	Grimm	To ratify the executive meeting that was held on October 15, 2018 regarding personnel matters.	Approved
9	Grimm	Kaminsky	To appoint Mr. Robert L. Burns as the Secretary.	Approved
10	Grimm	Kaminsky	To appoint Mr. John A. Banaszak as the Assistant Secretary/Treasurer.	Approved
11	Kaminsky	Grimm	To approve disbursements in the amount of \$366,032.24.	Approved
12	Grimm	Banaszak	To enter into Executive Session at 7:40 p.m. to discuss personnel matters and potential litigation.	Approved
13	Grimm	Kaminsky	To proceed as discussed in executive session regarding personnel matters.	Approved
14	Grimm	Banaszak	To adjourn the Board Meeting at 8:05 p.m.	Approved