



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 11, 2018

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of March 14, 2018

VISITORS: 1. Carlyn Belczyk and Sandy Guthrie of Guthrie, Belczyk & Associates
RE: Audit Presentation 2017

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, 2018

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Approval of PW Tech. Purchase Order for the D.C. Dewatering Equipment.
2. Approval of Developer's Agreement for Bowser Cadillac.
3. Easement & Extinguishment of Easement for Bowser Cadillac
4. Executive Session regarding DC WWTP Improvement Project

ADJOURNMENT:



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REGULAR MEETING

APRIL 11, 2018

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

APPROVAL OF MINUTES:

Motion: To approve the minutes of the March 14, 2018 Board Meeting.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

VISITORS:

1. Carlyn Belczyk and Sandy Guthrie of Guthrie, Belczyk & Associates
RE: Audit Presentation 2017

Mrs. Belczyk and Mrs. Guthrie presented a detailed overview of the 2017 Audited financial statements. Mrs. Belczyk indicated she is working with management to develop billing and collection procedures.

Motion: To accept the 2017 Audit report as prepared by the Auditors, Guthrie, Belczyk & Associates.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Mrs. Belczyk and Mrs. Guthrie departed the meeting.

SOLICITOR'S REPORT: Copy on File.

Mr. Boring reported the Deerfield Manor agreement with ALCOSAN, Pittsburgh Water and Sewer, Upper St. Clair, Peters Township, and the Authority was drafted by ALCOSAN and is being circulated.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the Annual Chapter 94 Waste Load Management reports for both treatment plants were submitted to the PaDEP by the due date.

Mr. Hanley reported the status of the Hidden Brook Sanitary Sewer emergency repair. The Geotechnical report has been received and is being evaluated.

Mr. Hanley reported the status of the DC WPCP Interceptor Improvements Project. There are several areas of concern on the Giant Oaks' interceptor that will require redesign. Mr. Hanley is coordinating with the design engineer working on the McDowell Road Bridge replacement. The roadway for the bridge is being realigned and will have an impact the sanitary sewer design. The change is being evaluated and will be

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

presented to Management. The other potential issue is with the Authority's new sewer design alignment located in the parking lot owned by Fish and Boat Commission. The Authority has a current easement; however, in order to preserve a row of large mature trees the new interceptor was designed in a different location. It has been discovered in order to obtain a new easement it would take State Legislation approval. Mr. Hanley will investigate the options and report to Management.

Mr. Hanley reported on the Stonehenge Truck Sewer project. HRG has begun preliminary design and are conducting the Wetlands study.

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the Bowser Cadillac car dealership located at 3260 Washington Road plans to develop their property adjacent to the dealership into a permanently paved vehicle-inventory parking area. The existing sanitary sewers are outside of the current shared sanitary and storm sewer easement. As a compromise, Bowser Cadillac has proposed relocating the sanitary and storm lines at their expense into a smaller easement. The current easement is a forty-foot easement and the new easement will be twenty-five feet. While the Township Solicitor and PTSA's Solicitor coordinate the language in the Deed of Easement, management recommended the execution of the Deed of Easement Extinguishment along with the Deed of Easement for the utilities. Management prepared a Developer's Construction Agreement and recommended execution of the agreement, contingent upon receiving financial securities and escrow deposits.

Motion: To execute the Deed of Easement Extinguishment located at 3260 Washington Road.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Motion: To execute the Deed of Easement located at 3260 Washington Road.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Motion: To enter into the Developer's Construction agreement with Bowser Cadillac LLC., contingent upon receipt of escrow deposit and financial securities.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Mr. Jenkins reported it is anticipated the new BR NPDES permit will be listed in the Pennsylvania Bulletin for the thirty day public comment period in the next few months.

Mr. Jenkins reported on the sewer repair/landslide project located on 338 Buffalo Ridge. The work associated with the sewer line replacement and the rough grading surrounding the affected area was completed. The property owner's contractor will perform the final grading in the slide area. Authority staff will conduct a CCTV inspection of the (4) private lateral connections to verify they are operational.

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: Copy on File

FINANCIAL STATEMENT REVIEW: Month ending March 31, 2018.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$752,918.90 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Fund	Disbursement	Total
Operating	Checks: 3675 through 3750 and ACH	\$78,064.74
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	\$17.01
Developer Fund	Checks 1023	\$3,342.34
CFS Capital Improvement Fund	Requisition 2018-3	\$42,367.57
Zion Bank Construction Fund	Requisition	\$0.00
2016 PV-Construction Fund		\$542,489.18
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Motion: To enter into Executive Session at 7:53 p.m. to discuss potential litigation regarding the Donaldson's Crossroads Treatment Plant Replacement Project.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Out of Executive Session at 8:40 p.m.

Motion: To adjourn the Board Meeting at 8:40 p.m.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Rebecca W. Kaminsky, and Robert L. Burns

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Burns	To approve the minutes of the March 14, 2018 Board Meeting.	Approved
2	Kaminsky	Burns	To accept the 2017 Audit report as prepared by the Auditors, Guthrie, Belczyk & Associates.	Approved
3	Kaminsky	Burns	To execute the Deed of Easement Extinguishment located at 3260 Washington Road.	Approved
4	Kaminsky	Burns	To execute the Deed of Easement located at 3260 Washington Road.	Approved
3	Kaminsky	Burns	To enter into the Developer's Construction agreement with Bowser Cadillac LLC., contingent upon receipt of escrow deposit and financial securities.	Approved
6	Kaminsky	Burns	To approve disbursements in the amount of \$752,918.90.	Approved
7	Kaminsky	Burns	To enter into Executive Session at 7:53 p.m. to discuss potential litigation regarding the Donaldson's Crossroads Treatment Plant Replacement Project.	Approved
8	Kaminsky	Burns	To adjourn the Board Meeting at 8:40 p.m.	Approved