



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AGENDA

REGULAR MEETING

February 9, 2022

ROLL CALL:

REORGANIZATION:

MINUTES FOR APPROVAL: Minutes of January 12, 2022

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending January 31, 2022

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

- 1) **Acceptance of proposed sewage flows from the Janis Plan of 400 GPD (1 EDU)**
- 2) **Resolution 01-02-22 Special Purpose Tap Fee Update**
- 3) **Authorize Manager to execute the deeds for 974 Churchill Property**
- 4) **Approval of Broker agreement with Berkshire Hathaway for sale of the 974 Churchill Property**
- 5) **Resolution 02-02-22 to amend the Employee Pension plan to allow Roth Options and Provisions**
- 6) **Resolution 03-02-22 Dispositions of Records Resolution**
- 7) **Acceptance of HRG Proposal for Lower Valley Brook Augmentation Project**
- 8) **Acceptance of HRG Proposal for Crest View Acres Sewer Replacement**
- 9) **Acceptance of GHD Proposal for Brush Run Non Potable Water design report**
- 10) **Acceptance of HRG Annual Report**

ADJOURNMENT:



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REGULAR MEETING

February 9, 2022

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m.

Board Members present: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak and Joseph A. Wells

Also present: Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, Patricia L. Mowry, Financial Controller, Nate Boring, Solicitor, Chad Hanley P.E., HRG Engineers Inc.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the January 12, 2022 Board Meeting.

Moved by Mr. Burns, Seconded by Mr. Wells

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

VISITORS: None.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley distributed the annual engineer report.

Motion: To accept HRG's Annual Engineering report for 2021.

Moved by Mr. Burns, Seconded by Mrs. Kaminsky

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Mr. Hanley reported the Chapter 94 Waste Load Management reports for both treatment plants have been completed and will be submitted.

Mr. Hanley reported the Donaldson Crossroads portion of the Conveyance System Improvements Project is completed and PENNVEST loan is in full amortization. Ms. Mowry reported the \$75,000 retainage PENNVEST was holding back will be released in the next week.

Mr. Hanley reported the status of the Deerfield Manor/Links View Drive Pump Station. The PaDEP indicated the delay was a result of waiting for a report from USC. That report has since been submitted and the permit is anticipated to be issued.

Mr. Hanley reported the status of the Piney Fork 537 Plan. The PaDEP has issued a denial letter. The denial is as a result of an unknown time schedule for construction of facilities, and that this facilities would be expected to be built by a developer. Management is reaching out to PaDEP to schedule a meeting to discuss options in order to obtain an approved plan.

Mr. Hanley reported the Authority did receive a \$500,000 grant from LSA for the 2022 Sewer Infrastructure Rehabilitation Project. This project will consist of the Lower Valley Brook (Lower & Upper Pelipetz) Interceptor Augmentation and the Crestview Acres Sewer Replacement. Mr. Jenkins recommended accepting HRG'S proposals for design and permitting. The projects will be designed separately and are planned to be constructed under one contract. The schedule is for design in 2022 and to bid and construct early 2023.

Motion: To accept HRG's proposal for the Lower Valley Brook interceptor augmentation project for a lump sum design and permitting of \$96,000, easement acquisition as required estimated at \$6,000.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

Enoch E. Jenkins, Manager

Mark A. Chucuddy, Operation Manager

Patricia L. Mowry, Financial Controller

Donna L. LaManna, Billing Specialist

Faye E. Abbondanza, Administrative Assistant

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Motion: To accept HRG's proposal for the Crestview Acres sewer replacement project for a lump sum design and permitting of \$37,200, easement acquisition as required estimated at \$6,000.

Moved by Mr. Burns, Seconded by Mr. Wells

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

SOLICITOR'S REPORT: Copy on File.

Mr. Boring reported on the status of the 974 Church Hill Road property subdivision and deed preparation. Ms. Mowry indicated the property will be listed with Berkshire Hathaway on March 1, 2022 with the award of bids on May 6, 2022. Mr. Boring and Management are working on bid documents for the sale of the property.

Motion: To authorize Management to execute necessary documents needed in order to establish the subdivision plan for the 974 Church Hill Road property.

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Motion: To approve the broker agreement with Berkshire Hathaway for sale of the 974 Church Hill Road Property, and to authorize Management to execute necessary documents.

Moved by Mr. Burns, Seconded by Mr. Wells

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported on the status of the Lutz Farms development. The revision #8 has been approved contingent upon the developer obtaining the necessary easements and a developer's agreement.

Mr. Jenkins reported on the status of the PaDEP consent order agreement for Marella Manor. Wet weather investigations (CCTV mainline inspections) are being coordinated for the early spring 2022. Management will coordinate with Mr. Hanley to review possible funding assistance through Alcosan's GROW Program for anticipated public and private sewer repairs related to I & I. Management has recently met with Mr. Lauer regarding the possibility of the Township allocating a portion of the \$2.3 MM they received through the American Rescue Plan Grant towards anticipated repairs to the public and private sewers in the Marella Manor sanitary sewer system. Management will submit a written request to Peters Township Council outlining the Authority's request.

Mr. Jenkins reported on the status of the BR WPCP Ultraviolet Disinfection and Phosphorus Removal Upgrades Project. The remaining few punch list items are to be completed over the next couple weeks. Management is still awaiting a delivery date for the replacement crane and hoist.

Mr. Jenkins reported on status of the Brush Run WPCP Non-Potable Water System evaluation. GHD submitted a detail proposal outlining the needs, scope of services, and compensation. The scope of services include three tasks which will identify and evaluate the potential plant system pumping upgrades required, evaluation of potential electrical and instrumental control upgrades, and to prepare a preliminary design and basis of a design report.

Motion: To accept GHD's proposal for the Brush Run Non-Potable Water design report for a not to exceed amount of \$15,000.

Moved by Mr. Wells, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

OPERATIONS MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported the status of the 2-year grout and CIPP lining project. The area was identified and a work order has been transmitted to the contractor to establish a schedule.

Mr. Chucuddy reported on the Janis subdivision and recommended acceptance of sewage flows. . This is a 2.84 acre parcel at 593 Justabout Road being subdivided into two lots with an existing structure with public sewage on one lot.

Motion: Acceptance of proposed sewage flows from the Janis Plan of 400 GPD (1 EDU).

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

FINANCIAL CONTROLLER'S REPORT: Copy on File

Ms. Mowry presented the unaudited 2021 year end statements. There was an operating surplus of \$210,000 and the equipment replacement allowance of \$412,000. Both are on check register for approval to transfer to capital fund.

Ms. Mowry reported the annual union and worker's comp audits are complete, and the financial auditors have begun their field work.

Ms. Mowry presented the annual resolution for the outstanding special purpose tapping fees update, and recommended approval.

Motion: Adoption of Resolution 01-02-22 Special Purpose Tap Fee Update.

Moved by Mr. Banaszak, Seconded by Mr. Wells

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Ms. Mowry presented the annual resolution for the dispositions of records per the municipal retention policy.

Motion: Adoption Resolution 03-02-22 Dispositions of Records to include the 2015 checking accounts and check registers, and customer deposits 2021.

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Ms. Mowry presented resolution for the amendment to the retirement governmental deferred compensation plan to allow employee contributions for Roth contributions.

Motion: Adoption of Resolution 02-02-22 to amend the ICMA Retirement Corporation 457 Governmental Deferred compensation Plan to allow Roth Options and Provisions for the employees' contributions.

Moved by Mr. Burns, Seconded by Mrs. Kaminsky

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

FINANCIAL STATEMENT REVIEW: Month ending January 31. 2022.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$1,050,191.52 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Fund	Disbursement	Total
Operating	Checks: 6879 through 6937 Void Ck and ACH	\$88,197.49
Revenue	Transfer Operating Surplus	\$210,000
Revenue	Transfer Equipment Rpl Allowance to Capital	\$412,000
Operating	Debt Payment to DSF	\$99,928.03
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Developer Fund	Checks & Operating Fund Reimbursement	\$1,520
CFS Capital Improvement Fund	Requisition 2022-1	\$6,319.83
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$77,226.17
Penn Vest	Final PV Retainage Distribution	\$75,000
	Total	\$1,050,191.52

OTHER BUSINESS:

Motion: To adjourn the Board Meeting at 7:37 p.m.

Moved by Mr. Banaszak, Seconded by Mr. Burns

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

Yes: Eric S. Grimm, Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, and Joseph A. Wells

Respectfully Submitted,

Patricia L Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Burns	Wells	To approve the minutes of the January 12, 2022 Board Meeting.	Approved
2	Burns	Kaminsky	To accept HRG's Annual Engineering report for 2021.	Approved
3	Kaminsky	Burns	To accept HRG's proposal for the Lower Valley Brook interceptor augmentation project for a lump sum design and permitting of \$96,000, easement acquisition as required estimated at \$6,000.	Approved
4	Burns	Wells	To accept HRG's proposal for the Crestview Acres sewer replacement project for a lump sum design and permitting of \$37,200, easement acquisition as required estimated at \$6,000.	Approved
5	Kaminsky	Burns	To authorize Management to execute necessary documents needed in order to establish the subdivision plan for the 974 Church Hill Road property.	Approved
6	Burns	Wells	To approve the of broker agreement with Berkshire Hathaway for sale of the 974 Church Hill Road Property, and to authorize Management to execute necessary documents.	Approved
7	Wells	Burns	To accept GHD's proposal for the Brush Run Non-Potable Water design report for a not to exceed amount of \$15,000.	Approved
8	Kaminsky	Burns	Acceptance of proposed sewage flows from the Janis Plan of 400 GPD (1 EDU).	Approved
9	Banaszak	Wells	Adoption of Resolution 01-02-22 Special Purpose Tap Fee Update.	Approved
10	Wells	Kaminsky	Adoption Resolution 03-02-22 Dispositions of Records to include the 2015 checking accounts and check registers, and customer deposits 2021.	Approved
11	Burns	Kaminsky	Adoption of Resolution 02-02-22 to amend the ICMA Retirement Corporation 457 Governmental Deferred compensation Plan to allow Roth Options and Provisions for the employees' contributions.	Approved
12	Kaminsky	Burns	To approve disbursements in the amount of \$1,050,191.52.	Approved
13	Banaszak	Burns	To adjourn the Board Meeting at 7:37 p.m.	Approved