



# PETERS TOWNSHIP SANITARY AUTHORITY

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

[www.ptsaonline.org](http://www.ptsaonline.org)

## AGENDA

**REGULAR MEETING**

**February 12, 2025**

**ROLL CALL:**

**MINUTES FOR APPROVAL: Minutes of January 8, 2025**

**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, 2025**

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

- 1) Acceptance of proposed sewage flows (12 EDUs, 4800 GPD) from The Courtyards at Valleybrook
- 2) Acceptance of GHD service Order for BR BFP Replacement Project
- 3) Acceptance of the revision to the Employee Handbook Section 501 updating office hours
- 4) Authorization for Manager to sign the Babst Calland Engagement Letter for Special Labor Council

**ADJOURNMENT:**



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## REGULAR MEETING

February 12, 2025

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

Board Members present: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

Absent from meeting: John A. Banaszak

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

Mr. Burns welcomed the newest Board Member Nathan J Kleya and recommended the appointment as Assistant Secretary -Treasurer.

Motion: To amend the agenda to include confirmation of Nathan J Kleya's officer appointment.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells and Ryan Kennedy

Motion: To appoint Nathan J Kleya as Assistant Secretary -Treasurer.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

## APPROVAL OF MINUTES:

Motion: To approve the minutes of the January 8, 2025 Board Meeting.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, and Ryan Kennedy. Mr. Kleya abstained

## VISITORS:

**SOLICITOR'S REPORT:** Copy on file.

There was a discussion regarding the union labor contract. The contracts are five-year increments, and the current contract ends January 31, 2026. Management recommended that the Authority engage a labor attorney for the upcoming labor negotiations that will commence this fall. At the recommendation of attorney Michael Bruzzese (special council), management has contacted Stephen Antonelli of Babst Calland who specializes in labor law and contract negotiations. Attorney Antonelli has provided an Engagement Letter outlining Babst Calland's fees for their services. Management recommended Board authorization to engage a special labor council.

Motion: To authorize Manager to sign the Babst Calland Engagement Letter for Special Labor Council for the union labor negotiations.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

**ENGINEER'S REPORT:** Copy on file.

**MANAGER'S REPORT:** Copy on file.

Mr. Jenkins presented a memo to the Board regarding the adjustment of office hours. The was a brief discussion outlining the rationale for the adjustment.

Motion: To amend Section 501 of the Administrative Employee Handbook to update the new office hours. The new hours are 8:00 am – 4:00 p.m.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

Mr. Jenkins reported on the status of the Brush Run WPCP Non-Potable Water System. The project is not completed as expected, and the Contractor has still not met substantial completion. GHD has requested a updated schedule for completion. The Contractor has submitted a request for a few change orders. They are under review with GHD. GHD has submitted a request to the Authority for additional engineering fees as presented in their February 3, 2025 letter. Management is scheduled to meet with GHD for more detail and a better understanding of both the Contractors and GHD's requests.

Mr. Jenkins reported on the Brush Run WPCP Belt Filter Press Replacement. GHD presented a task order for project engineering. There was discussion regarding overall cost and the current engineering agreement. The task order included design, permitting, bidding and awarding, and construction phase on a time and materials estimated cost of \$293,000. Mr. Burns requested the standard agreement with GHD be updated and reviewed by the Solicitor.

Motion: To approve GHD Task Order No. 2025-01 for design, permitting, bidding and awarding, and construction phase on a time and materials estimated cost of \$293,000.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

Mr. Jenkins reported on the Authority's current GIS system and that the Township is exploring alternate GIS software options. Both entities currently utilize the same GIS software (GeoPlan) and share data. The management team is in the preliminary stages of exploring GIS software options for PTSA and will present the cost and make a recommendation at a later meeting, after gaining a full understanding of the best option.

**OPERATIONS MANAGER'S REPORT:** Copy on File

Mr. Chucuddy reported on the Courtyards at Valleybrook. The developer is proposing to build twelve townhouses. Sewer plans and the application mailer have been received. Mr. Chucuddy recommended acceptance of the sewage flows contingent upon receipt of the review application and associated fees.

Motion: To accept the proposed sewage flows (12 EDUs, 4800 GPD) from The Courtyards at Valleybrook

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

**FINANCIAL CONTROLLER'S REPORT:** Copy on File

Ms. Mowry presented the 2024 unaudited year-end financial statements and recommended the required transfer of funds for the surplus/equipment replacement allowance as stated on the check summary.

**FINANCIAL STATEMENT REVIEW:** Month ending January 31, 2025.

**PAYMENT OF BILLS & REQUISITIONS:** Copy on File

Motion: To approve disbursements in the amount of \$1,279,992,32 from the following funds:

Moved by Mr. Kennedy, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks and ACH	\$177,134.78
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Operating	Annual transfer to Capital	\$612,000
Developer Fund	Checks & Operating Fund Reimbursement	\$20,122.76
CFS Capital Improvement Fund	Requisition	\$313,467.39
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$77,267.39
	Total	\$1,279,992.32

**OTHER BUSINESS:**

Motion: To adjourn the Board Meeting at 7:40 p.m.

Moved by Mr. Wells, Seconded by Mr. Kennedy

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

Yes: Robert L. Burns, Joseph A. Wells, Ryan Kennedy, and Nathan J Kleya

Respectfully Submitted,

Patricia L. Mowry

## MOTIONS SUMMARY

<b>MOTION NO.</b>	<b>MOVED</b>	<b>SECOND</b>	<b>MOTION SUMMARY TABLE</b>	<b>VOTE</b>
1	Wells	Kennedy	To amend the agenda to include confirmation of Nathan J Kleya's officer appointment.	Approved
2	Wells	Kennedy	To appoint Nathan J Kleya as Assistant Secretary - Treasurer.	Approved
3	Wells	Kennedy	To approve the minutes of the January 8, 2025 Board Meeting.	Approved
4	Wells	Kennedy	To authorize Manager to sign the Babst Calland Engagement Letter for Special Labor Council for the union labor negotiations.	Approved
5	Wells	Kennedy	To amend Section 501 of the Administrative Employee Handbook to update the new office hours	Approved
6	Wells	Kennedy	To approve GHD Task Order No. 2025-01.	Approved
7	Wells	Kennedy	To accept the proposed sewage flows (12 EDUs, 4800 GPD) from The Courtyards at Valleybrook.	Approved
8	Kennedy	Wells	To approve disbursements in the amount of \$1,279,992,32.	Approved
9	Wells	Kennedy	To adjourn the Board Meeting at 7:40 p.m.	Approved