



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 9, 2025

ROLL CALL:

MINUTES FOR APPROVAL: Minutes of March 12, 2025

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending March 31, 2025

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

- 1) Authorization to enter into Temporary Construction Easement Agreement with property owner of 321 Franklin Drive for repair of public sewer
- 2) Authorization to enter into Temporary Construction Easement Agreement with property owners of 315 Franklin Drive for repair of public sewer
- 3) Authorization to enter into an Easement Agreement with 3836 Washington LLC for the proposed sewer realignment and site development
- 4) Acceptance for ownership of the sanitary sewers installed for 104 Meredith Dr.
- 5) Acceptance for use the sanitary sewers installed for Lutz Farm Phase 2 contingent on competition of all testing
- 6) Authorization to sell the 2006 Ford F350 as bid through the Municibid website
- 7) Execution of Auditor's Engagement letter
- 8) Authorization to engage Stewart Contracting for the public sewer repair on Franklin Drive for \$11,500.00
- 9) Executive Session - Personnel

ADJOURNMENT:



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REGULAR MEETING

April 9, 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, John A. Banaszak, and Ryan Kennedy

Absent from meeting: Nathan J Kleya

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.

VISTORS: None

APPROVAL OF MINUTES:

Motion: To approve the minutes of the March 12, 2025 Board Meeting.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

VISITORS:

SOLICITOR'S REPORT: Copy on file.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the Chapter 94 Waste Load Managements reports for both treatment plants were completed and submitted to the PaDEP.

Mr. Hanley reported on the status of Lutz Farm Phase 2. The construction has been completed and recommended acceptance of the sanitary sewer lines for use contingent upon passing of all testing.

Motion: To accept for use the sanitary sewers installed for Lutz Farm Phase 2 contingent on successful competition of all testing.

Moved by Mr. Banaszak, Seconded by Mr. Wells

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

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

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported on the status of the Quarture Property (3836 Washington Road). The Authority's existing sewer was required to be relocated. An easement agreement is required for the property to extinguish the existing sanitary easement and establish a new easement reflective of the proposed realignment. Management and HRG recommended execution of the new easement.

Motion: To execute easement agreement with 3836 Washington LLC for the proposed sewer realignment and site development located at the 3836 Washington Road property.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

Mr. Jenkins reported the contractor has returned to properties for restoration issues regarding the 2024 Sewer Infrastructure Rehabilitation project.

Mr. Jenkins reported the status of the Marella Manor public sewer repair. This repair will be funded with the grant received from ALCOSAN. For the repair to be made the Authority will need to obtain two

Enoch E. Jenkins, Manager

Mark A. Chucuddy, Operation Manager

Patricia L. Mowry, Financial Controller

Natalie A. Waggoner, Billing Specialist

Faye E. Abbondanza, Administrative Assistant

temporary easements from 315 and 321 Franklin Drive. Management solicited three contractors for quotes to perform the repair. There were two quotes received, and one contractor declined. The two quotes were \$27,000 and \$11,500. Management recommended Stewart Contracting for the low bid.

Motion: To enter into a Temporary Construction Easement Agreement with property owner of 321 Franklin Drive for repair of public sewer.

Moved by Mr. Banaszak, Seconded by Mr. Wells

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

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

Motion: To enter into Temporary Construction Easement Agreement with property owner of 315 Franklin Drive for repair of public sewer.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

Motion: To approve Stewart Contracting quote of \$11,500 for the public sewer repair on Franklin Drive.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

Mr. Jenkins reported on the status of the Brush Run WPCP Non-Potable Water System Project. The general and the electrical contractor's are still working on punch list items. The contract completion date is scheduled for April 14, 2025.

Mr. Jenkins reported the sale of the 2006 Ford F350. The vehicle was advertised for sale through the Municibid website, with a bid closing date of April 8, 2025. Management received a high bid of \$7,500, and recommended the sale of the vehicle.

Motion: To authorize the sale of the 2006 Ford F350 in the amount of \$7,500.

Moved by Mr. Banaszak, Seconded by Mr. Wells

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

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

OPERATIONS MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported an update on the various equipment breakdowns at the Brush Run treatment plant. Most repairs are underway and still awaiting quotes for the bar screen repair.

Mr. Chucuddy reported the status of the sanitary sewers for development 104 Meredith Drive and recommended acceptance for ownership.

Motion: To accept the 104 Meredith Drive sanitary sewers for ownership.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

FINANCIAL CONTROLLER'S REPORT: Copy on File

Ms. Mowry indicated the official letter was distributed from the Washington County Commissioners awarding the LSA grant for the Brush Run WWTP Upgrades in the amount of \$250,000.

Ms. Mowry reported the status of the annual audit. All field work has been completed, and audit will be forthcoming. Ms. Mowry requested execution of the audit engagement letter.

Motion: To execute the audit engagement letter for Guthrie Belczyk & Associates P.C.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

FINANCIAL STATEMENT REVIEW: Month ending March, 2025.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$331,923.62 from the following funds:

Moved by Mr. Kennedy, Seconded by Mr. Banaszak

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

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

Fund	Disbursement	Total
Operating	Checks and ACH	\$113,260.02
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Developer Fund	Checks & Operating Fund Reimbursement	\$4,886.50
CFS Capital Improvement Fund	Requisition	\$56,509.71
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$77,267.39
	Total	\$331,923.62

OTHER BUSINESS:

Motion: To enter into Executive Session at 7:20 p.m. to discuss personnel.

Moved by Mr. Kennedy, Seconded by Mr. Banaszak

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

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

Executive Session Ended 7:35 p.m.

Motion: To adjourn the Board Meeting at 7:35 p.m.

Moved by Mr. Wells, Seconded by Mr. Banaszak

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

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

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Wells	Banaszak	To approve the minutes of the March 12, 2025 Board Meeting.	Approved
2	Banaszak	Wells	To accept for use the sanitary sewers installed for Lutz Farm Phase 2 .	Approved
3	Wells	Banaszak	To execute easement agreement with 3836 Washington LLC	Approved
4	Banaszak	Wells	To enter into a Temporary Construction Easement Agreement with property owner of 321 Franklin Drive.	Approved
5	Wells	Banaszak	To enter into Temporary Construction Easement Agreement with property owner of 315 Franklin Drive.	Approved
6	Wells	Banaszak	To approve Stewart Contracting quote of \$11,500.	Approved
7	Banaszak	Wells	To authorize the sale of the 2006 Ford F350 in the amount of \$7,500.	Approved
8	Wells	Banaszak	To accept the 104 Meredith Drive sanitary sewers for ownership.	Approved
9	Wells	Banaszak	To execute the audit engagement letter for Guthrie Belczyk & Associates P.C.	Approved
10	Kennedy	Banaszak	To approve disbursements in the amount of \$331,923.62.	Approved
11	Kennedy	Banaszak	To enter into Executive Session at 7:20 p.m. to discuss personnel.	Approved
12	Wells	Banaszak	To adjourn the Board Meeting at 7:35 p.m.	Approved