

**PETERS TOWNSHIP
SANITARY AUTHORITY**

3244 WASHINGTON ROAD
McMURRAY, PA 15317-3153
PHONE: 724-941-6709
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James J. Miskis, Manager
Mark A. Chucuddy, Asst. Manager
Patricia L. Foote, Financial Controller
Diane L. Gregor, Admin. Assistant

PRELIMINARY AGENDA

REGULAR MEETING

December 11, 2007

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of November 13, 2007

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

- Consulting Engineers Annual Report

MANAGER'S REPORT:

ASSISTANT MANAGER'S REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending November 30, 2007

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Adoption of 2008 Operating Budget and 2008 Capital Plan
2. Acceptance of proposed sewage flows from the Lengyel Subdivision (400 GPD/1 EDU)
3. Authorization of Change Order No.1 to Manhole Rehabilitation Contract SA-007

ADJOURNMENT:

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REGULAR MEETING

December 11, 2007

ROLL CALL:

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Chairman. Board members present were G. Robert Jacobs, John P. Slagle, and James E. Schafer. Also present were; Paul J. Walsh, Solicitor, Robert Laskey, HDR Engineering Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, and Diane L. Gregor, Administrative Assistant. Absent from the meeting was Denver E. Yingling, George A. Khalouf, Board Members, and Patricia L. Foote, Financial Controller.

APPROVAL OF MINUTES:

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to approve the minutes of the November 13th, 2007 meeting as prepared by Ms. Patricia L. Foote. The Motion carried unanimously.

VISITORS:

1. Randi Koenig and Ken Koenig, Address: 854 E. McMurray Rd. McMurray, PA
Re: 2007 East McMurray Road Sewer Extension

Randi Koenig inquired about the progression of the 2007 East McMurray Road Sewer Extension. She stated they have not executed the right-of-way agreement, but have every intention to do so in a timely manner.

Mr. Miskis reported the other property owners involved in the 2007 East McMurray Road Sewer Extension have executed the right-of-way agreements. Mr. Miskis explained Mr. Dalzotto, the property owners' representative, has solicited bids for construction. To date two bids have been received. Once all bids are received the property owners' would collectively agree on a contractor, execute the Developer's Agreement, and share in establishing an escrow account.

Randi and Ken Koenig departed the meeting at this time.

SOLICITOR'S REPORT: Copy on file

Mr. Walsh announced that the Authority Board held an executive session at the December 4th workshop meeting to discuss personnel matters.

A Motion was made to enter into executive session by Mr. Slagle and seconded by Mr. Schafer at 7:20 p.m. to discuss legal issues. The Motion carried unanimously.

Executive Session ended at 7:33 p.m.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to approve the consent order to settle with Mr. Gerwing. The Motion carried unanimously

ENGINEER'S REPORT: Copy on file

Mr. Laskey reported the Project Management Plan for Phase B of the Brush Run Wet Weather Optimization Study Report is in the process of being completed.

Mr. Laskey reported HDR has submitted their review comments of sections 1 through 6 of the Donaldson Crossroads WWTP Act 537 Plan.

Mr. Laskey presented the Consulting Engineers Annual Report for Fiscal Year 2007 and Budget for Fiscal Year 2008.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to accept HDR Consulting Engineer's Annual Report for Fiscal Year 2007 and Budget for Fiscal Year 2008. The Motion carried unanimously.

Mr. Laskey reported HDR reviewed the developer's preliminary plans for the Cobblestone Plan of Lots. A meeting is scheduled with the developer and management on December 19th at 9:00 a.m. at the Authority's office.

MANAGER'S REPORT: Copy on file

Mr. Miskis reported on his communication with Mr. Mark Imgrund, President of the Montour Trail Council (MTC), regarding future plans to extend the Montour Trail to connect with the Arrowhead Trail, at the entrance to the Brush Run Plant. Mr. Imgrund indicated they are currently building the section of trail in Cecil Township west of the Brush Run Plant. The expected time frame to construct the Arrowhead Trail at the Brush Run Plant is approximately four years away due to limited funding. Mr. Miskis stated there are still safety concerns regarding both gates at the BR Plant and they will be addressed in the near future regardless of the delay with Montour Trail.

There was a brief discussion regarding the hiring of managerial supervisory position for building sewer inspections. The job advertisement has been posted in several publications, with no response. After the first of the year the advertisement will be placed in the Work Pittsburgh Job Bank.

Mr. Miskis distributed the final 2007 Budget Performance Summary Report and Year 2008 Operating Budget and Capital Plan, with the revisions from the December 4th workshop meeting.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to adopt the 2007 Budget Performance Summary Report and Year 2008 Operating Budget and Capital Plan. The Motion carried unanimously.

Mr. Miskis reported the original design for the Maple Lane Pump Station specified a 40 HP Myers Pump. The Myers manufacturer representative is recommending a 50 HP pump, which may necessitate other changes. The design engineer, KLH Engineers, who designed the pump station based on 40 HP Myers pump was asked to opine on the Myer's representatives concern. KLH indicated that they now also recommend a Myers 50 HP pump. Management has requested RAM Industries, who is the Flygt Pump representative, to recommend pump alternatives, which will be submitted to HDR to review to make the final recommendation.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to approve authorization of increase cost contribution to the Maple Lane Pump Station, Overlook Plan, based upon HDR Engineers' pump selection evaluation. The Motion carried unanimously.

There was a discussion regarding the Willoughby Woods Plan, which now has the revised name "Brookview Villas". HDR submitted service authorizations for the construction management and observation services for a combined total of \$7,600. Management recommended authorization of the service order.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to approve HDR Engineering Inc. Service Authorization 015-2 and 015-3 for Willoughby Woods Plan for a combined total not to exceed total fee of \$7,600. The Motion carried unanimously.

Mr. Miskis reported the name change of the proposed retail development from McMurray Towne Center to Clearview Commons. The Developer, Win-DB, LTD had previously agreed to all the Authority's condition regarding relocation of the interceptor in order to construct the proposed retail building. Management recommended entering into the developer agreement.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to enter into a standard Development Construction Agreement with Win-DB, LTD for the Clearview Commons, subject to delivery of performance security and escrow deposits. The Motion carried unanimously.

Mr. Miskis reported the sewers for the Starwood Plan, have been completed for some time, and the Developer has requested the Authority vacate an easement that was originally intended for sewers but never used. The Developer has proposed in exchange for vacating the existing easement a wider easement for the sewer along the stream will be granted. Management recommended approval of the request.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to enter into an Easement Vacate Agreement with the Starwood Lot 11 Developer. The Motion carried unanimously.

Mr. Miskis restated all but one right of way agreement has been received by the property owners of the 2007 East McMurray Road Sewer Extension and recommended the Board enter into each agreement.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to enter into each separate right of way agreement with the property owners of the 2007 East McMurray Road Sewer Extension. The Motion carried unanimously.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported progress is being made with scanning the sewer construction drawings. 148 additional drawings have been scanned, bringing the total to 264.

Mr. Chucuddy reported the Brush Run SCADA Upgrade phone and internet service at both locations has been installed. There is a delay of our original schedule for installing hardware; which will be completed after the holidays.

Mr. Chucuddy reported the Lengyel Subdivision created one additional lot fronting Hays Road. The 2006 East McMurray sewer extension installed the sanitary sewer that traverses the new lot.

The Authority received the application for review along with the non-refundable deposit; therefore, it is recommended acceptance of the proposed sewage flows of 400 GPD.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to accept the planned sewage flows of 400 GPD's (1 EDU's) from the Lengyel Subdivision. The Motion carried unanimously.

Mr. Chucuddy reported Robinson Pipe Cleaning Company submitted a Change Order No. 1 in the amount of \$5,204.25, for the Multi Year Manhole Rehabilitation Contract for 2007. The Change Order reconciles actual quantities used on the project. Mr. Chucuddy recommended approval of the change order.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to authorize to execute to change order for an increase of \$5,204.25. The Motion carried unanimously.

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on file

FINANCIAL CONTROLLER'S REPORT: Copy on file

Mr. Miskis reported at the November board meeting the Board authorized continuing the contract with Jordan Tax Service for 2008; however a motion was not made.

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to extend existing contract with Jordan Tax Service 1 year under existing terms. The Motion carried unanimously.

FINANCIAL STATEMENT REVIEW: Month ending November 30, 2007.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to approve disbursements in the amount of \$142,272.60 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 15201-15270	\$124,571.07
Developer	Transfer to Operating	\$1,065.35
CIRF	Transfer to Operating & Req. 53-07	\$16,636.18

The Motion carried unanimously.

OTHER BUSINESS:

A Motion was made by Mr. Slagle and seconded by Mr. Schafer to adjourn the meeting at 9:06 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Foote

MOTION SUMMARY

MOTION NO.	Moved	SECOND	MOTION SUMMARY TABLE	VOTE
1	Slagle	Schafer	Approve Minutes of the November 13 th 2007 meeting	Approved
2	Slagle	Schafer	Approve Executive Session	Approved
3	Slagle	Schafer	Approve Consent Order to settle with Gerwing	Approved
4	Slagle	Schafer	Acceptance of HDR Consulting Engineer Annual Report and Budget Report for Year 2008	Approved
5	Slagle	Schafer	Approve the PTSA 2007 Budget Performance Summary Report and Year 2008 Budget Request	Approved
6	Schafer	Slagle	Approve increase cost contribution to Maple Lane Pump Station, Overlook Plan	Approved
7	Slagle	Schafer	Approve Service Authorization with HDR Engineering for Willoughby Woods Plan not to exceed \$7,600	Approved
8	Schafer	Slagle	Approve entering into a Developers Agreement with Win-DB, LTD for the Clearview Commons	Approved
9	Schafer	Slagle	Approve entering into an Easement Vacate Agreement with the Starwood Plan, Lot 11 Developer	Approved
10	Schafer	Slagle	Approve entering into a right of way agreement for the 2007 East McMurray Sewer Extension	Approved
11	Slagle	Schafer	Approve to accept planned sewage flows of 400 GPD's (1EDU's) from the Lengyel Subdivision	Approved
12	Slagle	Schafer	Approve to authorize to execute Change Order for an increase of \$5204.25	Approved
13	Slagle	Schafer	Approve extending existing Contract with Jordan Tax Service 1 year under existing terms	Approved
14	Slagle	Schafer	Approve disbursements in the amount of \$142,272.60	Approved
15	Slagle	Schafer	Adjourn the meeting at 9:06 p.m.	Approved