

**PETERS TOWNSHIP
SANITARY AUTHORITY**

3244 WASHINGTON ROAD
McMURRAY, PA 15317-3153
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James J. Miskis, Manager
Mark A. Chucuddy, Asst. Manager
Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Financial Controller
Diane L. Gregor, Admin. Assistant

AGENDA

REGULAR MEETING

December 9, 2008

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of November 11, 2008

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

ASSISTANT MANAGER'S REPORT:

SPECIAL PROJECTS MANAGER'S REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending November 30, 2008

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Developer request for partial acceptance of Spring Meadows Phase 2 sanitary sewer, and request for time extension to complete remaining sewer segments.
2. Adoption of 2009 Operating and Capital Budget
3. Adoption of Revised Schedule of Rates & Charges
4. Acceptance of the Consulting Engineers 2009 Budget
5. Approval to enter into "Site Plan Improvement Agreement" with Peters Township for Administrative Building.
6. Approval to enter into "Storm Water Maintenance Agreement" with Peters Township for Administrative Building.
7. Appointment of Bond Council for the 2009 Bond Issue
8. Resolution 11-12-08 Open Records Policy

ADJOURNMENT:

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REGULAR MEETING MINUTES

December 9, 2008

ROLL CALL:

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:06 p.m. by the Chairman. Board members present were George A. Khalouf, John P. Slagle, James E. Schafer, and G. Robert Jacobs. Also present were; Keith A. Bassi, Solicitor, Robert E. Laskey, HDR Engineering, Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, Patricia L. Mowry, Financial Controller, and Diane L. Gregor, Administrative Assistant.

Mr. Denver E. Yingling, Board Member, entered the meeting at 7:27 P.M.

APPROVAL OF MINUTES:

A Motion was made by Mr. Slagle and seconded by Mr. Jacobs to approve the minutes of the November 11, 2008 meeting as prepared by Mrs. Patricia L. Mowry, with minor corrections. The Motion carried unanimously.

VISITORS: None present

SOLICITOR'S REPORT: Copy on file

Mr. Bassi reported he has revised the Authority's violation letter for Township Ordinance No. 57 for failure to obtain a Document of Certification prior to a title transfer.

Mr. Bassi prepared the municipal claim for 850 E. McMurray Road for the default. The Authority installed the lateral and connected the property to the sewer line and assessed the charges to the property owner.

Mr. Bassi reported on the significant changes of the Open Records Policy that will go into effect January 1, 2009. The law regulates how federal, state and local agencies process requests for information and records. Mr. Bassi recommended adoption of a new resolution, repeal of the previous resolution, and designation of Mr. Miskis as the Open Records Officer. Mr. Bassi indicated that the Authority's resolution and policy should be posted in a public area.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to adopt Resolution 11-12-08 Right to Know Law/Open Records Policy. The Motion carried unanimously.

Mr. Bassi reported he will continue to advise management on the proposed Curtailment Services Agreement presented by Clear Choice Energy regarding the power company's peak demand time request which would result in a reduction of electrical consumption by the Authority.

Mr. Bassi reported he has reviewed and is in the process of preparing a response for the claim presented by the attorney for John T. Subrick Inc., the contractor for the Upper Valleybrook Interceptor Project.

ENGINEER'S REPORT: Copy on file

Mr. Laskey reported HDR Engineering, Inc. finalized and delivered to the Authority the second draft of the Phase B Brush Run Wet Weather Optimization Study. The scope of work for Phase B includes a presentation of the findings to the Board by HDR, scheduled for January 27, 2009.

Mr. Laskey reported the Maple Lane Pump Station has been completed and tested. Work commenced on paving the station on December 2nd and was completed. Mr. Laskey had concerns over the weather conditions during the paving and sent a letter to the contractor regarding responsibility of damages due to conditions.

Mr. Laskey gave a brief summary of the 2008 annual report and reviewed the significant points for the 2009 annual report and recommended the proposed rate increase to the sewer use charge to \$5.05/1,000 gallons of metered water consumed and minimum service charge to \$31.00/quarter/dwelling unit. The proposed rates will meet the requirements of the Trust Indenture.

A Motion was made by Mr. Jacobs and seconded by Mr. Schafer to accept HDR's 2008/2009 Consulting Engineer Annual Report. The Motion carried unanimously.

A Motion was made by Mr. Jacobs and seconded by Mr. Schafer to adopt Resolution 10-12-08; Revised 2008 Schedule A of Rates and Charges. The Motion carried unanimously.

Mr. Laskey reported HDR Engineering, Inc. was notified by the Authority that they would not be re-appointing them as Consulting Engineers and thanked the Board and Management for giving HDR the opportunity to represent PTSA.

MANAGER'S REPORT:

Mr. Miskis reported as of November 30, all lining work has been completed on the SHACOG Joint Pipe Lining Project Year 4, with the exception of grouting the annular space between the liner and the host pipe at each manhole. Management requested the Board to authorize the forth and final payment for \$36,735.09, subject to satisfactory quality control test results and inclusion of the price reduction of \$2,000.00, eliminating the grouting of the annular space at manholes. Mr. Miskis recommended approval of the payment, which will be submitted to the SHACOG for them to pay the contractor, and then invoice the Authority.

A Motion was made by Mr. Jacobs and seconded by Mr. Slagle to approve final payment to Advanced Technologies for \$36,735.09, subject to satisfactory quality control test results and inclusion of the price reduction of \$2,000.00 for, on the SHACOG Joint Pipe Lining Project Year-4, authorizing SHACOG to release payment to the contractor. The Motion carried unanimously.

Mr. Miskis reported the Wadell Group, developer for the Spring Meadows Phase 2 requested an "approval for use" of the sewers completed to date and tested. The primary reason for the Developer's request is they have a model home under construction and they wish to connect to the sewer. The secondary reason is they have been delayed due to legal delays with entrance to the plan from Bethel Park. Management recommended approval of use for the sewers serving Lots

201 through 209, Lots 221 through 227, and Parcel A & B, subject to the Authority's conditions, with a term extension to April 30, 2009.

A Motion was made by Mr. Shafer and seconded by Mr. Jacobs to approve Wadell Group, request for partial acceptance of Spring Meadows Phase 2 sanitary sewer, with a time extension to complete remaining sewer segments till April 30, 2009, subject to the Authority's conditions. The Motion carried unanimously.

Mr. Miskis reported Briarwood Inc., the developer for the Willoughby Woods development made the request for partial sewer acceptance and at this time management denied the request.

Mr. Miskis reported the gravity sewer installation was completed and tested for the Maple Lane Pump Station, Overlook Plan. The startup of the new pump station is expected to be delayed due to the power company's delay in running 3-phase power to the site. Management authorized Wind Ridge Engineering to complete the as-builts drawings for the development for a lump sum cost of \$3,500.

Mr. Miskis reported Peters Township Council adopted the Piney Fork Area Act 537 Sewage Facilities Plan as submitted, at the October 27, 2008 Council meeting. The adopted Plan has been transmitted to DEP for their approval. Following up with DEP's request between DEP, Bethel Park, and PTSA, the Authority transmitted to Bethel Park Municipal Authority on December 2, 2008, a proposal for intermunicipal efforts, essentially it was the same proposal we previously transmitted in September 2005.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported as part of the site plan approval for the Administration Building the Township requires execution of the following agreements; a "Site Plan Improvement Agreement" which states that we will improve the site per our site plan and do so within one year, and a "Storm Water Maintenance Agreement" which we agree to install the facility as per plans approved and to perform the required inspection and maintenance of the facility. Mr. Chucuddy recommended execution of both agreements.

A Motion was made by Mr. Slagle and seconded by Mr. Jacobs to enter into Site Plan Improvement Agreement with Peters Township for Administrative Building. The Motion carried unanimously.

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to enter into Storm Water Maintenance Agreement with Peters Township for Administrative Building. The Motion carried unanimously.

Mr. Chucuddy presented the updated cost estimate for the Administration Building. The cost estimate worksheet contains the \$9,408.00 traffic impact fee; the estimated cost for "Builder's Risk Insurance" as well as the Engineers estimated cost for site work.

SPECIAL PROJECTS MANAGER 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 November 30, 2008

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Schafer and seconded by Mr. Slagle to approve disbursements in the amount of \$147,301.45 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 16056-16122	\$70,664.43
Transfer	Operating Fund	\$2,698.95
CIRF	Req. 66-08	\$73,938.07

The Motion carried unanimously.

OTHER BUSINESS:

Mrs. Mowry received quotes from three bond counsel firms and recommended Lynch & Lynch to represent the Authority in the 2009 Bond Issue for a fee of \$8,500.00

A Motion was made by Mr. Schafer and seconded by Mr. Yingling to appoint Lynch & Lynch Attorneys to represent the Authority for the 2009 Bond Issue for a fee of \$8,500, which includes expenses. The Motion carried unanimously.

Mr. Miskis reported the contract for the Valleybrook Interceptor Sewer Replacement Willoughby Woods Section was awarded to Fleming-Walker, Inc. for \$142,120.00 at the November meeting and management recommended the Board executed the Contract Documents.

A Motion was made Mr. Schafer and seconded by Mr. Slagle to execute the Contract Documents for the Valleybrook Interceptor Sewer Replacement Willoughby Woods Section. The Motion carried unanimously.

Mr. Slagle requested to enter into Executive Session to discuss personnel matters.

A Motion was made by Mr. Jacobs and seconded by Mr. Slagle to adjourn the meeting at 11:07 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	Moved	SECOND	MOTION SUMMARY TABLE	VOTE
1	Slagle	Jacobs	Approve Minutes of the November 11th, 2008 meeting.	Approved
2	Schafer	Slagle	Adopt Right to Know Law Open Records Policy, Resolution 11-12-08	Approved
3	Jacobs	Schafer	Adopt 2009 Operating and Capital Budget and Accept Consulting Engineers 2009 Budget	Approved
4	Jacobs	Schafer	Adopt Revised Schedule of Rates and Charges, Resolution 10-12-08	Approved
5	Jacobs	Slagle	Approve final payment to contractor for the SHACOG Joint Pipe Lining Project Year 4	Approved
6	Schafer	Jacobs	Approve Developer request for partial acceptance of Spring Meadows Phase 2 sanitary Sewer, and request for time extension to complete remaining sewer segments.	Approved
7	Slagle	Jacobs	Approve entering into Site Plan Improvement Agreement with Peters Township for Administrative Building	Approved
8	Schafer	Slagle	Approve entering into Storm Water Maintenance Agreement with Peters Township for Administrative Building	Approved
9	Schafer	Slagle	Approve disbursements in the amount of \$147,301.45	Approved
10	Schafer	Yingling	Appoint Lynch and Lynch Bond Council for the 2009 Bond Issue	Approved
11	Schafer	Slagle	Approve Executed Contract Documents for Valleybrook Interceptor Improvements Willoughby Woods Section	Approved
12	Jacobs	Slagle	Adjourn the Meeting at 11:00 p.m.	Approved