

**PETERS TOWNSHIP  
SANITARY AUTHORITY**

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James J. Miskis, Manager  
Mark A. Chucuddy, Asst. Manager  
Patricia L. Mowry, Financial Controller  
Gary A. Parks, Special Projects Manager  
Diane L. Gregor, Admin. Assistant

## **AGENDA**

### **REGULAR MEETING**

**March 10, 2009**

#### **ROLL CALL:**

**REVIEW OF MINUTES FOR APPROVAL:** Minutes of February 10th & 24th 2009

#### **VISITORS:**

#### **SOLICITOR'S REPORT:**

#### **ENGINEER'S REPORT:**

- Valleybrook Interceptor Sewer Replacement, Willoughby Woods Section, Change Order No.1 and Change Order No.2 (Final), reconciling in-place quantities
- Annual Wasteload Report for the Brush Run Sewer System
- Annual Wasteload Report for the Donaldsons Crossroads Sewer System, and recommended Tap Management Plan

#### **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 February 28, 2009

#### **PAYMENT OF BILLS & REQUISITIONS:**

#### **OTHER BUSINESS:**

1. Update on status of the Donaldsons Crossroads Act 537 Sewage Facilities Plan
2. Acceptance of proposal from Construction Engineering Consultants Inc. for testing and inspection service relative to the construction of the Administration Building
3. Resolution to join the Pennsylvania School District Liquid Asset Fund as Permitted Investment under Trust Indenture

#### **ADJOURNMENT:**

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**REGULAR MEETING**

**March 10, 2009**

**ROLL CALL:**

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:07 p.m. by the Chairman. Board members present were George A. Khalouf, G. Robert Jacobs, Denver E. Yingling. Also present were; Thomas Vreeland, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc.(LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, Patricia L. Mowry, Financial Controller, and Diane L. Gregor, Administrative Assistant. Absent from the meeting was John P. Slagle and James E. Schafer, Board Members.

**APPROVAL OF MINUTES:**

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to approve the minutes of the February 10<sup>th</sup> 2009 meeting as prepared by Ms. Patricia L. Mowry, with minor corrections. The Motion carried unanimously.

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to approve the minutes of the February 24<sup>th</sup> 2009 meeting as prepared by Ms. Diane L. Gregor, with minor corrections. The Motion carried unanimously.

**VISITORS:**

No visitors present

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

Mr. Vreeland reported a meeting will be scheduled the end of March to discuss the revised letter submitted by Mr. Suwak, attorney for John T. Subrick Inc., regarding the Upper Valleybrook Interceptor Project.

Mrs. Mowry reported the Pennsylvania School District Liquid Assets Fund (PSDLA) had the best options available and is able to meet all the requirements in the Trust Indenture regarding allowable investments for the 2009 Construction Fund. Mr. Lynch, bond council, and Mr. Bassi have reviewed all the documents for joining PSDLA and the investment summary for the construction fund provided by PSDLA representative, Mr. Stramara. Mrs. Mowry recommended approval the following resolution prepared by Mr. Lynch and reviewed by Mr. Bassi to join the PSDLA.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to approve Resolution 03-03-09 to join the Pennsylvania School District Liquid Asset Fund. The Motion carried unanimously.

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

Mr. Stanton gave a presentation of the Annual Wasteload Management (Chapter 94) Reports for the Brush Run and Donaldson Crossroads Treatment Plants. The reports are required to be submitted to the PaDep by March 31.

Mr. Stanton presented the final Donaldson's Crossroads Tap and Organic Loading Management Tap Plan (Tap Management Plan). The detailed plan was distributed and will be part of the DC WWTP Chapter 94 report. The Tap Management plan will become effective April 1, 2009 and will expire when the new DC WWTP becomes operational; tentatively in 2013. The provisions of the Tap Management Plan will be annually re-evaluated as part of the Annual Wasteload Management (Chapter 94) reporting process. The objectives of the Tap Management Plan are: 1) Maintain PTSA's proactive position relative to providing cost-effective sewage collection, conveyance and treatment for its current and future customer base; 2) Develop the Tap Management Plan in a manner acceptable to PaDEP that does not inhibit growth, development or building in the near future while maintaining reasonable confidence that compliance measures can be met; 3) Provide for equitable, reasonable and orderly distribution of taps; 4) Implement source reduction and increase sampling frequency and procedures in attempt to better define and understand influent organic loadings. Management and Mr. Stanton recommended approval of the Tap Management Plan for the Donaldson's Crossroads Water Pollution Control Plant.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to approve the Tap and Organic Loading Management Tap Plan for the Donaldson's Crossroads Water Pollution Control Plant. The Motion was carried unanimously.

Mr. Stanton reported the Valleybrook Interceptor Sewer Replacement, Willoughby Woods Section is 95% completed with mandrel testing and final restoration remaining. Mr. Stanton recommended approval of Fleming-Walker's Change Order No. 1 for installation of Manhole BR-1, Change Order No. 2 to reconcile actual quantities to bid quantities and to approve Periodic Pay Estimate No. 3 in the amount of \$67,936.88.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to approve Change Order No. 1 in the amount of \$2,300.00 for installation of Manhole BR-1, Change Order No. 2 in the amount of \$72,527.00 to reconcile actual quantities to bid quantities and to approve Periodic Estimate #3 in the amount of \$67,936.88 for the Valleybrook Interceptor Sewer Replacement, Willoughby Woods Section Project. The Motion carried unanimously.

Mr. Stanton discussed the tasks involved with Phase-1 and Phase-2 for the Donaldson's Crossroads stream relocation. A service order was submitted for Phase-1 in the amount of \$22,500 with completion to be by the third week in May, 2009. Mr. Miskis recommended approval of the Service Order for Phase-1.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to approve LSSE's Service Order Authorization No. 273-023 for Phase-1 for the Donaldson's Crossroads Water Pollution Control Plant, Conceptual Site Planning and Stream Modification Permitting for an amount not to exceed amount of \$22,500. The Motion carried unanimously.

Mr. Miskis discussed the status of the BR Wet Weather Optimization Study prepared by HDR Engineering and recommended proceeding with LSSE Engineering for the completion of this project and for approval of the service order not to exceed \$4,500 for further analysis regarding the clarifiers.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to approve LSSE's Service Order Authorization No. 273-025 for the BR Wet Weather Optimization Study Phase C Study for an amount not to exceed amount of \$4,500. The Motion carried unanimously.

Mr. Miskis reported the Federal Economic Stimulus grant money is being administered by the PENNVEST organization. PENNVEST will distribute the funds through their typical application process and the grant guidelines for the communities that apply. The only potential eligible project would be the Crestview Acres Sewer Replacement. Previously, Peters Township has not qualified for grant money under the PENNVEST guidelines, and it is unlikely that this project would be a grant eligible project; however, a low interest loan would probably be obtained. Mr. Miskis reported if a low interest loan was obtained the current budget would not support the additional debt payments. Furthermore, PENNVEST typically requires capital contribution, which is also not budgeted. Mr. Miskis requested direction from the Board on how to proceed with this project and requested Mr. Stanton update the cost estimate previously prepared by KLH Engineers Inc. In addition Mr. Stanton submitted a service order in the amount not to exceed \$3,600 for preparation of the application.

There was Board discussion regarding the project.

A Motion was made by Mr. Jacobs to approve LSSE's Service Order Authorization No. 273-026 for the PENNVEST Application preparation for the Crest View Acres Sewer Replacement for an amount not to exceed \$3,600. There was not a second and the Motion died.

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

Mr. Khalouf gave a brief review of the Peters Township Council workshop meeting to brief other Board Members that did not attend.

Mr. Miskis reported the Curtailment Service Agreement with Clearchoice Energy is executed. There were several changes to the demand response program, the most important change was a penalty clause, where by if the Authority failed to demonstrate the curtailed demand there could be penalty up to 120% of the annual curtailment revenues. The agreement term is June 2009 to May 2010, followed by automatic renewal terms which either party can terminate with proper notification.

Mr. Miskis reported the Waddell Group, developers for the Spring Meadows Phase 2 has satisfied the conditions and sewer permits became available in early March.

Mr. Miskis reported the startup of the Maple Lane Pump Station, Overlook Plan has been postponed at the request of the vendor and will be rescheduled for March 17<sup>th</sup>.

Mr. Miskis reported Hidden Brook Plan Development's 18-Month maintenance bond in the form of a letter of credit was extended until March 31, 2009 and a work plan was to be provided to address the problems. It is doubtful that the work will be completed prior to the expiration of the Letter of Credit and Mr. Miskis requested the Board grant an extension to the Developer until May 31 to complete the work and if the work is not completed by that date then authorize management to draw on the Letter of Credit in order for the Authority to engage a contractor to correct the problems.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to grant Hidden Brook Plan Developer an extension until May 31, 2009 and authorized Management to draw on the Letter of Credit if the work is not completed by the deadline. The Motion carried unanimously.

Mr. Miskis reported that several draft chapters of the Donaldson's Crossroads Water Pollution Control Plant Act 537 Plan will be submitted next month. The full report is expected to be completed by May. Mr. Miskis recommended approval of service order 273-022 for LSSE to assist management in the completion of the plan.

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to approve LSSE Service Order Authorization No. 273-022 for assistance with the Donaldson's Crossroads Water Pollution Control Plant Act 537 for an amount not-to-exceed \$3,000. The Motion carried unanimously.

Mr. Miskis reported Mr. Bell of Cecil Township Municipal Authority (CTMA) has contacted Management to meet regarding their Act 537 Sewage Facilities Plan. Precise details were not provided, however, management believes it is in regards to the Village of Lawrence. The Authority has previously discussed and has incurred engineering and legal expense associated with the alternative of providing service to the Lawrence area. Management responded to the request by letter agreeing to meet, however, requested CTMA agree to pay for any engineering or legal expenses if incurred.

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

Mr. Chucuddy reported Pinnacle Computing, the firm who designed and hosts the Authority's webpage will no longer be able to provide the service. Management is evaluating alternatives on hosting and re-design of the current Website. Sometime in April the site will be suspended and a temporary site will be available listing the meeting agendas and minutes, and the most used forms.

Mr. Chucuddy reported the Bids for the Administrative Building were received on February 24, 2009; there were 20 General, 10 HVAC, 12 Electrical, and 12 Plumbing. Mr. Chucuddy presented the three lowest bidders for each contract, and noted that the lowest electrical bid was withdrawn due to clerical errors. Mr. Chucuddy recommended that the Board award the contracts to the lowest bidder in each category, and authorize the chairman to execute the required documents after the required bonds and insurance certificates are received.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to award the General Construction Contract to Harp Contractors, Inc. in the amount of \$612,515.00 for the Administration Building at 111 Bell Drive and to authorize the Chairmen to execute the required documents. The Motion carried unanimously.

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to award Mechanical Construction Contract to Advance Plumbing and Mechanical, Inc. in the amount of \$97,700.00 for the Administration Building at 111 Bell Drive and to authorize the Chairmen to execute the required documents.. The Motion carried unanimously.

A Motion was made by Mr. Jacobs and seconded by Mr. Yingling to award the Electrical Construction Contract to T.P. Electric, Inc. in the amount of \$116,947.00 for the Administration Building at 111 Bell Drive and to authorize the Chairmen to execute the required documents.. The Motion carried unanimously.

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to award the Plumbing Construction Contract to Advance Plumbing and Mechanical, Inc. in the amount of \$59,488.00 for the Administration Building at 111 Bell Drive and to authorize the Chairmen to execute the required documents.. The Motion carried unanimously.

Mr. Chucuddy recommended approval of the proposal submitted by Construction Engineering Consultants Inc. to perform the construction observation services during site preparation on 111 Bell Drive for an amount not to exceed of \$4,000. This will include identifying unsuitable materials, monitor fill placement and inspect foundation bearings.

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to approve proposal from Construction Engineering Consultants Inc. to perform the construction observation during site preparation at 111 Bell Drive. The Motion carried unanimously.

**CORRESPONDENCE FOR THE BOARD'S INFORMATION:** Copy on file

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

**FINANCIAL STATEMENT REVIEW:** Month ending February 28, 2009.

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

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to approve disbursements in the amount of \$196,675.81 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 16273-16346	\$103,823.49
Developer	Transfer to Operating	\$1,981.30
CIRF	Transfer to Operating & Req. 71-09	\$90,871.02

The Motion carried unanimously.

**OTHER BUSINESS:**

A Motion was made by Mr. Yingling and seconded by Mr. Jacobs to adjourn the meeting at 9:30 p.m. The Motion carried unanimously.

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	Yingling	Jacobs	Approve Minutes of the February 10 <sup>th</sup> 2009 meeting	Approved
2	Yingling	Jacobs	Approve Minutes of the February 24 <sup>th</sup> 2009 meetings	Approved
3	Jacobs	Yingling	Approve Resolution 03-03-09 to join the Pennsylvania School District Liquid Asset Fund	Approved
4	Jacobs	Yingling	Approve the Tap and Organic Loading Management Plan (Tap Management Plan) for the Donaldson's Crossroads WPCP	Approved
5	Jacobs	Yingling	Approve Fleming Walker's Change Orders #1 and #2, and approve periodic estimate #3 for the Valleybrook Interceptor Sewer Replacement , Willoughby Woods section Project	Approved
6	Jacobs	Yingling	Approve LSSE Service Order Authorization No. 0273-023 Conceptual Site Planning and Stream Modification Permitting for Phase I Donaldson's Crossroads WPCP	Approved
7	Jacobs	Yingling	Approve LSSE Service Order Authorization No. 0273-025 for the clarifier cost estimated in the amount of \$4,500.	Approved
8	Jacobs	None	Approve LSSE Service Order Authorization No. 273-026 for PENN VEST Application preparation for Crest View Acres Sewer Replacement for amount not to exceed \$3,600	DIED
9	Jacobs	Yingling	Approve Authorization Management to grant Hidden Brook Plan Developer 18-Month Maintenance Inspection Letter of Credit an extension to May 31, 2009	Approved
10	Yingling	Jacobs	Approve LSSE to provide a Service Order Authorization No. 273-022 for Planning Assistance on the Donaldson's Crossroads WPCP Act 537 not to exceed \$3,000	Approved

11	Jacobs	Yingling	Approve Harp Contractors, Inc. General Contractor for new administration building at 111 Bell Drive	Approved
12	Yingling	Jacobs	Approve Advance Plumbing and Mechanical HVAC Contract for new administration building at 111 Bell Drive	Approved
13	Jacobs	Yingling	Approve S. E. Schulz Electric Electrical Contract for the new administration building at 111 Bell Drive	Approved
14	Yingling	Jacobs	Approve Advance Plumbing and Mechanical Plumbing Contract for the new administration building at 111 Bell Drive	Approved
15	Jacobs	Yingling	Approve proposal from Construction Engineering Consultants, Inc. to perform the observation during site preparation at new administration building site at 111 Bell Drive	Approved
16	Yingling	Jacobs	Approve disbursements in the amount of \$196,675.81	Approved
17	Yingling	Jacobs	Adjourn the Meeting at 9:30 p.m.	Approved