

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



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

AGENDA

REGULAR MEETING

NOVEMBER 9, 2010

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of October 12, 2010

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

ASSISTANT MANAGER'S REPORT:

SPECIAL PROJECTS MANAGER REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending October 31, 2010

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

- 1. Award Annual Custodial Services Contract for Administration Building**
- 2. Award Annual Lawn Maintenance Contract for Administration Building**
- 3. Request to Obtain Service to 331 Valleybrook Road via extended lateral**

ADJOURNMENT:

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
FAX: 724-941-2283
Web Site: ptsaonline.org



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

REGULAR MEETING

November 9, 2010

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, Michael A. Silvestri, David G. Blazek, and Eric S. Grimm. Also present were Keith Bassi, Solicitor, Jason E. Stanton, Lennon Smith Souleret Engineering, Inc. (LSSE), James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager, and Patricia L. Mowry, Financial Controller. Absent from the meeting was Board Member Terrence G. Byrne.

APPROVAL OF MINUTES:

A Motion was made by Mr. Blazek and seconded by Mr. Grimm to approve the minutes of October 12, 2010 meeting as prepared by Patricia L. Mowry. The Motion carried unanimously.

ENGINEER'S REPORT: Copy on file.

Mr. Stanton reported he has initiated work on the draft Annual Engineers Report as required by the Authority's Trust Indenture, and he participated in the annual performance appraisal with Management as required per the Engineering Agreement.

Mr. Stanton reported he attended the PaDEP and Pennsylvania Infrastructure Invest Authority (PENNVEST) Planning Consultation meeting with Management on November 2, 2010. The purpose of the planning consultation was to discuss issues surrounding the proposed projects and to obtain a pre-feasibility assessment of the projects for environmental ranking, and obtain feedback relative to the projects qualifying for low interest loans and/or grants. The Authority's objective is to apply for a supplemental low interest loan and/or grant with PENNVEST for the Valley View Sewer Extension project and the DC Treatment Plant Upgrade/Expansion and interceptor projects. A synopsis of both projects was presented at the meeting. The Valley View project received a favorable ranking primarily due to the number of malfunctioning septic systems, and therefore the likely hood of obtaining a low-interest low is good. However, due to the volume of applications received by PENNVEST, the Authority may have to wait several award periods for funding. The DC treatment plant and interceptor projects received a low ranking. This was primarily due to the fact there are no current consent orders being imposed and the plant is not experiencing any hydraulic overloads at this time. Therefore, the possibility of obtaining a low interest loan is not favorable. For future financial analysis for the DC projects the Authority will assume a bond issue for funding. However, the Authority will schedule another consultation meeting after the DC Act 537 plan is approved and the preliminary design phase begins, because ranking criteria may change, as well as other factors.

Mr. Stanton reported Upper St. Clair indicated they will sign off on the Sewage Planning Exemption Mailer for the abandonment of the Deerfield Pump Station. Once received back it will be forwarded to the Township for their approval, and then sent to the PaDEP.

Mr. Stanton reported the PennDot driveway highway occupancy permitting package for the Donaldsons Crossroads treatment plant's future entrance has been prepared and ready for submittal. Mr. Stanton and Management recommended deferring the Zoning Hearing Special Exception Meeting until after the first of the year.

Mr. Stanton reported the US Route 19/Valleybrook project with PennDOT was awarded, and the lump sum price for the sanitary work is \$397,975, which was comparable to the estimate. The Authority's portion is 17.68%, for a total of \$70,362.12. The construction is expected to start in the Spring.

Mr. Stanton reported the Giant Oaks and Oakwood Road interceptor hydraulic model is built and the RTK analysis is completed. The model will aid in the determination of the capacity sizing of the interceptor upgrade. Mr. Stanton suggested the Board consider scheduling a workshop in the first quarter in 2011 for a presentation of the modeling and recommendations.

Mr. Stanton reported the shop drawing review is completed for the BR HVAC modifications energy project, and recommended approval of the change order presented by Technical Electrical Services for modifications to the design, which resulted in a cost reduction for the project.

A Motion was made by Mr. Grimm and seconded by Mr. Silvestri to approve the BR HVAC energy improvements project Change Order request No. 2 for design modifications as submitted by Technical Electrical Services for a cost reduction of \$2,300. The Motion carried unanimously.

Mr. Stanton reported he has reconciled the residents' comments regarding the design layout that were received at the public workshop on October 7, 2010 for the Valley View sewer extension project. The final technical memorandum for the calculation of the Special Purpose Tapping Fee EDU has been submitted to Management.

Mr. Silvestri inquired about the possibility of the homes on Frobe Road, Sugar Camp Road, and Church Hill getting access to public sewage. Mr. Miskis indicated the scenario for public sewage availability would be for a developer to extend the sewer up to the large farm parcel, and then the remaining homes beyond that parcel would be an Authority sewer extension project. The cost for the Authority's portion would be by the special purpose tapping fee assessed to the properties receiving the benefit. The current design of the Valley View project will provide for the future extension by getting across the stream so that those homes could be sewer. This area is not expected to develop for about ten years.

Mr. Stanton reported he will investigate further on the previously recommended repairs for the serious defects at the Hidden Brook Development. Mr. Stanton and Management recommended waiting until Spring to complete the repairs because of the recent legal dispute between the Developer and Builder. In addition, Mr. Miskis indicated he wanted to obtain better geotechnical advice on stabilization considering the repair is so close to the structure that had to be demolished and that the repair requires a deep trench to be dug.

SOLICITOR'S REPORT: Copy on file.

The final agreement was negotiated with OnDemand Energy Solutions for energy procurement. The Addendum will need to be executed and will be presented in more detail under the Manager's report.

Mr. Bassi reported that he is preparing a memorandum regarding whether bidding is required for the Authority to complete a defaulted developer project. The funds being utilized for the completion of the work would be from the developer's escrowed funds.

Mr. Bassi indicated he is reviewing the general and supplemental conditions sections of the contract documents as presented by CET Engineering for the BR Wet Weather Improvement project.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported he authorized a service order for CET Engineers in the amount of \$500 to evaluate a ceiling crack in the pipe gallery at the BR WWTP. CET determined the crack was not structural and provided repair recommendations.

Mr. Miskis distributed the draft 2010 Budget performance, the 2011 Budget request, and the appendices. The capital plan and the capital assets will be provided for review prior to the budget meeting. Based upon budget status Management does not recommend a rate increase for the 2011 Operating year.

Mr. Miskis indicated after more research regarding energy procurement his recommendation is to go with OnDemand Energy Solutions for the treatment plants, pump stations, and the office. Previously, the recommendation was to piggyback with the State for the pump stations and the office. However, OnDemand has a program that would better suit the needs of the Authority, which should result in an overall lower energy cost. Mr. Bassi has approved the addendum.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve the addendum and execute the service agreement with OnDemand Energy Solutions for energy procurement for the treatment plants, the pump stations, and the administrative office. The Motion carried unanimously.

Mr. Miskis reported the Donaldsons Crossroads Act 537 Sewage Facilities Plan and the Environmental Assessment Report was submitted to the PaDEP. They have 120 days to review the plan. Typically, after their review they usually have questions and comments that would require a response. Therefore, Management does not expect the approval of the plan until some time late 2011.

Mr. Miskis stated as a result of the pre-planning meeting with PENNVEST and PaDep representatives regarding the DC Treatment Plant project the probability of receiving a state loan is unlikely, therefore, to be realistic the financial plan from this point forward will be based on a bond issue. The Authority will, however, continue to pursue a PENNVEST Loan.

Mr. Miskis presented information and a chart regarding the pilot testing performed at the Brush Run treatment for alternatives for biosolids dewatering. There was a discussion regarding the pros

and cons of the rotary press and the belt filter press. Management will continue to evaluate alternatives through out the pre-design phase.

Mr. Miskis reported the PaDEP reviewer's response was very positive to the additional data supplied by CET regarding the Water Obstruction and Encroachment Permit for the BR Wet Weather project. The reviewer requested certification from the Authority that the hydraulic study done for the 1992 project was for the same stream and the same area, which was provided immediately. It is anticipated that the requirement for a new hydraulic analysis will be waived.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported four proposals were received for custodial services for the administrative building. Mr. Chucuddy recommended award of the annual contract to the current provider Coverall in the amount of \$5,076.

A Motion was made by Mr. Silvestri and seconded by Mr. Blazek to approve the annual contract with Coverall in the amount of \$5,076. The Motion carried unanimously.

Mr. Chucuddy reported four proposals were received for landscaping for the administrative building. Mr. Chucuddy recommended award of the annual contract to the current provider, Wilkes Lawn Care and Landscaping in the amount of \$3,288.

A Motion was made by Mr. Blazek and seconded by Mr. Grimm to approve the annual contract with Wilkes Lawn Care and Landscaping in the amount of \$3,288. The Motion carried unanimously.

Mr. Chucuddy reported the property owners of 331 Valley Brook Road requested a variance to the Authority's policy of extending the public sewer to obtain sewer service to their property. The request is to connect to the public sewer via an extended building sewer instead of extending the public sewer. Management recommended granting the variance because this property meets the Authority's established criterion that all surrounding properties are currently served, and there is no benefit to the Authority of having a public sewer extension to serve just one dwelling.

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve the variance for 331 Valley Brook Road for sewer service via an extended building sewer. The Motion carried unanimously.

SPECIAL PROJECTS MANAGER'S 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 October 31, 2010.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Silvestri and seconded by Mr. Grimm to approve disbursements in the amount of \$337,852.46 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 188842-18918	\$251,394.87
Payroll	Transfer from Operating to Payroll fund	\$ 60,000.00
Developer	Transfer to Operating	\$.31
CIRF	Transfer to Operating & Req. 90-10	\$26,457.28

The Motion carried unanimously.

OTHER BUSINESS:

Mr. Jacobs inquired if the Authority can piggyback with the Township or utilize their fuel supply in order to get a lower price per gallon. Mr. Silvestri responded there is not enough supply to allow the Authority to participate at this time. However, when the Township expands the current fuel facility there should be enough supply for the Authority. The facility is a Township planned capital improvement for the year 2012.

In preparation of the Budget workshop meeting Mr. Miskis gave a presentation of the Capital Improvements Redemption Funds, the current balances, sources of funds, how funds are allocated, and the projected balances after the proposed 2010 and 2011 projects.

A Motion was made by Mr. Grimm and seconded by Mr. Blazek to adjourn the meeting at 8:50 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	Moved	SECOND	MOTION SUMMARY TABLE	VOTE
1	Blazek	Grimm	Approve Minutes of the October 12, 2010 meeting.	Approved
2	Grimm	Silvestri	Approve BR HVAC modifications energy improvements project Change Order request No. 2 for design modifications as submitted by Technical Electrical Services for a cost reduction of \$2,300	Approved
3	Silvestri	Grimm	Approve addendum and execute service agreement with OnDemand Energy Solutions for energy procurement for the treatment plants, pump stations, and administrative office	Approved
4	Silvestri	Blazek	Approve annual contract with Coverall for custodial services for the administrative building in the amount of \$5,076	Approved
5	Blazek	Grimm	Approve annual contract with Wilkes Lawn Car and Landscaping for landscaping for the administrative building in the amount of \$3,288	Approved
6	Silvestri	Grimm	Approve the variance for 331 Valley Brook Road for sewer service via an extended building sewer	Approved
7	Silvestri	Grimm	Approve disbursements in the amount of \$337,852.46	Approved
8	Grimm	Blazek	Adjourn the Meeting at 8:50 p.m.	Approved