

**PETERS TOWNSHIP
SANITARY AUTHORITY**

111 BELL DRIVE
McMURRAY, PA 15317-3415
PHONE: 724-941-6709
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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

January 10, 2012

ROLL CALL:

REORGANIZATION:

1. Election of Temporary Chair
2. Nominations for Chair
3. Conduct the balance of the re-organization meeting

REVIEW OF MINUTES FOR APPROVAL: Minutes of December 13, 2011

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 December 31, 2011

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Acceptance of Tuscany Plan of Lots, planned Sewage Flows of 9,200 gpd (23 EDUs)
2. The Crossing Six Sewer Extension, Approval for use
3. Energy Curtailment Program, Agreement with Comverge, Inc. to serve as Curtailment Service Provider

ADJOURNMENT:

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REGULAR MEETING

January 10, 2012

ROLL CALL:

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m. by the Vice Chairman. Board members present were Eric S. Grimm, David G. Blazek, Terrence G. Byrne and Michael P. Crall. 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.

REORGANIZATION OF THE BOARD:

Mr. Grimm was nominated and appointed as Temporary Chairman to begin the Reorganization of the Board. The vote was unanimous.

Mr. Blazek was nominated and elected for Chairman Position. The vote was unanimously. Mr. Blazek assumed position of the Chairman and conducted the remaining of the meeting.

Mr. Byrne was nominated for Vice-Chairman Position. The vote was unanimous.

Mr. Grimm was nominated for Secretary Position. The vote was unanimous.

Mr. Crall was nominated for Treasurer Position. The vote was unanimous.

Mr. Miskis recommended retaining the following professionals as presented.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to retain Bassi, McCune & Vreeland, P.C. as the Authority's Solicitor for 2012. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to retain Lennon, Smith Souleret Engineering, Inc. as the Authority's Consulting Engineer for 2012. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to retain Charleroi Federal Savings Bank, located in McMurray as the Authority's Depository for 2012. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to retain Hosack, Specht, Muetzel & Wood as the Authority's Auditors for 2012. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to retain PNC Capital Markets as the Authority's Financial Advisor for 2012. The Motion carried unanimously.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to approve County Line Advisors as Grant Coordinator under the proposed contract for 2012. The Motion carried unanimously.

A Motion was made by Mr. Grimm and seconded by Mr. Byrne to approve the PTSA's Official Newspapers as the Observer Reporter, Tribune Review, and Post Gazette and the Board meeting dates were set for the 2nd and 4th Tuesday of every month at 7:00 p.m., located in the lower level of the Authority's business office. The Motion carried unanimously.

APPROVAL OF MINUTES:

A Motion was made by Mr. Crall and seconded by Mr. Byrne to approve the minutes of December 13, 2011 meeting as prepared by Patricia Mowry. The Motion carried unanimously.

VISITORS: none present

SOLICITOR'S REPORT: Copy on file.

Mr. Bassi reported PNC Bank is supposed to take title of the Hidden Brook Development from McHolme Builders Inc. Once they obtain the title it is their intention to transfer to another developer. Mr. Bassi will continue to pursue collection of the funds from the 18-month escrow that had expired, in order to complete the remediation work.

Mr. Bassi reported condemnation proceedings are continuing against Robert and Diane Augustine at tax parcel no. 540-002-00-00-0038-00 for the Valley View Sewer Extension project. Mr. Bassi drafted a joint motion for the appointment of the Board of View.

Mr. Bassi reported a corrective easement for the Tuscany Estates Development to correct the erroneous references in the easement previously recorded has been prepared and ready for execution by Diamond Custom Homes.

Mr. Bassi reported he has reviewed and discussed with Management the options of entering into a new energy curtailment agreement. Mr. Bassi and Management requested the Board authorize them to evaluate alternative proposals and to negotiate with different firms that offer this service.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm to authorize Management and Solicitor to evaluate and negotiate a new energy curtailment agreement. The Motion carried unanimously.

ENGINEER'S REPORT: Copy on file.

Mr. Stanton expressed his gratitude to the Board for 2012 reappointment as the Authority's Consulting Engineer.

Mr. Stanton reported Upper St Clair is the responsible party to prepare and submit the draft feasibility study to ALCOSAN by July 31, 2012. Mr. Stanton has requested a copy from Upper St. Clair of the preliminary draft version to be submitted to the Authority for its review by March 20, 2012.

Mr. Stanton reported Phase 1 Valley View Sewer Extension is progressing and that Phase 2 is ready to be advertised for bidding. The Bid Opening is scheduled for February 17, 2012 and will be awarded at the Authority's meeting scheduled for February 21, 2012.

Mr. Stanton requested approval of the Service Order Authorization for the construction phase services associated with Phase 2. Management recommended approval of the Service Order.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to approve LSSE Service Order Authorization 273-039-18-21 for the Valley View Sewer Extension Project Phase 2 in the following amounts not to exceed \$80,560; \$5,040 for Bidding Phase, \$27,980 for General Project Services, \$45,700 Resident Observation, and \$1,840 for As-built drawings. The Motion carried unanimously.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported one of the General Maintenance employees had injured himself while climbing the steps on the tanker truck. The employee tore a cartilage in his knee and is required to have surgery. He is expected to be off work for 2-4 weeks. In order to address the cause of the accident, the Authority added non-slip traction strips on the tanker steps.

Mr. Miskis reported the Tuscany Development is required to go through the sewage planning process. The plan calls for 18 new lots, plus 4 existing dwellings on five lots to be connected to the truck sewer extension, for a total of 23 EDU's for planning purposes. Mr. Miskis recommended acceptance of the sewage flows, contingent on receipt of the executed agreement.

A Motion was made by Mr. Crall and seconded by Mr. Byrne to accept the planned sewage flows for the Tuscany Development of 9,200 gpd (23 EDUs), subject to the execution and recording of the revised easement agreement. The Motion carried unanimously.

Mr. Miskis reported the sewer construction for the Crossings Six Revised Development is completed and the 18-month maintenance security has been received. Mr. Miskis and Mr. Stanton recommended approval for use subject to satisfactory testing.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to approve the Crossing Six Sewer Extension for use, subject to satisfactory testing. The Motion carried unanimously.

Mr. Miskis reported on the status of the Brush Run WPCP Wet Weather Improvement project. The General Contractor Galway Bay submitted Pay Request No. 6 in the amount of \$49,193.61 and Lone Pine Construction submitted Pay Request No. 2 in the amount of \$6,887.50. CET has reviewed and recommended both payments. The request is on the Construction Fund Requisition for approval.

Mr. Miskis reported the PaDEP Planning grant in the amount of \$9,824.16 was received for the Valley View Sewer Extension project.

Mr. Miskis reported the Montour Trail extension at the Brush Run Treatment Plant is expected to be constructed later this year and completed in 2013. In 2000 the Montour Trail Council (MTC) developed plans for the extension of the Montour Trail across Brush Run to connect to the Arrowhead Trail at the Authority's treatment plant driveway. In 2002, the MTC and the Township began negotiating a lease agreement. The Authority provided its comments and concerns to the Township and the MTC regarding design. The preliminary drawings at that time showed proposed bridge abutment overtop of our 24-inch diameter outfall sewer. The other concern the Authority has is the bridge will be on a 4% grade which will allow cyclist to gain speed in an area with limited site distance. The MTC is proposing to use gates at the outlet from the bridge to our driveway to address this concern. Hopefully, the Authority will get to comment before final construction plans are approved. Mr. Miskis recently discussed the subject with a representative of MTC, and was assured we would be provided as such.

ASSISTANT MANAGER'S REPORT: Copy on file

Mr. Chucuddy reported the BR SCADA system computer was infected with a virus. It will take the SCADA consultant substantial time to fix the computer if we can not utilize the registry software. He recommended the Authority purchase additional software for backing up that has the ability to mirror the hard drive. He was authorized to procure the hardware and software to complete this task.

Mr. Chucuddy reported the PNC Retail sewer installation is complete and recommended approval for use, subject to satisfactory testing.

A Motion was made by Mr. Crall and seconded by Mr. Grimm to approve the PNC Retail sewers for use, subject to final testing. The Motion carried unanimously.

Mr. Chucuddy reported the PaDOT E. McMurray / Center Church intersection improvements are expected to begin in March 2012. The Contractor, A.Liberoni Inc., has submitted some shop drawings for approval.

Mr. Chucuddy reported the 2012 Capital Improvements plan included for a vehicle purchase to house the main line CCTV equipment. Mr. Chucuddy recommended the purchase of a Ford E-350 Extended length van fitted with an extended top for an estimate total of \$31,000.

A Motion was made by Mr. Byrne and seconded by Mr. Grimm for the procurement of the Ford E 350 from Woltz & Wind Ford through the SHACOG contract in the amount of \$23,600, to have the vehicle fitted with a camper from Keystone Coachworks in the amount of \$3,800, and to add a light bar, racks, bins, and desk for an estimated amount of \$3,600. 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 December 31, 2011.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

A Motion was made by Mr. Crall and seconded by Mr. Grimm to approve disbursements in the amount of \$231,614.36 from the following funds:

<u>Fund</u>	<u>Disbursement</u>	<u>Total</u>
Operating	Checks: 19999-20081	\$99,186.51
Payroll	Transfer from Operating to Payroll fund	\$60,000.00
Developer	Transfer to Operating	\$1,485.38
CIRF	Requisition No. 105-11	\$14,861.36
Construction Fund	Requisition No. 16-11	\$56,081.11

The Motion carried unanimously.

OTHER BUSINESS:

Mr. Bassi and Mr. Stanton left the meeting at 8:10. The Board and Management had an extensive discussion regarding the Donaldson Crossroads Waster Water Treatment Plant Engineering design proposals for the upgrade and expansion project. Management will tour a treatment plant of each Engineer, the committee will meet, and interviews will be scheduled with all four firms February 21st and 23rd.

A Motion was made by Mr. Grimm and seconded by Mr. Crall to adjourn the meeting at 8:34 p.m. The Motion carried unanimously.

Respectfully Submitted,

Patricia L. Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECO ND	MOTION SUMMARY TABLE	VOTE
1	Mr. Blazek Nominated Mr. Grimm		Nomination for Temporary Chairman	Approved
2			Mr. Blazek was Nominated and Appointed for Chairman position	Approved
3			Mr. Byrne was Nominated and Appointed for Vice Chairman position	Approved
4			Mr. Grimm was Nominated and Appointed for Secretary position	Approved
5			Mr. Crall was Nominated and Appointed for Treasurer position	Approved
6	Byrne	Grimm	Retain Bassi, McCune & Vreeland, P.C. as the Authority's Solicitor for 2012	Approved
7	Grimm	Byrne	Retain Lennon, Smith, Souleret Engineering, Inc. as the Authority's Consulting Engineer for 2012	Approved
8	Grimm	Crall	Retain Charleroi Federal Savings Bank, located in McMurray as the Authority's Depository for 2012	Approved
9	Grimm	Byrne	Retain Hosack, Specht, Muetzel & Wood as the Authority's Auditors for 2012	Approved
10	Grimm	Crall	Retain PNC Capital Markets as the Authority's Financial Advisor for 2012	Approved
11	Crall	Byrne	Approve County Line Advisors 2012 appointment	Approved
12	Grimm	Byrne	Approve Official Newspapers and the Board meeting dates as the 2 nd and 4 th Tuesday of every month at 7:00 p.m., located at the Authority's Administrative office	Approved
13	Crall	Byrne	Approve Minutes of December 13, 2011	Approved
14	Byrne	Grimm	Authorize Management and Solicitor to evaluate and negotiate a new energy curtailment agreement	Approved

15	Crall	Byrne	Approve LSSE Service Order Authorization 273-039-18-21 for the Valley View Sewer Extension Project Phase 2 in the following amounts not to exceed \$80,560; \$5,040 for Bidding Phase, \$27,098 for General Project Services, \$45,700 Resident Observation, and \$1,840 for As-built drawings	Approved
16	Crall	Byrne	Accept the planned sewage flows for Tuscany Development of 9,200 gpd (23 EDUs), subject to the execution and recording of the revised easement agreement	Approved
17	Grimm	Crall	Approve The Crossing Six Sewer Extension for use, subject to final testing and receiving the as-built drawings	Approved
18	Crall	Grimm	Approve the PNC Retail sewer for use, subject to final testing	Approved
19	Byrne	Grimm	Approve procurement of Ford E 350 from Woltz & Wind Ford through the SHACOG contract in the amount of \$23,600 to have the vehicle fitted with camper from Keystone Coachworks in the amount of \$3,800, and to add a light bar, racks, bids, and desk for an estimated amount of \$3,600.	Approved
20	Crall	Grimm	Approve disbursements in the amount of \$231,614.36	Approved
21	Grimm	Crall	Adjourn the Meeting at 8:34 p.m.	Approved