



PETERS TOWNSHIP SANITARY AUTHORITY

111 Bell Drive, McMurray, PA 15317
PHONE 724.941.6709 FAX 724.941.2283
www.ptsaonline.org

AGENDA

REGULAR MEETING

May 10, 2017

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of April 12, 2017

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

SPECIAL PROJECTS MANAGER REPORT:

CORRESPONDENCE FOR THE BOARD'S INFORMATION:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending April 30, 2017

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Accept the Audit report
2. Acceptance of proposed sewage flows from the Mikec Plan of Lots of 400 GPD (1EDU)

ADJOURNMENT:



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REGULAR MEETING

May 10, 2017

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 6:50 p.m. by the Vice-Chairman. Board members present were David G. Blazek, Rebecca W. Kaminsky, Michael A. Silvestri, and Michael P. Crall. Also present were Romel L. Nicholas, Solicitor, Mark A. Chucuddy, Operations Manager and Patricia Mowry, Interim Manager/Financial Controller. Eric S. Grimm attended by telephone.

VISITORS: None

APPROVAL OF MINUTES:

Motion: To approve the minutes of the April 12, 2017 Board Meeting.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

VISTOR:

1. Carlyn Belczyk, CPA/ABV, CVA, Guthrie, Belczyk & Associates, P.C.
Re: Presentation of the Authority's 2016 Audited Financial Statements

Mrs. Belczyk presented an overview of the Authority's 2016 Audited Financial Statements and the Management letters. She indicated the GASB/FASB rules have changed in regard to presentation of the audited statements and the Board now is required to approve the statements prior to the independent accounting firm issuing final statements. Management recommended approval of the 2016 financial statements.

Motion: To approve 2016 Audited Financial Statements

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Mrs. Belczyk left the meeting.

SOLICITOR'S REPORT: Copy on File.

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the status of the DC WPCP Interceptor Improvements project. He has completed and delivered to Management his review comments of the Giant Oaks design as provided by KLH Engineers. A field survey of the Oakwood Road is scheduled for May 11, 2017, to stake out the proposed alignment. The public meeting with the residents is scheduled for May 24, 2017. Mr. Hanley requested a pre-application consultation meeting with PENNVEST for project financing.

Mr. Hanley reported the status of the Primrose development. A pre-construction meeting will be held on May, 31, 2017, at the Authority's office. Management recommended approval of the revised service order to include more review time, construction administration, inspection observation, and as-built drawings.

Motion: To approve HRG's revised Service Order for Primrose School Development for the following not to exceed amounts; design review, \$3,500, construction administration \$2,500, inspection observation \$16,500, as-built drawings \$1,800.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Mr. Hanley reported Management requested he assist with the Sherwood Pond Development. This development is proposed to consist of 54 dwelling units, located behind the Kmart.

Motion: To approve HRG's Service Order for Sherwood Pond Development for the following not to exceed amounts; design review, \$1,000, construction administration \$3,500, inspection observation \$17,500, as-built drawings \$2,500.

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Mr. Hanley reported Management requested he assist with the Brookwood Village Development. This development is a six acre parcel being developed into 20 lots for patio homes.

Motion: To approve HRG's Service Order for Brookwood Village Development for the following not to exceed amounts; design review, \$1,000, construction administration \$2,200, inspection observation \$10,500, as-built drawings \$1,500.

Moved by Mr. Silvestri, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Ms. Mowry recommended a service order for HRG for DC WPCP construction support. Ms. Mowry indicated there a few minor contractor related issues currently outstanding and would like to have independent support.

Motion: To approve HRG's Service Order for DC WPCP Assistance for a not to exceed amount of \$2,325.

Moved by Mrs. Kaminsky, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Mr. Hanley reported the status of the Meredith Drive sewer extension, emergency project. Stewart Contracting is scheduled to begin work on May 11, 2017. The construction period is expected to be a week.

Mr. Hanley reported the status of the Hidden Brook emergency repair project: Mr. Hanley distributed his evaluation of remediation options, which included the remediation of Segment B that was discovered after the March Board meeting. He presented two options, and recommended Option 2 constructing a pump station and new downstream collector sewers for an estimated cost of \$420,000. This option has significantly less risk and long-term success projected. The Board's consensus was for Mr. Hanley to continue to evaluate Option 2. Mr. Hanley will prepare a service order for the next Board meeting, and will coordinate a meeting with the PaDEP in order to establish any construction conflicts.

MANAGER'S REPORT: Copy on file.

Ms. Mowry reported the status of the Tuscany revised plan. This development was a re-subdivision to create two lots (2 Edu's). The Developer is in the process of providing the financial securities. Management recommended approval of the Developer's agreement. The Authority staff will perform the construction observation.

Motion: To approve the Developer's Agreement for the Tuscany Plan Revised with Builder's Investors Inc., contingent upon receiving all the financial securities and insurance certifications.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

Ms. Mowry reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 14 as distributed. The electrical contractor, Bronder is raising issues and a claim regarding Change Order No. 1 regarding the time extension that was presented to them on January 5, 2017. Management will be meeting with GHD and Bronder to discuss this issues.

Ms. Mowry recommended approval of GHD's invoice as listed on the capital requisition for construction phase services. GHD recommended approval of the pay applications as submitted by the Contractor's and as listed on the PV loan summary.

OPERATIONS MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the status of the lab accreditation for the Brush Run WCPC. The sample refrigerator was replaced at a cost of \$1090, and a new muffle furnace was ordered. Several major pieces of lab equipment will need to be replaced over time. Management is still working through temperature comments with the PaDEP auditor.

Mr. Chucuddy reported the status of the Mikec Plan of Lots, Fife Farm Lane. This subdivision will create one lot in the Brush Run watershed. Mr. Chucuddy recommended acceptance of the sewage flows.

Motion: To acceptance of the sewage flows of 400 gpd (1Edu) for the Mikec Plan of Lots, Fife Farm Lane.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

Mr. Chucuddy reported the status of the Contract No. 2016-01 Donaldson's Crossroads Sewer System C.I.P.P. Lining Project. The contractor completed the repair. KLH recommended approval of Change Order No. 3 regarding the post-lining repair. The contractor removed concrete and liners were installed. The net increase in cost for this change order was \$3,828.50. KLH recommended approval of Change Order No. 4 regarding adjusting contract for final quantities, for a net decrease of the overall contract in the amount of \$76,322.88. KLH recommended payment of the Final pay request in the amount of \$8, 828.50, as listed on the CIRF requisition.

Motion: To approve Abel Recon's Change Order No. 3 regarding the post-lining repair, with a net increase in cost in the amount of \$3,828.50, Change Order No. 4 regarding adjusting contract for final quantities, for a net decrease of the overall contract in the amount of \$76,322.88, and payment of the final pay request in the amount of \$8, 828.50.

Moved by Mr. Silvestri, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 5)
Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Rebecca W. Kaminsky, and Michael A. Silvestri

SPECIAL PROJECTS MANAGER’S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD’S INFORMATION: Copy on File

FINANCIAL CONTROLLER’S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending April 30, 2017.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$819,915.95 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

Fund	Disbursement	Total
Operating	Checks: 2757 through 2841	\$77,871.78
Payroll	Transfer from Operating to Payroll fund	\$75,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement Operating Fund	\$47.94
Developer Fund	Check. No. 1005 - 1006	\$4,717.55
CFS Capital Improvement Fund	Requisition 2017-4	\$53,128.69
Zion Bank Construction Fund	Requisition	\$0.00
2016 PV- Construction Fund		\$602,511.93
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Nichols recommended entering into executive session for potential litigation and employment related matters.

Motion: To enter into executive session at 8:20 p.m. to discuss personnel and potential litigation

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

Executive Session ended at 8:34 p.m.

Motion: To make an offer to the chosen candidate for the Authority manager position as discussed in executive session, contingent upon the passing of the physical, drug test, background check, and references. The Solicitor was tasked with the coordination and offer letter to the candidate.

Moved by Mrs. Kaminsky, Seconded by Mr. Crall

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

Motion: To adjourn the Board Meeting at 8:35 p.m.

Moved by Mr. Crall, Seconded by Mr. Silvestri

Vote: Motion carried by unanimous vote (summary: Yes = 5)

Yes: David G. Blazek, Eric S. Grimm, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

Respectfully Submitted,

Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Crall	Kaminsky	Approve meeting minutes of April 12, 2017	Approved
2	Kaminsky	Silvestri	Approve 2016 Audit Financial Statements	Approved
3	Silvestri	Kaminsky	Approve HRG's revised Service Order for Primrose School Development for the following not to exceed amounts; design review \$3,500, construction Administration \$2,500, inspection observation \$16,500, as-built drawings \$1,800	Approved
4	Kaminsky	Silvestri	Approve HRG's Service Order for Sherwood Pond Development for the following not to exceed amounts; design review \$1,000, construction administration \$3,500, inspection observation \$17,500, as-built drawings \$2,500	Approved
5	Silvestri	Crall	Approve HRG's Service Order for Brookwood Village Development for the following not to exceed amounts; design review \$1,000, construction administration \$2,200, inspection observation \$10,500, as-built drawings \$1,500	Approved
6	Kaminsky	Silvestri	Approve HRG's Service Order for DC WPCP Assistance for a not to exceed amount of \$2,325	Approved
7	Silvestri	Kaminsky	Approve the Developer's Agreement for the Tuscany Plan Revised with Builder's Investors Inc., contingent upon receiving all the financial securities and insurance certification	Approved
8	Kaminsky	Crall	Acceptance of the sewage flows of 400gpd (1 EDU) for the Mikec Plan of Lots, Fife Farm Lane	Approved
9	Silvestri	Kaminsky	Approve Abel Recon's Change Order No. 3 regarding the post-lining repair, with a net increase in cost in the amount of \$3,828.50, Change Order No. 4 regarding adjusting contract for final quantities, for a net decrease of the overall contract in the amount of \$76,322.88, and payment of the final pay request in the amount of \$8,828.50	Approved
10	Kaminsky	Crall	Approve disbursements in the amount of \$819,915.95	Approved

11	Kaminsky	Crall	Enter into Executive Session for potential litigation and employment related matters	Approved
12	Kaminsky	Crall	Make an offer to the chosen candidate for the Authority manager position as discussed in executive session, contingent upon the passing of the physical, drug test, background check, and references	Approved
13	Crall	Silvestri	Adjourn the Meeting at 8:35 p.m.	Approved