



# PETERS TOWNSHIP SANITARY AUTHORITY

111 Bell Drive, McMurray, PA 15317  
PHONE 724.941.6709 FAX 724.941.2283

[www.ptsaonline.org](http://www.ptsaonline.org)

## AGENDA

**REGULAR MEETING**

**December 13, 2023**

**ROLL CALL:**

**MINUTES FOR APPROVAL: Minutes of November 8, 2023**

**VISITORS:**

**SOLICITOR'S REPORT:**

**ENGINEER'S REPORT:**

**MANAGER'S REPORT:**

**OPERATIONS MANAGER'S REPORT:**

**FINANCIAL CONTROLLER'S REPORT:**

**FINANCIAL STATEMENT REVIEW: Month ending November 30, 2023**

**PAYMENT OF BILLS & REQUISITIONS:**

**OTHER BUSINESS:**

- 1) Adopt Resolution No. 04.12.23 – Resolution of Revised Sewer Rates
- 2) Adopt 2024 Operating and Capital Budget
- 3) Accept Pemberley Manor Phase 1 sanitary sewers for ownership.
- 4) Acceptance of Sewage Flows From Thompsonville Road Subdivision (1 EDU)
- 5) Approve Variance for service by extended later to serve new lot on the Thompsonville Road Subdivision.

**ADJOURNMENT:**



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## REGULAR MEETING

December 13, 2023

The regularly scheduled meeting of the Peters Township Sanitary Authority was called to order at 7:00 p.m.

Board Members present: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells,  
Absent from meeting: Rebecca W. Kaminsky and John A. Banaszak.

Also present: Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, Patricia L. Mowry, Financial Controller, Romel Nicholas, Solicitor, Chad Hanley P.E., HRG Engineers Inc.

## APPROVAL OF MINUTES:

Motion: To approve the minutes of the November 8, 2023 Board Meeting.

Moved by: Mr. Wells, Seconded by Mr. Burns

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

## VISITORS: None

## SOLICITOR'S REPORT: Copy on File.

Mr. Nicholas indicated the final revisions to the administrative handbook have been completed and will be circulated. The expectation will be to adopt the revised administration handbook at the January meeting.

## ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported the status of the Crestview Acres portion of the 2022 Sewer Infrastructure Rehabilitation Project. The general permit was received, however, the water quality permit is still outstanding.

## MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported the status of the Crestview Acres portion of the 2022 Sewer Infrastructure Rehabilitation Project. Mr. Jenkins reported four of the eight easements have been obtained. Three of the easements should be obtained in the near future, however, one maybe an issue. This particular property is requires an easement along the side and rear of the property (in addition to the existing easement along the side) to accommodate the new sewer alignment. This was a direct result of the HRG's recommendation for the realignment of the existing sewer, a more cost efficient design. The current design requires more easement required than the existing and the relinquishment of the existing easement on his neighbor's property. Mr. Jenkins will continue to work with the property owner on an amicable resolution. Mr. Nicholas recommended adoption of a resolution in January for condemnation if the easement is unable to be obtained.

## OPERATIONS MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported on the status of the Pemberley Manor Development. All Phase 1 has been installed and passed all the testing. All closeout documents have been received. Mr. Chucuddy recommended acceptance of the sewers for ownership.

Motion: To accept Pemberley Manor Phase 1 sanitary sewers for Authority ownership.

Moved by: Mr. Burns, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

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Enoch E. Jenkins, Manager

Mark A. Chucuddy, Operation Manager

Patricia L. Mowry, Financial Controller

Donna L. LaManna, Billing Specialist

Faye E. Abbondanza, Administrative Assistant

Mr. Chucuddy reported on the Thompsonville Road subdivision. This subdivision created one lot and is eligible for a variance to connect the new lot via an extended lateral. The Authority’s policy is for the sewer laterals not to cross the road. Mr. Chucuddy discussed two options for the connection of the sewer: option one that would cross the public roadway, and option 2 would traverse Lot 2. Mr. Chucuddy recommended acceptance for the sewage flows, and option two for the sewer connection.

Motion: To approve variance for service by extended lateral (Option 2) to serve new lot on the Thompsonville Road Subdivision

Moved by: Mr. Wells, Seconded by Mr. Burns

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

Motion: To accept sewage flows from Thompsonville Road Subdivision (1 EDU)

Moved by: Mr. Burns, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

**FINANCIAL CONTROLLER’S REPORT:** Copy on File

Ms. Mowry distributed the final 2023 Budget Performance, the 2024 Proposed Budget, and the 10-year capital plan. The highlights of the 2024 budget were discussed. Ms. Mowry indicated the rate increase will be effective January 1, 2024. The average residential customer increase is approximately 7%. The increases are as follows: minimum fee is established at \$44.00 per quarter, and the usage charge \$8.65 per 1000 gallons water consumed, sewage lien fee \$105, inside deduct meter read \$10, and commercial dye test fee for buildings with more than three lateral connections, fee \$50 per over the three connections.

Motion: To adopt Resolution No. 04.12.23 – Resolution of Revised Sewer Rates

Moved by: Mr. Wells, Seconded by Mr. Burns

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

Motion: To adopt 2024 Operating and Capital Budget

Moved by: Mr. Burns, Seconded by Mr. Wells

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

**FINANCIAL STATEMENT REVIEW:** Month ending November 2023.

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

Motion: To approve disbursements in the amount of \$258,638.28 from the following funds.

Moved by: Mr. Wells, Seconded by Mr. Burns

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

Fund	Disbursement	Total
Operating	Checks: 7351 through 7364 Void Ck and ACH	\$87,612.27
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Developer Fund	Checks & Operating Fund Reimbursement	\$3,956.12

CFS Capital Improvement Fund	Requisition 2023-11	\$7,602.57
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$79,467.32
	Total	\$258,638.28

**OTHER BUSINESS:**

Mr. Jenkins presented a token of the Authority’s appreciation to Mr. Grimm for all his years of service. Mr. Grimm served on the Board since April 26, 2010, and this year concluded his tenure. Mr. Grimm provided a small speech of his years on the Board.

Motion: To adjourn the Board Meeting at 7:24 p.m.

Moved by: Mr. Wells, Seconded by Mr. Burns

Vote: Motion carried by unanimous vote (summary: Yes = 3)

Yes: Eric S. Grimm, Robert L. Burns, and Joseph A. Wells

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	Wells	Burns	To approve the minutes of the November 8, 2023 Board Meeting.	Approved
2	Burns	Wells	To accept Pemberley Manor Phase 1 sanitary sewers for Authority ownership.	Approved
3	Wells	Burns	To approve variance for service by extended lateral (Option 2) to serve new lot on the Thompsonville Road Subdivision.	Approved
4	Burns	Wells	To accept sewage flows from Thompsonville Road Subdivision (1 EDU).	Approved
5	Wells	Burns	To adopt Resolution No. 04.12.23 – Resolution of Revised Sewer Rates.	Approved
6	Burns	Wells	To adopt 2024 Operating and Capital Budget.	Approved
7	Wells	Burns	To approve disbursements in the amount of \$258,638.28.	Approved
8	Wells	Burns	To adjourn the Board Meeting at 7:24 p.m.	Approved