



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AMENDED AGENDA

REGULAR MEETING

February 14, 2024

ROLL CALL:

MINUTES FOR APPROVAL: Minutes of January 10, 2024

VISITORS:

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

MANAGER'S REPORT:

OPERATIONS MANAGER'S REPORT:

FINANCIAL CONTROLLER'S REPORT:

FINANCIAL STATEMENT REVIEW: Month ending January 31, 2024

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

- 1) Motion to amend agenda to add conformation of Ryan Kennedy's officer appointment
- 2) Confirmation of Ryan Kennedy's position as asst. secty/treas.
- 3) Approval of revised Administrative Employee Handbook
- 4) Authorization to Engage Special Council
- 5) Authorization to advertise and bid the Joint Sealing and Trenchless Partial Repair for Marella Manor
- 6) Approval of HRG SOA for project services related to the construction of the 2024 Sewer Infrastructure Rehabilitation Project (Crestview & Valleybrook Interceptor)
- 7) Approval of HRG SOA for Hidden Valley sewer extension construction services
- 8) Adopt Resolution 02-02-24 SPTF Update
- 9) Authorization to award 2024 Sewer Infrastructure Rehabilitation Project
- 10) Executive Session to discuss personnel
- 11) Approval of Amendment to Easement (516 Harvest View Dr.)
- 12) Approval of Amendment to Easement (103 Saratoga Dr)

ADJOURNMENT:



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REGULAR MEETING

February 14, 2024

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

Board Members present: Robert L. Burns, Rebecca W. Kaminsky, John A. Banaszak, Joseph A. Wells and Ryan Kennedy

Also present: Enoch E. Jenkins, Manager, Mark A. Chucuddy, Operations Manager, CharLee Rosini, Solicitor, Chad Hanley P.E., HRG Engineers Inc. Absent from the meeting was Patricia L. Mowry, Financial Controller

APPROVAL OF MINUTES:

Motion: To approve the minutes of the January 10, 2024 Board Meeting.

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

VISITORS: None.

SOLICITOR'S REPORT: Copy on File.

Ms. Rosini noted that the Board went into executive session on January 24, 2024 at 10:00 a.m. to discuss personnel matters.

Motion by Mr. Wells and seconded by Mr. Banaszak to amend the agenda to include confirmation of Ryan Kennedy's officer appointment.

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Motion by Mrs. Kaminsky and seconded by Mr. Banaszak for confirmation of Ryan Kennedy's position as assistant secretary treasurer.

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Ms. Rosini noted that she has incorporated all the changes that she had received from the members into the Administrative Employee Hand Book, and same is ready for adoption this evening if the Board chooses to do so.

Motion: To adopt the revised Administrative Employee Hand Book

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

ENGINEER'S REPORT: Copy on file.

Mr. Hanley reported that a total of 7 Bids were received for the 2024 Sewer Infrastructure Improvements Project. Mr. Hanley has recommended that award be made to W.A. Petrakis Contracting, LLC in the amount of \$2,388,405.00.

Motion: To award the 2024 Sewer Infrastructure Improvements Project to W.A. Petrakis Contracting, LLC, authorize HRG Engineers to issue Notice of Intent to Award, and to authorize the Chairman to execute the contract upon the contractor provided the required bonding and insurances.

Enoch E. Jenkins, Manager

Mark A. Chucuddy, Operation Manager
Faye E. Abbondanza, Administrative Assistant

Patricia L. Mowry, Financial Controller

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Mr. Hanley reported he has provided a Service Order for services related to the construction phase engineering for the 2024 Sewer Infrastructure Rehabilitation Project. These are Construction Administration, Resident Project Representative, and Record Drawings in the amount of \$204,000. Mr. Jenkins recommended approval, and advised that this is consistent with the budget.

Motion: To approve HRG's Task Order No 696.0466 for services related to the 2024 Sewer Infrastructure Rehabilitation Project for the Construction Administration-Lump Sum \$76,000, Resident Project Representative, \$110,000, and Record Drawings, \$18,000 in the amount of \$204,000.00.

Moved by Mr. Banaszak, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Mr. Hanley reported he has provided a Service Order for the pending development along Hidden Valley Road that is now moving forward. This will be 4 lot subdivision with 2 of the 4 lots requiring privately owned grinder pumps, additionally it will serve one existing structure. The services are for Design Review, Construction Administration, Construction Observation, and Record Drawings in the estimated amount of \$12,500.00 to be paid by the developer's escrow.

Motion: To approve HRG's Task Order No 6966.0467 for services related to the Hidden Valley developer's project for Design Review, Construction Administration, Construction Observation, and Record Drawings estimated amount of \$12,500.00 to be paid by the developer's escrow.

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

MANAGER'S REPORT: Copy on file.

Mr. Jenkins reported that the Authority has completed televising the Marella Manor area sanitary sewers which are tributary to ALCOSAN. PTSA is under a Corrective Action Plan for the area in lieu of being part of the Consent Decree with ALCOSAN. Mr. Jenkins has outlined the defects needing attention as well as identifying several wyes, cracks and joints to be tested and grouted. The estimated cost for the project is \$75,000.00 to \$100,000.00. Mr. Jenkins will be seeking out Grant funding from ALCOSAN's Grow Program which is a 50% match. Mr. Jenkins requested authorization to bid the Marella Manor Joint Sealing and Trenchless Partial Length Repair contract.

Motion: To authorize management to solicit bids for the Marella Manor Joint Sealing and Trenchless Partial Length Repair contract.

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Mr. Jenkins reported that the resident of 103 Saratoga Drive has requested to increase the size of his deck which was previously permitted to encroach into the sanitary sewer easement. He was denied this request, however he asked if he could build the same size deck in another location and then remove the existing deck. This request was granted provided that the property owner execute an Amendment to a Deed of Easement/Right of Way, which he has agreed.

Motion: To authorize execution of the Amendment to a Deed of Easement/Right of Way for 103 Saratoga Drive.

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Mr. Jenkins reported the financial controller has updated the special purpose part tapping fee using the Engineering News Record. Management recommended adoption of Resolution 02-02-24 updating the fees effective April 1, 2024.

Motion: To adopt Resolution 02-02-24 Special Purpose Part Tapping Fee Update

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, and Joseph

Mr. Jenkins reported that he has begun interviews for the position of the Billing clerk. Mr. Jenkins also stated that he hopes to have the position of General Maintenance filled by the end of the month.

Mrs. Kaminsky requested that the solicitor review the Amendment to a Deed of Easement/Right of Way template that the Authority utilizes.

OPERATIONS MANAGER'S REPORT: Copy on File

Mr. Chucuddy reported the repairman was here today to repair the BOD Incubator and upon his arrival he found that we also require a cooling fan which he has to order. He will install both parts once he receives the cooling fan.

Mr. Chucuddy reported that the PaDEP Annual Compliance inspection occurred today at the Donaldson Crossroads WPCP. There were no findings or issues noted in his report.

Mr. Chucuddy reported that the Tuscan II Developer's Construction Agreement has been signed as we have approved drawings and the contractor has provided the required financial securities. Shop submittals for review have been received for the project.

Mr. Chucuddy reported that the new/used compressor at Brush Run was started up and it was tripping the breaker as it was drawing too many amps. The vendor, CASCO was out today to trouble shoot the issue.

Mr. Chucuddy reported that the home builder of 516 Harvest View Drive is requesting permission to construct a concrete patio over the sanitary sewer easement. Permission was granted provided that the builder sign an Amendment to a Deed of Easement/Right of Way.

Motion: To authorize execution of the Amendment to a Deed of Easement/Right of Way for 516 Harvest View Drive

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

FINANCIAL CONTROLLER'S REPORT: Copy on File

FINANCIAL STATEMENT REVIEW: Month ending January 31, 2024.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$932,439.18 from the following funds:

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Fund	Disbursement	Total
Operating	Checks and ACH	\$96,918.37
Quarterly transfer	Debt Payment to DSF	\$97,947.50
Annual Transfer to Capital	Operating surplus and budgeted Equip replacement allowance	\$515,269.00
Payroll	Transfer from Operating to Payroll fund	\$80,000.00
Developer Fund	Checks & Operating Fund Reimbursement	\$15,942.28
CFS Capital Improvement Fund	Requisition 2024-1	\$46,894.71
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2005 Debt Payment, DC WWTP 2016, DC Interceptor 2019	\$79,467.32
	Total	\$932,439.18

OTHER BUSINESS:

Motion: To enter into Executive Session at 7:32 p.m. to discuss personnel.

Moved by Mr. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Executive Session Ended: 8:10 p.m.

Motion: To retain special counsel

Moved by Mrs. Kaminsky, Seconded by Mr. Wells

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Motion: To adjourn the Board Meeting at 8:12 p.m.

Moved by Mr. Wells, Seconded by Mrs. Kaminsky

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

Yes: Robert L. Burns, Rebecca W. Kaminsky, John Banaszak, Joseph A. Wells and Ryan Kennedy

Respectfully Submitted,

Mark A Chucuddy

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Wells	Kaminsky	Approve minutes of January 10, 2024	Approved
2	Wells	Banaszak	Amend the agenda to add confirmation of Ryan Kennedy's officer appointment	Approved
3	Kaminsky	Banaszak	Confirm Ryan Kennedy's position of assistant secretary/treasurer	Approved
4	Kaminsky	Wells	Adopt revised Administrative Employee Handbook	Approved
5	Kaminsky	Wells	Award contract to W M Petrakis Contracting LLC for the 2024 Sewer Infrastructure Rehabilitation Project	Approved
6	Banaszak	Kaminsky	Approve HRG SOA for the 2024 Sewer Infrastructure Rehabilitation Project	Approved
7	Wells	Kaminsky	Approve HRD SOA for the Hidden Valley Developer project	Approved
8	Wells	Kaminsky	Authorize to solicit bids for Marella Manor Joint Sealing and Trenchless Partial Length Repair	Approved
9	Kaminsky	Wells	Approve Amendment to Easement for 103 Saratoga Drive.	Approved
10	Wells	Kaminsky	Adopt Resolution 02-02-24 Special Purpose Tapping Fee Update	Approved
11	Kaminsky	Wells	Approve Amendment to Easement for 516 Harvest View Drive	Approved
12	Kaminsky	Wells	Payment of Bills	Approved
13	Kaminsky	Wells	Enter into executive session	Approved
14	Kaminsky	Wells	Retain Special Counsel	Approved
15	Wells	Kaminsky	Adjourn the meeting	Approved