



PETERS TOWNSHIP SANITARY AUTHORITY

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

www.ptsaonline.org

AGENDA

REGULAR MEETING

November 8, 2016

ROLL CALL:

REVIEW OF MINUTES FOR APPROVAL: Minutes of October 11, 2016

VISITORS:

1. Chad Hanley, PE, Herbert, Rowland, & Grubic, Inc. – Presentation of qualifications for the Consulting Engineer position

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, 2016

PAYMENT OF BILLS & REQUISITIONS:

OTHER BUSINESS:

1. Adopt 2017 Budget
2. Executive Session regarding potential Personnel & Litigation matters
3. Adopt Resolution No. 08-11-16 Revised Schedule Rates

ADJOURNMENT:

James J. Miskis, Sr. Technical Advisor	Mark A. Chucuddy, Assistant Manager	Gary A. Parks, Special Projects Manager
Patricia L. Mowry, Interim Manager/ Financial Controller	Donna L. LaManna, Billing Specialist	Diane L. Gregor, Administrative Assistant



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REGULAR MEETING

November 8, 2016

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 David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne participated by telephone. Also present were Romel L. Nicholas, Solicitor, David A. Coldren, KLH Engineering, Inc., James J. Miskis, Manager, Mark A. Chucuddy, Assistant Manager and Patricia Mowry, Financial Controller.

APPROVAL OF MINUTES:

Motion: To approve the minutes of the October 11, 2016 Board Meeting

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

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

VISITORS:

1. Chad Hanley, Herbert, Rowland, & Grubic Inc.(HRG) – Presentation of Statement of Qualifications for Consulting Engineer

Mr. Hanley presented an overview of HRG's Statement of Qualifications in regards to the request Management made regarding 2017 Authority Retained Engineer Consultant. Mr. Hanley would be the project manager representative for HRG. Mr. Hanley gave a brief overview of his experience in the wastewater industry. Mr. Hanley indicated if his firm was chosen he has a conflict on Tuesday evenings. The Board's consensus was to move the meetings to Wednesday's if HRG is selected as the retained engineer.

Mr. Nicholas indicated the engineering agreement with HRG is nearing finalization. Mr. Nicholas distributed a separate proposal from D'Appolonia for forensic expert witness services regarding the Hidden Brook Sanitary Sewer repair. This would be an additional amount of \$24,000, but only to occur if the Board chooses based on findings and recommendations from the Solicitor and Management. Mr. Hanley indicated the proposal from HRG included geotechnical investigation for the repair only. Mr. Hanley gave an overview of the sewer repair and several of the steps that will be taken in regards to making the repair. The Geotechnical investigation will be completed and a recommendation will be presented to the Board for the sewer repair.

SOLICITOR'S REPORT: Copy on File.

Mr. Nicholas reported GHD provided a letter to the Contractor dated September 21, 2016 regarding the flood incident, however, did not give their opinion. Mr. Nicholas indicated he has requested GHD to provide an opinion letter.

Mr. Nicholas indicated it is his opinion, Mr. Byrne, whose new employer is First Energy, would not have a conflict voting on issues involving First Energy that would be presented for action.

ENGINEER'S REPORT: Copy on File.

Mr. Coldren report he is in the process of finalizing the Annual Engineer report required by the 2016 Bond Indenture. When the report is final it will be forwarded to the Trustee.

Mr. Coldren reported a memorandum was submitted to Management regarding KLH's recommendations for the Rutledge Drive Pump Station Force Main repair.

MANAGER'S REPORT: Copy on file.

Mr. Miskis reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 9 as distributed. Mr. Miskis presented an illustration of the construction site flooding that occurred on July 30, 2016. The General Contractor has raised the elevation of the embankment to protect the site from future flooding by using concrete blocks. Mr. Miskis noted the top of the wall elevation is still a foot below the 10-year flood elevation of 896.0, and the GHD did not require the contractor to comply with the contract specifications section 02260, regarding excavation, support, and protection.

Mr. Miskis recommended approval of GHD's invoice as listed on the capital requisition for construction phase services. GHD recommended approval of the Pay Application No. 9 as submitted by the general contractor, Kukurin Contracting, in the amount of \$357,774.21, and Pay Application No. 3 as submitted by the electrical contractor, Bronder Technical Services in the amount of \$6,750.00, as listed on the construction requisition.

ASSISTANT MANAGER'S REPORT: Copy on File.

Mr. Chucuddy reported the status of Anthony Farms Phase III. The project is in the close-out phase. KLH provided the draft as-built drawings. It appears there are several sewer segments outside of the rights-of-way, and will require additional easements to be acquired to center the sewer line in the easement. The Developer intends to re-record the subdivision in order to address this issue. Management will continue to work with Developer on other outstanding items required for project close-out.

Mr. Chucuddy reported the status of Contract PTSA-1-2015 Year Two. All of the liners have been installed and grouting work is almost complete. Mr. Chucuddy recommended the Pay Request No. 3 in the amount of \$51,138.57 to Robinson Pipe Cleaning Company as listed on the bills.

Mr. Chucuddy reported the status of the DC CAP CIPP Lining. After KLH's review of the post videos there was a section considered deficient. KLH will issue a letter to the Contractor to make the necessary repair. The Contractor will be given 30-days to complete the repair. KLH recommended Pay Request No. 3 in the amount of \$64,201.29 as presented on the CIF requisition. The retainage being held is approximately \$25,000, which is sufficient for the repair if need be.

SPECIAL PROJECTS MANAGER'S REPORT: Copy on File

CORRESPONDENCE FOR THE BOARD'S INFORMATION: Copy on File

FINANCIAL CONTROLLER’S REPORT:

Ms. Mowry presented overview of the 2016 Budget Performance report. Overall, the Authority operated within the 2016 Budget, however Residential Sewer Rentals were down by \$96,000, presumably due to the wet summer. Ms. Mowry presented an overview of the 2017 Budget Request. Management indicated no sewer rate increase will be required in 2017, but a rate increase will be required in 2018, as previously planned.

Ms. Mowry recommended adoption of the 2017 Budget and the resolution for adopting the amended schedule of rates and charges, which includes adding a dye test cancelation fee and fee for reading the deduct meters when the owner mails in a postcard read for the inside meter reads.

Motion: To adopt the 2017 Budget Request
Moved by Mrs. Kaminsky, Seconded by Mr. Grimm
Vote: Motion carried by unanimous vote (summary: Yes = 5)
Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Motion: To adopt Resolution 08-11-16 Adoption of Revised Schedule of Rates and Charges
Moved by Mr. Grimm, Seconded by Mr. Crall
Vote: Motion carried by unanimous vote (summary: Yes = 5)
Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

FINANCIAL STATEMENT REVIEW: Month ending October 31, 2016.

PAYMENT OF BILLS & REQUISITIONS: Copy on File

Motion: To approve disbursements in the amount of \$621,873.46 from the following funds:
Moved by Mrs. Kaminsky, Seconded by Mr. Grimm
Vote: Motion carried by unanimous vote (summary: Yes = 5)
Yes: David G. Blazek, Eric S. Grimm, Rebecca W. Kaminsky, Michael P. Crall, and Terrence G. Byrne

Fund	Disbursement	Total
Operating	Checks: 2257 through 2337	\$141,961.43
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13
Developer Fund	Reimbursement to Operating Fund	\$604.19
CFS Capital Improvement Fund	Payment Req. 2016-11	\$38,145.57
Zion Bank – Construction Fund	Payment Req. 2016-9	\$364,524.21
CFS Bank Capital Improvement Fund	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

OTHER BUSINESS:

Mr. Nicholas reported there was an executive session held on November 5, 2016 regarding personnel only. Board members in attendance were Mrs. Kaminsky, Mr. Blazek, and Mr. Grimm, and Solicitor, Mr. Nicholas.

Mr. Nicholas recommended entering into an executive session to discuss personnel and potential litigation issues.

Motion: To enter into executive session at 8:00 p.m. to discuss personnel and potential litigation

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

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

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

Executive Session ended at 9:44 p.m.

Motion: To adjourn the Board Meeting at 9:45 p.m.

Moved by Mr. Grimm, Seconded by Mr. Crall

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

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

Respectfully Submitted,
Patricia Mowry

MOTIONS SUMMARY

MOTION NO.	MOVED	SECOND	MOTION SUMMARY TABLE	VOTE
1	Kaminsky	Grimm	Approve meeting minutes of October 11, 2016	Approved
2	Kaminsky	Grimm	Adopt the 2017 Budget Request	Approved
3	Grimm	Crall	Adopt Resolution 08-11-16 Adoption of Revised Schedule of Rates and Charges	Approved
4	Kaminsky	Grimm	Approve disbursements in the amount \$621,873.46	Approved
5	Grimm	Kaminsky	Enter into executive session at 8:00 p.m. to discuss personnel and potential litigation issues	Approved
6	Grimm	Crall	Adjourn the Meeting at 9:35 p.m.	Approved