



# 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

January 11, 2017

#### 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, 2016

#### 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, 2016

#### PAYMENT OF BILLS & REQUISITIONS:

#### OTHER BUSINESS:

1. Interviewing Process for General Manager
2. Executive Session to discuss potential litigation and personnel issues
3. Change Order No. 2 for Contract No. 1 – General Construction for AIS Compliance
4. Change Order No. 1 for Contracts No. 2,3, & 4 – for AIS Compliance & time extension
5. HRG's Proposal for DC Interceptor Project - Oakwood Road portion

#### ADJOURNMENT:



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## REGULAR MEETING

January 11, 2017

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 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.

**VISITORS:** None

### REORGANIZATION OF THE BOARD:

Motion: To appoint Mr. Crall as the temporary chair.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

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 appoint Mr. Blazek as the Chairman.

Moved by Mr. Crall, Seconded by Mr. Grimm

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: For a reaffirmation of the existing Officers across the Board.

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Motion: To appoint Gaitens, Tucceri & Nicholas, P.C. as the Authority's Solicitor

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

Vote: Motion carried by unanimous vote (summary: Yes = 4)

Yes: David G. Blazek, Eric S. Grimm, Michael A. Silvestri and Rebecca W. Kaminsky. Michael A. Silvestri abstained to avoid any perceived conflicts because he and Mr. Tucceri have mutual relatives.

Motion: To appoint CFS Bank as the Authority's Depository

Moved by Mr. Crall, Seconded by Mrs. Kaminsky

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

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

Motion: To appoint Guthrie, Belczyk & Associates, P.C. as the Authority's Auditor, for 2017

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

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

Motion: To designate the Official Newspapers as the Observer Reporter, and Post-Gazette and the Board meeting dates were set for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 7:00 p.m., located in the lower level of the Authority's business office.

Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

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

#### **APPROVAL OF MINUTES:**

Motion: To approve the minutes of the December 13, 2016 Board Meeting.

Moved by Mr. Grimm, Seconded by Mrs. Kaminsky

Vote: Motion carried by unanimous vote (summary: Yes = 4)

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

#### **SOLICITOR'S REPORT:** Copy on File.

Mr. Nicholas reported GHD provided an opinion letter dated, November 21, 2016 regarding the flood incident on July 30, 2016. Mr. Nicholas is satisfied with the letter.

#### **ENGINEER'S REPORT:** Copy on File.

#### **MANAGER'S REPORT:** Copy on file.

Ms. Mowry reported the PaDEP approved the Authority's request of 65 Taps for the Donaldsons Crossroad Watershed for 2017. The request was made under the DEP Corrective Action Plan. The plan revised the construction schedule for the DC Interceptors by a couple months to be consistent with the Authority's actual timeframe.

Ms. Mowry reported the Local Share Account committee awarded the Authority \$300,000 in grant funds for the Donaldsons Crossroads Sewer Interceptor Improvements, which has an estimated project cost of \$2.6 million. Once the agreement is executed, County Line Advisor's will receive a bonus in the amount of \$15,000.

Ms. Mowry reported the General Manager position was advertised in all the professional organizations and the post-gazette, resumes are due by March 3, 2017. There was a discussion on the interview process. Mr. Crall and Mr. Silvestri will conduct the preliminary interviews.

Ms. Mowry reported HRG was expected to begin the Geotechnical analysis on the Hidden Brook emergency repair the week of January 16<sup>th</sup>.

Ms. Mowry reported the status of the Donaldson's Crossroads Treatment Plant Replacement Project based upon GHD's monthly progress report No. 11 as distributed. Mr. Crall indicated he would attend the January Construction meeting, which was moved to January 26, 2017.

Ms. Mowry reported GHD provided a letter regarding the December 17, 2016 flood event. The letter documented there was no damage to any of the construction or site resulting from the event. The Solicitor is still in the process of reviewing the letter.

Ms. Mowry recommended approval of GHD's invoice as listed on the capital requisition for construction phase services, GHD recommended approval of the Pay Application No. 11 as submitted by the general

contractor, Kukurin Contracting, in the amount of \$686,083.89, as listed on the construction requisition.

Ms. Mowry presented, and GHD recommended Change Order No.2 for the General Contract/Contract No.1. This change order was an amendment to the Contract documents to include provisions for Federal American Iron and Steel requirements. The PA State provisions were included in the contract, which are more stringent than the Federal requirements.

Motion: To approve Change Order No.2 to Kurkin Contractor for the General Contract/Contract No.1 to amend the Contract documents to include provisions for Federal American Iron and Steel requirements.

Motion: 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

Ms. Mowry presented, and GHD recommended Change Order No.1 Electrical, HVAC, Plumbing Contractors/Contract No. 2, 3, & 4 / Change Order No. 1. This change order was an amendment to the Contract documents to include provisions for Federal American Iron and Steel requirements. The PA State provisions were included in the contract, which are more stringent than the Federal requirements, and to extend both the substantial and final completion dates by the 49 calendar days as approved for the General Contractor.

Motion: To approve Change Order No.1 to Kurkin Contractor for the HVAC and Plumbing /Contract No.3 & 4, and Bronder Electric/Contract No. 4 to amend the Contract documents to include provisions for Federal American Iron and Steel requirements, and to extend both the substantial and final completion dates by the 49 calendar days.

Motion: Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

Ms. Mowry reported the status of the Donaldsons Crossroads Interceptor improvements Project. The Giant Oaks portion of the project is designed and the permits applications were submitted. HRG submitted a proposal for the Oakwood Road portion of the project. Ms. Mowry recommended approval of the proposal. The Board decided to only approve the design portion and associated task to accomplish the project to the permitting stage.

Motion: To approve HRG's proposal for the Donaldsons Crossroads Interceptor improvements Project for the design, permitting, miscellaneous, and bidding phase in the amount not to exceed \$63,500, and for easements for an amount of \$650/per easement.

Motion: Moved by Mrs. Kaminsky, Seconded by Mr. Grimm

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

#### **OPERATIONS MANAGER'S REPORT:** Copy on File.

Mr. Chucuddy reported the status of Anthony Farms Phase III. The project is in the close-out, and the refund of the Developer's escrow deposit is presented on the Check Summary.

Mr. Chucuddy reported the status of Anthony Farms Phase II. The 18-month maintenance period has expired and after review of the lines the Developer's letter of credit was released.

Mr. Chucuddy reported a sewer overflow at 234 Quail Run was reported to the PaDEP this month. After

investigation it was determined the problem was roots in the private service lateral. Mr. Chucuddy reported PADOT indicated the Authority's manhole located by the South Hills Honda needs to be adjusted, because their trucks are hitting into it. The estimated cost to adjust because of the location on Washington Road is approximately \$5,500.

**SPECIAL PROJECTS MANAGER'S REPORT:** Copy on File

**CORRESPONDENCE FOR THE BOARD'S INFORMATION:** Copy on File

**FINANCIAL CONTROLLER'S REPORT:**

Ms. Mowry indicated the Annual Audit is scheduled for January 17, 2017.

**FINANCIAL STATEMENT REVIEW:** Month ending December 31, 2016.

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

Motion: To approve disbursements in the amount of \$891,787.95 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, Michael P. Crall, Michael A. Silvestri and Rebecca W. Kaminsky

<b>Fund</b>	<b>Disbursement</b>	<b>Total</b>
Operating	Checks: 2530 through 2599	\$81,269.86
Operating	HAS Transfer to Administrative Employees	\$15,000.00
Payroll	Transfer from Operating to Payroll fund	\$70,000.00
CFS Bank Loan	Valley View Sewer Ext.	\$4,438.13 3
Developer Fund	Reimbursement Operating Fund	\$359.73
Developer Fund	Check No 1002 Anthony Farms Phase III Developer Escrow Refund	\$3,012.44
CFS Capital Improvement Fund	Requisition 2016-13	\$29,423.97
Zion Bank Construction Fund	Requisition 2016-11	\$686,083.89
Penn Vest	Penn Vest Payment – Ivy Lane Sewer Ext. 2003 Debt Payment	\$2,199.93

**OTHER BUSINESS:**

Mr. Nichols recommended entering into executive session to discuss personnel, engineering issues, and potential litigation issues.

Motion: To enter into executive session at 8:10 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 9:13 p.m.

Motion: To appoint KLH Engineers Inc. on a month to month basis

Moved by Mr. Silvestri, Seconded by Mr. Grimm

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 9:20 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, 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	Grimm	Kaminsky	Appoint Mr. Crall temporary Chairman for Reorganization of Board	Approved
2	Crall	Grimm	Appoint David Blazek as the Chairman	Approved
3	Crall	Kaminsky	Reaffirmation of the existing Officers across the Board	Approved
4	Kaminsky	Grimm	Appoint Gaiters, Tucker & Nichols, P.C. as the Authority's Solicitor	Approved
5	Crall	Kaminsky	Appoint CFS Bank as the Authority's Depository	Approved
6	Kaminsky	Grimm	Appoint Guthrie, Belczyk & Associates, P.C. as the Authority's Auditor for 2017	Approved
7	Kaminsky	Grimm	Designate the Official Newspapers as the Observer Reporter and Post –Gazette and the Board meeting dates were set for the 2 <sup>nd</sup> and 5 <sup>th</sup> Wednesday of every month at 7:00 p.m., located in the lower level of the Authority's business office.	Approved
8	Grimm	Kaminsky	Approve meeting minutes of December 13, 2016	Approved
9	Kaminsky	Crall	Approve Change Order No. 2 to Kukurin Contractor for the General Contract/Contract No. 1 to amend the Contract documents to include provisions for Federal American Iron and Steel requirements	Approved
10	Kaminsky	Grimm	Approve Change Order No. 1 to Kukurin Contractor for the HVAC and Plumbing/Contract No. 2 & 3 and Bronder Electric/Contract No. 4 to amend the Contract Documents to include provisions for Federal American Iron and Steel requirements, and to extend both the substantial and final completion dates by the 49 calendar days	Approved
11	Kaminsky	Grimm	Approve HRG's proposal for the Donaldson's Crossroads Interceptor Improvements Project for design, permitting, miscellaneous, bidding phase in the amount not to exceed \$63,500 and for easements for an amount of \$650/per easement	Approved
12	Kaminsky	Grimm	Approve disbursements in the amount of \$891,787.95	Approved

13	Kaminsky	Crall	Enter into executive session at 8:10 p.m. to discuss personnel and potential litigation	Approved
14	Silvestri	Grimm	Appoint KLH Engineers, Inc. on a month to month basis	Approved
15	Grimm	Crall	Adjourn the Meeting at 7:57 p.m.	Approved