

COLLIER TOWNSHIP MUNICIPAL AUTHORITY

MINUTES

REGULAR MEETING – THURSDAY, DECEMBER 11, 2014

A regular constituted meeting of the Collier Township Municipal Authority was held on Thursday, December 11, 2014, at the township building and was called to order at 6:35 P.M. by Dan Oberleitner, Chairman.

Roll call listed the following members present:

- Dan Oberleitner, Chairman
- Edward Smith, Vice-Chairman
- Gerhardt Egri, Treasurer
- Richard Ruffennach, Assistant Secretary/Treasurer

Members Absent: Dan Fotovich - Secretary

Also present:

- Michael Kaleugher, Solicitor
- Jim Nordquist, NIRA
- Patie Asturi
- Lori Thompson

PUBLIC: - None

On motion of Egri, seconded by Ruffenanch, the Minutes of November 13, 2014 were approved. Motion carried.

On motion of Egri, seconded by Ruffenanch the Treasurer's Report for November 13, 2014 was approved as submitted. Motion carried.

On motion of Egri, seconded by Ruffenanch, additional bills paid in November 2014 totaling \$201,937.67 and bills paid to December 11, 2014 totaling \$32,891.62 were authorized for payment. Motion carried.

On motion of Egri, seconded by Ruffennanch, the office staff timesheets from November 13, 2014 through December 10, 2014 were approved. Motion carried.

SOLICITOR'S REPORT:

The Solicitor discussed with the Board that currently the Monthly CTMA Board Meetings convene on the 2nd Thursday of the Month at 6:30 pm. Will the Board be making any changes to this schedule? The Board decided to keep the same schedule for 2015 Year.

The Solicitor updated Board on the Boys Home Project. The Bid Opening meeting will take place on January 6, 2015 at 10 am and the Solicitor plans on attending this meeting. There have been a few minor changes to the original agreement between CTMA and South Fayette. Manhole #13 has now been changed to Manhole #12. Originally CTMA's portion was up to Manhole #15. However, it is much more

advantageous to change this to Manhole #12. South Fayette now will be completely responsible for everything after manhole #12.

The Solicitor discussed with the Board that ALCOSAN are increasing their rates by 11% starting January 1, 2015. The Board will need to discussing raising CTMA rates at the January 2015 Meeting.

ENGINEER'S REPORT:

2014 Sanitary Sewer Repairs and Replacements

Independent Enterprises, Inc. (IEI) has completed repairs and replacements at all three (3) sites of the Project.

A Punch List of items was developed and transmitted to IEI on October 31, 2014. We await notice of completion of these items and submission of a Final Payment Application.

St. Andrews Pump Station Site and Access Drive Improvements

IEI completed 99% of the project.

Final paving was completed on July 17, 2014. A Final Punch List of items was transmitted to IEI, along with the Closeout Documents on August 8, 2014. NIRA recommends CTMA continue to withhold payment of Partial Payment Application No. 3 (Final) in the amount of \$11,574.61, subject to the Final Punch List being satisfactorily completed.

The Collier Township Board of Commissioners has elected to have a gate installed at the end of the drive. NIRA has secured an estimate in the amount of \$1,890.00 for the selected gate. Allegheny Fence has been authorized to proceed with the gate installation and will advise on a date, weather permitting.

Colecrest Darlington Sanitary Sewer Replacement

NIRA has prepared the Plans and Specifications for the Colecrest-Darlington Sanitary Sewer Replacement Project.

Advertisements for the invitation to Bid will be published on December 11 and 18, 2014. The Bid Opening is scheduled for January 30, 2015. Currently (7) sets of plans have been sent to Contractors.

Steen Hollow Sanitary Sewer Extension

A mandatory Pre-Bid Meeting was held for the Steen Hollow Sanitary Sewer Extension project on Wednesday, December 10, 2014. Bids will be opened at the Municipal Authority of the Township of South Fayette office on Tuesday, January 6, 2015. The details of the Construction and Maintenance Agreements with CTMA need to be finalized.

Act 57 Tap Fee Study (No change in status)

As requested, an estimate for the Board's information for performing an Act 57 Study, as a guide for the CTMA in considering an update to the current tapping fee, has been prepared in the amount of \$12,000 to \$15,000.00. Work on this Study will begin in December and is expected to take several months to complete a draft.

Miscellaneous

Baymont Sewer Realignment (Cozza/Nevilleside Development (No change in status)

The testing and repairs remain incomplete and NIRA recommends the CTMA continue to withhold Tap Applications until such time as the Developer has provided the remaining items necessary for CTMA to adopt the sewers.

FAA Sewer Extension (No change in status)

Bella Enterprises, Inc. has completed construction of the FAA Sanitary Sewer Extension. All testing is

now complete. We await the request for acceptance, the As-Built Drawings and Maintenance Security before advising adoption of the extension.

Settler's Pointe

NIRA received Revised Plans from the Developer's Engineer on September 5, 2014. The Plans have been approved, but there is no Developer's Agreement in place yet.

Mike Kaleugher and the Developer's Attorney are in the process of finalizing the Developer's Agreement. We anticipate sewer construction in early spring 2015.

Nadik/Riddle Common Lateral Realignment

The lateral connection relocation was completed on October 20, 2014 with final pavement restoration performed on Friday, October 24, 2014. This project is now complete. We await an Invoice from Strnisha Excavation, Inc. for performing the work.

An Invoice from Strnisha Excavation, Inc. has been submitted which covers the cost of the original estimate plus additional costs incurred due to the discovery of twelve (12) inches of concrete under the asphalt on Collier Avenue. NIRA has reviewed and approves the Invoice submitted and recommends payment to Strnisha Excavation, Inc. in the amount of \$11,312.00. Motion to accept and approve payment to Strnisha Excavation, Inc. in the amount of \$11,312.00 for the Nadik/Riddle Common Lateral Realignment Project. On motion by Oberleitner, first by Egri, seconded by Ruffenanch, motion approved. Motion carried.

Phase 3, Prestley Heights Sewers (No change in status)

A full set of updated Plans for Phase 3 of Prestley Heights was received at NIRA on August 1, 2014. Plans revised to address review comments were received, reviewed, and approved by NIRA on September 2, 2014.

OLD BUSINESS:

- A. The Solicitor requested that the Board approve the Boys Home Project O & M Agreement. However, the Board would like to familiarize themselves with the Agreement and decided to table the motion until the January 2015 Meeting.
- B. The Boards decision on the Email Retention Policy. The Board decided to delete emails daily except emails related to billing issues. Motion to accept and approve the Email Retention Policy which will delete emails daily except emails related to billing issues. On motion by Oberleitner, first by Ruffenanch, seconded by Egri, motion approved. Motion carried.

NEW BUSINESS:

- A. Motion to accept and approve refund to Jeffrey Berger (cust #C1809 for \$755.06 (current credit due). Customer was overcharged for consumption by PAWC who issued two cancel/rebills to adjust off 137,900 gallons. CTMA adjusted off same resulting in a credit that customer is requesting as a refund check. On motion by Oberleitner, first by Egri, seconded by Ruffenanch, motion approved. Motion carried.
- B. Motion to accept and approve refund to Neville Manor Homeowners Assn. (cust# C2512) for \$1,620.50 (current credit due). Customer was overcharged for consumption by PAWC who issued two cancel/rebills to adjust off 192,100 gallons. CTMA adjusted off same resulting in a credit that customer is requesting a refund check. On motion by Oberleitner, first by Ruffenanch, seconded by Egri, motion approved. Motion carried.

- C. Motion to accept and approve 2014 Deduct Refund to Robert & Tina Hapanowicz in the amount of \$1,065.90, submitted reading online but was not received by office. Sent fax showing it was submitted online 10/5/14, but it was not received on the company email. On motion by Oberleitner, first by Ruffenanch, seconded by Egri, motion approved. Motion carried.

There being no further business to discuss, on motion of Egri, seconded by Ruffennach, the meeting was adjourned at 7:45 P.M. Motion carried.

Respectfully submitted,

Lori A. Thompson
Recording Secretary

Confidential – Board Members Only

Chairman called for an Executive Session to discuss CTMA's Office Staff Annual Salary Increase. Office Staff was asked to leave the Board Room for this session.