

PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023

The meeting was opened by Chairman Christopher Labee at 6:00 p.m.

**MEMBERS PRESENT:** Paul Chenevert, Robert Tucker, Chrissie Cole, Emily Telego, Henry Glaneman, Tom Lumsden, James Barner, John Seiler, and Christopher Labee.

**MEMBERS ABSENT:** Harold Breinig.

**OTHERS IN ATTENDANCE:** Tanya Gosliak, Rick Kovach, Phil Binotto, Jason Stanton, Eric Fritz, and Dale Withers (Constable).

The Pledge of Allegiance was recited.

**PUBLIC COMMENT:** None.

**BOARD MEMBER COMMENTS:**

1) Right-of-Way (ROW) Clearing:

Mr. Lumsden explained it has been a few years since we have cleared the ROWs and we should do that before the wintertime sets in and this may be the best time for a better price for this type of work. Mr. Lumsden asked Mr. Kovach if the budget would allow for this work to be done and the response was yes.

Mr. Labee stated we should have a plan for this.

Mr. Kovach explained this work may fall under the amount required for the bidding threshold. Mr. Kovach asked if it were to fall under the bidding amount, could he go through with the work.

Mr. Lumsden asked what is the bidding threshold amount?

Mrs. Gosliak explained that purchases under approximately \$12,500 require no formal bidding or quotations.

Mr. Fritz added that purchases between approximately \$21,500 and \$23,000 will require three written quotations. Mrs. Gosliak added any amount over that will be required to be put out for bid.

Mr. Fritz added they have already put together some information in a map of possible areas that need clearing. Mr. Fritz said that the Authority Manager and he can review that information and determine the scope.

A motion was made by Mr. Lumsden to approve an amount up to \$12,500 for Right-of-Way (ROW) clearing. Mr. Lumsden rescinded the motion.

Mr. Labee explained this work is maintenance work and if it falls under the bidding threshold, then the Authority Manager has the authority to manage the work. Therefore, a motion is not needed.

Mr. Kovach confirmed he will take care of that and if the amount is under the bidding threshold, the work can be done without further approvals or bidding requirements.

\*Subsequent to the meeting the threshold amounts were confirmed for 2024 as:

\*Contracts or purchases under \$12,600 require no formal bidding

\*Contracts or purchases between \$12,600 and \$23,200 require three written/telephonic quotations

\*Contracts or purchases greater than \$23,200 require formal bidding

The Board discussed this in greater detail.

Mr. Labee suggested for Mr. Fritz to present a plan forward regarding ROW clearings next month. **To be retained on agenda under Engineer report.**

2) Mr. Lumsden, Board Member Attendance Fees:

Mr. Lumsden explained it was brought to his attention by another Board Member and he wanted to find out when was the last time this fee was looked into.

Mr. Kovach explained it has been a long time since we looked into that. The last increase was from \$25 to \$50. PCSA could look into this again if the Board so desired.

The Board discussed this topic in greater detail.

Mr. Lumsden recommended increasing this fee another \$25 if possible.

The Board discussed what process would be involved to get a fee increase approved.

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

**221**

Mr. Seiler added that he researched the Municipal Authorities Act regarding Board Member fee increases and it states this amount must be covered in the budget and each township must approve the increase even though PCSA pays the fee.

Mr. Kovach stated he does remember a former Chairman going to each of the township's board meetings to request approvals. Mr. Kovach confirmed there is a category for Board Member Attendance Fees in the budget.

Mrs. Cole confirmed the average fee is \$900 a year which equates to \$75 a meeting for 12 meetings which is exactly what Mr. Lumsden had proposed.

Mr. Labee suggested for Mr. Binotto to research this topic and report back to the Board at the next board meeting. **To be retained on agenda under Solicitor report.**

**3) Mr. Seiler, Request to change meeting schedule:**

Mr. Seiler explained he can discuss this during the Annual Meeting/Meeting Schedule portion of the agenda. But, Mr. Seiler wanted to comment on the letter that was sent from PCSA to Union Township regarding the Finleyville-Elrama Road Sewer Line Extension Project. Mr. Seiler thanked the staff and Mr. Binotto because in 42 years of working for the federal government he has never seen anything get done in one day. Mr. Seiler explained that he had that letter the next day by 4 pm.

Mrs. Gosliak added that was Mr. Binotto's doing and he was quick.

Mr. Barner asked if anyone had heard how Mr. Breinig was doing.

Mr. Kovach replied that he had just spoken to Mr. Breinig today. Mr. Breinig is not doing so well but wanted to wish everyone a Merry Christmas.

**ANNUAL MEETING: Election of Officers, Meeting Schedule, and Selection of Consultants for 2024.**

Chairman Labee turned the meeting over to Mr. Binotto, PCSA Solicitor, for the election of officers for the 2024 year.

Mr. Binotto stated he will now take nominations for the Board officer positions of Chairman, Vice-Chairman, Secretary, Treasurer, and Assistant Secretary/Treasurer.

Mr. Tucker nominated the current slate of officers if they are willing.

**A motion was made by Rob Tucker, second by Chrissie Cole, to reappoint the current officers to their existing positions.**

**A roll call vote was taken:**

**Yes: Paul Chenevert, Rob Tucker, Chrissie Cole, Emily Telego, Henry Glaneman, Tom Lumsden, Jim Barner, John Seiler, and Chris Labee.**

**No: None. Motion Carried Unanimously.**

Mr. Binotto summarized for the 2024 year we will retain the current officers which are Mr. Labee as Chairman, Mr. Glaneman as Vice-Chairman, Mr. Lumsden as Secretary, Mr. Seiler as Treasurer, and Mrs. Cole as Assistant Secretary/Treasurer.

Mr. Binotto stated that concludes the election of officers for the 2024 calendar year and he turned the meeting back over to the Chairman, Mr. Labee.

**Regular Meeting Dates for Calendar Year 2024:**

Mr. Labee explained that PCSA meetings have been held on the fourth Monday of each month for years. The meetings used to be held at 7 pm, but this has changed in recent years to 6:30 pm and now to 6:00 pm.

Mr. Labee suggested picking a schedule that works for all of the PCSA Board Members.

Mr. Lumsden added we need to make sure our professionals, such as the Solicitor and Engineers, do not have any conflicts if we change the meeting schedule.

Mr. Binotto stated he has no conflicts with the proposed change in the meeting schedule.

Mrs. Gosliak added that is exactly why Mr. Seiler wanted to provide this information ahead of the meeting so that everyone had a chance to review their calendars. There are two options in the

**PETERS CREEK SANITARY AUTHORITY**  
**Regular Meeting December 18, 2023**

Board Meeting packets. One schedule is for the second Monday of each month and the other schedule is the current meeting schedule which is the fourth Monday of each month.

Mr. Seiler added that the meeting schedule with the fourth Monday of each month listed will cause three months of meetings to be moved to the third Monday because of holidays. If the meeting schedule was changed to the second Monday of each month, none of the meetings would need to change.

Mr. Chenevert added the change would not affect his meeting with his township and he would not vote against the change in schedule. However, as a tax accountant, a few of his deadlines would make it harder with the new schedule. Mr. Chenevert stated he would make it work.

Mr. Seiler added that he spoke with Mr. Kovach and he did mention the new schedule would cut into the time they have to prepare the budget, but Mr. Kovach would make it work.

Mr. Labee asked if LSSE and the constable would be affected by the schedule change and the response was no, they are all flexible.

Mr. Tucker stated the only Monday that does not work for him is the second Monday of each month. Mr. Tucker added he might have to make a choice that he really does not want to make.

Mr. Seiler replied, then we can just stay with the current schedule of the fourth Monday of each month.

Mr. Labee asked the Board to review the 2024 calendar year meeting dates schedule that lists the fourth Monday of each month at 6:00 p.m. except where noted otherwise.

**Following are the Regular Meeting Dates for 2024:**

January 22, 2024	February 26, 2024	March 25, 2024	April 22, 2024
May 20, 2024	June 24, 2024	July 22, 2024	August 26, 2024
September 23, 2024	October 28, 2024	November 18, 2024*	December 16, 2024*

Mr. Labee asked for a motion to approve keeping the Regular Meetings on the fourth Monday of each month as presented at 6:00 p.m.

**A motion was made by Tom Lumsden, second by Chrissie Cole, to keep the Regular Meetings on the fourth Monday of each month at 6:00 pm except for the dates presented in May, November, and December, moving those regular meetings to the third Monday. Motion carried unanimously.**

**Selection of Consultants:**

Mr. Labee requested a motion for the selection of consultants. Mr. Labee explained that this has been done various ways in the past. The consultants can be reappointed individually or the Board can reappoint the current consultants.

Mr. Kovach added that LSSE provided a handout of their fee schedule in the Board Member packets.

Mr. Stanton added the rates for PCSA will remain the same as last year; however, some of the lower rated items have actually been reduced.

Mr. Binotto added he will also keep the PCSA rate the same as last year.

Mr. Labee confirmed that Mr. Withers, Constable, will also keep his rate the same as last year for PCSA and the response was yes.

Mr. Labee stated for clarity Mrs. Gosliak will list the current consultants.

Mrs. Gosliak stated the current PCSA Consultants are Lennon, Smith, Souleret Engineering (LSSE) as the engineers, Vorys, Sater, Seymour and Pease LLP, Mr. Binotto as the Solicitor, Bodine Perry Certified Public Accountants & Advisors as the accounting firm, Brentwood Bank, Diversified Technologies is the billing company, and Mr. Dale Withers as constable.

Mr. Chenevert asked if the accounting firm has changed their rates.

Mrs. Gosliak replied no, not that PCSA is aware of.

**A motion was made by Tom Lumsden, second by John Seiler, to keep the current consultants as discussed. Motion carried unanimously.**

Mr. Labee explained that PCSA has a letter from LSSE detailing their rates for 2024 and asked if we should request the same from the other consultants.

Mr. Binotto stated he would be happy to provide a letter as such.

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

**223**

\*Subsequent to the meeting PCSA received this letter from Mr. Binotto on December 28, 2023 confirming the rates for PCSA will stay the same. PCSA also received a letter from Bodine Perry Certified Public Accountants on January 8, 2024 regarding the rates.

**APPROVAL OF NOVEMBER 20, 2023 REGULAR MEETING MINUTES:**

Mr. Labee requested a motion to approve the November 20, 2023 Regular Meeting Minutes.

Mrs. Gosliak explained that she spoke to Mr. Seiler regarding one suggestion he had. Mrs. Gosliak explained that on Page 9 the sentence was a little “wordy” and Mr. Seiler suggested how to change it. Mrs. Gosliak explained those were the exact words spoken; however, it would be okay to make the suggested change because it will not change the meaning of the sentence. Mrs. Gosliak presented the exact sentence on the overhead for clarification and the suggested change. Mrs. Gosliak confirmed that she will make that change and then finalize the minutes as appropriate.

Mr. Tucker explained on Page 9 under Lower McCombs Road Project, it states to be retained on agenda but this was not listed on the agenda.

Mrs. Gosliak stated for simplicity sake, LSSE only lists the word “Developments” under the Engineer Report on the agenda, not the individual names of each development.

**A motion was made by Rob Tucker, second by Henry Glaneman, to approve the November 20, 2023 Regular Meeting minutes. Motion carried unanimously.**

**TOTAL BILLS FOR APPROVAL:**

Mr. Labee requested a motion to approve the Bills for Approval.

**A motion so moved by Rob Tucker, second by Henry Glaneman, to approve the total bills for \$170,908.30. Motion carried unanimously.**

**BOARD MEMBER BILLS FOR APPROVAL:**

Mr. Labee stated there were no Board Member Bills for Approval.

**ENGINEER REPORT:**

Written report submitted.

Mr. Fritz reported on the following:

1. 2024 Annual Budget: LSSE has assisted the PCSA Manager with the preparation of the 2024 Annual budget.

2. Developments:

May Plan of Lots: Proposed consolidation of 17 existing lots that were part of the Shire Plan of Lots No. 3. Owner’s engineer, Triangle Engineering, currently coordinating with Pa DEP on whether planning is required. Planning waiver received from Pa DEP by letter dated August 30, 2023. Comments on Recording Plan issued via email dated September 13, 2023 to Triangle Engineering. Comments on tap request issued via email dated September 14, 2023 to Triangle Engineering. Revised Recording Plan received by PCSA on September 20, 2023. Recommendation of recording plan signature was issued to PCSA by letter dated September 22, 2023. Drawings for proposed lateral received from the owner on November 13, 2023. Comments on proposed lateral drawing issued to owner by letter dated November 21, 2023.

Nottingham Heights (formerly Lutes Road Property): This development proposes 96 EDUs (96 single family patio homes) located along Lutes Road in Nottingham Township. Capacity availability request received by PCSA by letter dated October 5, 2023. Capacity availability letter was issued to the Developer’s engineer on October 25, 2023. PCSA received request from Developer by letter dated November 17, 2023 to allow for a portion of the proposed development to be located outside of PCSA’s service area. Request reviewed with PCSA Board at the November meeting. LSSE provided response to Developer by letter dated December 1, 2023.

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

Castlewood Plan of Lots – Lots 151 A-E: Proposed lot line relocation between five (5) existing lots along Dana Drive in Nottingham Township. Recording Plan received from PCSA on December 5, 2023. Recommendation of recording plan signature was issued to PCSA by letter dated December 7, 2023.

Westbury Subdivision – Phase 2: Development consists of 32 EDUs (32 single-family homes), approximately 1,064 LF of proposed sanitary sewer and two connection points to existing sanitary sewers constructed under Phase 1. Executed Developer's Agreement received from Developer. PCSA recently received request from home builder, NVR, Inc., to purchase restrictive taps for Phase 2. However, there are certain requirements the development must meet in order to purchase restrictive taps, so a letter was sent to the Developer informing them that approved construction drawings have not been received; therefore, restrictive taps could not be purchased for Phase 2. Also, there are other outstanding items required before restrictive taps can be purchased. **To be retained on agenda.**

3. PCSA Corrective Action Plan/Pa DEP Tap Approval: 2024 Tap Allocation: As authorized, tap request letter issued to CMA on November 7, 2023. PCSA and LSSE have been coordinating with Pa DEP regarding the 2024 tap request. PCSA / LSSE received notice from Pa DEP by email dated December 8, 2023 that the Pa DEP comments have been satisfied and that the 2024 tap approval would be issued.

\*Subsequent to the meeting, On December 21, 2023 PCSA received the Pa DEP Tap Allocation Approval Letter for PCSA's 2024 tap request for the full 150 taps. **To be retained on agenda.**

4. PCSA Projects:

Interceptor Manhole Repairs: Field walkthrough with PCSA and LSSE conducted on March 9, 2023, 50% of project site walked. Field walkthrough for remaining 50% of project site was completed week of March 27, 2023. Wetland delineation required for Pa DEP stream crossing permit is approximately 75% complete. Field walkthrough and wetland delineation completed by LSSE. LSSE actively working on General Permits and Erosion and Sedimentation Plan and Report for submission to the Pa DEP. Act 14 issued to Union Township and Washington County via letters dated June 16, 2023. Chapter 105 General Permit Registration Package and Erosion & Sedimentation Control Plan issued to Washington County on June 27, 2023, pending comments/approval. Comments received from WCCD for Chapter 105 and Erosion & Sedimentation Control Plan. LSSE met with WCCD on August 9, 2023. Act 14 issued to South Park Township and Allegheny County via letters dated September 12, 2023. Review comments were addressed by LSSE in letter dated September 22, 2023. Comments received from WCCD for Chapter 105 and Erosion & Sedimentation Control Plan. LSSE met with WCCD on November 9, 2023. Review comments were addressed by LSSE in letter dated November 13, 2023. WCCD and ACCD approvals received on November 15 and November 20, 2023, respectively. Construction drawings and contract documents are being drafted. **To be retained on agenda.**

2020 CIPP Repair Program (Project D – West): Manhole rehabilitation completed by contractor on May 5, 2023. CCTV videos and reports for CIPP lining on Buttermilk Lane received May 5, 2023. Contractor submitted Partial Payment No. 5. LSSE reviewed Partial Payment No. 5 in the amount of \$17,898.35 by letter dated June 19, 2023. Proposal received from Contractor to complete additional scope of work under this contract, to be reviewed with the Board at the June meeting. Board reviewed and approved proposal to complete pre-cleaning and CCTV for the 2023 McCombs Road CCTV Scope of Work at the June meeting. Executed proposal issued to Jet Jack, Inc. on July 7, 2023. Jet Jack, Inc. mobilized on-site July 13, 2023 to begin the 2023 McCombs Road CCTV Scope of Work but could only CCTV a small portion due to the flow volume. This, CCTV videos and reports for work along

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

**225**

McCombs Road received August 30, 2023. A draft of Final Payment No. 6 was received from the Contractor on November 10, 2023. LSSE has prepared final reconciling Change Order No. 1 (net deduct) and issued to the Contractor for execution by letter dated November 14, 2023. Change Order No. 1 and Final Payment No. 6 issued to PCSA by letters dated November 15, 2023. Redevelopment Authority of the County of Washington (RACW) closeout issued by letter dated December 6, 2023.

**Finleyville-Elrama Road Extension:**

1. PCSA Manager and LSSE met on-site on August 17, 2023 to review preliminary layout of proposed pump station, force main and gravity sewers.
2. Board authorized LSSE to obtain proposals at the July meeting for a geotechnical engineering report for the proposed pump station site and contingent approval to award contract provided proposal is below \$10,000. LSSE received five (5) quotes, all below the \$10,000 threshold. LSSE/PCSA to discuss with property owner.
3. Act 537 draft reviewed with Board at the August meeting and issued to Union Township via letter dated September 1, 2023. Comments on Act 537 draft received from Bankson Engineering by letter dated September 18, 2023. Joint meeting with Union Township was held on September 19, 2023, LSSE attended with several PCSA Board Members. Action items from this meeting include the following:
  - a) PCSA/LSSE:
    - i. Update Act 537 Plan Report to address Bankson Engineer comments.
    - ii. Status: Updates completed, resubmission pending response from Union Township/Bankson Engineer on Item ii.1. below.
    - iii. Respond to Bankson Engineer comments.
    - iv. Status: Letter drafted, pending response from Union Township/Bankson Engineer on Item ii.1. below.
    - v. Issue capacity availability request letters to South Park (PCI), Jefferson Hills (PCI) and CMA (STP). LSSE issued capacity availability request by letters dated October 4, 2023.
    - vi. Status: Capacity availability received from Jefferson Hills by letter dated October 23, 2023. Capacity availability received from CMA on November 22, 2023.
    - vii. Initiate dialogue with property owners near lift station. Status: Representatives from PCSA, LSSE, Union Township and Bankson Engineers met with property owners on September 25, 2023.
    - viii. Schedule dialogue with Township / Bankson Engineer with respect to ROW acquisition process (forms of agreement, property owner meetings, etc.)
  - b) Union Township/Bankson Engineer:
    - i. Decision on Township gap funding strategy.
4. Wildcat Sewer Investigation – 36" wildcat running along Finleyville-Elrama Road discussed with Board at the October meeting. As authorized, LSSE obtained proposal from contractor(s) to test pit the wildcat. As authorized, alternate route for collection system reviewed by LSSE, discussed with Board at the November meeting.
5. LSSE and Bankson Engineer met on October 31, 2023 to continue discussion of action items from September 19th joint meeting and October PCSA meeting. LSSE and Bankson Engineer discussed both submitting to the 2024 Statewide LSA Grant Program. Union Township will submit grant request for the lift station portion of the project and PCSA for the collection system portion. As authorized, LSSE submitted the 2024 Statewide LSA Grant Application on November 30, 2023 for the collection system portion of the project.
6. Amendment to the Memorandum of Understanding (MOU) discussed with the Board at the November meeting and issued to Union Township by letter dated November 21, 2023

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

by the PCSA Solicitor. PCSA/LSSE received notice that the Amendment to the MOU was approved and executed by Union Township at their December 7, 2023 Board meeting.

**7. Updated schedule included in Board's December packets.**

Mr. Fritz explained the next step after PCSA executes this MOU Amendment tonight, is to prepare a revised Act 537 Plan and respond to Bankson Engineering's comments. Then providing that revised Act 537 Plan to Union Township for review and approval, hopefully at their January 16<sup>th</sup> meeting. Once approved by Union Township, the plan will be advertised for a 30-Day Public Comment Period. It can then be adopted upon the resolution of any comments after the 30-day period. In addition, LSSE/PCSA will have the contractor complete sewer test pits for the wildcat sewer in January.

Mr. Glaneman asked if there are tentative dates for the test pits.

Mr. Fritz replied, there are no dates set yet, we are going to reach out to the contractor and schedule for early January.

Mr. Labee asked if this work will be conducted in the Right-of-Way (ROW) or will it be the homeowner's private property.

Mr. Fritz replied, private property. Therefore, LSSE prepared a letter to send to the property owners acknowledging the work that is going to be completed on their property with a sign-off acknowledgment type form. Mr. Fritz explained that Mr. Kovach has already met with the property owners who will be affected by the test pit work and gave them an idea of what this work will consist of. There are four property owners involved.

Mr. Labee suggested LSSE think about how to continue moving this project along efficiently. **To be retained on agenda.**

2021 CIPP Repair Program (Project E – West): Pre-construction meeting was held on September 27, 2022 and the Notice to Proceed issued that same day. Pre-lining televising was complete for Base Bid and Alternate Scope. Material data sheets were reviewed by letter dated November 11, 2022. CIPP lining scheduled to begin November 21, 2022. CIPP lining for Base Bid and Alternate Scope complete. Contractor has submitted Partial Payment Nos. 1, 2 and 3. LSSE reviewed Partial Payment No. 1 in the amount of \$10,961.10 and Partial Payment No. 2 in the amount of \$79,988.04 by letter dated December 9, 2022. CCTV videos and reports for CIPP lining received January 17, 2023. LSSE reviewed Partial Payment No. 3 in the amount of \$148,806.46 by letter dated January 20, 2023. Additional scope of work provided by LSSE to Contractor via email dated February 6, 2023. Pre-CCTV of additional scope of work complete. CCTV videos and reports for additional pre-CCTV received March 6, 2023. LSSE reviewed Partial Payment No. 4 in the amount of \$62,269.08 by letter dated March 22, 2023. CIPP lining for the additional scope of work was completed. A draft of Partial Payment No. 5 was submitted by contractor, but submittals have not been received to date. Consideration for payment will be evaluated upon receipt of submittals. CCTV videos and reports for additional CIPP lining received May 1, 2023. LSSE reviewed Partial Payment No. 5 in the amount of \$32,254.13 by letter dated May 16, 2023. LSSE prepared the final reconciling Change Order No. 1 (net deduct) and was issued to the Contractor for execution by letter dated June 14, 2023. LSSE sent Change Order No. 1 to PCSA on June 16, 2023. Board action required for Change Order No. 1 (Final). LSSE reviewed Final Pay Request No. 6 in the amount of \$17,593.62 to PCSA by letter dated June 16, 2023. RACW closeout issued by letter dated December 6, 2023.

**5. Asset Management:** As requested by the Board, presentation prepared by LSSE for the June meeting. Tabled by Board at June meeting for future discussion.

Mr. Fritz explained if the Board desires, Mr. Stanton is prepared to give this presentation, or it could be tabled for another meeting.

The Board informed Mr. Stanton to proceed.

Mr. Stanton explained the term asset management is heard everywhere and it basically means how the Authority takes care of its assets. There is an actual definition in the Environmental Protection

Agency (EPA) fact sheet. Also, there are various service levels. The main thing is how the Authority tracks and takes care of your sewer lines, etc. For years, this has taken place with paper and pencil. For example, we may have written down that a particular line was cleaned last year. Mr. Stanton explained that PCSA does have an asset management program currently and a lot of that information is found in the Corrective Action Plan (CAP) Reports. These reports are updated every six months. A lot of Authorities are going towards a more active Geographic Information System (GIS) program which allows you to collect information out in the field with an on-line database.

Mr. Stanton explained this program in greater detail.

Mr. Labee summarized by stating he is hearing two things. The first is that PCSA does not have a centralized report every year and the second is the technology is such you could go very detailed with this information and update something every day.

Mr. Stanton explained that PCSA is somewhere in the middle regarding its system. A lot of your infrastructure details as to when it was last cleaned and/or televised are on a map in the GIS database at LSSE's office which Mr. Kovach and/or Mrs. Gosliak has access to via a phone call to LSSE. Mr. Stanton reviewed the options involved with a GIS system. He explained the first step is to complete an asset inventory, which was already done years ago.

Mrs. Cole asked for an approximate cost from start up to "Cadillac".

Mr. Stanton explained the range can be from a basic of \$550 per year to a third-party customized app can be up to \$850 per month.

The Board discussed this information in greater detail.

Mr. Labee explained when he started on this Board about 15 years ago he remembers at that time PCSA got a new engineer which was LSSE. We had to transition that information from the old engineer to the new engineer. Mr. Labee asked if there is a way for LSSE to present an annual report on the Authority's asset management so that it is documented and not relied upon from corporate memory.

Mr. Barner explained he spoke to Mr. Kovach about this in the past and the fact that South Park Township has a GIS system that seemed to be very simple and that is why he brought it up at that time. Mr. Barner explained he works in a lot of buildings and has seen where the building manager passes away and no one knows where anything is. Therefore, if something happens to Mr. Kovach, PCSA could be in that same position because Mr. Kovach knows everything about PCSA.

Mr. Kovach explained we will move towards on-line asset management. For example, we currently report all this information in the Corrective Action Plan (CAP) it is just not electronic. Mr. Stanton explained all that information Mr. Kovach is talking about is in a GIS database. In addition, there are people who have a four-year degree in ARC GIS and can only operate one system.

Mr. Seiler asked if this type of project could be handled by a summer intern type person to do the work.

Mr. Stanton explained only on a limited scope basis because there is a lot more data and work involved than anyone would think.

The Board discussed this topic in greater detail.

Mr. Stanton suggested LSSE get started on a game plan and then update the Board in the near future.

Mrs. Gosliak added in her opinion, we are further along in the GIS database information than is being presented tonight. We have access to the information we need regarding all the work that has been done on the PCSA system, Manhole information, etc. In fact, we keep track of all this information and all of the information can be located fairly easily in the PCSA office and in the LSSE office.

Mr. Glaneman clarified that it is with different systems and not all in one location. The beauty of a GIS system is that everything is there.

Mr. Chenevert explained all of the same information can be found in a spreadsheet. The only difference is a map overlay, and if we don't need a map overlay, then PCSA can save money by using just a spreadsheet instead of the GIS system.



Mr. Glaneman asked with the system we have now, can we go to any of our lines and determine the size, material, and when it was installed?

Mr. Stanton replied, yes, the size, the material, and the last time it was rehabilitated, all that information is in there. In addition, the XY coordinates are in there. Mr. Stanton stated he understands that Mr. Chenevert would like to save the Authority money and not use the map feature. However, mapping is a power tool for anyone to use. Mr. Stanton would suggest getting the data LSSE has on its servers onto the Arc GIS system and then show the Board what we have at that point for further discussion and see where you want to go.

Mr. Labee confirmed that sounds like a plan and sounds like LSSE understands the Board Members' concerns.

Mrs. Cole added the price for this technology will most likely come down in the future and to keep that in mind.

6. 2024 Statewide LSA Grant Program: LSSE and PCSA Manager have coordinated and suggest submission of application for the Finleyville-Elrama Road Extension Project for the collection system portion only. Resolution for application is required and has been prepared for the November meeting. As authorized, LSSE submitted the 2024 Statewide LSA Grant Application on November 30, 2023, for the collection system portion of the project. **To be retained on agenda.**

#### FIELD REPORT:

Written report submitted.

Mr. Kovach reported on the following:

1. Manhole Interceptor & Collector Rehabilitation: Part of the Rehab Repair/Maintenance and Infiltration/Inflow (I/I) process includes manholes being reviewed throughout the system at different locations, dates, and times. The PCSA process is ongoing as part of the PCSA operational procedure. Manholes at various times need rehabilitated leading to PCSA requesting pricing and availability from the contractor(s). For example, two manholes on Dagmar Lane in Peters Township were recently rehabilitated by Millington Excavating.

Also, as previously discussed Millington Excavating re-repaired the State Roadway Manhole by Thomas Fastening Systems. Then on October 30, 2023, LSSE submitted the Highway Occupancy Closeout (H.O.P.) for Penn Dot to come onsite to review this work. Thus far, there has been no response from Penn Dot. **To be retained on agenda.**

2. Hidden Hollow Sanitary Sewer Replacement Project: As an update, Mr. Cadman who owns the 10.68 parcel above Mr. Costa met with PCSA to review the possibility of connecting to the public sewer system. Also, Mr. Costa was present and reviewed possibilities for expansion to his parcel. Mr. Costa reported to Mr. Kovach that sometime in the future he would be submitting a request to Union Township. There was only a hand drawn preliminary sketch provided to PCSA so nothing official has been submitted. Also, there is no timeline determined for either property. Once information is received, PCSA/LSSE will review those possibilities. Mr. Cadman discussed purchasing the 22.68 acres from Scarmazzi Homes that was previously called Highland Village Phase 3. As previously discussed with Mr. Cadman, he reported to me that he does not intend to develop that land. To date, Mr. Kovach has not been informed if this property was purchased by Mr. Cadman. **To be retained on agenda.**

#### SOLICITOR REPORT:

Mr. Binotto reported on the following:

1. CMA Phase II Expansion and Committee Meeting, Review of Report:

Mr. Binotto explained this December meeting was cancelled because there was nothing significant to report. This topic will remain on the agenda for future discussion. **To be retained on agenda.**

**PETERS CREEK SANITARY AUTHORITY**  
**Regular Meeting December 18, 2023**

**229**

2. Amendment Letter to Union Township regarding Memorandum of Understanding (MOU) for Finleyville-Elrama Road Sewer Line Extension Project:

Mr. Binotto reported that he received an executed copy of the MOU from Union Township. Mr. Binotto stated it is his recommendation that PCSA execute this agreement and date it for the 18<sup>th</sup> of December. This MOU Amendment was approved at the last meeting; therefore, there is no need for a motion tonight.

**AUTHORITY MANAGER REPORT:**

Written report submitted.

Mr. Kovach reported on the following:

1. 2022 Annual Report: The Board approved the Annual Report at the October 23, 2023 Regular Meeting after Mr. Kovach provided the two outstanding items to his Management's Discussion & Analysis which is included in this report.

On December 1, 2023, Bodine Perry provided PCSA with the Annual Report bound copies. Mr. Fitzgerald delivered these to you December 11, 2023. Mrs. Gosliak mailed the bound copies to the PCSA Member Municipalities the same day.

2. 2024 PCSA Budget: The 2024 Budget Draft was provided to the Board Members on December 11, 2023 before the December Annual Meeting for comment and requested approval at tonight's meeting. Every effort was made to finalize the Budget Draft to make this presentation occur December 18, 2023.

Mrs. Gosliak, the PCSA office staff, Mr. Fritz and Mr. Stanton of LSSE and Mr. Miller of Bodine Perry, all assisted Mr. Kovach in the Budget Draft preparation for Board Member review for quite some time and Mr. Kovach thanked them all for their effort.

Information was provided regarding engineering related matters, capital improvement projects, financial statistics, and financial compilations. Additionally, the PCSA staff provided water consumption, deduct meter refunds, sewage flows, financial reports, capital project statistical data, etc., as part of their input to the Budget Draft.

The 2024 Capital Budget is comprised of line items rehabilitation projects scheduled as per the Act 537 Plan and related to Corrective Action Plan (CAP) items. Some 2023 projects were finalized while others continue to be carried forward to the 2024 capital budget. Certain capital projects were previously proposed with requested Board approval and bid advertisement. Also, from the Act 537 Plan, the Bower Hill Sanitary Sewer Line Extension was requested by many of the local residents in that area and that project was Board approved and finalized.

The PCSA 2024 Capital Budget remains focused on the upgrade of the PCSA sanitary sewer system, geared toward the removal of Ground Water Infiltration (GWI) and Rainfall Dependent Infiltration and Inflow (RDI/I) to reduce flow to CMA while expanding system capacity.

There were many hours and days of review and preparation during the last several months and thank you once again to all who contributed! \*Request Board 2024 Budget Draft review and approval consideration during the December 18, 2023 Annual Meeting.

Mr. Kovach explained he will review a couple of highlights and answer any questions. Mr. Kovach reported there were so many uncertainties with projects and developments this year such as Finleyville-Elrama Road, Mineral Beach, Froebe Farms, etc. and that made preparing this

budget even harder. In the Executive Summary there is a lot of discussion regarding Clairton Municipal Authority (CMA). Mr. Miller states in his Annual Report each year that the treatment charges, the debt service and now the interest that PCSA pays on the loan for the CMA STP Phase II add as the major expenses to the Operating Budget. CMA informed Mr. Kovach that PCSA will start paying another Debt Service of \$30,000+ per month on top of what PCSA pays already in June 2025. As shown, these CMA charges total 68.2% of the total PCSA Annual Budget. When the plant goes live, which is supposed to be on June 26, 2025, the treatment charges are to be raised to \$2.31 per 1,000 gallons which is an increase of .31 per 1,000 gallons. Currently, PCSA pays over \$800,000.00 a year in Debt Service. PCSA has reduced treatment charges over the years, with our Inflow/Infiltration (I/I) reduction and rehab projects. However, a big variable in budgeting for treatment charges is the rainfall factor, which is an unknown in 2024. The overall rainfall for 2023 has been down for a period in this past year. To reiterate from past years, PCSA has money in the bank that is accounted for by the projects PCSA has forecasted for future projects and spending. PCSA had a lot of projects going on this past year and that will continue in 2024.

This budget projects the 2023 operating expenses and capital projects. Also, it proposes the 2024 budget. PCSA started operating on a calendar year back in 2014. Prior to that, PCSA ran on a fiscal year from August to September.

On Page 3, Mr. Kovach explained the history with the Act 537 Plan is listed for new Board Members, etc. Some Board Members are aware that years ago PCSA purchased property and tried to build its own plant but unfortunately, Pa DEP would not approve that.

Mr. Kovach explained all of the charts were created by Mrs. Gosliak. On Page 9, this chart details the expenses involved with CMA Treatment Charges, CMA Bond Debt, CMA Penn Vest loan interest, and all other PCSA expenses. This chart shows that 68.2% of PCSA's budget goes to CMA expenses.

The budget is broken into the Operating Expense and Capital Improvement. Mr. Kovach explained there is a category for each with a detailed explanation when reading the budget.

Mr. Barner asked what attributed to the cost of treatment charges going down each year since 2018.

Mr. Kovach explained the costs are going down because of the projects completed that focused on removing I/I and groundwater Infiltration (GWI). As well as the reduction in rainfall.

Mr. Barner wanted to clarify it has nothing to do with the rate that CMA is charging.

Mr. Kovach replied, no. The rate from CMA has been steady at \$2.00 per thousand gallons. Mr. Kovach reported that PCSA has spent over \$5.5 million in rehab projects. The Authority installed the original sewer lines in the late 1970s and it was Vitrified Clay Pipe (VCP) pipe. Eventually, these pipes will have water infiltrating the lines. One of Mr. Kovach's goals was to CIPP all the VCP pipes and he reported PCSA is not there yet. The Authority pays for every drop of water sent to CMA. Several of the other charts detail the monthly water consumption, deduct meter refunds, and monthly sewage flows. PCSA refunded approximately \$115,000.00 in deduct/pool meter refunds to its customers in 2023.

On Page 20, Mr. Kovach explained he projected 95 taps and it looks like we should end up selling 90-95 taps by year end. Even with selling taps, the Authority never takes in enough revenue for the projects that PCSA does. Therefore, PCSA has to forecast the project costs out 5-10 years to cover all of the expenses. The projects are detailed on these pages and Mr. Kovach explained the projects in greater detail.

Mrs. Gosliak added that the graph on Page 23 details all the projects that PCSA has completed between 2020 and 2023 with a total expense PCSA paid of \$2,172,911.00.

**PETERS CREEK SANITARY AUTHORITY**  
**Regular Meeting December 18, 2023**

**231**

Mr. Kovach explained all proposed projects in greater detail and stated the PCSA saving grace is that the Authority has these funds in the bank; otherwise, PCSA would not be able to move forward with all these projects. Please keep in mind, almost 70% of our budget goes to CMA expenses but PCSA still moves forward with projects.

Mr. Kovach explained based on the development activity going on, he proposed to sell 120 taps in 2024. There are unknown variables, such as the fact that we cannot predict how quickly a development will move to get to the point where they can purchase taps. However, if all the developments get to the point where they could purchase taps in 2024, it would be possible for PCSA to run out of the tap allotment. Mr. Kovach clarified that the tap allotment is use-or-lose each year.

The Board discussed the topic of taps in greater detail and the history of PCSA requesting taps.

Mr. Stanton explained that taps are obligated when they are sold and are attached to a parcel.

Mr. Kovach continued with Page 35 stating that the graph shows 2024 Capital Projects Proposed at a cost of over \$5 million. Mr. Kovach explained these proposed projects in greater detail. Page 41 details Debt Service/Bond Share Review. As Mr. Kovach stated earlier, the Authority pays over \$800,000.00 per year in Debt Service to CMA. This part equates to 23.16% of the \$40+ million bond for 30 years. This Debt Service was put on the PCSA customer bills in 2014 and customers still call today inquiring about what the Debt Service charge is for. Pages 41 and 42 detail all of the CMA charges for Bond Debt over the years and how much percentage CMA costs are in the Authority's budget. Mr. Kovach explained the reserve funds and how they help the customers so that PCSA was able to hold off for 16 months before having to pass this Debt Service expense on to the customers. Mr. Kovach explained that CMA will have another bond debt charge through Penn Vest for an additional \$36 million. PCSA will be responsible for paying 26.13% of that. PCSA intends to hold off if possible before passing that on to the customers through its Operation and Maintenance Reserve Funds account.

Mr. Kovach summarized stating Mr. Miller of Bodine Perry reiterates the same that the Authority must prepare for current Debt Service, future Debt Service, treatment charge increases, as well as having the money to rehab the Authority's system. The money that PCSA has in the bank is accounted for and earmarked for all PCSA projects, CMA charges, as well as unexpected expenses. PCSA must continue to practice fiduciary responsibility on behalf of the PCSA customers.

Mr. Kovach explained the Budget Attachments stating Attachment A, details the proposed Operating Budget at \$3,313,435.00 for 2024. Attachment B shows the Billing Statistics prepared by Mrs. Fitzgerald and Attachment C lists the financials from the PCSA Annual Audit Report.

Mrs. Gosliak transferred those results into a pdf from the Annual Report. Mr. Kovach asked for approval of the 2024 Budget as presented.

Mr. Seiler asked about Page 47 specifically the Engineering and Legal costs. Mr. Seiler asked why these costs have been budgeted for so much more in 2024. Mr. Seiler stated the answer he was given already was because of the projects carried over from the year before and that PCSA/LSSE are still working on. In addition, because of projects such as the Finleyville-Elrama Road Sewer Line Extension project, there will be a lot of engineering costs associated with moving this project forward. Also, legal expenses will be incurred because of Right-of-Ways, etc.

Mrs. Gosliak replied, correct and PCSA has more projects that are being worked on in 2024 than in 2023 as discussed with Mr. Seiler.

Mr. Seiler added that the Authority's auditor stated although our finances are good, we may need to forecast out several years and investigate for an additional Debt Service charge for the customers.

Mrs. Gosliak stated that is most likely inevitable, but not before 2025. Mrs. Gosliak explained PCSA will work with the auditors and do a calculation to forecast what amount would be needed to cover the additional Debt Service.

Mr. Tucker stated an observation. In 2025 when CMA raises the rates from \$2.00 to \$2.31 and the additional Debt Service, PCSA will have to come up with an additional \$10-\$15 per month from every customer. The budget as it stands shows that the Authority will spend \$2 million more than we are going to take in. Therefore, that will reduce our bank account from \$4 million to \$2 million that quickly. Next year's budget will be even more interesting.

The Board discussed this topic in greater detail.

Mr. Stanton added eventually when the Authority does need to raise the rates, our resulting user rate will still be \$15-\$20 less than our immediate neighbor. That is a key element. Mr. Stanton explained customers in Allegheny County are going to pay between \$125 -\$135 per month.

Mrs. Gosliak added that is why PCSA tries to communicate with our customers and post information on the PCSA website explaining that PCSA has only raised its rates two times in the past 18 years.

Mr. Binotto added he likes what the Authority does by spreading the rates across the entire customer base and a lot of authorities or townships do not do that. It doesn't seem fair to assess a special rate for specific customers.

Mr. Seiler asked if PCSA's approved budget will be sent to the PCSA Member Municipalities and posted on PCSA's website.

Mrs. Gosliak replied yes.

Mr. Labee asked for a motion to approve the Budget as presented.

**A motion so moved by Rob Tucker, second by John Seiler, to approve the 2024 Proposed Budget as presented. Motion carried unanimously.**

Mr. Kovach thanked the Board for their approval and everyone who contributed to preparing the budget because it took a lot of time and effort to get this ready for presentation to the Board. Mr. Kovach thanked the PCSA staff, Mrs. Gosliak, Dan Miller the PCSA consulting accountant, and LSSE – both Mr. Stanton and Mr. Fritz.

### 3. Developments:

Westbury Phase 2 - The Developer executed two Developer Agreements received by PCSA on November 13, 2023. However, there are still other outstanding items to be submitted including their escrow deposit. Also, a pre-con meeting is required before the contractor can start the Westbury Phase 2 SLE.

Castlewood Fields Phase 2A - On November 14, 2023, Mrs. Gosliak emailed the Developer's Agreement (D.A.) to Joe Katzfey, Senior Development Manager, for Northwest Land LLC to print and provide two original D.A.'s to Developer Frank Zokaitis. Then the two original D.A.'s needed executed and provided back to PCSA. As of December 11, 2023, PCSA has not received the executed D.A.'s.

Then, I received a recent call from Jana Grimm of Vorys and she reported that Joe Katzfey contacted her to discuss the required two bonds by reporting that the Developer has an issue with this. Ms. Grimm was informed that Mr. Binotto and Ms. Matthews had already legally reviewed this issue and it was determined that PCSA has the right to request the two bonds and that similar language is in the Developer's Agreement. If the Developer decides to do an in lieu of the secured funds such as a Letter of Credit (LOC), then the Developer is required to submit the entire amount to the finance company or whoever is providing the LOC or similar.

Afterwards, Mrs. Gosliak emailed past information on this previous subject matter to Ms. Grimm to review. In other words, a legal opinion was already issued by Vorys. There are other outstanding issues that need to be submitted. Also, a pre-con meeting is required before the contractor can start the Castlewood Fields Phase 2A SLE.

**PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023**

**233**

On December 15, 2023, Ms. Grimm sent an email to Mr. Binotto and me to inform Mr. Katzfey that Vorys legal position has not changed. Ms. Grimm reported that Vorys would be willing to further review if they submit a specific case or citation from the Municipal Authorities Act (MAA) or any statute supporting this issue. Then if not, Vorys & PCSA are hopeful that this matter is settled so as not to continue revisiting this issue.

Mr. Tucker explained this Developer has already agreed to the two-bond requirement by signing the PCSA Developer's Agreement which states that requirement.

Mr. Binotto agreed and his recommendation is not to move forward with this project until the requirements have been met by the Developer.

Nottingham Heights – This proposed project is off Lutes Road. PCSA received an escrow deposit on October 31, 2023, from Hawthorne Partners, Inc. on behalf of this project. LSSE informed the Developer two times regarding their request for sewer availability for this project. On October 25, 2023, which was the first date of the emailed letter, LSSE informed the Developer that PCSA is providing a courtesy review, and that capacity availability was provided for the PCSA sewer system in part only. The second time was an LSSE emailed letter dated December 4, 2023, reporting “for subdivisions, only the portion of the property within the service area of the Authority is permitted to be furnished with sewage service.”

Now, Mr. Kovach received a recent email from Brian McCroskey, Director of Land for Scarmazzi Homes that the Developer and Brian want to meet with him to discuss this project. Mr. Kovach informed them that he could meet but that they had already received two emailed letters from LSSE providing them with the PCSA decision which is also in the Authority Specifications.

\*Subsequent to the meeting, Mr. Kovach met with Mr. Scarmazzi and Mr. McCroskey and informed them once again of the Authority Specifications reporting service to the in-portion only of a Development to PCSA.

Mineral Beach Phase 1 – This project started financially with an escrow deposit from Onmark, Inc. dated October 22, 2019 and signed by Thomas Shea. Then a new escrow deposit was received from Braun Holdings on August 14, 2023 and any recent review is being taken from the escrow deposit by Mr. Bruan so PCSA can track the recent consultant charges.

On November 9, 2023, Braun Holdings paid \$8,428.21 of partial outstanding invoices in protest. Mr. Braun was listed on the Washington County website as the purchaser of this property on March 7, 2022. On November 13, 2023, PCSA issued a No Lien letter to Real Estate Closing Assistance and in that letter PCSA reported that an additional \$10,056.41 was due for charges from March 7, 2022 to August 14, 2023 and that this amount should be paid at closing. Also, on November 13, 2023, there was an additional letter issued to HRS Services, Inc. by PCSA from a previously submitted re-finance request for this property. The closing company called and asked once again if the additional \$10,056.41 is due and PCSA affirmed that it is due.

On December 12, 2023, PCSA emailed HRS to inquire if the property was refinanced and if so when should PCSA expect the \$10,056.41 check. Thus far, there has been no response reported back to PCSA.

Mr. Kovach explained this delinquent amount of \$10,000+ is for work done after Mr. Braun purchased this property.

Mr. Binotto added the closing company claimed they did not have to pay the fees because instead of having a refinance, they just amended the previous financing.

The Board discussed this topic in further detail.

Mr. Chenevert added that everyone goes through the same process and gets charged the same amount.

**PETERS CREEK SANITARY AUTHORITY**  
**Regular Meeting December 18, 2023**

Mr. Seiler added that Union Township's Planning Commission did not approve the plan as it stood. A meeting is being scheduled to discuss the issues with Walter Long Road and having access.

Froebe Farms Phase 1 – Froebe Management Invoice – The original escrow deposit was received by PCSA February 24, 2023. The Froebe Farms Management company was paying their bills up until August 2023 when a larger amount from the PCSA consultant for May and June 2023 came in August. The latest PCSA invoice dated 12/12/23 of their outstanding balance is \$10,091.66.

Mr. Seiler suggested for Mr. Kovach to send the Developer an email stating once you pay your outstanding bill, then PCSA can start working on the plan again.

Mr. Kovach stated he can tell them PCSA will stop reviewing until all outstanding invoices are paid.

The Board agreed.

4. 2024 LSA Grant Presentation: As an update, the Local Share Account (LSA) Application for the McCombs Road Sanitary Sewer Replacement Project was reviewed by LSSE/PCSA and hand delivered by LSSE on October 25, 2023 to the Redevelopment Authority of Washington County (RAWC). PCSA requested \$758,000.00 with matching funds. The total project budget is \$1,516,700.00. On December 14, 2023, PCSA was contacted by the Washington County Development Manager to discuss this project. However, no dates and times have been provided to make this project grant presentation to RACW Round Table Committee. **To be retained on agenda.**
  5. Employee Reviews: The employee reviews are usually completed in December for requested Board consideration to review the Authority Manager recommendations of the employee review scale and COLA percentages. Every effort will be made to have these completed in December.
- Mr. Kovach requested employee reviews be discussed during the Executive Session tonight and the Chairman and Board agreed. **To be retained later tonight in the Executive Session.**
6. Sanitary Sewer Tap Review & Recap:  
2024 Tap Request: LSSE submitted the tap control plan requesting the 2024 150 tap allotment on November 7, 2023. The letter goes to CMA and then CMA forwards the request to Pa DEP.

Pa DEP employed a few new personnel and Mr. Stanton and Mr. Kovach discussed this with Regis Ryan, Sewage Planning Specialist Supervisor. Mr. Stanton clarified the reasoning behind the PCSA tap request including obligated taps. Afterwards, Mr. Ryan discussed this with Chris Kriley, Program Manager, Clean Water Program. Thus, a letter is expected to be received confirming the approval of the tap allotment.

Taps sold 01/01/23 - 11/30/23 are (61) as attached to my report.

Many of the previous development taps were purchased in a prior year or the Developer decided to sell taps for individual lots. However, some of the developments planned for 2023 are far enough along to purchase "Restrictive" and/or "Regular" sanitary sewer taps by meeting certain PCSA requirements. Many of these 2023 taps will be used in 2023/2024.

Mr. Seiler shared some information regarding a new lot consolidation for Trax Farms which happens to be in both Peters Township and Union Township.  
The Board discussed this topic in greater detail.

**CHAIRMAN REPORT:**

1. Finleyville-Elrama Road SLE Project:

Mr. Labee stated the Board has already heard from the Engineers tonight regarding this project and there is no need for further discussion.

2. Froebe Farms Development:

Mr. Labee stated this was briefly discussed earlier tonight.

3. Mineral Beach Development:

Mr. Labee stated this was briefly discussed earlier tonight.

**FINANCIAL REPORT:**

Mr. Labee asked the Board to review the financial report for the month ended November 2023, and requested a motion to approve the November 30, 2023 financial report.

**A motion was made by Rob Tucker, second by Henry Glaneman, to approve the November 30, 2023 financial report. Motion carried unanimously.**

**OLD BUSINESS:**

1. Additional Credit Check received from CMA:

Mrs. Gosliak explained this was in regard to the review that the Authority's Accountant, Mr. Dan Miller, did on the Allocation of Funds as detailed in the Agreed Upon Procedures Report. Mrs. Gosliak presented a slide with Mr. Miller's calculation compared to the calculation done by CMA. According to Mr. Miller's calculation, PCSA was owed an additional \$12,336.00. Mrs. Gosliak reached out to Brian Melnichak, Assistant Finance Director of CMA. Mr. Melnichak was a pleasure to work with and PCSA has received the check on December 4, 2023 for the additional funds as requested.

Mr. Labee stated this matter is then closed.

2. Request by Aqua to purchase Chartiers Houston Joint Sewer Authority. Update: Motion to sell failed for lack of second:

Mrs. Gosliak explained an updated article was provided in the Board Meeting packets to show the potential sale of the listed sewer authority did not go through.

**NEW BUSINESS:**

1. Support Letter from Senator Bartolotta for PCSA's 2024 Statewide LSA Grant Application & PCSA's Thank You Letter:

Mrs. Gosliak explained that she wanted to inform the Board what occurs every time PCSA applies for a grant and LSSE/PCSA requests a support letter from our local Senator and Representative. For example, a copy of the support letter from Senator Bartolotta's office and PCSA's thank you letter was included in the Board Meeting packets.

**THE CORRESPONDENCE WAS REVIEWED.**

**EXECUTIVE SESSION:**

Mr. Labee called for an Executive Session at 8:06 p.m. to discuss the Jefferson Borough Solicitor letter regarding the discovery of the City of Clairton's intention to appoint a Board Member to the CMA Board and the annual employee performance reviews.

Mr. Labee dismissed Mr. Withers, the constable, at the start of the Executive Session and dismissed Mr. Stanton and Mr. Fritz at the start of discussion regarding the employee performance reviews.



PETERS CREEK SANITARY AUTHORITY  
Regular Meeting December 18, 2023

Mr. Labee reconvened the meeting from the Executive Session at 8:35 p.m. after discussing the Jefferson Borough Solicitor letter regarding the discovery of the City of Clairton's intention to appoint a Board Member to the CMA Board and the annual employee performance reviews.

Mr. Labee asked for a motion related to employee performance reviews.

A motion was made by Chrissie Cole, second by Rob Tucker, to approve the following increases for the calendar year 2024: give a 2.5% Cost-of-Living Adjustment to all the PCSA employees. In terms of performance/merit awards: The Authority Manager is to receive a 3.8% performance award increase based on merit. The third part is to authorize the Authority Manager to conduct annual reviews of his employees' performance and empower him to give a 0% to 4% merit adjustment to their salary based on the documented performance review. Motion carried unanimously.

Mr. Kovach and Mrs. Gosliak thanked the Board on behalf of all PCSA employees.

**ADJOURNMENT:**

The Chairman adjourned the meeting at 8:36 p.m.

MINUTES PREPARED BY:

Tanya Gosliak  
Tanya Gosliak, Assistant Authority Manager

APPROVED BY THE BOARD:

Thomas Lumsden  
Thomas Lumsden, Secretary