

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday December 5, 2018

Pledge of Allegiance

Chairman Bovee called the Regular Business Meeting to Order at 6:34 pm; A quorum was present.

Jacquelyne Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Larry Schamus, Joe Ballas, Jill Fleming-Salopek (Absent)

Also Present: Jacquelyne Coles-Office Administrator,
Mark Scally-Hatch- Engineer,
Nate Boring-GTN Law- Solicitor

PUBLIC COMMENTS

One member of the Public present. He did not call to be on the Agenda. He spoke about Casa Bill development off of West Run Road. He questioned if we received flows, compensation, and where they flow to. Mr. Scally stated that he would look at 3RWW GIS to see where this flows to.

ANNOUNCEMENTS:

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
 - a. Round 1 Draft Reimbursement – will be sent out this week.
 - b. Round 4 LOI ~ are being held at ALCOSAN on December 6th at 3pm. There are a few projects that we are going to present them with.
2. Waterfront Pump Station
 - a. Bulk of the topic to be covered in executive session
 - b. The addresses and parcel identifications have been provided as well.
3. Back Water Device Program (Draft)
 - a. The reimbursement schedule will be geared towards a 90% reimbursement.
4. GIS System Update:
 - a. Legacy information from previous tasks cleaned up.
 - b. Repairs to be accessible (summary info) from Phase I, and Phase II projects and any other pertinent information.
5. 2018-01 DCED Grant Project
 - a. There is another scheduled visit with American Water for December 6th at 10:30 am to discuss alternatives for working near the main. Alternatives discussed: Valve installation, Temporary cut and Cap, or temporary shut off.

- b. Equipment has been mobilized and manholes purchased and stored on site.
 - c. Recommendation for Payment Application #1 for \$12,000.00
- 6. 2019 Budget Review and Changes to Monthly Base Fee Structure
 - a. Reviewed most recent 2019 Draft Budget
 - b. EDU Estimate – Established in 2009 Tapping Fee Study (203 Gal/EDU)
- 7. Correspondence with PennVest
 - a. There is an outstanding Audit that needs responded to for PennVest. Mr. Scally has been in contact with Rebecca at PennVest and is working out the details.

SOLICITOR'S REPORT

- 1. DEP Consent Order Update –The Subgroup is sending a letter to the DEP letting them know that the Municipalities will be proceeding with the status Quo since the 3rd DEP Consent order had not been released and that they are open to a meeting.
- 2. Alcosan Takeover – the template agreement review meetings for trunk line takeovers are going to be held in January.
- 3. Solicitor Opinion for the 2017 Audit is being finalized.
- 4. Revamped the Billing Resolution.
- 5. Backflow Preventer Program Resolution.
- 6. Separate Sewer District for the Waterfront Pump Station Sewer District.

OFFICE REPORT (As Distributed)

- 1. Grow 4 Municipal Workshop – Mark and I are attending at ALCOSAN on December 6th at 3PM, as he stated in his report.
- 2. EDU Calculations – Lists have been compiled, and sent to Legal Tax for the Additional EDU for the Multi Unit.
- 3. Budget – Copies of the budget have been distributed, the line item for the Backwater Valve Reimbursement will need to be added.
- 4. Audits – the 2017 Audit is just about complete, and we should have the 2017 completed audit soon.
- 5. Legal Tax billing and collections for November were \$270,887.76. Total fees and commissions totaled \$15,298.84. Recaps are available for review and are in the book for everyone to review.
- 6. (11) Dye Tests were performed and paid for. (1) sold in the combined system.

OLD BUSINESS:

- 1. Sperhac (no update)

NEW BUSINESS: <NONE>

MOTIONS:

- a. Motion to Approve the minutes from the Special Budget Meeting on November 7, 2018 at 6PM, as distributed to the Board. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in Favor. No Opposed. So Ordered.
- b. Motion to Approve the Minutes from The Regular Monthly meeting on November 7, 2018 as Distributed to the Board, as long as there are no questions or

additions. Mr. Ballas first. Mr. Schamus second. All in Favor. No Opposed. So Ordered.

- c. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of November 6th through December 4th 2018 in the amount of \$63,960.00. Mr. Ballas first. Mr. Schamus second. Treasurer has signed off on the bills. Questions or Comments. All in favor. No Opposed. So Ordered.
- d. Motion to approve GROSS payroll for the month of November 2018 (11/9/18 & 11/23/18) in the amount of \$2,800.00. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. All in favor. No Opposed. So Ordered.
- e. Motion to Approve Backwater Prevention Resolution 2018-05, as presented to the Board and as previously discussed. The Resolution will include the policy and procedure as an appendix. Mr. Schamus first. Mr. Ballas second. All in Favor. No Opposed. So Ordered.
- f. Motion to approve Resolution 2018-06, a re-written billing resolution to take effect the 1st billing cycle of 2019, repeal the old billing resolution 2018-03. The billing rates of 16.00/EDU and 11.50/1,000 gallons remain unchanged for the 2019 year. The following are the changes: (1) Separate rate district for the Pump Station Service Area, (2) EDU/Water Consumption billing structure and NON water consumption/water account billing. Mr. Ballas first. Mr. DeMartino second. All in Favor. No Opposed. So Ordered.
- g. Motion to approve the 2019 Budget as distributed with the addition of line item "Backwater Valve Reimbursement" \$30,000.00, and reduction of Emergency Sewer Line Repair. Mr. DeMartino first. Mr. Schamus second. All in favor. So Ordered.
- h. Motion to reimburse Jacquelyne Coles for postage and Certified Mail in the amount of \$55.71. Mr. Ballas first. Mr. DeMartino second. All in Favor. So Ordered.
- i. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed, and a final bill generated.
 - 1. 2502 Franklin \$ 35.68
 - 2. 117 Lea St \$23.00

Mr. Schamus first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.

Motion on the Floor by Mr. Ballas at 7:49 pm to enter into executive session for possible litigation matters regarding the Waterfront Pump Station Service Area.

Out of Executive Session at 8:42 PM

Mr. Bovee mentioned the annual holiday dinner. Mr. DeMartino mentioned that December 26th is a good date. It is the last Wednesday of the month. Mr. Bovee stated that the date should be fine. Mr. Boring and Mr. Scally stated that they would like to split the cost of the dinner for the Authority. Mrs. Coles would make the arrangements for Thee Olde Place in Baldwin.

The 1st meeting in January is scheduled to be on January 2nd 2019. Mr. Schamus is the Board member that is up for re-appointment and Mr. Boring had taken the liberty of drafting a reappointment letter for him to sign and submit to Council.

Motion by Mr. Ballas (first), to adjourn at 9:06 PM. Mr. DeMartino (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday January 2, 2019, at 6:30pm.

AS APPROVED AT THE JANUARY 2, 2019 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA