

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING MINUTES

February 7, 2018

Pledge of Allegiance

Mr. Bovee asked for a moment of silence for the recent deaths of Mr. Harkovich and Mrs. Bodnar.

Chairman Bovee called the Meeting to Order at 18:43 pm; A quorum was present.

Jacquelyne Coles conducted roll call:

Present: Matt Bovee, Tony DeMartino, Larry Schamus, Joe Ballas

Absent: Jill Fleming-Salopek

Also Present: Jacquelyne Coles-Office Administrator,
Mark Scally-Chester Engineers- Engineer,
Joe Lucas-GTN Law- Solicitor

ANNOUNCEMENTS:

1. Mr. Ballas said that he and Mr. Varhola attended and informative meeting at ALCOSAN regarding the upgrades to their plant. He also mentioned that the ALCOSAN rates will be increasing by approximately 7%.

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW 2 kick off meeting is being scheduled by ALCOSAN,
 - a. GROW 3 Letter of Interest and Pre-Meetings have been scheduled for the next 3 Fridays.
 - i. Potential GROW program projects are either the 8th Avenue Storm Sewer Separation project to be done in conjunction to the PENNDOT project of their replacement of the Homestead Run Culvert. The other is the 22nd Avenue I/I reduction. This is near Anne Ashley, and the system is very complex, and the water is finding its way back into the sanitary sewer which eventually flows to Homestead Run. General prices were given by mark for potential cost. General conversation regarding the project which would benefit most and is most important.
 - b. Joe Fedor at ALCOSAN has informed us that they offer flow monitoring assistance and it is a lottery based according to need. The request for monitoring has been sent.
2. Homestead Run Interceptor/Ravine Street Emergency repair work in regard to the sinkhole that was discovered at MH97. This is an emergency situation. There is a potential defect in the sewer and will need to be addressed immediately. A reputable company who has worked in this area in the past had

been contacted. The contractor (State Pipe) Quoted a price of \$30,056.00 for the Bypass Pumping (using Godwin Pumps), CCTV work and repair of the deficiency. Mr. Bovee had questions of exactly where the deficiency is located and which manhole they will be bypass pumping to. He asked if the property owners were located who will be affected. There was a homeowner present to get an update. Mr. Lucas suggested that 2 motions be made. First one to Ratify and the other to Approve.

3. Coal Road Sanitary Sewer Emergency Repair: Jackie received a complaint about a possible sewer issue off of Coal Road. Upon further investigation, it was deemed to be an emergency. WMSSMA was contacted to televise and identify the problem. The terracotta sewer line was found to be completely collapsed. This area is off of the road and is back in the wooded area. WMSSMA was making preparations to repair the collapse.
 - a. Mr. Lucas made comments in regard to the intermunicipal agreement WMSSMA and the bidding requirements. Mr. Scally indicated that if the weather does not cooperate we would need to bypass pump until the repair can be made. There was a general discussion regarding the bypass pumping and possible additional contractors.
4. Rate Study to be performed and presented to MSSMA.
 - a. Mr. Bovee made comments regarding the past rate increase, and that it was a large jump from where we were prior to the increase and it was supposed to cover most of our future expenses. However, it will need to be revisited since we now have a budget and accounting system that is real and accurate. Mr. Scally suggested that it may cost around the lines of 2,000 to have a new study completed.

SOLICITOR'S REPORT

1. Mr. Lucas did not have anything for Regular Session but mentioned that his office has not received a letter from the auditors for the 15, 16 or 17 Audits. He knows that they are being worked on, he just wanted to make sure that the Board knew.

OFFICE REPORT (As Distributed)

1. A folder was given to all the board members that includes the collections, and any correspondence that was received that they need to be aware of.
2. Jackie stated that she would like to personally thank the Board for the position here at MSSMA. She is grateful and is happy to be of service to them and the ratepayers of Munhall. The Board thanked her for her work and to get MSSMA where it needs to be.
3. Audit Update. They were here 2 full weeks and will need to be returned.
4. New EIN number has been changed with all the necessary parties.
5. First Commonwealth Bank accounts have been established and should be in full operation. The Citizens Bank accounts will need to be closed.
6. Legal Tax billing January was \$229,222.69 in total collections.

Mr. Bovee asked if Jackie was attending ALOM in April. Jackie stated that she is planning on attending the PMAA conference

OLD BUSINESS

None

NEW BUSINESS

1. Mr. Bovee has informed the Board that Jackie has prepared to transfer most of the money in the Citizens Bank into the First Commonwealth Accounts.

PUBLIC COMMENT:

1. Yvonne Hise from 1204 Ravine sat in the meeting to find an update on the Ravine Street sinkhole. She thanked everyone for the fast response.

Mr. Bovee asked Mr. Scally if the more of the line will be televised since the pumps will be on site. Mr. Scally agreed.

Motion to enter executive session to discuss litigation, contracts, and personnel. Mr. DeMartino (first), Mr. Ballas (second). All in favor. No Opposed. So Ordered. 7:35 pm

The board came out of executive session at 8:35 pm.

General discussion regarding Legal Tax Contract approval. Mr. Lucas suggested that he would

MOTIONS

Mr. Ballas asked about the re-organization. As per the Solicitor, there is not a requirement to change or re-organize.

- a. Motion to Approve the minutes from the regular monthly meeting of the MSSMA from January 3, 2018, with the corrections as noted. Mr. Ballas first. Mr. DeMartino second. He wanted to make sure that the notes mentioned as going to be reflected in the minutes as approved. Questions or Comments. All in Favor. No Opposed. So Ordered.
- b. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of January 4, 2018 through February 6, 2018 in the amount of \$526,709.61 which includes the quarterly ALCOSAN bill and the entire year of 2017 for Homestead Borough. Mr. Schamus first. Mr. Ballas second. Questions or Comments. Mr. Bovee commented that the Homestead bill is for the Waterfront Apartments for 2017. All in favor. No Opposed. So Ordered.
- c. Motion to approve GROSS payroll for the month of January 2017 (1/5/18 & 1/19/18) in the amount of \$2,045.75. Mr. Ballas first. Mr. Schamus second. Questions or Comments. Mr. Ballas and Mr. Bovee stated that there are time sheets on file as well. All in favor. No Opposed. So Ordered.

- d. Motion to approve reimbursement to Jackie Coles in the amount of \$158.58 for the purchase of postage, deposit slips for the new First Commonwealth Bank Account, New Deposit stamp and an embosser for seals. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in favor. No Opposed. So Ordered.
- e. Motion to ratify the prior telephone vote to accept the recommendation of the Engineer to treat the matter on Ravine Street as an emergency and to authorize the Engineer to investigate the cause of the sinkhole on Ravine Street and report back to the board. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in Favor. No Opposed. So Ordered.
- f. Motion to suspend the bidding requirements upon the recommendation of the Engineer and award a contract to State Pipe in the amount not to exceed \$30,056.00 for the purpose of repairing the collapsed sewer line on Ravine Street. Mr. Ballas first. Mr. DeMartino second. Mr. DeMartino asked if this is an emergency and that it is stated on the motion. Questions or Comments. All in Favor. No Opposed. So Ordered.
- g. Motion to suspend bidding requirements upon recommendation of the engineer for the Coal Road/Cherry Way due to a sewer collapse for an amount not exceed \$21,000 for repairs and bypass pumping. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. All in favor. No Opposed. So Ordered.
- h. Motion to move the remaining amount from the Citizens Bank General Fund to the New First Commonwealth General Fund * after all checks and transactions have been cleared*. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in Favor. So Ordered.
- i. Motion to move all the money from the Citizens Bank ALCOSAN and PENNVEST 1 accounts into the new PENNVEST Account at First Commonwealth, and to close the Citizens Bank ALCOSAN and PENNVEST accounts. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. All in favor. So Ordered.
- j. Motion to move all the money from the PENNVEST II account at First Commonwealth to the new PENNVEST account at First Commonwealth. This is due to the new EIN number change. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.
- k. Motion to approve online banking at First Commonwealth Bank, for QuickBooks bank account linking and automatic transfers to the PENNVEST Account. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in favor. So Ordered.
- l. Motion to approve the refunds for the following property as submitted to the Board.
 - 1. 3909 Shady \$25.30
 - 2. 3536 York \$180.55
 - 3. 144 Lawrence \$27.60

4. 3307 Trautman \$ 163.55
5. 510 E. 12th Ave \$ 130.95
6. 217 Woodlawn Ave \$32.49

Mr. Ballas first. Mr. DeMartino second. Questions or Comments. Mr. DeMartino and Mr. Ballas wanted to make sure that these accounts are closed and that these were sales. All in Favor. So Ordered.

- m. Motion to adopt and approve the Legal Tax Agreement to bill and collect sewer rental fees subject to further negotiations and issues regarding Sheriff Sales, Liens, Litigation and Termination of the Agreement. This is to be worked out by the Solicitor and Administrator. Mr. DeMartino first. Mr. Ballas first. Questions or Comments. Mr. Bovee stated that there are other issues that the Administrator is going to keep up on and may be up for negotiation on the next contract. All in favor. So Ordered.
- n. Motion to authorized Chester Engineers to perform a revised and current rate study at a cost not to exceed \$2,000.00 Mr. Shamus first. Mr. DeMartino second. Questions or Comments. All in Favor. No Opposed. So Ordered.

Motion by Mr. Ballas (first), to adjourn at 8:30 PM. Mr. Schamus (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday, March 7, 2018, at 6:30pm.

AS APPROVED AT THE MARCH 7, 2018 REGULAR MEETING

MATTHEW BOVEE, PRESIDENT MSSMA