

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday February 6, 2019

Pledge of Allegiance

Chairman Bovee called the Regular Business Meeting to Order at 6:40 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

ANNOUNCEMENTS:

*Meeting Dates, 1st Wednesday of the Month, there will not be any interruptions with Holidays this year. The notification will be ran in the Valley Mirror.

PUBLIC COMMENTS

McCall Stanlon and Tice – 2017 Audit Draft Presentation to the Board. Rich Tice, and Jaysa Stitt presented the Audit. Independent Auditors Report presented. They reviewed the income and expenses and financial statements, and gave an opinion that they authority is performing “very solid”. They answered questions from the Board Members,

Donna Dreshman – asked questions about the Legal Tax percentage rate, the delinquent collections, and their contract.

- New Dye Test Form question – Mr. Bovee explained the Positive connection to the sewer and the negative connection of storm water. Mr. Scally gave the confirmation of the checklist.
- She asked about Refunds. Mr. Bovee stated that the refunds are for sold properties, and final bills.

General discussion regarding line fees, connections, disconnects.

ENGINEER’S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
 - a. Round 1 waiting for reimbursement.
 - b. Round 2 – Homestead Duquesne Road, looking to advertise for March-April for bid opening/award.
2. 2018-01 DCED Grant Project
 - a. Additional Details regarding waterline conflicts have been provided. A shallow approach has been looked at, however, this may not be feasible.
 - b. PA American to provide proposal for recommended plan. We have yet to

- receive proposal for relocation or confirmation for shutoff from PAWC.
 - c. Plavchak will be ready to go as early as next week.
 - d. Mr. Scally added that he would like to have the homes dye tested, even though they are in Homestead, they may be affected.
- 3. Tap Requests
 - a. Since Munhall is anticipating new taps, recommending MSSMA to adopt a resolution endorsing the Municipal Source Flow Reduction Adaptive Management Approach of the 3RWW SFRFT Subcommittee. A letter will need to be submitted to the DEP requesting new taps yearly during the interim consent order.
- 4. CITF Grant
 - a. Applications are due March 1, 2019
 - b. 1% Origination Fee. Requests shall not exceed 250,000. Matching funds will be looked at favorably.
 - c. Recommend adopting resolution for MSSMA to submit a 2019 CITF Grant Application for an Infrastructure Project not to exceed \$250,000.00. Details will be confirmed upon receiving additional information resulting from the recent ALCOSAN Regionalization meeting.
 - i. 22nd Ave to ravine
 - ii. Green Infrastructure behind SV High to HDR
 - iii. ALCOSAN Regionalization (REPAIR) Project
- 5. Customer Notification Along Coal Road
 - a. Clear water found to be coming from ground and streaming toward /onto private road. No visible signs consistent of a sanitary discharge were observed. Additional information will be gathered to confirm. PAWC is being contacted to check for potential waterline leak.
- 6. Waterfront Pump Station
 - a. Clarifications with Facility Components for Billing
 - i. Electrical Panels
 - ii. Gas Generator
- 7. Consent Order and Agreement
 - a. Expansion of Gold Line Standard (SSS), 85% Capture (CSS), and Source Reduction.
- 8. ALCOSAN Regionalization
 - a. ALCOSAN Meeting Highlights
 - b. Defect Report forthcoming
- 9. Dye Testing
 - a. Current Ordinance Review and Comments
 - b. Updated Dye Test Procedures
- 10. Utilization of WMSSMA for System Maintenance
 - a. MSSMA Work Order Template

SOLICITOR'S REPORT

1. Consent Order Update
2. Alcosan Regionalization (already discussed).
3. West Mifflin Agreement ~ working on a draft with Mr. Scally.
4. Mr. Terrick issue can be discussed in depth in executive session.
5. Waterfront Pump Station – Attended a meeting at West Homestead, and asked for a meeting to just discuss the pump station and the details.

OFFICE REPORT (As Distributed)

1. Grow Reimbursement was received and was given to the Treasurer for deposit in the amount of \$129,503.52.
2. The Regionalization Meeting was held on January 31st at West Homestead Municipal Building at 6PM. Mr. Ballas, Mr. DeMartino and Mrs. Coles were present.
3. The new EDU calculations for the MULTI-UNIT dwellings are beginning this month.
4. Legal Tax billing and collections for January 2019 were \$385,208.24. Total fees and commissions totaled \$18,636.02. Recaps are available for review and are in the book for everyone to review.
5. (10) Dye Tests were performed and paid for. (6) sold in the combined system.
6. PMAA Conference in Pocono, PA is September 8-11, 2019
7. GROW #4 Alcosan letter requesting the Letter of Intent was received and is due on March 29th 2019.
8. First Commonwealth Credit Card Application process will begin once I submit the 2017 Audit.
9. Pam from Your CFO was in the Office on January 29th to wrap up the Year End items for 2018.
10. Rewording for the Interest in the Resolution. Old Resolutions and Ordinances showed 1% however, our current resolution is showing 10% per annum. Legal Tax would like clarification.

OLD BUSINESS:

1. Sperhac (no update)

NEW BUSINESS:

1. Mr. DeMartino made a comment about a social media post regarding double billing and wanted to clarify it in an open meeting and put it on the record.
2. Mr. Ballas brought up that Mr. DeMartino met with Mrs. Coles regarding her Annual Evaluation. It was discussed with the Board that they are going to make Mrs. Coles a Salaried Employee and have agreed on a starting salary. They have also discussed the start of a defined contribution plan (457B), and the hiring of a part time office person to help administratively.
3. Auditor -

MOTIONS:

- a. Motion to Approve the Minutes as distributed to the Board for the Month of December 2018. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.
- b. Motion to Approve the Minutes as distributed to the Board for the Month of January 2019. Mr. Schamus first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered
- c. Motion to Approve the payment of the bills as (Reviewed by Treasurer) submitted to the Board for the period of January 3rd through February 5th 2019 in the amount of \$497,820.46. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.
- d. Motion to approve GROSS payroll for the month of January (1/4/19 & 1/18/19) in the amount of \$3,400.00. Mr. Ballas first. Mr. Schamus second. Questions or

Comments. All in favor. No Opposed. So Ordered.

- e. Motion to Approve the 2017 Audit as presented by McCall Stanlon and Tice. Mr. DeMartino first. Mr. Schamus second. Mr. DeMartino commented that it was a very thorough audit. All in favor. So Ordered.
- f. Motion to approve NEW Dye Test Form and Instruction as submitted to the Board, and reviewed by the Engineer and Solicitor. Notification by Letters and Emails need to be sent and implementation will be by April 1st, 2019. Mr. Ballas first. Mr. DeMartino second. All in Favor. So Ordered.
- g. Motion to approve Resolution 2019-01 for the application for the CITF Funding of a project to be determined not to exceed \$250,000.00. Mr. Ballas first. Mr. DeMartino second. Mr. Scally commented that the decision could be based on the recent findings on the deficiencies from ALCOSAN for the Regionalization for M49. All in Favor. So Ordered.
- h. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed, and a final bill generated.
 - 1. 200 Elizabeth \$ 82.85
 - 2. 947 Hilltop ~ \$21.05
 - 3. 3412 Timberwood ~ \$57.48
 - 4. 137 Crawford ~ 18.85
 - 5. 3609 West Run Rd ~ 51.90

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

- i. Motion to adopt new pay scale for the Office Administrator/Manager starting at \$52,000/year. Mr. Ballas first. Mr. Schamus second. All in favor. So Ordered.
- j. Motion to retro-actively compensate for the position to January 1, 2019. Mr. Ballas first. Mr. Schamus second. All in Favor. So Ordered.
- k. Motion to approve the 2019 Rates for HATCH which are about a 3% increase that is proposed in the letter that was sent to the Authority. Mr. DeMartino first. Mr. Ballas second. All in favor. So Ordered.
- l. Motion to extend the agreement with McCall, Stanlon and Tice 2018 Audit if they choose, for 1 year price, and if they don't accept we can put out for RFP. Mr. DeMartino first. Mr. Schamus second. All in favor. So Ordered.

Motion to go into Executive session at 9:22pm to discuss Personnel;

Out of Executive session at 9:40pm

- m. Motion to establish 457B Plan for Authority Employees and for the Authority to match at Employee Contributions at a rate of 50% Employer Match of the employee contributions not to exceed 6%. Mr. Ballas first. Mr. DeMartino second. All in Favor. So Ordered.

Motion to adjourn by Mr. DeMartino (first). Mr. Schamus second. No Further questions or comments. All in favor. Meeting Adjourned.

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

AS APPROVED AT THE MARCH 6, 2019 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA