

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MONTHLY MEETING MINUTES

January 3, 2018

Chairman Bovee called the Meeting to Order at 18:33 pm; A quorum was present.

Pledge of Allegiance

Jacquelyne Coles conducted roll call:

Present: Matt Bovee, Tony DeMartino, Larry Schamus, Joe Ballas, Jill Fleming-Salopek

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

Legal Tax (Donald and Matthew Fetzko) were present to address the Board regarding the Contract with MSSMA and LTS.

Mr. Bovee requested an executive session to discuss contract matters. Mr. Ballas made the motion, Mr. Schamus second. All in Favor. So Ordered. Executive at 6:34pm.

Came out of Executive Session at 7:09 PM

General Discussion regarding By-Laws and Regulation, and different billing companies and collection procedures and fees. The Board wanted to give the contract to the Solicitor for review prior to voting.

### ANNOUNCEMENTS:

1. None

### ENGINEER'S REPORT (Report Attached)

1. PennDOT Culvert Replacement at 8<sup>th</sup> over Homestead Run – Update: ALCOSAN would like to be part of this project, in collaborating with PENNDOT. They would like to have a meeting.
2. Update on the ALCOSAN GROW meeting on 12/22/17, the projects, and certain areas that are potential projects.
3. Deficiency corrections Project Phase II – Pay request No. 27 for Insight Pipe for \$10,000, along with additional invoices for 16K. Jackie reiterated that the 10 and the 16 are part of the bills to be approved for payment.
4. Homestead Run Reimbursement Letter sent to West Mifflin: WMSSMA is reviewing the scope of the services letter. Mr. Lucas stated that Racunas has not taken it to his Board yet.

5. Consent Order and Agreement –

- a. Source Control Study Update was submitted on December 1<sup>st</sup> 2017.
  - b. O&M Plan update – submitted on 12/31/17. This is to be treated as a working document. We should expect to receive comments from the DEP and ACHD. A few key points for the plan: The plan is to be audited and reviewed every 5 years, projects listed for maintenance and repair, SSO response plan and form, records for basement flooding and issues.
  - c. The other items that were submitted by 12/31/17 were: CCTV Update, Dye testing compliance, GIS Update
6. PA Grant – (16<sup>th</sup>/Louise & Miller/Trautman Areas) – No update, other than it would be a good spring time project. Within the next month or 2 advertisements should begin.
7. Regionalization – We are waiting on the meeting date from ALCOSAN.
8. DRNACH update. Bovee asked how much longer we would need to have the monitoring. Scally had indicated that the data is useful in indicating SSO and flow patterns. Jackie indicted that ALCOSAN did mention that they do have resources available, should we need them, though limited. Matt asked about the locking manhole at SSO 14.

SOLICITOR'S REPORT

1. Mr. Lucas did not have anything for Regular Session but mentioned that the 2017 audit will be due in 6 months.

OFFICE REPORT (As Distributed)

1. Legal Tax billing December was \$216,626.55 in total collections.
2. New EIN number has been established with the IRS.
3. First Commonwealth Bank accounts have been established.
4. Checks and deposit slips have been ordered.
5. LTS report for November is attached.

Matt stated that Jackie asks to take classes offered through PMAA and other trainings to do with her job. The Board agreed that she should take what she needs to.

Matt also mentioned that the evaluation for her position and the job, her evaluation is in her employee file.

OLD BUSINESS

None

## NEW BUSINESS

1. 3333 Valewood Drive – Mr. Ballas was called about a sewer issue. We have not received any other complaints, in that area. Jackie also talked to them regarding the procedures. This is something that we could have WM camera the main line.
2. Bovee said that he has the new MSSMA email addresses for the Board. He will be sending the emails, for the board to set it all up.
3. Mr. DeMartino asked about Board appointments. Ms. Salopek is 2017, Mr. Schamus 2018, Mr. Bovee 2019, Mr. DeMartino 2020, Mr. Ballas 2021.
4. Mr. DeMartino asked about the upcoming Conferences and dates.

## MOTIONS

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

For the New First Commonwealth, the signers are still are Matt, Larry and Tony.

1. Motion to Approve the minutes from the regular monthly meeting of the MSSMA from December 6, 2018. Mr. DeMartino first. Ms. Salopek second. Questions or Comments. All in Favor. No Opposed. So Ordered.
2. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of December 6, 2017 through January 3, 2018 in the amount of \$46,230.92 which includes the balance and retainage owed to Insight Pipe. Mr. Ballas first. Ms. Salopek second. Questions or Comments. All in favor. No Opposed. So Ordered.
3. Motion to approve GROSS payroll for the month of December 2017 (12/8/17 & 12/22/17) in the amount of \$1985.75. Ms. Salopek first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.
4. Motion to approve the refunds for the following property as submitted to the Board.
  - a. 118 E 19<sup>th</sup> Ave (Escrow to be paid to Closing company) \$1,112.30  
Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in Favor. No Opposed. So Ordered.
5. Motion to enter executive session to discuss litigation, contracts, and personell. Mr. DeMartino (first), Mr. Schamus (second). All in favor. No Opposed. So Ordered. 20:12 pm

The board came out of executive session at 21:15 pm.

6. Motion by Mr. Ballas to increase the hourly wage for Jacquelyne Coles from \$23.50/hour to \$25.00/hour since her probation period was met on October 27, 2017 and to pay her the retro active increase from that date and she is now a regular employee. Mr. Schamus second. All in Favor. So Ordered.

Motion by Mr. DeMartino (first), to adjourn at 21:30 PM. Mr. Schamus (second). No Further questions or comments. All in favor. Meeting Adjourned.

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

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*AS APPROVED AT THE FEBRUARY 7, 2018 REGULAR MEETING*

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*MATTHEW BOVEE, PRESIDENT MSSMA*