

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MONTHLY MEETING MINUTES

Thursday, July 5, 2018

Pledge of Allegiance

Chairman Bovee called the Regular Business Meeting to Order at 6:35 pm; A quorum was present.

Jacquelyne Coles conducted roll call:

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

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

### ANNOUNCEMENTS:

DEP Consent Order is in negotiations and should be in effect by the end of the year. There was also a meeting with Matt, Jackie and Romel to discuss the upcoming Consent Order along with the takeover agreements with ALCOSAN.

### PUBLIC COMMENTS – (NONE)

### ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
  - a. The Round 1 Reimbursement extension was approved. The reimbursement is due January 31, 2019
  - b. Round 2 Design (Behind Steel Valley HS)
    - i. Design and Specs are complete and ready to go.
  - c. Round 3 Application – (Rte 837)
    - i. Application was submitted on June 29<sup>th</sup> 2018.
2. Rate Study Draft was presented to MSSMA.
  - i. No major updates since last month.
3. 220 Vivian Drive
  - a. Investigation roof leader issue near Vivian/Gate Drive. Issue does not appear to be caused by a defective sanitary drain but caused by an illegal drainage connection to the sanitary main that collects several homes. RECOMMENDED Dye testing that section of homes on Vivian and Mapledale Drive along with a Camera Inspection of the sewer main, looking for this connection.
4. DCED Small Water and Sewer Grant
  - a. Pre-Construction meeting with Plavchak Construction is scheduled for 11 am on July 17<sup>th</sup> at the MSSMA Office.

5. Flow Meter Update:
  - a. Despite very wet weather over the last three months, SSO #2 and #14 have been inactive. If we continue to see no overflows in those 2 areas, it should be considered removing those meters, however inspection of the SSO should still be conducted.
6. Deficiency Correction Phase II Project
  - a. Project Closeout documents have been sent to DEP and Insight Pipe. Final site inspection with Mr. Mills at DEP to be requested.

### SOLICITOR'S REPORT

1. A brief Executive Session is going to be requested.

### OFFICE REPORT (As Distributed)

1. Payment arrangement policies and procedures is ready to be approved by the Board, to be kept in our Manual.
2. General Liability Insurance will need to be voted on and approved. 3 quotes were received and provided to the board for review. The lowest cost is with McGowan who is the agent for Trident in the amount of 6,489.00 for the year, and there is more coverage than what we had. There is a request for a motion to approve and a check to be sent to bind the coverage.
3. QuickBooks training has been completed, the test will need to be taken at an independent facility and will be scheduled at my convenience.
4. PMAA Conference registrations will need to be approved this month as well. The conference is September 9, 10, and 11<sup>th</sup>. The cost is \$421.00 each. Matt and Larry decided he would like to attend as well.
5. Legal Tax billing and collections for June 2018 were 229,499.62. Total fees and commissions totaled \$11,044.03. Recaps are available for review and are in the book to everyone to review.
6. (19) Dye Tests were performed and paid for. (2) were sold in the combined system.
7. A request the Board to approve a Management/Office PROJECT allowance for routine work that needs done. Mr. Lucas suggested that we adopt something in writing, to keep with policies and procedures.
8. Direction of what to do as far as when West Mifflin cannot get to a project that needs to be done.

### OLD BUSINESS:

Larry Sperhac did not attend the meeting, to discuss what he had sent over to be approved. Mr. Scally, made comments on that proposals that were received, and suggested that the only item that the Authority would be responsible (at best) would be just the regrading.

### NEW BUSINESS

1. Carey Kann from Waterfront Management attended the meeting at the request of Jackie. Mr. Lucas led the discussion regarding the Power Center (Best Buy, Michael's and the old Office Depot). Mr. Kann suggested that Munhall and Homestead talk amongst themselves. Mr. Kann stated that the 3 storefronts use less than \$1,000 each per year, which he feels is insignificant. Mr. Lucas stated

that the MSSMA needs to make that determination of significance. Mr. Kann stated that he would send the meter reads for those three properties. Once it is sent, it will be evaluated and sent to the Board. The reason being is that we would like to document what is happening at this time. It was also discussed about MSSMA owning the Pump Station at the Waterfront. Mr. Lucas gave his interpretation of the timeline of the events and the TIF. Mr. Kann stated that the TIF funds have not been decided on how the funds will be spent. Mr. Bovee questioned on when going forward, if the cost to maintain the Pump Station is going to come from the maintenance fund. Mr. Kann stated that he sits on that committee, and there has not been any vote on how the money will be spent. There are many issues to be voted on, not just sewer issues. He also states that they have until November to decide. He stated that there is 1.2-1.3 million to split amongst the 3 Boroughs. He feels that the Pump Station expenses will be agreed upon as items get ironed out. Mr. Lucas stated that when the TIF fund was created, MSSMA was not created yet. Mr. Lucas explained the 3 ways that we could recover the money MSSMA has spent to get the Pump Station to where it is now and to keep maintaining it. Mr. Kann expressed that they would fight a rate increase. Mr. Lucas stated that the Authority has the right to adjust rates as needed to cover the needs of the Authority. Since the Pump Station is ONLY used by those businesses and homes in Munhall at the Waterfront, we can adjust the rates to cover the expenses. Mr. Bovee stated that we are ready to make movements in going forward in regard to the Waterfront. Mr. Kann stated that if ANYONE would own it, it would be Waterfront Ownership Association, or US Steel. Mr. Kann stated to contact Barry Ford, at Continental.

2. Explanation of the new transducer to be purchased and installed at the Pump Station.

## MOTIONS

- a. Motion to Approve the minutes from the regular monthly meeting from June 6, 2018, as long as there are no additions or corrections. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in Favor. So Ordered.
- b. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of June 7<sup>th</sup> through July 3<sup>rd</sup> 2018 in the amount of \$30,592.30. Mr. Schamus first. Mr. DeMartino second. Treasure has signed off on the bills. Questions or Comments. All in favor. No Opposed. So Ordered.
- c. Motion to approve the purchase and installation of a new transducer at the Waterfront Pump Station in the amount of \$8,500.00 as quoted by DAS to West Mifflin SSA. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. Jackie mentioned that we will be billed by West Mifflin. All in favor. No Opposed. So Ordered.
- d. Motion to approve the Collections/Terminations and Payment Plan Policy, which will be added to the Policy Manual Book. Mr. Schamus first. Mr. DeMartino second. All in favor. So Ordered.

- e. Motion to approve payment to the PMAA for Registrations for Jackie, Matt, Joe and Tony in the amount of \$1,684.00 for the conference in Erie on September 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>. Mr. DeMartino first. Mr. Schamus second. Mr. DeMartino questioned if he could vote since he was going. Mr. Lucas stated he could. All in favor. So Ordered.
- f. Motion to ratify payment to INTUIT/Real World Training for Jackie to attend the QuickBooks online Certification Program in the amount of \$549.95, which was paid via E-Check #3758. Mr. Schamus first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.
- g. Motion to Reimburse Jacquelyne Coles for Postage, AIPB Certification Materials and Membership to the AIPB in the amount of \$346.89. Mr. DeMartino first. Mr. Schamus second. All in favor. No Opposed. So Ordered.
- h. Motion to approve the proposal from McGowan Insurance for the General Liability, Public Officials, and Auto Insurance to begin on July 11<sup>th</sup>, 2018 in the amount of 6,489.00. Mr. Schamus first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.
- i. Motion to approve GROSS payroll for the month of June 2018 (6/8/18, 6/22/18) in the amount of \$2,750.00. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.
- j. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed and a final bill generated.
  - 1. 113 E Eugene \$ 30.95
  - 2. 2008 Maple St. \$153.80Mr. Schamus first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.
- k. Motion to approve a final payment to State Pipe in the amount of \$500.00. This amount was withheld as part of the restoration for the retaining wall that was near the sink hole project, that did not occur. Mr. DeMartino first. Mr. Schamus second. All in favor. So Ordered.

Dave Cannon, Code Enforcement, had a question for the Board regarding a sidewalk damage, that the owner claim is caused by a rain water from her neighbor. After an explanation from Mr. Cannon, it was determined by Mr. Lucas and Mr. Scally that it is a private issue.

Motion to enter Executive Session to discuss pending Litigation. Mr. DeMartino first. Mr. Schamus second. Executive Session at 7:56 PM. All in Favor. So Ordered.

Motion by DeMartino (first), to adjourn at 8:25 PM. Mr. Schamus (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday August 1, 2018, at 6:30pm.

*AS APPROVED AT THE AUGUST 1, 2018 REGULAR MEETING*

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*MATTHEW BOVEE, PRESIDENT MSSMA*