

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MONTHLY MEETING MINUTES

June 4, 2018

Pledge of Allegiance

Chairman Bovee called the Regular Business Meeting to Order at 6:42 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-Chester Engineers- Engineer,  
Joe Lucas-GTN Law- Solicitor

ANNOUNCEMENTS: (NONE)

PUBLIC COMMENTS – (NONE)

ENGINEER’S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
  - a. The Round 1 Reimbursement form was submitted on 4/24/18. We will need an extension. It needs to be requested before 7/28/18. A draft letter was drafted for a 6 month extension, for the final report since ALCOSAN installed flow meters on Homestead Run recently.
  - b. Round 2 Design (Behind Steel Valley HS)
    - i. Survey for this line is scheduled for 6/8/18 (Jackie will reach out to the School to let them know it is happening).
    - ii. Round 3 Application – Applications are due by June 29<sup>th</sup> and must be 60% designed. The limits for the project have been revised and a new cost estimate for the project. A Resolution indicating a 200,000 project limit for our contribution and a signature page. Alcosan has install flow meters in the lines along 837 to capture the amount of water getting into M49.
2. Rate Study Draft was presented to MSSMA.
  - a. EDU Calculation details for multi-family and commercial customers. The calculation could make a huge difference. The initial increase that was calculated was 6%, and with the EDU calculation to balance out the fees for multi unit and single family would take the percentage increase down to 5%. That was just the major apartments. There are still 25 others that need to be calculated. The overall increase could be much lower.
    - i. Mr. Lucas stated that he has some questions on this EDU structuring of the billing. He stated that it is something that we may not be able to incorporate. A discussion was held for

explaining how the EDU is calculated, why it makes it fair. Mr. Lucas stated that he understood that an EDU is calculated only for tap in references. Mark stated that he would check, but he believes that as long as the rate study shows a fair and consistent billing circumstance, we could do it. Mr. Lucas believes that we are billing of the flat 16.00 per the meter. A discussion between Mr. Bovee and Mr. Lucas regarding the EDU. Mr. Scally stated that Munhall's billing structure is currently over simplified. \*\*\*A long and brainstorming conversation regarding rates and structuring for 2019. The Board is in agreement that the structure needs to change to make it fair. Mr. Scally, Mrs. Coles and Mr. Lucas will work out the details. Mr. Scally also stated that Munhall's rates in comparison are in the middle of where all of the other communities that contribute to ALCOSAN are.

- ii. Waterfront Pump Station – Reimbursement from TIF. A separate rate study was calculated to make the Waterfront its own separate district. Mr. Ballas gave his update on the TIF and the Maintenance Fund. His update included the meeting with the COG, the Administrator of the fund, seemed to not want to give up the money to reimburse us for the expenses to bring the pump station up to code and maintain it. Mr. Lucas stated that the station was never dedicated to us, so we do not technically own it. This is something that will need to be rectified sooner than later. Mr. Bovee asked again if we could put a legal action on the fund to freeze the funds. Mr. Lucas said that we could possibly do that. Mr. Ballas stated that the next COG is at Duquesne on June 7<sup>th</sup>. Mr. Lucas said that we could just bill Wilcow for the expenses. The rate study suggested a rate of 4.75 per 1,000 gallons used as a surcharge to the rates for that district would get us our \$100,000 back in 4-5 years. Mr. Kann had a conversation with Mr. Ballas. Mr. Kann stated that the Waterfront pays for everything above ground and we pay for everything above ground. There was a general conversation and discussion about the Waterfront, the COG, Homestead, and the Pump Station.

3. 801 Ravine Street – Meeting down there on May with the Borough, the County, PADEP, PennDOT and Hatch. PennDOT
4. DCED Small Water and Sewer Grant
  - a. Pre-Bid Meeting May 24<sup>th</sup> at 10am
  - b. Bid Opening Monday June 4<sup>th</sup> at 11am.
  - c. Lowest Bid was submitted by Plavchak Construction at 199,525.00
  - d. The Contractor bid has been reviewed, and the recommendation is going to be made to award the project to them, with the stipulation that we have a Site Inspector from Hatch overseeing the project to make on site decisions. Mr. Ballas stated that the Borough is doing paving on one of the streets that are affected by the project. Mr. Scally indicated that he has spoken to the Borough Engineer about the paving. If the Borough would hold off and pave this street later this summer, this would save the Authority from Paving Curb to Curb, and the Borough is

doing an overlay on Trautman, not a mill and pave. Mr. Schamus asked about the smaller contractor and asked for Mr. Scally opinion on the contractor. Mr. Bovee asked how much a site inspector will cost. Mr. Scally gave a rough estimate of around 10,000. Mr. Bovee asked if PAWC was still on board to move the water line at the Louise Street, 16<sup>th</sup> Avenue Project.

5. Rules and Regulations and Other Misc. items that are in progress:
  - a. Inspection Forms for the Borough and for ANY contractor to fill out.
  - b. Rules and Regulations Updates
  - c. List of Homes that have a Backflow Preventers

#### SOLICITOR'S REPORT

1. West Mifflin will vote on the Pump Station Maintenance Agreement retro active to January 2018.
2. The Solicitors Group for the 3RWW negotiations for the new consent order is meeting on June 7<sup>th</sup>, 2018. The 2<sup>nd</sup> meeting with the PADEP is June 13<sup>th</sup>, 2018. Mr. Lucas made comments about Mr. Robert Grimm from North Fayette who is the Chairman of that negotiations committee for the Consent Order, had asked Mrs. Coles to serve on that committee to help get the language with the PADEP in order. This is a huge accomplishment for Munhall.
3. Everything else is litigation and will be discussed in Executive Session.

#### OFFICE REPORT (As Distributed)

1. General Liability Insurance, The Policy is due to renew on July 11<sup>th</sup>. A breakdown of each proposal had been provided.
2. Payment arrangement policies and procedures; Medical waivers in lieu of termination of water update.
3. The date for the July Meeting was discussed. It was decided that it would be better to have a meeting on July 5<sup>th</sup>.
4. Verizon land line (7373) number has been moved to the MSSMA office.
5. PMAA Conference is September 9-12 and 3 rooms were reserved at the Erie Bayfront Hotel.
6. Resolution for the Ratification of the 2015 rates, is in the motions.
7. Update on the Audit.
8. LTS total collections for May were a total of \$304,719.33 total fees and commissions totaled \$13,992.66 (postage, legal and commissions). Recaps are in the financial book for review.
9. QuickBooks online training and Certified Professional Bookkeeper programs for trainings.
10. (11) Dye Tests were performed and paid for. 1 was sold in the combined system, and 1 septic.
11. The Ravine Street retaining wall, for the sink hole.
12. 261 Gates Drive has provided quotes for the restoration of his yard. Mr. Bovee stated that he specifically asked him for the grading. Regardless of what ever else he would like to have done.

OLD BUSINESS: NONE

## NEW BUSINESS

Mr. DeMartino made a comment regarding a phone call he received regarding an issue for a property on West Miller. Mr. DeMartino stated that Jackie had taken care of it. Public Works stated that they were going to throw asphalt in that area to help the drainage.

Mr. DeMartino asked if there was an issue with manhole lids being stolen. Mr. Bovee explained what happened a few months ago with scrap yards.

## MOTIONS

- a. Motion to Approve the minutes from the regular monthly meeting of the on May 2, 2018, as long as there are no additions or corrections. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in Favor. Mr. DeMartino Abstains. So Ordered.
- b. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of May 2<sup>nd</sup> 2018 through June 6<sup>th</sup> 2018 in the amount of \$25,909.29. Mr. Schamus first. Mr. Ballas second. Treasure has signed off on the bills. Questions or Comments. All in favor. No Opposed. So Ordered.
- c. Motion to approve check to State Pipe for a portion of the remaining amount due for the Sink Hold Project on Ravine Street in the amount of \$1,500.00 Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.
- d. Motion to approve Resolution 2018-03 which is a Resolution Ratifying the rates that were adopted in 2015. Mr. Ballas first. Mr. DeMartino second. All in favor. No Opposed. So Ordered.
- e. Motion to approve Resolution 2018-04 Authorizing the application for the ALCOSAN GROW Grant #3 for the PA 837 Sewer Separation project, with a budget allocation of \$200,000.00. The Application IS DUE BY June 29<sup>th</sup>, 2018. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in Favor. So Ordered.
- f. Motion to ratify the payment to the Workmen's Comp Insurance on May 26<sup>th</sup> with was due to expire before this meeting in the amount of \$129.00. This policy used up the remaining 512.00 credit from the previous policy. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.
- g. Motion to approve GROSS payroll for the month of May 2018 (5/11/18, 5/25/18) in the amount of \$2,375.00. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.
- h. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed and a final
  1. 4125 Davis Ave \$ 49.55
  2. 131 E. 21<sup>st</sup>. \$53.35
  3. 3613 Timberwood Rd., \$66.20

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

- i. Motion to Approve the West Mifflin Pump Station maintenance agreement, for a 3 years term. This agreement will be retro active to 1-1-2018. No change is in the agreement from the past one. Mr. Schamus first. Mr. Ballas second. All in favor. So Ordered.
- j. Motion to award the 2018-01 Contract to Plavchak Construction for the West Miller/Trautman and the 16<sup>th</sup> and Louise Street projects, for the PA DCED Small Water and Sewer Grant. Hatch will bill for the onsite inspector independently. This contract is not to exceed \$199,525.00. Mr. Schamus first. Mr. DeMartino second. All in favor. So Ordered.
- k. Motion to authorize QuickBooks training and the Certified Bookkeeper program for Course Material and Testing, not to EXCEED 1,000.00. Mr. Mr. DeMartino first. Mr. Schamus second. Any questions or comments. All in favor. So Ordered.

Motion to enter Executive Session to discuss pending Litigation. Mr. DeMartino first. Mr. Ballas second. Executive Session at 9:09 PM. All in Favor. So Ordered.

Motion by DeMartino (first), to adjourn at 9:45 PM. Mr. Schamus (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Thursday, July 5<sup>th</sup> 2018, at 6:30pm.

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*AS APPROVED AT THE JULY 5<sup>TH</sup> 2018 REGULAR MEETING*

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*MATTHEW BOVEE, PRESIDENT MSSMA*