

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MONTHLY MEETING MINUTES

May 2, 2018

Pledge of Allegiance

Chairman Bovee called the Regular Business Meeting to Order at 6:38 pm; A quorum was present.

Jacquelyne Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino (absent), Larry Schamus, Joe Ballas, Jill Fleming-Salopek (arrived at 6:50 pm)

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

ANNOUNCEMENTS: (NONE)

PUBLIC COMMENTS:

Larry Sperhac (261 Gates Drive) in regard to the storm water drainage, at his property as a result as the Deficiency and Corrections Project, Phase II. He is still asking for help regarding his yard and the drainage. He had contacted the Borough and they sent out their Engineer (Mr. Lampark with Hatch). Mr. Scally explained the manhole placement to him again. He stated that he had received a quote to regrade his property that was 15,000 that included a French drain. Mr. Lucas intervened, and asked him what he wanted from the Authority. Mr. Sperhac stated that he wanted his property restored to the way it was before. Mr. Lucas asked that he get at least 3 quotes for the regrading of his property to his liking, and the Board will review and see what can be done. Mr. Bovee asked that he get those numbers to us sooner than later, so that the Board can discuss it and a decision can be made.

General Discussion regarding Dye Testing and more specifically the First Round of Dye Tests in 2006-2007. Ms. Salopek gave the history of the Dye Tests and the. Mr. Bovee explained that our dye testing is not as robust as other municipalities. Our limitations as an Authority it to make sure it does not enter the sanitary system. This is the time to make changes, since we are putting together a rules and regulations policy. Allegheny County states that the rules for testing and special circumstances regarding corrections, are for the Municipality to enforce.

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
  - a. The Round 1 Reimbursement form was submitted on 4/24/18.
  - b. Round 3 Application – a favorable response was received from ALCOSAN. Pre Application meetings are required for the project. They sent back suggestions to a new sanitary or New Storm.

Applications are due by June 29<sup>th</sup> and must be 60% designed.

- i. General Discussion about the project and different options for the 837 Project.
2. Homestead Run Interceptor/Ravine Street Emergency Repair:
  - a. Wall Damage review and recommendations. He looked at the before and after photos. Last month it was recommended that we withhold 2,000.00 from the total cost of the project to help repair the wall. The wall was in disrepair before the project began.
3. Rate Study Draft was presented to MSSMA.
  - a. The Draft copy is available.
  - b. It was estimated that the separate rate class for just the Waterfront would increase 2.75/1000 on the usage.
  - c. The remainder of the system was also evaluated for a possible increase in 2019.
    - i. General discussion regarding the supplementing the cost of the pump station and increase for rates, future calculations of billing and rates.
4. Rules and Regulations
  - a. A hard copy is available and is in the MSSMA office.
5. DCED Small Water and Sewer Grant
  - a. Advertisement in 1 papers
  - b. Pre-Bid Meeting May 24<sup>th</sup> at 10am
  - c. Bid Opening Monday June 4<sup>th</sup> at 11am.
6. 3612 Wayne Road
  - a. A sewer backup was reported. Once the backup was cleared, the CCTV revealed standing water in the main line. Mr. Scally reported that this line does not have much slope.
7. Regionalization
  - a. Discussed updated with Project Manager.
  - b. Regionalization Project Manager has requested additional CCTV from Robinson Pipe to ALCOSAN.
8. DEP Close-out of Deficiency Correction Project Phase II.
  - a. The letter was received, and they are working on compiling the close-out-information.

Mr. Ballas made the report of a sinking area around a manhole. On Shady near the intersection on McKinley. He reported that it was fixed once but thought we should have someone go out and check it out, just in case. He didn't want another sink hole situation to occur.

## SOLICITOR'S REPORT

1. Nothing to report in open session.

## OFFICE REPORT (As Distributed)

1. Workmen's Comp Update for the upcoming policy renewal.
2. Updates Rules and Regulation Policy;
3. Dye Test form and Procedures.
4. Flat fee or Minimum fee, there are some properties that are not being charged that minimum fee;
5. Payment arrangement policies and procedures;
6. Bank Balances and account updates have been sent to the Board
7. Holt Web design (the Borough's Web page designer) provided a price to establish a web page for MSSMA. She estimated 750-1000 for the design.
8. Verizon land line moving from Code Enforcement Office to MSSMA office.
9. Power Center Update – PAWC stated that that meter that services the Power Center is in Homestead, we would not have the ability or the right to that information. It would need to be approved by the owner (Homestead). PAWC said that they could code it for both Homestead and Munhall.
10. PMAA Conference is September 9-12 and 3 rooms were reserved at the Erie Bayfront Hotel.
11. First Commonwealth Bank is able to issue a Corporate Credit Card to the Authority. They would need 3 years of financials, and the application.
12. Update on the Audit – Jaysa said that they are on target to wrap up by the end of May.
13. Dye Testing Guidelines for corrections updates.
14. LTS total collections for April were a total of \$236,744.88 total fees and commissions totaled \$16,471.73 (postage, legal and commissions). Recaps are in the financial book for review.
15. (16) Dye Tests were performed and paid for. 3 were sold in the combined system.
16. Everything else is under executive session.

## OLD BUSINESS

1. Mr. Bovee asked about the West Mifflin agreement for Pump Station.

## NEW BUSINESS

## MOTIONS

- a. Motion to Approve the minutes from the regular monthly meeting of the MSSMA from April 4<sup>th</sup> 2018, as long as there are no additions or corrections. Mr. Ballas first. Ms. Salopek second. 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 April 4<sup>th</sup> 2018 through May 1<sup>st</sup> 2018 in the amount of \$499,456.11 which includes the Quarterly Alcosan Bill, and the Quarterly Homestead Bill. Ms. Salopek first. Ballas second. Questions or Comments. All in favor. No Opposed. So Ordered.

- c. Motion to approve Resolution 2018-02 to Adopt the Record Keeping Policy as set forth in the Municipal Records Manual of December 16, 2008. Ms. Salopek first. Mr. Schamus second. All in favor. No Opposed. So Ordered.
- d. Motion to approve a Corporate Credit Card for the Authority with a limit not to exceed 5,000.00 to pay for Conferences and General Office Expenses. All receipts and transactions MUST have a paper receipt and be signed off on prior to payment. Mr. Bovee also added that an update to our Financial Policy and Procedure would be needed. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in favor. Not Opposed. So Ordered.
- e. Motion to approve the Workmen's Comp Insurance which is due to expire before the next business meeting of the Authority. This would be renewed through SWIF, and to use the remaining credit that is on the account. Ms. Salopek first. Mr. Ballas second. Questions or Comments. All in favor. No Opposed. So Ordered.
- f. Motion to approve GROSS payroll for the month of April 2018 (4/13/18, 4/27/18) in the amount of \$2550.00. Mr. Ballas first. Ms. Salopek second. Questions or Comments. All in favor. No Opposed. So Ordered.
- g. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed and a final
  - 1. 140 Mapledale Dr. \$80.55Ms. Salopek first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.

Motion to enter Executive Session to discuss pending Litigation. Ms. Salopek first. Mr. Ballas second. Executive Session at 8:19 PM. All in Favor. So Ordered.

Motion to pay a portion of the remaining amount withheld from the State Pipe Invoice in the amount of \$1500.00 which would leave a \$500 balance. Ms. Salopek first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.

Motion by Ballas (first), to adjourn at 9:13 PM. Mr. Schamus (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday, June 6<sup>th</sup> 2018, at 6:30pm.

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*AS APPROVED AT THE JUNE 6, 2018 REGULAR MEETING*

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*MATTHEW BOVEE, PRESIDENT MSSMA*