

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MEETING MINUTES

Wednesday, May 1, 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 (arrived after roll call), Jill Fleming-Salopek (Absent, but called in)

Also Present: Jacquelyne Coles, Office Manager,  
Mark Scally-Hatch- Engineer,  
Nate Boring-GTN Law- Solicitor

### ANNOUNCEMENTS:

Board Congratulated President Bovee on the birth of his second child.

### PUBLIC COMMENTS

-NONE

### ENGINEER'S REPORT (Report Attached)

1. Notified of a sink hole near the First Commonwealth Bank on Main Street. The maps for the sanitary sewer system have been reviewed, and it is recommended that the Sanitary Sewer be CCTV for liability reasons.
2. Update on the ALCOSAN GROW Programs (No Update)
  - a. Round 2 - Homestead Duquesne Road (No Update)
3. Regionalization (NO Update)
  - a. AECOM and ALCOSAN set meeting on Wednesday March 20<sup>th</sup> at 10am at ALCOSAN regarding POC (M44, 45, 49 + all of PH20). Reviewed defects to be addressed at all of the POC prior to Regional Interceptor takeover.
  - b. Mentioned that we applied for CITF Funding, were already working on a few of the repairs using the PA Small Water & Sewer Grant, and GROW. ALCOSAN mentioned that they have publicly solicited and retained a contractor reducing costs for producing bid packages.
    - i. Mr. Ballas mentioned that the Borough had hired a Grant Writer for applying for grants, and we may be able to piggy back.
  - c. After the meeting, WMSSMA mentioned coordinating repairs near the West Mifflin/Munhall municipal borders.
4. 2018-01 DCED Grant Project
  - a. PAWC installed isolation valves at BOTH sites.
  - b. Current Progress of Trautman & Miller site.

- i. The contractor completed the Trautman and Miller Avenue Site.
  - ii. PAWC replaced a portion of the water line, resulting in no homes being without water.
  - iii. Everything has been restored to grade, paving will be after the completion of 16<sup>th</sup> Avenue. The final restoration will be done together and once the 16<sup>th</sup> Ave portion is complete.
  - iv. The contractor has planning to start the 16<sup>th</sup> Avenue portion soon.
  - v. The contractor has submitted a second pay request in the amount of 35,610.30
  - vi. It may be needed to extend the grant contract. A formal request is needed, may be needed as a precaution.
- 5. Tap Requests
  - a. A meeting with a private property owner regarding a possible future tap. Advised owner of the requirement to have a dye test to ensure that the roof leaders are not connected to the Sanitary Sewer.
- 6. CITF Grant (No Update)
  - a. MSSMA submitted an application on March 1, 2019
  - b. The total project Grant requested \$185,900 that includes CIPP lining along the Homestead Run Interceptor identified in the ALCOSAN regionalization defect report.
  - c. Our match would be \$22,949 to cover origination, audit and engineering fees.
- 7. NPDES Permit Renewal:
  - a. A conference call has been requested with Mr. Paul Eiswerth to discuss:
    - i. Supplemental documentation for implementing NMC, and the LTCP;
    - ii. Questions regarding the re-classification of the CSO/SSO areas;
    - iii. What obligations would change when changing to a general permit.
 Mr. Scally explained the renewal and why it is changing.
- 8. GROW #2 Sewer Redirection/Inflow Reduction Project.
  - a. Propose advertising, pre-bid meeting, and bid opening prior to the next Board Meeting on June 5<sup>th</sup>.

Mr. Bovee asked if we were still getting data logging from Drnach. Mr. Scally indicated that Wes and him have been keeping up on the data.

## SOLICITOR'S REPORT

- 1. Consent Order Update – A meeting with the DEP was held with the Consent Order Group, and the order is moving forward. There is no indication of when it will actually be sent. (NO UPDATE)
- 2. Alcosan Regionalization – 3RWW Solicitors meeting, the discussion on whether the agreements for takeovers are negotiable. They are still working on the language for the transfer agreements.
- 3. West Mifflin Agreement ~ a draft agreement was sent to Jackie and Mark for review. There will be 2 agreements.
- 4. The Legal letter from the Auditor has been requested for the 2018 Audit.

5. Mr. Terrick issue- No Update. Still waiting on a decision from the PA Supreme Court.
6. Waterfront Pump Station – Requests for meetings with West Homestead have been unsuccessful to date. A final demand letter is being send prior to initiating legal action.

#### MANAGER REPORT (As Distributed)

1. 22 Kennedy Avenue – Roto Rooter had contacted the Office regarding a clogged/collapsed lateral. Upon further investigation by Roto Rooter, it was discovered that they had a septic tank. The home owner is requesting some kind of credit in lieu of paying sewage for years. The Manager made the recommendation for a “NO CHARGE” tap in permit. Mr. Bovee agreed that it would be fair.
2. Audit – the 2018 Audit field work is complete. The draft report will be available prior to the June Meeting, and will be able to be voted on at the June Meeting.
  - a. RFP emails and letters have been sent to 6 firms for the 2019, 20, 21 Audits, all with Authority experience. The RFP are due by the July meeting.
3. First Commonwealth Credit Card has been received and is activated. The policy is also in place.
4. Website proposals – 4 companies submitted proposals for the website. Questions about updating and website design by the Board.
5. Legal Tax billing and collections for April 2019 were \$297,853.80. Total fees and commissions totaled \$29,437.59. Recaps are available for review and are in the book for everyone to review.
  - a. Mr. Ballas asked how many were submitted for shut off. A total of 36 were submitted for PAWC termination.
6. (14) Dye Tests were performed and paid for. (5) sold in the combined system.
7. PMAA Conference in Pocono, PA is September 8-11, 2019 Reservations have been made.
8. Employment Ad has been running for the last month. Mr. Bovee suggested pulling the ad, and use the applicants and short list them, and do interviews before the next meeting.

#### OLD BUSINESS:

<None>

#### NEW BUSINESS:

<None>

#### MOTIONS:

- a. Motion to Approve the Minutes as distributed to the Board for the Month of April 2019. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. All in Favor, with the correction. So Ordered.
- b. Motion to Approve the payment of the bills as (Reviewed by Treasurer) submitted to the Board for the period of April 4<sup>th</sup> through April 30<sup>th</sup> in the amount of \$553,798.83. Mr. Schamus first. Mr. Ballas second. Questions or Comments. All in favor. No Opposed. So Ordered.
- c. Motion to approve GROSS payroll for the month of April (4/12/19, 4/26/19) in the amount of \$4,000.00. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in favor. No Opposed. So Ordered.

1. Motion to pay Plan Member Services, the Retirement Plan, in the amount of \$300.00. This is the Employee Contribution and the Employer match for April 2019. Mr. DeMartino first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.
  
- d. Motion to approve the Workmens Compensation Insurance to McGowan Insurance for the period of May 28<sup>th</sup> 2019 through May 29<sup>th</sup> 2020 in the amount of \$509.00. Mr. Ballas first. Mr. DeMartino second. All in favor. No Opposed. So Ordered.
  
- e. Motion to approve reimbursement to Jackie Coles for Postage and Supplies in the amount of \$34.09. Mr. DeMartino first. Mr. Schamus second. All in favor. So ordered.
  
- f. Motion to approve the refunds for the following property as submitted to the Board. This account is closed, and a final bill generated.
  1. 828 Hall Street - \$16.00
  2. 4756 Woodhill Dr - \$3.45
  3. 132 W. Eugene – 36.70Mr. Schamus first. Mr. Ballas second. Questions or Comments. All in Favor. So Ordered.
  
- g. Motion to approve Payment Application #2 to Plavchak Construction for the 2018-01 PASWS Grant in the amount of \$35,610.30. Mr. Ballas first. Mr. DeMartino second. All in favor. No Opposed. So Ordered.
  
- h. Motion to approve the extension of construction by Plavchak Construction for the 2018-01 Project until May 31, 2019. Mr. DeMartino first. Mr. Schamus second. All in favor. So Ordered.

Motion to go into Executive session at 7:45 pm to discuss Personnel and Litigation; Mr. Ballas first. Mr. DeMartino second. All in favor. So Ordered.

Motion to adjourn at 7:55pm by Mr. Ballas (first). Mr. Schamus second. No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday June 5th, 2019, at 6:30pm.

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AS APPROVED AT THE JUNE 5th, 2019 REGULAR MEETING

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*Matthew Bovee, Chairman, MSSMA*