

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday November 7, 2018

Pledge of Allegiance (already done with Budget meeting)

Chairman Bovee called the Regular Business Meeting to Order at 6:58 pm; A quorum was present.

Jacquelyne Coles conducted roll call:

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

Also Present: Jacquelyne Coles-Office Administrator,
Mark Scally-Chester Engineers- Engineer,
Nate Boring-GTN Law- Solicitors

PUBLIC COMMENTS <None>

ANNOUNCEMENTS:

Non-Single Family /Multi-Family EDU Rate meeting was held on October 24th at 6:30. There were 2 residents in attendance. There were comments by Mr. Bovee and Mr. DeMartino regarding how they perceived the EDU meeting to have gone. Mr. Bovee stated that he was surprised that there was not representation from more high rises at the meeting, even after the letters and advertising in the paper. He also stated that the calculation though not bringing in huge amounts of revenue, is a fair and consistent way to bill the larger customers, without billing by the actual unit. Mr. DeMartino stated that it was well explained, and he understood it.

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
 - a. Round 4 LOI – will probably be due in February. The 22nd Avenue area near the Church will be the topic of interest, which will be the project we propose. However, they may have an area of interest that they have monitored or seen that may benefit more.
2. Rate Study Draft was presented to MSSMA
 - a. Not much had changed, except for the last page to include the Waterfront surcharge for the pump station fees. Mr. Ballas stated that he heard that that there were not going to be Maintenance Fund going forward. Actual vs. Budget was discussed in the Budget Meeting held before the meeting.
3. 1310 Ravine Street Backup
 - a. Received a call regarding a sewer backup. Mr. Scally recommended that the homeowner document and photograph the issue. The Homeowner requested that Mr. Scally go to his home and inspect his basement. Mr. Scally declined. Mr. Scally was informed that the Health Department was contacted and was on site and inspected his property. Mr. Scally stated that the basements and the elevation of the connections of these homes, backups are quite possible with the line surcharged.

4. Back Water Device Program
 - a. Mr. Scally went over the draft “back water device program” steps and program in detail. A resolution will need to be passed. A general discussion regarding the fees, implementation, and a resolution.
5. West Run Road Visit
 - a. Site visit was made. A letter was drafted to the Authority to forward to the Homeowner regarding the suggestion of a grinder pump. The neighbor has one and has no further issues.
6. DCED Small Water and Sewer Grant
 - a. Update from contractor, the materials have been delivered, and they are planning to start in about 2 weeks.
 - b. 16th and Louise, a hydraulic evaluation is being conducted by PAWC and a new agreement with MSSMA with a cost estimate. Back-up plan is an exploratory dig.
7. Overflow Reporting:
 - a. The Drnach Overflow Report is attached to the Engineer’s Report. With the report, it indicates that the major storm in September had washed away the meters at SSO 2 and the Tunnel.
8. Homestead Run Visit (10/23-10/24/18)
 - a. Schubeck walked Homestead Run, inspected manholes to see what is needed (if anything). The Report is attached to the Engineers Report).

SOLICITOR’S REPORT

1. DEP Consent Order Update – There will not be a new order by the end of the year. The DEP suggested that the Core group make suggestions for an interim.
2. EDU & Billing Resolution – New Billing Resolution will be ready for the December meeting to account for the new billing structure for EDU, and the Pump Station District.
3. Terrick Litigation – A letter was sent to Terrick’s Attorney on October 30th 2018 requesting any and all documentation and equipment that belongs to the Authority.
4. Waterfront Pump Station Reimbursement – A letter was sent to the Borough Managers (Munhall, Homestead and West Homestead) and copied to the COG and WILCOW to try to get this moving to try to get this reimbursement going, and to contact Jackie to get negotiations moving. Nate wanted to know how much time we should give them to get back to Jackie before we move forward. Nate said that he would come up with a game plan by next meeting.
5. Backwater Device – will work with Mark and Jackie to get the Resolution together for the backwater device resolution for next meeting.
6. 2016 Legal Letter for Audit – was given to the Solicitor at the meeting.

OFFICE REPORT (As Distributed)

1. Grow 3 Application 43% \$81,300 for approval.
2. Sewer Back-up Complaints – (Mark Covered)
3. Backwater Prevention Program – (Mark/Nate Covered)
4. Pennvest #2 Audit Response – (Already given to Mark)
5. Homestead Run – Inspection was completed. 9 additional locking bars and an inner lid

- were needed. Jackie will run out and pick them up.
6. Audits – Jaysa provided a draft for review for 2016. They are scheduled for the week of November 12th for the entire week for the 2017 Audit.
 7. Winter Moratorium for American Water – As we are starting the final water termination of the year, the Winter Moratorium needs to be sent over to PAWC for water terminations for non-pay for sewage.
 8. Legal Tax billing and collections for October 2018 were \$312,514.37. Total fees and commissions totaled \$14,572.40. Recaps are available for review and are in the book for everyone to review.
 9. (18) Dye Tests were performed and paid for. (4) was sold in the combined system, and 1 Escrow @ 2602 Main Street were completed.
 10. Mrs. Coles asked the board to hold a small executive session to discuss a private owner issues, and insurance.

OLD BUSINESS:

1. Backwater Prevention Program (already discussed)
2. Spherhac (no update)

NEW BUSINESS: <NONE>

MOTIONS:

- a. Motion to Approve the minutes from the Special Budget Meeting from October 3, 2018 at 6PM, as distributed to the Board. Mr. Ballas first. Mr. Schamus second. Questions or Comments. All in Favor. No Opposed. So Ordered.
- b. Motion to Approve the Minutes from The Regular Monthly meeting on October 3, 2018 as Distributed to the Board, as long as there are no questions or additions. Ms. Salopek first. Mr. DeMartino second. All in Favor. No Opposed. So Ordered.
- c. Motion to approve the minutes from the Special Meeting held on October 24th 2018 to discuss Multi-Unit rates for 2019, along with establishing a separate sewer district for the properties that the Waterfront Pump Station services. Mr. Schamus first. Mr. Ballas Second. Ms. Salopek Abstained. All in favor. No Opposed. So Ordered.
- d. Motion to Approve the payment of the bills as (Reviewed by the Treasurer) submitted to the Board for the period of October 4th through November 5th 2018 in the amount of \$538,642.90. Mrs. Salopek first. Mr. Schamus second. Treasurer has signed off on the bills. Mr. Bovee stated that this month's bills included the quarterly payments to Homestead and to ALCOSAN. Questions or Comments. All in favor. No Opposed. So Ordered.
- e. Motion to approve GROSS payroll for the month of October 2018 (10/12/18 & 10/26/18) in the amount of \$2,385.26. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. Mr. Bovee stated that on the 10/26/18 pay date he did not get the pay in on time and had to write a manual check to Jackie for the pay. It was put through the payroll system, but issued as a manual check instead of direct deposit. All in favor. No Opposed. So Ordered.

- f. Motion to Approve GROW Cycle #3 Application and Submission for an 81,300.00 Match or 43% of a total eligible project cost of \$187,132.00. Mr. Ballas first. Mr. Schamus second. All in Favor. No Opposed. So Ordered.
- g. Motion to approve a reimbursement to Jacquelyne Coles for Conference Registration and Mileage for the 3RWW Conference in the amount of \$50.21 Mr. Ballas first. Mrs. Salopek second. All in Favor. No Opposed. So Ordered.
- h. Motion to approve the Management Letter from the Auditors (McCall, Scanlon and Tice) it will be signed by 2 Board members and sent back to them for the release of the 2016 Audit. Mrs. Salopek first. Mr. DeMartino second. All in favor. So Ordered.
- i. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed, and a final bill generated.
 - 1. 4111 Fairfield Ave \$ 6.90
 - 2. 121 W. Virginia \$100.65
 - 3. 4509 Main St \$18.40
 - 4. 2460 Perry \$187.16Mrs. Salopek first. Mr. Schamus second. Questions or Comments. All in Favor. So Ordered.

Motion on the Floor by Mrs. Salopek at 8:35 pm to enter into executive session for possible litigation matters.

Out of Executive Session at 8:48 PM

Motion to reimburse the resident at 944 Creek Street in the amount of \$970.00 which was not covered based on the findings of insurance adjuster for loss not covered for the flooding of her basement. As part of a requirement of her reimbursement, she will be required to bring her backwater valve up to standard and maintain it. Mrs. Salopek first. Mr. Ballas second. All in favor. No Opposed. So Ordered

Motion by Mr. DeMartino (first), to adjourn at 9:06 PM. Mr. Ballas (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday December 5, 2018, at 6:30pm.

AS APPROVED AT THE DECEMBER 5, 2018 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA