

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING MINUTES

April 4, 2018

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, Jill Fleming-Salopek

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

ANNOUNCEMENTS:

1. Ms. Salopek had a question regarding what Legal Tax was asking MSSMA to approve. There was a discussion regarding the different items. It was determined that it was regarding delinquencies and payment plans. That is part of the Policy's and Procedures Manual that Jackie would like to see go into effect, that would set rules and regulations for payment plans and terminations above and beyond the Legal Tax Contract. Mr. Lucas reiterated on the conversation and emails that were exchanged.

PUBLIC COMMENTS:

Donna Dreshman She asked about the refunds and the account closed comment. She also asked about the moving of the money from Citizens to First Commonwealth, she also asked about the Verizon bill.

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs
 - a. LOI (Letter of Interest) was submitted, with attachments. The project is the PENNDOT, Rte 837 project. Applications are due June 29th 2018. This will be a new storm sewer line by PENNDOT, separating the storm from the Sanitary. Because of the schedule of the project, the Authority may not have a definitive answer from ALCOSAN on the approval of the project until October/November, we will need to keep up with the design process with PENNDOT, and we may need to pay out of pocket until if and when the GROWN reimbursement is approved.
2. Homestead Run Interceptor/Ravine Street Emergency Repair:
 - a. State Pipe has provided their submittals for the sink hold project. The total amount of the project is \$75,605.33. There was 1

lingering issue of a timber and stone wall that was adjacent to the project. There were Pre and Post construction photos were taken. The wall was in bad shape prior to the project starting. It was suggested that we not hold up the payment of the complete project. Mark suggested that we withhold \$2,000 from the invoice, until the wall issue is resolved.

- i. The video has also been provided on a thumb drive. Because of the bypass pumping, they took advantage, and did a CCTV of the down stream pipe, and it revealed a lot of leaky joints.
3. Coal Road Sanitary Sewer: there are exposed VCP pipe. Mark had mentioned that we will need to look at having this repaired.
 4. Rate Study Draft was presented to MSSMA.
 - a. Mark had provided an updated rate study given the updated numbers and PENNVEST Loans. The initial report is that our rates are about a year behind, which means that since we have taken on the additional PENNVEST loan payment and a small decrease in water consumption, with the decrease in customers. This means that the surplus that was estimated to carry us through without raising rates through 2020. There was a scenario of raising rates that would mirror ALCOSAN's increases.
 - b. The 2nd part of the rate study was the Pump Station, Separate Sewer District. It was discussed that a consumption charge would suggest a 2.75/ additional fee. It was discussed of implementing the rate structure at the Waterfront sooner than later.
 - c. It was discussed about EDU calculations on establishments. It would make it fair and even out the monthly charges.
General discussion regarding a possible rate increase and how to inform the public on what is possibly coming, and how other municipalities structure their rates.
 5. Rules and Regulations – There is a good draft that is a great starting point for the Rules and Regs for the Authority.
 6. DCED Small Water and Sewer Grant ~ the cost for relocating the water line according to the PAWC is a total \$30,000, which is not covered under the costs for the Grant, which we would need to pay out of pocket. Mark has a call into the DCED for their procurement requirements. Will need a motion for Advertisement, for a May Bid, and June Meeting approval.

SOLICITOR'S REPORT

1. Consent Order update – the 3rd consent order is coming. It was discussed at the meeting about time of sale inspections of the laterals to include camera or pressure testing, across the board.
 - a. General discussion regarding the possibility of this actually happening in the next ACO. It was discussed that a possibility of getting State Rep involved that would greatly impact the older communities. Mark gave his opinion on the

possibility as well.

OFFICE REPORT (As Distributed)

1. Workmen's Comp update coming due in May. 3 requests have been sent out.
2. Updates Rules and Regulation Policy;
3. Pittsburgh and Philadelphia Style Vent corrections;
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. Manhole lid letters were sent to scrap yards regarding missing lids;
7. Update on the Audit – Jaysa said that they are on target to wrap up by the end of May.
8. LTS total collections for February were a total of \$526,640.82 total fees and commissions totaled \$34,133.38 (postage, legal and commissions). Recaps are in the financial book for review. 1st round of water terminations has begun.
9. 7 Dye Tests were performed and paid for. 3 were sold in the combined system.
10. Power Center Update – the water meter will need to be sent to PAWC for the water consumption.

OLD BUSINESS

1. Matt has provided the board with MSSMA emails for all board members

NEW BUSINESS

1. YourCFO contacted Matt with a review of past information, in regards to the previous projects they had been working on. They have finished up the previous projects, with the exemption to the financial procedures policy. They would like to continue the service to us, by conducting a quarterly close and yearly close service agreement. Matt would like to recommend we keep with them for at least the rest of the year and revisit their services next year.
2. Delinquent Account – Actions on higher amounts. It was discussed on what actions to take when they are unable to shut off/lien/sheriff sale. General Discussion regarding the Policy and Resolutions to be adopted.

MOTIONS

- a. Motion to Approve the minutes from the regular monthly meeting of the MSSMA from March 7, 2018, as long as there are no additions or corrections. Mr. DeMartino first. Mr. Ballas 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 March 8, 2018 through April 3, 2018 in the amount of \$98,418.10 which includes the State Pipe Invoice as reviewed by the engineer and included the \$2,000 reduction until the wall issue is resolved. This also includes the ALOM Conference. Ms. Schamus first. Salopek second. Questions or Comments. All in favor. No Opposed. So Ordered.

- c. Motion to approve moving the remainder of the money from the General Fund at Citizens Bank and closing the account, to the First Commonwealth Bank General Fund in the amount of \$116,853.20. Ms Salopek first. Mr. Ballas second. Mr. DeMartino asked if this would be the final month for the Citizen's Bank. All in favor. No Opposed. So Ordered.
- d. Motion to approve GROSS payroll for the month of March 2018 (3/2/18, 3/16/18 & 3/30/18) in the amount of \$3,441.50. Mr. Ballas first. Ms. Salopek second. Questions or Comments. All in favor. No Opposed. So Ordered.
- e. Motion to approve the refunds for the following property as submitted to the Board. These accounts are closed and a final
 1. 3465 York Street \$36.81
 2. 311 Vondera \$16.00
 3. 222 E. James Street \$32.85
 4. Reissue for a Lost Check for 3307 Trautman Street \$163.55 (stop payment has been sent to Citizens Bank)Ms. Salopek first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.
- f. Motion to advertise for PADCED Small Water Sewer Grant Project for 16th & Louise and for Trautman and W. Miller. Ms. Salopek first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.
- g. Motion to approve the PAWC line relocation for the DCED project in an amount not to exceed \$30,000. Mr. DeMartino first. Ms. Salopek second. Questions or Comments. All in Favor. So Ordered.
- h. Motion to approve the YourCFO 2018 Agreement as distributed to the Board. Mr. Ballas first. Ms. Salopek second. All in favor. So Ordered.

Motion to enter Executive Session to discuss pending Litigation. Mr. Ballas first. Mr. DeMartino second. Executive Session at 8:37 PM. All in Favor. So Ordered.

Motion by Mr. DeMartino (first), to adjourn at 9:30 PM. Ms. Salopek (second). No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday, May 2, 2018, at 6:30pm.

AS APPROVED AT THE MAY 2, 2018 REGULAR MEETING

MATTHEW BOVEE, PRESIDENT MSSMA