

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday April 3, 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, Jill Fleming-Salopek

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

ANNOUNCEMENTS:

-Mr. Schamus submitted a resume he was given for the position in the office.

PUBLIC COMMENTS

-NONE

ENGINEER'S REPORT (Report Attached)

1. Update on the ALCOSAN GROW Programs (No Update)
 - a. Round 2 - Homestead Duquesne Road (No Update)
2. Regionalization
 - a. AECOM and ALCOSAN set meeting on Wednesday March 20th 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.
3. 2018-01 DCED Grant Project
 - a. PAWC installed isolation valves at BOTH sites.
 - b. Current Progress of Trautman & Miller site.
 - i. Gas line and water line conflicts not shown on the one call or PAWC plans.
 - ii. Manhole and sanitary sewer rehab based on most feasible solution.
 - iii. Working on replacement of 8" sanitary sewer to the curb (removing

- the sag). Work should be wrapped up by completing the downstream manhole repair.
- iv. Potential I/I Issue found near downstream sewer/culvert – will need further investigation.
4. Tap Requests
 - a. Letter response received from the PADEP. Allows for the requested taps but only through June 2019.
 5. 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.
 6. Customer Complaint/Notification along Coal Road
 - a. Not an MSSMA issue. Response provided to MSSMA via email on 4-3-19. Mr. Bovee suggested that we should notify the person who had filed the complaint to the Borough.
 7. NPDES Permit Renewal:
 - a. PA DEP CSO Coordinator, Mr. Eiswerth has asked for supporting documentation for clarification of the renewal of the NPDES permit set to expire this year.
 - b. DEP would like to issue a general permit instead of an individual, since we are conveyance only, and there is not a treatment plant involved.
 - c. There will be no fee associated since it was already submitted.
 - d. There may be a need to supplement info already provided to them.

Mr. Bovee asked about the time frame of the closeout for the PA DCED Small Water and Sewer Grant, and if we should file for an extension of the closeout documents. Mr. Scally said the he would contact them to find out for sure.

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.
2. Alcosan Regionalization – 3RWW Solicitors meeting, the discussion on whether the agreements for takeovers are negotiable.
3. West Mifflin Agreement ~ working on a draft agreement to send over to WMSSMA.
4. Looked into the amount of years that are recommended for the Audit engagements, and the DCED recommends every 3 years.
5. Mr. Terrick issue- No Public Update (Executive Session)
6. Waterfront Pump Station – West Homestead did respond after our February 5th attendance to their meeting. Jackie is still trying to get a meeting scheduled with West Homestead for a sit down discussion.

MANAGER REPORT (As Distributed)

1. There were 2 requests sent to the Manager of West Homestead, requesting a sit down meeting (in addition to the attending their February Meeting). The emails were sent March 11th and March 26th. We have not had any response.
2. Point of Sale Dye Test form and Policy Update – Effective April 1st, the old dye test forms are no longer being excepted, and incomplete are being returned.
3. Website proposals – 5 companies were contacted for proposals. The Borough has contacted Andy Quale for a proposal, and I will reach out to him as well. Mr. Bovee asked
4. Audits – McCall Stanlon and Tice has completed the 2017 Audit, and is beginning the 2018 Audit April 22nd-26th 2019.
 - a. RFP emails and letters have been sent to 6 firms for the 2019, 20, 21 Audits, all with Authority experience.
5. First Commonwealth Credit Card information and documentation has been received. The policy was distributed to the Board for Approval.
6. PMAA Conference in Pocono, PA is September 8-11, 2019 Reservations have been made.
UPCOMING Meetings: Local Update meeting on Thursday May 2nd at Nemaquin.
7. Legal Tax billing and collections for March 2019 were \$302,348.15. Total fees and commissions totaled \$15,916.49. Recaps are available for review and are in the book for everyone to review. (478) 30 day notices were sent totaling \$225,078.58.
8. Dye Testing Resolution UPDATE (2019-01)
9. PADEP informational update.
10. (10) Dye Tests were performed and paid for. (4) sold in the combined system.

OLD BUSINESS:

1. Employment Ad for the additional position in the Office
2. Mr. Ballas asked if anyone had applied for the Back Water Valve Program, 2 people have responded.

NEW BUSINESS:

3. Legal Tax – New Rate Structure feedback. General discussion for vacant properties, and billing.

MOTIONS:

- a. Motion to Approve the Minutes as distributed to the Board for the Month of March 2019. Mr. Ballas first. Mr. Schamus second. Questions or Comments. Mr. DeMartino made a comment for a correction on a motion. 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 March 6th through April 3rd 2019 in the amount of \$19,379.44. Mr. DeMartino first. Mr. Schamus second. Questions or Comments. Mr. Bovee asked if the Duquesne Light bill was for the Pumpstation and if the Gas bill is in our name (Yes to Both) All in favor. No Opposed. So Ordered.
- c. Motion to approve GROSS payroll for the month of March (3/1/19, 3/15/19 & 3/29/19) in the amount of \$6,000.00. Mr. Ballas first. Mr. DeMartino second. Questions or Comments. All in favor. No Opposed. So Ordered.
- d. Motion to approve the Credit Card Policy as distributed to the Board. Mr.

Schamus first. Mr. Ballas second. All in favor. No Opposed. So Ordered.

- e. Motion to approve the revised Dye Test Resolution # 2019-01. Mrs. Salopek first. Mr. Schamus second. All in favor. So Ordered.
- f. Motion to approve the Credit Card Resolution to be signed and sent in to First Commonwealth Bank, approving the terms and conditions of the Credit Account. The credit limit is set at \$5,000.00 Mr. Ballas first. Mr. Schamus second.
- g. Motion to approve the refunds for the following property as submitted to the Board. This account is closed, and a final bill generated.
 - 1. 714 E. 9th Ave \$ 160.80
 - 2. 607 E 13th Ave \$ 167.15

Mrs. Salopek first. Mr. DeMartino second. Questions or Comments. All in Favor. So Ordered.

- h. Motion to approve the recurring payment to "PLAN MEMBER SERVICES" for the 457B retirement plan (Employee Contribution and Employer Match) as determined by the plan administrator. Mrs. Salopek first. Mr. Ballas second. All in favor. No Opposed. So Ordered.

Motion to go into Executive session at 7:50 pm to discuss Personnel and Litigation; Mr. DeMartino first. Mr. Ballas second. All in favor. So Ordered.

Motion to adjourn at 8:13pm by Mr. DeMartino (first). Mr. Ballas second. No Further questions or comments. All in favor. Meeting Adjourned.

Next regular meeting to be held Wednesday May 1, 2019, at 6:30pm.

AS APPROVED AT THE May 1, 2019 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA