

# MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

## REGULAR MEETING MINUTES

Wednesday February 2<sup>nd</sup>, 2022

Chairman Bovee called the Regular Business Meeting to Order at 6:35 pm.

Pledge of Allegiance

Jackie Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Larry Schamus, Joe Ballas (late), Jill Fleming-Salopek (absent)

Also Present: Jacquelyne Coles, Office manager  
Mr. Scally, Engineer  
Mr. Nicholas, Solicitor  
Toni Cregan  
Mr. DiLorenzo (GTN)

### ANNOUNCEMENTS:

There is a PMAA board member training available to the Board, if interested.

### PUBLIC COMMENTS

Meetings are advertised for public to join via phone or computer.

No members of the public were present. No requests to speak were received.

### ENGINEER'S REPORT (Report Attached)

#### 1. NPDES Compliance

- a. Overflow Report Update
  - i. 1 SSO in December 2021
  - ii. Tunnel activated 5 times December 2021
- b. CSO/SSO Inspection Updates – ongoing
- c. Upcoming Deadlines
  - i. Annual Chapter 94 Waste load Management Reports
    - A. Due to ALCOSAN March 1, 2022
    - B. Due to DEP March 31, 2022
  - 1 Note that the \$100 fee goes with this

## 2. System O&M Updates

- a. Phase I CCTV Project (2021)
    - i. Recommend payments to Periodic Pay Estimates 2 and 3
      - A. Pay Estimate #2: \$37,828.77
      - B. Pay Estimate #3: \$5,188.81
      - C. Total: \$43,017.58
    - ii. Added CCTV required for ALCOSAN Regionalization Sewers
    - iii. Added dye testing areas
    - iv. Reviewed in scope punch list items and additional items with Insight MSSMA action items:
      - 1. Provide property owner contact for area near Whitaker to Insight Pipe
      - 2. Provide dye testing notices for houses along 22<sup>nd</sup> Ave Ext.
      - 3. Locate/access/raise manholes listed by Insight
- INSIGHT action items:
- 1. Complete originally scoped items plus action items
  - 2. Coal Road Emergency Sewer Repair update
  - 3. 4500 Main Street Basement back up update
  - 4. Defective Manhole – MH1076 (Hickory Way, behind 135 E 20<sup>th</sup> Ave)

## 3. Consent Order Update

- a. COA signed and submitted
- b. Next M-49 multi-municipal Coordination meeting schedule for 02/03/22 @ 10am
- c. Coordination with Whitaker's Engineer – update
- d. Flow Monitoring
  - i. 3 additional meters active and recording (1 upstream M-45 and 2 upstream M-49)
  - ii. Will check on status of ALCOSAN installation of M-44 (West Run)

## 4. Regionalization

- a. Regional defect project design update

## 5. Grants

- a. GROW #7 letter dated 01/01/22
  - i. Invitation to submit for GROW #7
  - ii. LOI application due March 31, 2022
- b. LSA Statewide Grant
  - i. Application due March 15,2022
  - ii. MSSMA is eligible
  - iii. Eligible projects
    - A. Infrastructure
    - B. Purchase of vehicles, machinery and/or equipment

## SOLICITOR'S REPORT

COA is out and signed, moving forward  
Transfer agreement still needs work  
WM willing to meet and swap information

## MANAGER REPORT (As Distributed)

### **Consent Order Updates:**

1. Received the Phase 2 consent order. Signed and sent out. Received return card from USPS acknowledging receipt of copies.

### **GROW # 7:**

1. LOI is due by March 31,2022

### **Phase 1 (CCTV) O&M**

1. Pay Estimates for Phase 1 CCTV work by Insight is received and reviewed by the Engineer
2. Dye testing select catch basins have been added to the scope.
3. Dye testing the 300 block of 22<sup>nd</sup> Avenue in preparation for the storm/sanitary sewer project.

### **Monthly Updates**

1. M49 Multi-Municipal Collaboration project is ongoing and are meeting with 3RWW, ALCOSAN, West Mifflin and Whitaker regularly. Meeting scheduled for 03/03/22 @ 10am.

### **Legal Tax**

1. Collections for January were \$287,618.08. \$12,936.48 were deducted for fees and commissions. Net deposit was \$274,681.60.
2. November credit card collections (deposited in December) were \$104,117.88. \$5,984.35 was deducted for fees and commissions. Net deposit for November ONLINE payments were \$98,133.53.

### **DYE tests**

16 total dye test certificates were processed in January. 13 were in the separate system and 3 in the combined system.

- Office working to make changes to dye testing form to make it easier
- An information FB page has been created as part of our "Did you know"
- Water usage data from Pa American is increasing 7.04%
- MSSMA/Legal Tax are approved vendors with the Department of Health and Human Services and their LIHWAP program.

- PMAA room block for 2022 Conference in Erie has been reserved for September 11<sup>th</sup> - 14<sup>th</sup> at the Sheraton Erie Bayfront.

#### OLD BUSINESS:

1. Rental Space for MSSMA office – possibly purchasing a space?
2. Hiring for MSSMA field personnel – executive meeting decision
3. 2022 Budget

#### NEW BUSINESS:

None.

#### MOTIONS:

- a. Motion to approve the Minutes for the February 2022 monthly meeting as distributed to the board. First by Mr. DeMartino. Second by Mr. Ballas. All in Favor. No Opposed. So ordered.
- b. Motion to approve the payment of bills as submitted to the board, for the period of January 1<sup>st</sup> through February 1<sup>st</sup>, in the amount of \$605,315.67. First by Mr. Ballas. Second by Mr. DeMartino. All in Favor. No Opposed. So ordered.
- c. Motion to approve the gross payroll for the month of January 2022 in the amount of \$6,326.00. First by Mr. Ballas. Second by Mr. DeMartino. All in Favor. No Opposed. So Ordered.
- d. Motion to approve the transfer from the MSSMA General Fund at First Commonwealth to the PLIGIT Capital Projects fund in the amount of \$500,000.00. First by Mr. Ballas, Second by Mr. DeMartino. All in favor. No opposed. So ordered.
- e. Motion to approve the following refunds on the closed and final accounts:
  1. 140 W Schwab - \$100.00
  2. 4002 McWhinney - \$150.00
  3. 1809 West Street - \$79.02
  4. 2279 Main Street - \$293.00
  5. 116 Elizabeth Street - \$34.74

First by Mr. DeMartino, Second by Mr. Ballas. All in favor. No opposed. So ordered.

- f. Motion to approve progress payments to be made to Insight Pipe in the amounts of \$37,828.77 for estimate 2 and \$5,188.81 for estimate 3 of the PHASE I CCTV Project (2021) per engineer recommendation. First by Mr. DeMartino. Second by Mr. Ballas. All in favor. No opposed. So ordered.
- g. Motion to approve the final draft version of the 2022 budget for MSSMA. First by Mr. Ballas. Second by Mr. DeMartino. All in favor. No opposed. So ordered
- h. Motion to enter into executive session @ 7:37 regarding personnel with one action item.

First by Mr. Ballas. Second by Mr. DeMartino. All in favor. No opposed. So ordered

- i. Motion to make the following changes to salary: 3% increase on manager salary effective this pay period and moving forward for 2022. A one time \$600 bonus for office assistant. First by Mr. Ballas, Second by Mr. DeMartino. All in favor. No opposed. So ordered.

Adjournment @ 7:48 by Mr. DeMartino, Second by Mr. Ballas.

Next regular meeting to be held Wednesday March 2<sup>nd</sup>, at 6:30 pm.

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AS APPROVED AT THE MARCH 2<sup>ND</sup>, 2022 REGULAR MEETING

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*Matthew Bovee, Chairman, MSSMA*