

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday January 3rd, 2024**

Chairman Younkins called the Meeting to Order at 6:03 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Larry Schamus (absent), Dave Younkins, Jim Barca

Also Present: Jacquelyne Coles, Office manager

Mr. Bajek, Engineer

Mr. Sportelli, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

Borough council has not yet appointed a new chairman for the MSSMA open board seat that expired 12/2023.

PUBLIC COMMENTS

While no members of the public requested to speak, we did have some in attendance.

There was a question about the MSSMA approved budget. Also, a question asked about the raise in sewer rates.

Chairman Bovee thanked the citizens for their attendance and interest.

ENGINEER'S REPORT (Report Attached)

1. Miscellaneous Tasks -

a. Pocket Projects.

- i. Tunnel CSO flap gate repair – coordinating a quote with Tide Flex. MSSMA and LSSE met with the Tide Flex rep on 11/04/23. Tide Flex is to provide a new drawing for external back-flow preventer. Additionally, LSSE reached out to Whipps, Inc. for a quote on a “flap-gate” back-flow preventer. At a recent multi-municipal collaboration meeting, ALCOSAN advised they will be evaluating the Tunnel CSO flap gate following Regionalization.
- ii. Catch Basin Dye Testing – Specific areas include Pansy Way, however the entire borough should be considered for testing. LSSE to coordinate with MSSMA on plan/schedule development in concert with GIS on-line application, refer below. LSSE dye tested areas on 22nd St and West Run Rd on 08/24/23. LSSE and MSSMA coordinating to identify additional areas for dye testing along with CCTV scope connectivity clarification. Additional effort for catch basin dye testing and connectivity clarification to be budgeted for 2024. LSSE has finished investigation along 22nd Street area, LSSE to digitize findings and update GIS.
- iii. CCTV Phase I repairs – Garden Plan, included in PA H2O. Defer to grant award announcements in 2023
- iv. Waterfront Pump Station – install a stone pad for the vector truck. LSSE survey crew was on site 11/06/23 to located existing conditions and railroad right of way. Discussion held during monthly WIP meeting regarding easement adjacent to lift station.
- v. W. Schwab - State pipe inspected/CCTV'd “depression” on W. Schwab on 09/28/23. LSSE and MSSMA have obtained a quote for a manhole replacement from Creative Enterprises. \$11,500.00 includes concrete repairs. Creative Enterprises waiting on materials.
- vi. Sunset Drive – Jet Services, Inc. inspected/CCTV'd manhole/sewer filled with debris on 11/16/23 MSSMA and LSSE to coordinate with Creative Enterprises to obtain quote for repair.
- vii. East Virginia – Creative Enterprises on site the week of 12/18/23 related to invert rehabilitation on Manhole 564B. Task Complete.

- viii. J-35 Emergency repair – sanitary sewer line disconnected near connection to manhole. Creative Enterprises on site for temp. emergency repair. Design documents from grant application to be reviewed and final design to be initiated.
2. Developments –
 - a. Vondera Street – Developer’s agent has submitted an existing conditions map and letter of interest related to sewage capacity availability on 10/19. LSSE to draft capacity availability letter in response. Possibly townhouses. LSSE has responded by letter dated 11/17/23 advising of additional information required.
 - b. Steel Valley School – Developer has submitted construction plans and details. LSSE issued a response letter on 11/17/23.
3. Rules and Regulations – A draft of the rules and regulations was provided on 09/06/23. LSSE had an initial meeting with MSSMA and GTN Law on 09/11/23 to review the rules and regs. MSSMA, GTN & LSSE met on 10/26 for discussion. Next steps are to establish a committee of board members, admin, solicitor, and LSSE to meet and review various sections. LSSE’s MS. Palmer will be the lead on this task working with MSSMA’s committee. MSSMA’s Committee and LSSE met virtually on 11/27/23. The next meeting is to be scheduled. One of the near term items will be to develop MSSMA standard construction details.
4. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained
 - b. November 2023 had 0 SSO’s and 0 CSO’s
 - c. Visual inspections – LSSE to work with Manager on this task
 - d. Future discussion to be had on changing the permit report to 0.5” of precipitation from 0.25” as per current permit requirement.
5. Phase II Consent Order and Agreement Tasks
 - a. Regionalization
 - i. LSSE issued regionalization repair CCTV data to ALCOSAN on August 18th, 2023.
 - ii. ALCOSAN issued a review memo on 09/22/23. LSSE is in the process of reviewing and addressing comments.
 - b. Phase II COA Deliverables
 - i. LSSE presented the Phase II COA Status and Strategy update at the July 5th meeting
 - ii. MSSMA submitted the Phase II COA list of projects letter the PADEP on 07/31/23.
 - iii. SSOEP/ Alternatives Analysis due on 12/31/23. 3RWW to request an extension of this due date. This extension is pending PaDEP’s approval.
 - iv. M-44/M-49 Source Flow Reduction project alternatives analysis initiated by LSSE. LSSE identified source flow reduction targets associated with the Phase II COA for both M-44 and M-49. LSSE utilized prior flow monitoring as well as contemporary flow monitoring and nighttime flow isolation studies. Evaluation is ongoing. Based on the analysis, the proposed scope of work for the M-44 and M-49 SFR projects includes approx. 12,000 LF of lining with an opinion of probable construction cost ranging between \$750K and \$1M. Design required to 09/2024 and construction completion required in by 12/2025.
 - v. M-44 NFIS plan information to be sent to ALCOSAN on 01/05/24 to be added to ALCOSAN’s 2024 NFIS scope. In the event that ALCOSAN does not complete the task by 03/15/24, LSSE will complete the work.
 - vi. M-45 compliance project modeling to be completed by 3RWW PM team
 - vii. M-49 SSOEP to be completed by 3RWW PM team.
 - viii. M-49 LOI bypass information to be submitted by LSSE for GROW grant cycle 9 by 01/05/24. Preliminary indication is that ALCOSAN will approve this information and authorize MSSMA to proceed with the application which will be due 06/30/24. MSSMA board authorization to proceed with design document preparation is requested.
 - c. Multi-Municipal Collaboration
 - i. LSSE and MSSMA attended the 3RWW Mon-Valley, multi-municipal POC meetings on 08/23/23 and 10/04/23. 3RWW to take the lead on development of the multi-

- municipal SSOEP for M-49 (Ravine). It is anticipated that 3RWW will be requesting an extension of the due date for this report from 12/31/23 to spring/summer 2024.
- ii. LSSE attended the 11/30/23 3RWW engineers meeting. Discussion topics included the impact on the West Mifflin lift station upgrades on the hydraulics of the Ravine St. trunk sewer and initial discussion in terms of the SSOEP alternatives analysis. Homestead provided some data and 3RWW is acquiring additional data with respect to source flow reduction efforts. Next meetings are planned for:
 - A. January 4, 2024 – Engineers Meeting- Canceled
 - B. January 25,2024 – Stakeholders Meeting
- d. MSSMA O&M program – “5 Phase Initiative”
- i. Phase I Inspections and repairs contract – Contract 2022-01 Regionalization Sewer Repair Project: Hatch reported in April that the contract has been completed and closed out.
 - ii. Phase II Inspections and Repairs contract – During information exchange, the plans and specs have been prepared by Hatch and were forwarded to LSSE. LSSE has reviewed Hatch’s contract documents for use on the project. The scope of work is about 55,000 LF of CCTV work. LSSE has since updated the specs to QuestCDN and the project is out for bid. Bid opening is July 18th, 2023 via QuestCDN remote access. Tentative board action scheduled for 08/02/23. Bid report released July 25th, 2023 with Edge AI being the lowest bidder.
 - iii. The contract documents were received on 08/29/2023.
 - iv. LSSE issued Notice to Proceed on September 7th, 2023.
 - v. Edge AI has requested a 60-day contract extension (revised completion date of 03/04/24). Board approved at the December 2023 meeting.
 - vi. MSSMA and LSSE to hold recurring job progress meetings every two weeks. The latest progress meeting was held 12/06/23. The next planned meeting is 01/04/23.
 - vii. By letter dated 01/02/24, LSSE recommended payment of partial pay req #4 in the amount of \$24,462.28.
- e. GIS Mapping
- i. LSSE received the GIS database from Hatch. Database cleanup initiated. Connectivity questions identified. LSSE Field Techs to investigate data discrepancies as necessary.
- f. Funding opportunities
- i. DCED ARPA H20PA funding application
 - A. LSSE to support manager on tasks as needed/as requested basis. Anticipated notice of award is fall 2023.
 - B. At the December 19th, 2023 CFA board meeting, MSSMA was awarded the following grants.
 - 1 Phase I SSI - \$300,000.00
 - 2 West Run J-35 - \$146,000.00
 MSSMA board authorization to proceed with design document prep.
 - ii. Statewide LSA Funding Application
 - A. Funding application to be released in September, due at the end of the November. Concept is to apply for utility truck and/or flushing truck. LSSE to collaborate with manager. LSSE and MSSMA have coordinated on application submittal.

SOLICITOR'S REPORT

1. Transfer Agreement - Solicitor, Engineer and Manager have met and are working on finalizing logistics of transfer – waiting on ALCOSAN to send final agreement documents.
2. Consent Order Compliance – Solicitor, Manager, and Engineer have met and are addressing both compliance as well as neighboring municipal cooperation issues.
3. Personnel Matters – Solicitor and Manager working on best practices for possible hirings and updating personnel policy manual. Solicitor continuing review of the Borough collective bargaining agreement and

- personnel manual attendant to updating of the personnel policy manual.
4. Received lien list on 01/03/24 via email.
 5. Rules and Regulations – another meeting to come

MANAGER REPORT (As Distributed)

Phase 2 CCTV and Inspection Project 2023-01

1. Bi-weekly progress meetings are held with Edge AI, LSSE.

Phase 2 Consent Order

1. 6 month extension

Deduct Meter Program

1. Making headway, will be sold at cost to those interested

Employee Manual Update

1. Ongoing

Encroachment Policy

1. On hold

Legal Tax Deposits

1. Total collections for the month of December 2023 are as follows: \$179,209.37 total collected, less \$9,066.30 in fees and commissions equals a total NET collection of \$170,143.07.
2. Total credit card collections for the month of November 2023 (deposited in December 2023) are as follows: \$97,054.90 total collected, less \$4,355.54 in fees and commissions equals a total NET collection of \$92,699.36.

Dye Tests

1. There was a total of 11 dye test certificates processed in December 2023. 7 of them were in the separate system with 4 in the combined system.

OLD BUSINESS:

NEW BUSINESS:

Proclamation read in honor of Larry Schamus. His term on the MSSMA board ended December 31, 2023.

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on December 6th, 2023 as distributed to the board. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period of December 1st to December 31st, 2023, in the amount of \$62,122.30. First by Mr. DeMartino. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of November in the amount of \$11,386.75. First by Mr. Barca, Second by Mr. Younkings. All in favor. No opposed. Motion carries.
- d. Motion to approve Pay Estimate #4 for the Phase 2 CCTV project for Edge AI in the amount of \$24,462.28. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- e. Motion to approve the 2024 Budget as submitted to the Board. First by Mr. DeMartino. Second by Mr. Younkings. All in Favor. No opposed. Motion carries.
- f. Motion to approve LSSE to design the J35 Manhole Repair Project (West Run). First by Mr. Younkings. Second by Mr. Barca. All in Favor. No opposed. Motion carries.
- g. Motion to approve LSSE to design the Phase 2 COA Source Flow Reduction Project design for the M49 POC. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.

- h. Motion to approve the refunds on the following closed/final accounts:
148 W. Larkspur - \$157.93
First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.

- i. Motion to enter executive session at 7:15 to discuss personnel matters regarding payroll. First by Mr. Younkins. Second by Mr. Barca. Exited Executive Session at 8:15pm.

- j. Motion to approve adjustments made to payroll effective next pay period. First by Mr. Younkins. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.

Motion to adjourn at 8:20pm First by Mr. Younkins. Second by Mr. Barca

Next regular meeting to be held Wednesday, February 7th, 2024 at 6:00 pm.

AS APPROVED AT THE FEBRUARY 7th, 2024 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA