

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY  
REGULAR MEETING MINUTES  
Wednesday January 4<sup>th</sup>, 2023**

Chairman Bovee called the Meeting to Order at 6:40pm.

Pledge of Allegiance

Mrs. Cregan conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Larry Schamus (left early), Dave Younkens, Jill Fleming-Salopek

Also Present: Jacquelyne Coles, Office manager  
Mr. Aluguvelli, Engineer  
Mr. Boring, Solicitor  
Toni Cregan, Office Assistant

**ANNOUNCEMENTS:**

Mrs. Salopek expressed her apologies for not being as present as she would like for the last few months. Mr. Bovee also apologized for his absence last meeting.

**PUBLIC COMMENTS**

A few members of the public were present. No requests to speak were made.

**ENGINEER'S REPORT (Report Attached)**

1. **NPDES Compliance**

- a. Overflow Report Update
  - i. 0 SSO's in November 2022
  - ii. Tunnel activated 6 in November 2022

2. **Regionalization**

- a. Contract 2022-01 Regionalization Sewer Repair Project
  - i. Insight completed sewer repairs and lining work in December 2022
  - ii. Final CCTV and related deliverables are pending

3. **3311 Main St Building Renovations**

- a. TKA performed onsite walk-through inspections on 01-03-23 and prepared a construction punch list for the contractor before project closeout.
  - i. Mr. Younkens requested a copy of the punch list items.
- b. Project anticipated for completion by January 13<sup>th</sup>, 2022.

- c. Hatch/TKA recommends approving change order #1 in the amount of \$1,937.75 related to adding fire dampers.
- 4. Consent Order Update
  - a. Baseline Due Diligence (BLDD) Response to DEP
    - i. MSSMA is planning to issue our due diligence response by the end of January 2023. Baseline Due Diligence includes a review of flow monitoring data, hydraulic models, and the exhibits as they were presented in the COA.
- 5. 2023 Additional Flow Monitoring Plan at various sites
  - a. Hatch coordinated with MSSMA and Drnach Environmental for additional flow monitoring study during 2023.
  - b. Hatch identified several suitable locations for flow monitoring along West Run and municipal boundaries.
- 6. PADEP 2022 Chapter 94 Municipal Wasteload Management Annual Report
  - a. The 2022 Municipal Wasteload Management Annual report is due by March 2023.
- 7. PA DCED Covid-19 ARPA H2O PA – Water supply, Sanitary Sewer and Storm Water Grant Projects (Due 12/22/22)
  - a. Hatch submitted separate grant applications to DCED in December for the following two projects which focus on I/I reduction and sewer rehabilitation.
    - i. Project 1 – Various sewer repair projects based on Phase I CCTV. Total project estimate @ \$379,648
    - ii. Project 2 – Rehabilitation of J-35 collapsed sewer and slope stabilization project. Total project estimate \$172,562
  - b. The projects require 15% matching funds from the Authority
- 8. Grow/Regionalization workshop with ALCOSAN to discuss Source Reduction Project- McClure Sewer Separation
  - a. HATCH/MSSMA scheduled a workshop meeting with ALCOSAN on Dec 15 to discuss GROW funding for McClure sewer separation project M-45 sewershed for I/I reduction opportunities.
  - b. Homestead currently in the permitting stage of a large sewer separation project with new storm sewer being installed at McClure.
  - c. Performed high level hydraulic analysis and evaluated flowrates, prepared concept plans for various sewer separation scenarios, and prepared preliminary cost estimates to synchronize with the project.
- 9. 2022 CCTV Phase II Inspections and Repairs
  - a. Approximately 55,000 LF of CCTV estimated in Phase II. Estimated cost \$200,000.00

- b. Project plans completed. Project tentatively scheduled for spring 2023.

#### 10. Manhole Inspections along Homestead Run Trunk Sewer System

- a. Pending manhole inspections to be completed in early 2023.

#### 11. ALCOSAN Transfer Agreement

- a. MSSMA is on track for transfer on the three trunk sewers to ALCOSAN (i.e M-45, M-44, and M-49). The transfer is likely to begin in early 2023.

#### 12. Upcoming Meetings

- a. 3RWW – 3WG meeting, Thursday 01/12/23 @ 9am at Green Tree Municipal Building
- b. 3RWW – SSS Subcommittee meeting, Thursday 01/19/23 @ 9am at Green Tree Municipal Building
- c. 3RWW – CSS Subcommittee meeting, Thursday 01/26/23 @ 9am at Green Tree Municipal Building

### SOLICITOR'S REPORT

Nothing to report for public consumption.

### MANAGER REPORT (As Distributed)

#### **Monthly Updates**

1. 2022-01 Trunk Sewer Transfer work - Update by Engineer. Pay Estimates #1 & #2 have been received and sent over to Hatch for review and approval.
  2. 2022-02 Main Street Office Remodel – Drywall, floor leveler, and paint are in the next 2 weeks. Heading to Tri-State Furniture on Friday to look at available office furniture. Striving to be in and have our 1<sup>st</sup> meeting in the building on 01/04/23.
  3. Phase 2 CCTV and Inspection Project 2023-01 – to go out for bid. Would like to use PennBid for the project bidding in January.
- 

#### **Legal Tax**

1. Total collections for the month of December 2022 are as follows: \$253,877.74 total collected, less \$12,324.86 in fees and commissions equals a total NET collection of \$241,552.88.
2. Total credit card collections for the month of November 2022 (deposited in December) are as follows: \$74,874.17 total collected, less \$4,061.78 in fees and commissions equals a total NET collection of \$70,812.39.

#### **DYE tests**

1. 22 total dye test certificates were processed in December 2022. 21 were in the separate system and 1 in the combined system.

### OLD BUSINESS:

- a. Auditor Selection – recommended by Matt to award the lowest bidder, Case and Sabatini
- b. Billing Selection – to be discussed in executive session
- c. Engineer Selection – put off until February meeting

NEW BUSINESS:

- a. Purchase of office furniture from Tri-State Office Furniture in Mckees Rocks, furniture cost \$4,945.00 and \$525.00 for delivery/set up. Total \$5,470.00

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on December 7<sup>th</sup>, 2022 as distributed to the board. First by Mr. Younkens. Second by Ms. Salopek. 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 1<sup>st</sup> through December 31<sup>st</sup>, 2022, in the amount of \$29,680.48. First by Mr. Younkens. Second by Ms. Salopek. All in Favor. No opposed. Motion carries
- c. Motion to approve the gross payroll for the month of December 2022 in the amount of \$10,467.50. First by Mr. Younkens. Second by Ms. Salopek. All in Favor. No opposed. Motion carries.
- d. Motion to approve the refunds on the following closed/final accounts:
  - 116 Union Street - \$78.91
  - 310 Cherry Way - \$44.50
  - 240 Gates Drive - \$19.50
  - 617 E 16<sup>th</sup> Ave - \$69.75
  - 1114 Park Square - \$66.50
  - 330 W. Larkspur - \$30.50First by Mr. DeMartino. Second by Mr. Younkens. All in Favor. No opposed. Motion carries.
- e. Motion to select Case Sabatini as the lowest bidding responder for auditor for 2021, 2022 and 2023 @ \$7k per year. First by Mr. Younkens. Second by Mr. DeMartino. All in Favor. No opposed. Motion carries.
- f. Motion to approve a resolution to amend the existing schedule of rates to include an annual increase of 5% for the line fee and consumption. Rate to be reviewed annually. First by Mr. Younkens. Second by MR. DeMartino. All in Favor. No opposed. Motion carries.
- g. Motion to enter in to executive session at 7:48pm by Mr. Bovee. Second by Mr. Younkens. Executive session to discuss billing firm and personnel.
  - a. Came out of executive session at 8:29pm

- h. From executive session: Motion to set the gross annual salary of the manager to \$62,500.00/year and to set the office assistant hourly rate to \$22/hour effective the next regular pay. Motion unanimously approved.

Motion to adjourn meeting at 8:31pm. First by Mr. DeMartino. Second by Mr. Younkings.

Next regular meeting to be held Wednesday, February 1<sup>st</sup>, 2023 at 6:30 pm.

---

AS APPROVED AT THE FEBRUARY 1<sup>ST</sup>, 2023 REGULAR MEETING

---

*Matthew Bovee, Chairman, MSSMA*