

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday May 3rd, 2023**

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

Pledge of Allegiance

Mrs. Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino (absent), Larry Schamus (late), Dave Younkins, Jim Barca
Also Present: Jacquelyne Coles, Office manager
Mr. Stanton, Engineer
Mr. Nicholas, Solicitor
Toni Cregan, Office Assistant (absent)

ANNOUNCEMENTS:

Introduction of the new Engineers for MSSMA. MSSMA is making the transition from Hatch to LSSE for engineering services. Jason Stanton gave a brief introduction on behalf of LSSE.

PUBLIC COMMENTS

Question on the refund for the Carnegie Library sewage account. PAWC was conducting estimated readings on water usage for the library for years. Once actual reads were taken, an adjustment needed to be made. The Library requested a refund as opposed to a credit on their account. Board agreed to issue the refund.

ENGINEER'S REPORT (Report Attached)

1. Retainer Agreement
 - a. LSSE forwarded a retainer agreement by letter dated 04/10/23. The terms and conditions of the agreement were reviewed by the solicitor. Revisions were made and LSSE reissued retainer agreement by letter dated 05/02/23. On agenda for consideration.
2. Transition Services/ Information Exchange
 - a. LSSE staff met with Authority Manager on 04/19/23 to initiate information exchange. Took a walk through some of the system to become familiar with structures.
 - b. LSSE met with Authority Manager and Hatch (former engineer) via Teams meet on 04/28/23. Very professional discussion about transition of data.
 - c. Hatch offered to schedule another information exchange meeting in the future if needed.
 - d. "Pocket Projects" – Hatch and MSSMA are in the process of assembling a list of "pocket projects" (e.g., Trautman, Harvey St. Ext., etc) to factor into future MSSMA capital improvements.
3. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE to collaborate with Hatch and manager to update the overflow summary and monthly discharge reports. Will be ready for next meeting.
 - b. Visual inspections – LSSE to work with Manager on this task
 - c. Manhole Inspections – per April Hatch report – next round of manhole inspections to be conducted by Creative Enterprises in the summer of 2023.
4. Phase II Consent Order and Agreement Tasks
 - a. Regionalization
 - i. The vast majority of repairs have been completed. Two points of root intrusions and one minor offset joint in the invert of one sewer line have been identified for follow-up based on post-rehabilitation CCTV. One of the "buried" structures identified by ALCOSAN has access to the sewer line. LSSE is coordinating with Hatch and MSSMA on data exchange. The strategy is to obtain the information from Hatch and

transmit to ALCOSAN in parallel with resolutions. The general thinking is to get quotes to address the root removal and invert repair.

- b. Baseline Due Diligence Reporting
 - i. Hatch has prepared a draft, however it needs some refinement. Tentatively, it is our thinking to receive the files in the current state to inform efforts related to other Phase II COA deliverables.
- c. 3RWW – CST-PRT Memo Release
 - i. Based on 3RWW, ALCOSAN, and regulatory coordination/collaboration efforts affords the opportunity for municipalities to identify ALCOSAN'S proposed regional facilities as part of municipal "list of projects" related to combined sewer metrics (e.g., percent capture) improvements.
 - A. M-44 West Run
 - 1 Updated existing conditions percent capture – 30%
 - 2 CST-PRT percent capture – 97%
 - B. M-45 McClure Street
 - 1 Updated existing conditions percent capture – 30%
 - 2 CST-PRT percent capture – 76%. Does not meet IIFTMT
 - C. M-49 Ravine Street
 - 1 Updated existing conditions percent capture – 30%
 - 2 CST-PRT percent capture – 76%. Meets IIFTMT
 - ii. Action Items – LSSE will work with Authority Manager to obtain the CST-PRT models from 3RWW/ALCOSAN.
- d. Source Flow Reduction Flow Monitoring Field Work
 - i. LSSE to coordinate a meeting with Drnach and obtain data received to date and make decision whether to move monitors in near future. Initial thoughts were to maintain current locations to monitor system response during the last week of precipitation events.
- e. Phase II COA Deliverables
 - i. LSSE to receive executed copy of MSSMA Phase II COA and develop a timeline associated with deliverables and compliance schematic to present at the June meeting.
- f. Authority Office Building – 3311 Main Street Building
 - i. Hatch is going to handle the closing out of this project. A reminder letter is being drafted to Franjo related to punch list items. Retainage held is approx.. \$23,000.00 associated with Pay app #4.
- g. MSSMA O&M program – "5 Phase Initiative"
 - i. Phase I CCTV 2022-01 – Hatch reported the contract has been completed and closed out.
 - ii. Phase II Inspections and Repairs contract – Hatch has specs done. Will not be redone. Will review with Hatch. LSSE will coordinate with Manager related to bid dates/bid formats, The scope of work is about 55,000 linear feet of CCTV.
- h. West Mifflin Homeville Pump Station Update – Conveyance to MSSMA
 - i. WM is upgrading the Homeville Lift station and conveying flow to MSSMA. ALCOSAN has been working on installing flow monitors.
- i. GIS Mapping
 - i. GIS – Hatch is in the process of cleaning up legacy data for transfer to MSSMA and LSSE.
- j. Modeling
 - i. LSSE to obtain existing modeling information from Hatch to utilize as a resource for informing the CST-PRT version of the models
- k. Funding Opportunities
 - i. DCEP ARPA H20PA Funding Application
 - A. LSSE to support Manager on tasks as needed/as requested. Anticipated notification of award is June/July 2023.
 - ii. ALCOSAN GROW LOI Cycle 8 – 1800 Whitaker Way
 - A. LSSE received a copy of ALCOSAN letter dated 05/01/23 advising that *MSSMA submission did not meet the criteria of the GROW program.*
 - 1 Project could have been better. Will find out why it was not selected.

SOLICITOR'S REPORT

1. Transfer Agreements
 - a. Solicitor, Manager, and Engineer have met and are working on finalizing the logistics of the transfer. Borough has provided their requisite approval for transfer. Binder needs finalized.
2. Consent Order Agreements
 - a. Solicitor, Manager, and Engineer have met and are addressing both compliance as well as neighboring municipal cooperation issues.
3. Professional Services/Engineer Agreement
 - a. Solicitor has reviewed consulting Engineer's agreement. Same recommended for approval.
4. Deduct Meter Policy
 - a. Solicitor and Manager working on finalizing.
5. Time of Sale Testing
 - a. Solicitor and Manager addressing the same.

MANAGER REPORT (As Distributed)

2022-02 Main Street Office ADA Remodel

1. Punchlist items are still ongoing. Flooring and drywall finish are main concern. Trim needs completed and flooring to be completed Saturday. Retainage amount of \$23,000.00 being held until all items are complete and satisfactory.

Phase 2 CCTV and Inspection Project 2023-01

1. Phase 2 CCTV project is ready to be advertised. LSSE is going to keep the specs that Hatch prepared for the project. There is no need to duplicate or spend more on the same item.

Deduct Meter Program

1. To prepare for the upcoming summer months and pool season, a deduct meter policy and system would benefit some of the parks, so they are not paying for water consumption on the sewage account for water to keep the grass green. Working with Solicitor on a Resolution/Policy for deduct meters.

Monthly Updates

1. Homeville pump station has been in bypass since 03/17/23. This a WMSSMA and Alcosan issue and is being handled by them.
2. Gary @ WMSSMA has asked if we were making progress on the ingress/egress at the Waterfront Pump Station. They asked if we were planning on making a pad for the vector truck. It is difficult to get the truck over the curb, and sinks into the ground.
3. Start up meeting with LSSE was 04/26/23. High-level overview of MSSMA, with a site visit to M49 and Homestead Run.
4. Edge AI (Brandon) contacted MSSMA about them doing CCTV for MSSMA on an as needed basis.
5. Golden Equipment – rental of vector/flusher CDL required (as needed)
6. Specs for truck and equipment
7. Approval to advertise for laborers after job description is approved – discussion help about job descriptions. Titles. Pay rates, etc...
8. GIS information for mapping is being cleaned up by Hatch before transmittal
9. Workers Comp Insurance is up for renewal this month, still at state minimum. Total for the year is \$529.00
10. Coordination with Julia @ ALCOSAN about information pertaining to HRTS. Clarification of sealing SSO's, locations and ID #'s.
11. Approval to purchase copies of map from 3C signs. One dry erase. One plain paper.
12. Approval for purchase of a new laptop for office Manager.

Legal Tax Deposits

1. Total collections for the month of April 2023 are as follows: \$198,713.22 total collected, less \$12,184.41 in fees and commissions equals a total NET collection of \$186,528.81.
2. Total credit card collections for the month of March 2023 (deposited in April 2023) are as follows: \$99,988.05 total collected, less \$5,611.76 in fees and commissions equals a total NET collection of \$94,376.29.

Dye Tests

1. There was a total of 19 dye test certificates processed in April 2023. 16 of them were in the separate system with 3 in the combined system.

OLD BUSINESS:

None

NEW BUSINESS:

None

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on April 5th, 2023 as distributed to the board. First by Mr. Younkings. Second by Mr. Barca . All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period of April 1st, 2023 to April 30th, 2023, in the amount of \$726,789.01. First by Mr. Younkings. Second by Mr. Barca. All in favor. No opposed. Motion carries (This monthly amount includes 1st quarter ALCOSAN and Homestead)
- c. Motion to approve the gross payroll for the month of April 2023 in the amount of \$7,073.70. First by Mr. Barca. Second by Mr. Schamus. All in favor. No opposed. Motion carries.
- d. Motion to approve the advertisement of the 2023-01 Phase 2 CCTV Project to be completed this year. First by Mr Younkings. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- e. Motion to approve the 2023-2024 Workers Comp Insurance through AMTRUST for an annual amount of \$529.00. First by Mr. Younkings. Second by Mr. Schamus. All in favor. No opposed. Motion carries.
- f. Motion to approve the Consulting Engineering Agreement as presented to the Authority and reviewed by the Solicitor, for Lennon, Smith and Souleret (LSSE). First by Mr. Barca. Second by Mr. Younkings. All in favor. No opposed. Motion carries.
- g. Motion to approve the refunds on the following closed/final accounts:
145 Lawrence - \$97.58
510 E 10th Avenue - \$23,663.65 (Library overpayment)
First by Mr. Younkings. Second by Mr. Schamus. 1 abstention. No opposed. Motion carries.

First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- h. Motion to adjourn at 8:53pm. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.

Motion to adjourn at 7:44pm. First by Mr. Younkings. Second by Mr. Schamus.

Next regular meeting to be held Wednesday, June 7th, 2023 at 6:30 pm.

AS APPROVED AT THE JUNE 7TH, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA