

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday June 7th, 2023

Chairman Bovee called the Meeting to Order at 6:37 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. Stanton, Engineer

Mr. Sportelli, Assistant Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

PO BOX for Authority has been canceled. All mail coming to 3311 Main Street.

PUBLIC COMMENTS

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

ENGINEER'S REPORT (Report Attached)

1. 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.
 - i. List of pocket projects was provided by MSSMA 05/15/2023.
2. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained Drnach data and updated the overflow summary The DMR for March was filed by Hatch.
 - b. April had 0 SSO's and 3 CSO's
 - c. Visual inspections – LSSE to work with Manager on this task
 - d. Manhole Inspections – per April Hatch report – next round of manhole inspections to be conducted by Creative Enterprises in the summer of 2023.
 - e. Future discussion to be had on changing the permit report to 0.5" of precipitation from 0.25" as per current permit requirement.
3. 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. Photos exist related to proof of access. LSSE has obtained the Regionalization CCTV data from Hatch. LSSE has initiated transfer of data to LSSE FTP for submittal to ALCOSAN in parallel with resolutions. LSSE and MSSMA are collaborating on setting up a FTP Site link to obtain a quote from State Pipe (Robinson Pipe and Insight Pipe) for these repairs.
 - b. Baseline Due Diligence Reporting
 - i. Hatch has prepared a draft, however it needs some refinement. The draft was not received. LSSE to move forward as though it does not exist.

- 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. After collaboration with LSSE, MSSMA provided direction to remove the monitors sited in the M-44 Sewer Shed. The flow monitoring data as well as current ALCOSAN flow monitoring data in M-44 will be utilized to develop a flow isolation map that will serve as the basis for source reduction projects needed to comply with the PHASE II COA.
- e. Phase II COA Deliverables
 - i. LSSE received executed copy of MSSMA Phase II COA and will develop a timeline associated with deliverables and compliance schematic to present at the July meeting.
- f. Authority Office Building – 3311 Main Street Building
 - i. Hatch is coordinating a reminder letter to contractor related to punch list items with the solicitor. Retainage currently being withheld is aprox. \$23,000 associated with payment application #4. Hatch will close out contract.
- 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 – During information exchange, the plans and specs have been prepared by Hatch and were forwarded to LSSE. LSSE will coordinate with manager related to bid dates/bid formats (e.g., QuestCDN). The intent is to review Hatch's contract documents and use those on the project. The scope of work is about 55,000 linear feet of CCTV work. LSSE requests the Board's Authorization to bid the project.
- 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.
 - ii. LSSE received the GIS database from Hatch.
 - iii. LSSE to set up a meeting with MSSMA to discuss ARC GIS online license purchase and process to migrate the information online.
- j. Funding Opportunities
 - i. LSSE to support manager on tasks as needed/ as requested basis. Anticipated notification of award is June/July 2023.

SOLICITOR'S REPORT

1. Transfer Agreement Binder is being finalized and will require signatures.
2. Meeting on June 29th with Engineer and office manager to discuss consent order and cooperative opportunities. Meeting will also address encroachments.
3. LTS renewal clause. We have no comprehensive list of liens.
4. Working on deduct meter policy.

5. Recommending a 1 or 2 person panel of board members for employee hiring.

MANAGER REPORT (As Distributed)

2022-02 Main Street Office ADA Remodel

1. Punchlist items for the completion of 3311 Main Street is just about complete. The grab bar, and stair nose still remain unfinished. 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 -LSSE

Deduct Meter Program

1. Working with solicitor on a Resolution/policy for deduct meters.

Employee Manual Update

1. The MSSMA employee manual & job description has been completed. Requesting a board member or two that would like to look it over to make sure it meets our needs in respect to the current working conditions.

Encroachment Policy

1. Working with the solicitor on an Encroachment policy for Sanitary Sewers and easements

Monthly Updates

1. Homeville pump station has been in bypass since 03/17/23. This is 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 vactor truck. It is difficult to get the truck over the curb, and it sinks into the ground.
3. Edge AI hosted a lunch on June 5th. This was to introduce LSSE to the Edge AI product. Cost is approx. \$2000/month.
4. Golden Equipment – rental of vactor/flusher CDL required (as needed)
5. Specs for truck and equipment
6. HRTS (Homestead Run Trunk Sewer) has a 30' easement.
7. ESRI and GIS licenses need to be obtained for our online GIS. Looking into possible grants with LSSE.
8. Working with Solicitor on the lien processes, sheriff sale procedures, and multiple account situations that have balances.
9. Starting a newsletter to be mailed out to residents in the fall.
10. NASSCO (with confined space training) \$1125.00/person and LOCATOR classes are offered through PA ONE CALL throughout the year in various locations.
11. LTS review of additional services (liens, sheriff sales, bankruptcy claims, follow up on shut-offs, and collection procedures) Working with solicitor. Toni will be keeping an eye on accounts with issues.

Legal Tax Deposits

1. Total collections for the month of May 2023 are as follows: \$267,549.16 total collected, less \$12,973.44 in fees and commissions equals a total NET collection of \$254,575.72.
2. Total credit card collections for the month of April 2023 (deposited in May 2023) are as follows: \$94,005.09 total collected, less \$4,149.56 in fees and commissions equals a total NET collection of \$89,855.53.

Dye Tests

1. There was a total of 21 dye test certificates processed in May 2023. 15 of them were in the separate system with 6 in the combined system.

OLD BUSINESS:

None

NEW BUSINESS:

PMAA conference is in September. Staff and 3 Board members are attending.
Mr. Bovee to complete Nassco training in lieu of the PMAA conference.

MOTIONS:

- a. Motion to amend the agenda to include approval of GIS account once ready, and to approve advertising for bids on PHASE II Project. First by Mr. Younkens, Second by Mr. DeMartino. All in favor. No opposed. Motion carries
- b. Motion to approve the meeting minutes from the Regular monthly meeting held on May 3rd, 2023 as distributed to the board. First by Mr. Younkens. Second by Mr. DeMartino . All in favor. No opposed. Motion carries
- c. Motion to approve the payment of bills as submitted to the Board, for the period of May 1st, 2023 to May 31st, 2023, in the amount of \$48,032.01. First by Mr. Younkens. Second by Mr. Barca. All in favor. No opposed. Motion carries
- d. Motion to approve the gross payroll for the month of May 2023 in the amount of \$7,073.70. First by Mr. DeMartino. Second by Mr. Younkens. All in favor. No opposed. Motion carries.
- e. Motion to approve payment application #4 for Franjo Construction for the renovations at 3311 Main Street to be remitted upon completion & engineer inspection. First by Mr. Younkens. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- f. Motion to approve the purchase license by ESRI for the GIS not to exceed \$2,500.00/year. First by Mr. Younkens. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- g. Motion to authorize the engineer to advertise for bids on the PHASE II CCTV work. First by Mr. Younkens. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- h. Motion to approve the refunds on the following closed/final accounts:
824 E 10th - \$168.60
224 W Schwab - \$136.77
First by Mr. DeMartino. Second by Mr. Younkens. All in favor. No opposed. Motion carries.

Motion to adjourn at 8:03pm. First by Mr. Younkens. Second by Mr. Barca.

Next regular meeting to be held Wednesday, July 5th, 2023 at 6:30 pm.

AS APPROVED AT THE JULY 5TH, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA