

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday July 5th, 2023**

Chairman Bovee called the Meeting to Order at 7:29 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

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

ANNOUNCEMENTS:

MSSMA received a formal invite from Munhall Cares to participate in the Main Street Night. Handouts to be available with general MSSMA information.

Regular monthly meetings will be moved to 6:00pm instead of 6:30pm.

Prior to the start of the regular monthly meeting there was a presentation by LSSE on Project details.

PUBLIC COMMENTS

Resident asked if payment can be dropped in the box. Advised YES. However, we need to get the payment to LTS.

No other members of the public asked to speak on agenda items.

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.
 - A. Gushers on Shady Ave
 - B. Walnut Way
 - 1 Near Term- include in regular cleaning program
 - C. Trautman St. – tested and determined there is no connection to sanitary sewer. Item resolved.
 - D. Rules and Regs – LSSE to coordinate with MSSMA on the rules and regs standards and specifications.
 - E. Tunnel CSO flap gate repair – a little bit open, getting quote from Tide Flex for rubber backflow-preventer
 - F. Catch Basin Dye Testing
 - G. CCTV Phase I repairs
 - H. J35 Repair Project
 - I. Source Reduction Projects
 - J. Pump Station at the Waterfront – install a stone pad for vector truck and a grinder or muffin monster for grease, bottles and rags.

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. May had 0 SSO's and 2 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. 3RWW – CST-PRT Memo Release
 - i. 3RWW released Combined Sewer Subcommittee working document B dated April 17,2023. Collaboration efforts afford the opportunity for municipalities to identify ALCOSAN's proposed regional facilities as part of the municipal List of Projects. LSSE and MSSMA have received the CST-PRT model from 3RWW on 5/30/23.
 - A. M-44 West Run
 - 1 Updated existing conditions percent capture – 68%
 - 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
 - 3 LSSE obtained plan and profile of Homestead Borough's CSS McClure St/Hazel Way separation project on 5/25/23.
 - 4 LSSE and MSSMA had a municipal meeting Homestead Borough on 7/24/23. LSSE to review drawings, inquire as to the improvements and run the CRT-PRT model to confirm project effectiveness in regards to COA requirements.
 - C. M-49 Ravine Street
 - 1 Updated existing conditions percent capture – 71%
 - 2 CST-PRT percent capture – 83%. Meets IIFTMT
 - c. 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.
 - d. 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.
 - ii. MSSMA submitted the Phase II COA Annual Progress report to PADEP on 6/30/23
 - iii. LSSE will present Phase II COA status and strategy update.
 - e. 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.

- f. 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.
- g. 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 and MSSMA are currently coordination with ESRI/ArcGIS online to procure a license for the Authority.
- h. 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 June/July 2023.

SOLICITOR'S REPORT

1. Transfer Agreement - Solicitor, Engineer and Manager have met and are working on finalizing logistics of transfer
2. Consent Order Compliance – Solicitor, Manager, and Engineer have met and are addressing both compliance as well as neighboring municipal cooperation issues.
3. Rights of Way Encroachments – Solicitor, Manager, and Engineer reviewing circumstances.
4. Deduct Meter Policy – Solicitor and Manager prepared a draft model policy. Solicitor awaits further direction.
5. Personnel Matters – Solicitor and Manager working on best practices for possible hirings and updating personnel policy manual. Solicitor and Manager collaborated on job description and initial review/discussion of personnel manual update.
6. Collection Matters – Solicitor and Manager reviewing various collection issues, including liens, sheriff sales and bankruptcies.

MANAGER REPORT (As Distributed)

2022-02 Main Street Office ADA Remodel

1. All of the items on the punch list for the building have been completed. Waiting on closeout documents from Hatch. Final payout check awaiting pick up.

Phase 2 CCTV and Inspection Project 2023-01

1. Phase 2 CCTV project has been advertised. Bid opening July 19th at 10am via Teams.

Deduct Meter Program

1. Resolution/Policy for deduct meters on agenda for approval.

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 the current working conditions.

Encroachment Policy

1. Working with the solicitor on an Encroachment policy for Sanitary Sewers and easements. NO UPDATE.

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. Vactor Parking pad at pumpstation - LSSE

3. Edge AI has been keeping in regular contact regarding CCTV and subscription.
4. Golden Equipment – rental of vactor/flusher CDL required (as needed) – NO UPDATE
5. Specs for truck and equipment – ON GOING
6. HRTS (Homestead Run Trunk Sewer) has a 30' easement. FOUND. LSSE will be scanning once maps are in order.
7. ESRI and GIS licenses have been initiated. Waiting on ESRI for the license.
8. Starting a newsletter to be mailed out to residents in the fall.
9. LTS review of additional services (liens, sheriff sale claims, bankruptcy claims, follow-up on shut offs, and collection procedures. Toni is keeping an eye on accounts. – NO UPDATE. Waiting to hear back from LTS about meeting.

Legal Tax Deposits

1. Total collections for the month of June 2023 are as follows: \$ _____ total collected, less \$ _____ in fees and commissions equals a total NET collection of \$269,557.60.
2. Total credit card collections for the month of May 2023 (deposited in June 2023) are as follows: \$105,073.53 total collected, less \$3,786.64 in fees and commissions equals a total NET collection of \$101,286.89.

Dye Tests

1. There was a total of 21 dye test certificates processed in June 2023. 11 of them were in the separate system with 10 in the combined system.

OLD BUSINESS:

None

NEW BUSINESS:

Board decided to table the motion to advertise for the hiring of field employees.

MOTIONS:

- a. Motion to amend the agenda to include a motion to change the monthly meeting time from 6:30 to 6:00 the first Wednesday of every month. First by Mr. Schamus, Second by Mr. Younkins. All in favor. No opposed. Motion carries
- b. Motion to approve the meeting minutes from the Regular monthly meeting held on June 7th, 2023 as distributed to the board. First by Mr. Schamus . Second by Mr. Younkins . All in favor. No opposed. Motion carries
- c. Motion to approve the payment of bills as submitted to the Board, for the period of June 1st to June 30th, 2023, in the amount of \$24,873.95. First by Mr. Younkins. Second by Mr. Schamus. All in favor. No opposed. Motion carries
- d. Motion to approve the gross payroll for the month of June 2023 in the amount of \$10,577.55. First by Mr. Younkins. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- e. Motion to approve Resolution 2023-03 accepting the policy and procedure for the use of DEDUCT METERS in order to utilize a sewage credit for water that does NOT enter the sanitary sewer system. First by Mr. Barca. Second by Mr. Younkins. All in favor. No opposed. Motion carries.
- f. Motion to approve the 2023-2024 Commercial Liability Insurance for the Authority through Philadelphia Insurance for a total of \$8,474.00. First by Mr. Schamus Second by Mr. Younkins. All in favor. No opposed. Motion carries.
- g. Motion to approve the manager to advertise for field employees after review by solicitor. MOTION TABLED.
- h. Motion to approve the expense reimbursement for Jackie Coles in the amount of \$119.29 for misc. items purchased for the office. First by Mr. Younkins. Second by Mr. Schamus. All in favor. No opposed. Motion carries

- i. Motion to approve the expense reimbursement for Toni Cregan in the amount of \$32.24 for refreshments for meeting with LSSE. First by Mr. Younkings. Second by Mr. Schamus. All in favor. No opposed. Motion carries.

- j. Motion to approve the refunds on the following closed/final accounts:
250 Vine Street - \$62.09
114 Emerson - \$167.38
First by Mr. Barca. Second by Mr. Younkings. All in favor. No opposed. Motion carries.

- k. Motion to approve the change of the monthly meeting start time from 6:30 to 6:00pm starting in August of 2023. First by Mr. Barca. Second by Mr. Younkings. All in favor. No opposed. Motion carries.

Motion to adjourn at 8:28pm. First by Mr. Younkings. Second by Mr. Barca.

Next regular meeting to be held Wednesday, August 2nd, 2023 at 6:00 pm.

AS APPROVED AT THE AUGUST 2ND, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA