

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday August 2nd, 2023

Chairman Younkins called the Meeting to Order at 6:04 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

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

ANNOUNCEMENTS:

The 2022 Audit has been completed. Eric Spann with CASE SABATINI is online to give a brief of the report.

PUBLIC COMMENTS

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

ENGINEER'S REPORT (Report Attached)

1. Miscellaneous Tasks -
 - a. Pocket Projects.
 - i. Tunnel CSO flap gate repair – coordinating a quote with Tide Flex
 - ii. Catch Basin Dye Testing – Pansy Way, entire borough should be considered for testing. Will coordinate a plan with MSSMA
 - iii. CCTV Phase I repairs – Garden Plan, included in PA H2O. Defer to grant award announcements July 2023
 - iv. Waterfront PumpStation – install a stone pad for the vector truck
 - b. Source reduction projects.
 - i. Completed – Grow #2
 - A. Hilltop St & #4 on map
 - B. 22nd Avenue
 - C. MH929 Whitaker Way
 - D. Behind Steel Valley High School
 - ii. Phase I Deficiency Corrections Project
 - iii. Phase II Deficiency Corrections Project
 - iv. GROW #3 Groundwater Removal Project
 - v. Army Corp Project
 - vi. Emergency Repair at MH97A
 - vii. Regionalization Defect repairs
 - c. Possible Source Flow Reduction opportunities include:
 - i. Remove groundwater inflow from MH929
 - ii. Catch basin contribution removal
 - iii. Phase I CCTV repairs with observed I/I
 - iv. Storm sewer separation and route to new Homestead outfall
 - v. Portions of sewer above Coal Street
 - vi. Comparison of ALCOSAN (Jacobs) Study to the repairs needed
2. Rules and Regulations – This task started prior to Covid and remains in suspense. LSSE to coordinate with MSSMA on the rules and regs and MSSMA standards and specs

3. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained Drnach data and updated the overflow summary.
 - b. May had 0 SSO's and 6 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.

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. 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 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.
 - 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. Bid report released July 25th, 2023 with Edge AI being the lowest bidder.

- 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. West Mifflin is no longer bypass pumping to MSSMA.
- g. 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.
 - ii. Access to ArcGIS data provided to Authority on July 25th, 2023.
- 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.
 - 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.

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.
7. 219 E 19th Ave – right to know request received from property owner counsel. Working to prepare and forward responsive documents.
8. Rules and Regulations – Solicitor and Manager reviewing matters to be included in rules and regs.

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 July 2023 are as follows: \$319,667.16 total collected, less \$48,256.26 in fees and commissions equals a total NET collection of \$271,243.54.
2. Total credit card collections for the month of June 2023 (deposited in July 2023) are as follows: \$100,856.92 total collected, less \$4,284.18 in fees and commissions equals a total NET collection of \$96,572.74.

Dye Tests

1. There was a total of 18 dye test certificates processed in July 2023. 14 of them were in the separate system with 4 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 July 5th, 2023 as distributed to the board. First by Mr. Barca . Second by Mr. Schamus . All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period of July 1st to July 31st 2023, in the amount of \$706,370.71 (amounts include ALCOSAN for 2nd quarter of 2023.. First by Mr. Barca. Second by Mr. Schamus. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of July 2023 in the amount of \$7,073.70. First by Mr. Schamus. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- d. Motion to award the Phase II CCTV contract as per the engineer's recommendation to Edge AI for the amount bid of \$126,238.96. First by Mr. Schamus. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- e. Motion to approve the reimbursement to Debbie Schaffer for a backwater installation at 3531 Trautman Street in the amount of \$3586.50. First by Mr. Schamus. Second by Mr. Younkens. All in favor. No opposed. Motion carries.
- f. Motion to approve the refunds on the following closed/final accounts:
3928 Harvey Ave - \$131.91
617 E 16th Ave - \$246.75
605 E 19th Ave - \$134.09
621 E 14th Ave - \$517.85

2113 Orchard St - \$17.85

First by Mr. Barca. Second by Mr. Younkens. All in favor. No opposed. Motion carries.

- g. Motion to enter in to executive session @ 6:41pm to discuss bankruptcies, sheriff sales, and legal matters. First by Mr. Barca. Second by Mr. Schamus. All in favor. No opposed. Motion carries.

Motion to adjourn at 7:30. First by Mr. Younkens. Second by Mr. Barca.

Next regular meeting to be held Wednesday, September 6th, 2023 at 6:00 pm.

AS APPROVED AT THE SEPTEMBER 6TH, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA