

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday October 4th, 2023

Chairman Bovee called the Meeting to Order at 6:03 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Larry Schamus (absent), Dave Younkins, Jim Barca (late)

Also Present: Jacquelyne Coles, Office manager

Mr. Stanton, Engineer

Mr. Sportelli, Engineer

Mrs. Seymour, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

Approved the 2022 audit. Copies are available by request from the office.

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 – Specific areas include Pansy Way, however the entire borough should be considered for testing. LSSE to coordinate with MSSMA on plan/schedule development in concert with GIS on-line application, refer below. LSSE dye tested areas on 22nd St and West Run Rd on 08/24/23.
 - iii. CCTV Phase I repairs – Garden Plan, included in PA H2O. Defer to grant award announcements in 2023
 - iv. Waterfront PumpStation – install a stone pad for the vector truck
 - v. W. Schwab - State pipe inspected/CCTV'd "depression" on W. Schwab on 09/28/23. LSSE in process of reviewing footage.
2. Rules and Regulations – A draft of the rules and regulations was provided on 09/06/23. LSSE had an initial meeting with MSSMA and GTN Law on 09/11/23 to review the rules and regs. The next meeting will be held in later October.
3. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained
 - b. August had 2 SSO's and 5 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. LSSE issued regionalization repair CCTV data to ALCOSAN on August 18th, 2023.
 - ii. ALCOSAN issued a review memo on 09/22/23. LSSE is in the process of reviewing and addressing comments.

- 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 – 68%
 - 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 – 86%. Meets IIFTMT
 - ii. The CST-PRT models will serve as a basis for “List of Projects” development and Source Flow Reduction and Sanitary Sewer Overflow Elimination Plan (SSOEP) compliance documents.
 - iii. LSSE and MSSMA attended the 3RWW Mon-Valley multi-municipal POC meeting on 08/23/23. 3RWW to recalculate data for M-49 POC-L-01 (gpmid or total inflow/infiltration) to remove the CSS flow from the analysis.
 - iv. 3RWW is coordinating next meeting for the Mon-Valley collaboration on October 4th.
- 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. Source Flow Reduction Projects
 - i. Completed
 - A. GROW 2
 - 1 Hilltop St & #4 on the map
 - 2 22nd Avenue
 - 3 MH919 on Whitaker Way
 - 4 HDR above D&L
 - 5 Behind Steel Valley School
 - B. Phase I Deficiency Corrections project
 - C. Phase II Deficiency Corrections project
 - D. GROW 3 Groundwater Removal project
 - E. Army Corp project
 - F. Emergency repair at MH97A (spot line)
 - G. Regionalization defect repairs
 - ii. Possible Source Flow Reduction projects include:
 - A. Remove groundwater from MH 929
 - B. Catch basin contribution removal
 - C. Phase I CCTV repairs with observed I/I
 - D. Storm sewer separation and route to new Homestead outfall (McClure)
 - E. Portions of sewer above Coal Street
 - F. Comparison of ALCOSAN (Jacobs) study to the repairs that are needed as a result of the Phase I CCTV project
- e. 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.
 - iii. SSOEP/ Alternatives Analysis due on 12/31/23. LSSE in planning phase for SFR projects. Scope of work to reduce I/I in to the system.
 - iv. M-44/M-49 Source Flow Reduction project alternatives analysis initiated by LSSE
 - v. M-45 compliance project modeling to be completed by 3RWW PM team
 - vi. M-49 SSOEP to be completed by 3RWW PM team.
- f. 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.
 - iii. The contract documents were received on 08/29/2023. LSSE is in the process of assembling and will bring to September board meeting for execution.
 - iv. LSSE to issue Notice to Proceed upon Authority signature of the contract documents.
 - v. A no-cost change order to account for Edge AI’s “televise first-clean second” approach, as well as a contract time extension will be provided at the September board meeting for Board approval.
 - vi. LSSE issued a Notice to Proceed on 09/07/23.
 - vii. Edge AI has submitted their first periodical estimate on 09/28/23. LSSE currently in process of reviewing quantities. Pay request recommendation will be provided for action at the October board meeting.
 - viii. MSSMA and LSSE met with Edge AI on 09/21/23 for the first recurring job progress meeting. Next progress meeting to be held 10/12/23.
- 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.
 - iii. LSSE is in the process of uploading existing data onto ArcGIS including manhole physical surveys, 3RWW Exhibit ‘B’ and ‘A’ overlays and project mapping.
- 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 fall 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. Easement Encroachment Agreements – Solicitor working with staff to finalize an easement encroachment agreement that will address existing encroachments on Authority easements.
4. Personnel Matters – Solicitor and Manager working on best practices for possible hirings and updating personnel policy manual. Solicitor continuing review of the Borough collective bargaining agreement and personnel manual attendant to updating of the personnel policy manual.

5. Collection Matters – Correspondence requesting information and pricing for same forwarded on 09/07/23. Solicitor again followed up with email on 09/25/23. Received response to be discussed in executive session.
6. Rules and Regulations – Solicitor and Manager reviewing matters to be included in rules and regs.

MANAGER REPORT (As Distributed)

Phase 2 CCTV and Inspection Project 2023-01

1. Change order #1 for the \$0.00 change order is on the agenda for approval

Phase 2 Consent Order

1. List of projects is the next thing due for the COA. Jason, Tyler and Jackie met with the Homestead Borough Mgr and a member of their council for approval to say we are collaborating in our update due to them at the end of August. (no change)

Deduct Meter Program

1. Resolution complete, working to get a list of vendors to supply the meters. (no update)

Employee Manual Update

1. Chris @ GTN is working on this.

Encroachment Policy

1. MSSMA is working on the transfer of the West Run and Homestead Run Trunk sewers, there is also an issue of encroachments and agreements for ROW, that will be addressed nearly simultaneously. This policy will be throughout the Authority's service area. (on hold)

Monthly Updates

1. Vactor Parking pad at pumpstation – LSSE – ON GOING
2. Specs for truck and equipment – ON GOING
3. HRTS (Homestead Run Trunk Sewer) Transfer. ON GOING
4. West Run Transfer – ON GOING
5. GIS is online and LSSE is working to get all data corrected on the GIS platform. ON GOING
6. Working with solicitor on the lien process, sheriff sale procedure, and multiple account situations that have balances. ON GOING
7. Rules and Regs – Draft copy sent to Board for review.
8. Audit report given last month by Case Sabatini, on Agenda for review.
9. Funding Opportunities:
 - a. LSA (equipment), truck, J35
10. M-45 binder & responses on agenda for November meeting approval.
11. Budget for 2024 is a work in progress document. Collaboration to come.
12. Meeting with borough manager scheduled to discuss better ways of working together.
13. Plgit/FCW interest rates.
14. Transfer funds from one account to another for higher interest income rates.

Legal Tax Deposits

1. Total collections for the month of September 2023 are as follows: \$206,825.64 total collected, less \$11,135.47 in fees and commissions equals a total NET collection of \$195,690.17.
2. Total credit card collections for the month of August 2023 (deposited in September 2023) are as follows: \$91,218.34 total collected, less \$3,478.95 in fees and commissions equals a total NET collection of \$87,739.39.

Dye Tests

1. There was a total of 14 dye test certificates processed in September 2023. 12 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 September 6th, 2023 as distributed to the board. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period of September 1st to September 31st,2023, in the amount of \$45,161.57. First by Mr. Younkings. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of September in the amount of \$7,073.70. First by Mr. Younkings, Second by Mr. Barca. All in favor. No opposed. Motion carries.
- d. Motion to ratify and approve 2 payments plans that are outside of our current policy terms, as reviewed by the board and recommended by the manager. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- e. Motion to approve Payment Application #1, as recommended by the Engineer, for the Phase 2 CCTV project to Edge AI in the amount of \$3,319.65. First by Mr. Younkings. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- f. Motion to approve moving approximately 1.7 million dollars from First Commonwealth Bank to Plgit Capital Fund. First by Mr. Younkings. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- g. Motion to approve the refunds on the following closed/final accounts:
4120 Fairfield - \$124.32
First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- h. Motion to enter in to executive session @ 6:46pm to discuss contract matters. First by Mr. Younkings. Second by Mr. Barca. All in favor. No opposed. Motion carries.
Exited executive session @ 7:30pm

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

Next regular meeting to be held Wednesday, November 1st, 2023 at 6:00 pm.

AS APPROVED AT THE NOVEMBER 1ST, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA