

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY  
REGULAR MEETING MINUTES  
Wednesday October 5<sup>th</sup>, 2022**

Chairman Bovee called the Meeting to Order at 6:43 pm.

Pledge of Allegiance

Mrs. Cregan conducted roll call:

Present: Matthew Bovee, Tony DeMartino (absent), Larry Schamus, Dave Younkins, Jill Fleming-Salopek (absent)

Also Present: Jacquelyne Coles, Office manager  
Mr. Scally, Engineer  
Mr. Aluguvelli, Engineer  
Mr. Boring, Solicitor  
Toni Cregan, Office Assistant

ANNOUNCEMENTS:

none

PUBLIC COMMENTS

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

ENGINEER'S REPORT (Report Attached)

1. NPDES Compliance
  - a. Overflow Report Update
    - i. 2 SSO's in August 2022
    - ii. Tunnel activated 4 times in August 2022
  - b. CSO/SSO Inspection Updates
  
2. Regionalization
  - a. Contract 2022-01 Regionalization Sewer Repair Project
    - i. Hatch completed review of shop drawing submittals
    - ii. Insight waiting on liner to arrive, expects to start mobilizing in October. NTP is being issued for 10/06/2022.
    - iii. All subcontractors returned agreements to Insight, completion date of 12/02 for the work.
  
3. 3311 Main St Building Renovations
  - a. Hatch and TKA are completing the review of shop drawing submittals from

- Franjo and subcontractors.
- b. Building permit plans were approved by the borough on 10/03. The review fee is \$550.00 that is added to the permit fee. When the fee is paid, drawings will be released.
  - c. Hatch received the signed contract documents, insurance certificates and bond from Franjo on 09/30. Hatch hand delivered the contract docs on 10/05 to MSSMA for approval prior to issuing NTP.
  - d. Construction likely to begin the week of 10/17 with an anticipated completion before 12/31/22.

#### 4. Consent Order Update

- a. Due diligence response to DEP
  - i. MSSMA requested 6-month time extension to DEP (new estimated deadline is 12/01/22.)
  - ii. Hatch reviewed flow data until July 2022. Refining the current base models and incorporating various projects that were completed since the baseline data was developed.
  - iii. Preliminary findings indicate the following:
    - A. M-44, Munhall and City of Pgh coordinate I/I removal projects to achieve 10% reduction at the municipal boundary connection. Coordination between all tributary communities required for CSO percent capture compliance at M-44
    - B. M-45 2022 flow data at the municipal boundary monitor generally agrees with 2008 Alcosan RFMP data. Coordination with Homestead require for CSO percent capture compliance at M-45
    - C. M-49 MSSMA, Munhall, West Mifflin, Whitaker need to coordinate I/I removal efforts to reduce SSO volume by 10%. CSO percent capture compliance at the POC in near 85%
    - D. Hatch is currently reviewing the Alcosan and Hatch models of the Homestead Run Interceptor. The Hatch model is much more refined and will be submitted as a correction/update to Alcosan. The model may have to be extended to account for I/I removal areas.

#### 5. Alcosan Transfer Agreement

- a. Likely to be completed/submitted by early 2023.

#### 6. 2022 CCTV Phase II Inspections and Repairs

- a. Maps/Exhibits completed for CCTV inspections of approx. 65,000 linear feet of sanitary sewer (8 to 24 inches in diameter). The Phase II CCTV inspections contains areas tributary to M-44 and M-49.
- b. Engineers Cost Estimate completed for Phase II Inspections and repairs. Project net estimate is approx. \$208,000.00, excluding contingencies.
- c. Tech specs and Bid docs are in progress
- d. Project likely to be advertised end of October

- e. Project completion anticipated by Spring 2023

7. Manhole Inspections along Homestead Run Trunk Sewer System

- a. Hatch to receive assistance from Creative Enterprises for removing manhole lids
- b. Anticipates 3-4 days to complete manhole inspections.
- c. Inspections planned for fall 2022, most likely in November

8. PA DEP NPDES General Permit (PAG-06) Renewal to maintain coverage for wet weather discharges from Combined Sewer Systems

- a. Renewal application due 10/16/22.
- b. Revise long term control plan with an emphasis on source control and ongoing overflow reporting and inspections
- c. List all activities prescribed by the LTCP that have been completed
- d. MSSMA to facilitate a preapplication meeting with DEP to discuss the projects completed & pending projects prior to submitting GP application
- e. \$500 permit application fee waived by the DEP

9. Upcoming Projects

- a. Review of Phase I CCTV projects
  - i. Hatch developed a summary of defect areas of excessive I/I, specifically in the M-49 tributary. At least 4 projects were identified and will be addressed for funding when it becomes available.
  - ii. Areas with excessive I/I will be considered for flow reduction opportunities per the COA guidelines and for possible Alcosan Grow funding.

10. Miscellaneous

- a. West Run/ J35 West Run Rd/ Emergency repair
  - i. Coordinated with MSSMA and Creative Enterprises for temporary reconnections of the existing 8" sewer with Ferco's fittings. The sewer segment was damaged due to heavy rains/ landslide along the hillslope. The damaged section is approx. 50ft upstream from the break. Access is extremely difficult. Its it appox. 30 ft below James St.
  - ii. Evaluated various alternatives for a long term solution based on constructability and cost for the damaged 8" sewer (i.e. repair existing sewer alignment vs abandon/reroute existing alignment, install new sewer using trenchless method etc.) the installation of a new 8" private sewer lateral.
- b. General Contractor Maintenance Services Contract (for up to 3 years)
  - i. Identify shortlisted contractors based on local experience, categorize maintenance service contracts based on bidding thresholds for PA municipal authorities and municipalities as indicated below:
    - A. Selection of contractor based on Authorities choice for contract values under \$11,800.00
    - B. Selection of all shortlisted on call contractors for projects

- between \$11,500 - \$21,900.
- C. Public bidding for contracts exceeding \$21,900
- D. Hatch to provide list of local contractors who are experienced in paving and sewer rehab projects.
- E. Hatch to prepare itemized bids items for such contracts.
- c. 2023 CIP Projects
  - i. Allocate for approx. \$100,000.00 for fiscal year 2023 budgeting purposes for project improvements related to I/I and misc. projects.
- d. MSSMA to dye test service lateral from Fiscal 2023

## 11. Upcoming Meetings

- a. 3WG Hybrid Meeting (in-person), Thursday, October 13<sup>th</sup>, 2022 9-10am, Carnegie Municipal Building
- b. 3RWW, SSS Subcommittee Meeting at Green Tree Municipal Bldg Thursday October 13<sup>th</sup>, 2022 9-10:30am virtual
- c. 3RWW, CSS Subcommittee Meeting at Green Tree Municipal Bldg Thursday October 27<sup>th</sup>, 2022 9-10:30am

## SOLICITOR'S REPORT

Nothing to report.

## MANAGER REPORT (As Distributed)

### **Monthly Updates**

1. Manhole on West Run/Tioga/Hamilton. This was repaired with new lid, frame and asphalt. Did not authorize Creative to pave curb to curb.
2. Deduct meter requests from the Borough. Received a quote from National Road Utility Supply. They are the leading supplier for ancillary meters. The cost per meter is approx. \$1000.00. This does not include installation (by a master plumber), estimated total homeowner's costs will be shared on a spreadsheet in the next month or so.
3. YourCFO Terms and agreement for 2023. Total yearly costs to be approx. \$8,000.00
4. PMAA Conference was this past month in Erie. 3 board members, and both employees attended the conference.
5. RFP for professional services are being prepared. Looking for costs for billing, Engineering, Legal, Auditors and Accounting.
6. Mrs. Salopek is up for this years' re-appointment for the next 5 years
7. Need 2 Board members for a Budget committee
8. Board needs to address PTO time from the Employee Manual
9. Does the Board want to renew the Manager's Agreement for another 2 years?
10. Rate Study is being done by Hatch to discuss rates. They will finalize once we approve the projects and expenses for the next few years.

### **Legal Tax**

1. Total collections for the month of September 2022 are as follows: \$233,636.22 total collected, less \$13,458.48 in fees and commissions equals a total collection of

- \$220,177.74.
2. Total credit card collections for the month of August (deposited in September) are as follows: \$99,669.42 total collected, less \$2,787.50 in fees and commissions equals a total collection of \$95,019.62.

**DYE tests**

1. 15 total dye test certificates were processed in September 2022. 13 were in the separate system and 2 in the combined system.

**OLD BUSINESS:**

Signed Franjo contract - NTP

**NEW BUSINESS:**

Permit fee approval for 3311 Main Street - \$550.00.  
Requests for professional service bids.

**MOTIONS:**

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on September 7<sup>th</sup>, 2022 as distributed to the board. First by Mr. Younkings. Second by Mr. Bovee. 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 1<sup>st</sup> to September 30<sup>th</sup>, 2022, in the amount of \$37,161.63. First by Mr. Younkings. Second by Mr. Schamus. All in Favor. No opposed. Motion carries
- c. Motion to approve the gross payroll for the month of August 2022 in the amount of \$7,011.36. First by Mr. Schamus. Second by Mr. Younkings. All in Favor. No opposed. Motion carries.
- d. Motion to approve the Permit fee for TKA Architects for 3311 Main Street. First by Mr. Schamus. Second by Mr. Younkings. All in Favor. No opposed. Motion carries.
- e. Motion to approve the following refunds on closed and final accounts:
  1. 2328 Clinton - \$58.50

First by Mr. Younkings. Second by Mr. Schamus. All in favor. No opposed.

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

Next regular meeting to be held Wednesday, November 2<sup>nd</sup>, 2022 at 6:30 pm.

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AS APPROVED AT THE OCTOBER 5<sup>TH</sup>, 2022 REGULAR MEETING

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*Matthew Bovee, Chairman, MSSMA*