

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday November 1st, 2023

Chairman Younkins called the Meeting to Order at 6:05 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

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

Also Present: Jacquelyne Coles, Office manager

Mr. Stanton, Engineer

Mr. Sportelli, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

None

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. LSSE and MSSMA coordinating to identify additional areas for dye testing along with CCTV scope connectivity clarification. Additional effort for catch basin dye testing and connectivity clarification to be budgeted for 2024.
 - 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 and MSSMA have obtained a quote for a manhole replacement from Creative Enterprises. \$11,500.00 includes concrete repairs.
2. Developments –
 - a. Vondera Street – Developer's agent has submitted an existing conditions map and letter of interest related to sewage capacity availability on 10/19. LSSE to draft capacity availability letter in response. Possibly townhouses.
3. 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. MSSMA, GTN & LSSE met on 10/26 for discussion. Next steps are to establish a committee of board members, admin, solicitor, and LSSE to meet and review various sections. LSSE's MS. Palmer will be the lead on this task working with MSSMA's committee
4. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained
 - b. September 2023 had 0 SSO's and 0 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.

5. 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 and 10/04/23. 3RWW to take the lead on development of the multi-municipal sanitary sewer overflow elimination plan (SSOEP) for M-49/ Ravine St. It is anticipated that 3RWW will be requesting an extension of the due date for this report from 12/31/23 to a date in Spring/Summer of 2024.
 - 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 – subject to feasibility and fate of water removed.
 - 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. 3RWW to request an extension of this due date.
 - iv. M-44/M-49 Source Flow Reduction project alternatives analysis initiated by LSSE. LSSE identified source flow reduction targets associated with the Phase II COA for both M-44 and M-49. LSSE utilized prior flow monitoring as well as contemporary flow monitoring and nighttime flow isolation studies. Evaluation is ongoing.
 - 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.
 - iv. LSSE issued Notice to Proceed on September 7th, 2023.
 - v. Edge AI has submitted their first periodical estimate on 09/28/23. LSSE currently in process of reviewing quantities. Pay request approved at October meeting.
 - vi. MSSMA and LSSE to hold recurring job progress meetings every two weeks. The latest progress meeting was held 10/26/23.
- 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 – Motion on agenda.
2. Consent Order Compliance – Solicitor, Manager, and Engineer have met and are addressing both compliance as well as neighboring municipal cooperation issues.
3. 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.
4. Collection Matters – takeaways from LTS meeting – list of liens to cost approx. \$2800.00. Sheriff sale/bankruptcy notifications. Report on interest rates.
5. Rules and Regulations – will appoint a committee

MANAGER REPORT (As Distributed)

Phase 2 CCTV and Inspection Project 2023-01

1. Bi-weekly progress meetings are held with Edge AI, LSSE.

Phase 2 Consent Order

1. Source Flow Reduction projects for 2024

Deduct Meter Program

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

Employee Manual Update

1. On going.

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 – Need committee.
8. Budget Meeting is scheduled for 11/06 @ 6pm
9. Funding Opportunities:
 - a. LSA (equipment), truck, J35

Legal Tax Deposits

1. Total collections for the month of October 2023 are as follows: \$244,618.31 total collected, less \$17,030.48 in fees and commissions equals a total NET collection of \$227,587.83.
2. Total credit card collections for the month of September 2023 (deposited in October 2023) are as follows: \$88,303.51 total collected, less \$3,357.83 in fees and commissions equals a total NET collection of \$84,945.65.

Dye Tests

1. There was a total of 18 dye test certificates processed in October 2023. 16 of them were in the separate system with 2 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 October 4th, 2023 as distributed to the board. First by Mr. Younkins. 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 October 1st to October 31st, 2023, in the amount of \$683,699.75. This total includes the 3rd quarter Alcosan and Homestead bills. First by Mr. Barca. Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of October in the amount of \$7,073.70. First by Mr. Younkins, Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- d. Motion to approve Resolution 2023-03 to approve a no match required LSA Grant Application for a truck, a trailer mounted flusher and a push camera. First by Mr. Barca. Second by Mr. Younkins. All in favor. No opposed. Motion carries.
- e. Motion to approve the manhole replacement of Manhole 278A on W. Schwab as recommended by the Engineer to Creative Enterprises for the quoted price of \$11,500.00 (includes restoration). First by Mr. Younkins. Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- f. Motion to approve the transfer of Munhall Sanitary Sewer Municipal Authority's portion of the M45 POC to ALCOSAN contingent on final approval by Engineer and Solicitor. First by Mr. Younkins. Second by Mr. Barca. All in Favor. No opposed. Motion carries.
- g. Motion to approve partial pay estimate #2 for the Phase 2 CCTV project for Edge AI in the amount of \$8,052.87 as recommended by the engineer. First by Mr. Younkins. Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- h. Motion to approve the refunds on the following closed/final accounts:
3517 McWhinney St - \$6.84
610 E 17th Ave - \$47.15
First by Mr. Barca. Second by Mr. Younkins. All in favor. No opposed. Motion carries.
- i. Motion to refund the \$500 Escrow back for 124 Carnold Drive to Mr. Kozarian, a passing dye test was received. First by Mr. Younkins. Second by Mr. Barca. All in favor. No opposed. Motion carries.

Motion to adjourn at 6:54. First by Mr. Barca. Second by Mr. Bovee.

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

AS APPROVED AT THE DECEMBER 6TH, 2023 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA