

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday November 2nd, 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, Larry Schamus (absent), Dave Younkings, Jill Fleming-Salopek (absent)

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

ANNOUNCEMENTS:

Franjo is starting construction on the new building. Jackie is meeting with them tomorrow morning @ 8am.

PUBLIC COMMENTS

A few members of the public were present. No requests to speak were made.

ENGINEER'S REPORT (Report Attached)

1. **NPDES Compliance**

- a. Overflow Report Update
 - i. 0 SSO's in September 2022
 - ii. Tunnel activated 4 times in September 2022
- b. CSO/SSO Inspection Updates

2. **Regionalization**

- a. Contract 2022-01 Regionalization Sewer Repair Project
 - i. Insight performed pre-inspections for work.
 - ii. One issue behind Gates Drive found where MH needs raised for access. Working to resolve issue.
 - iii. Sewer lining work scheduled during this month.

3. **3311 Main St Building Renovations**

- a. Preconstruction meeting held on 10/14/22.
- b. Project NTP was 10/18/22.
- c. Completion date is 12/17/22 (60 days for construction).
- d. Franjo to mobilize 11/02/22.

4. Consent Order Update

- a. Baseline Due Diligence (BLDD) Response to DEP
 - i. Baseline due diligence includes a review of flow data, hydraulic models, and the exhibits as they were presented in the COA.
 - ii. Correspondence with DEP was issued via email earlier this week providing MSSMA's time extension letter and an update on MSSMA's due diligence progress.
 - iii. MSSMA is planning to issue our due diligence response by the end of December 2022.
- b. Source Reduction Project Considerations
 - i. M-44 looking for I/I reduction opportunities. Currently assessing ALCOSAN flow monitoring data. Considering switching Drnach monitors to this sewershed.
 - ii. M-45 – Homestead in permitting stage of sewer separation project with new storm sewer being installed at McClure. Looking to sync with this project. More project information is needed. MSSMA team will continue coordinating with Homestead and ALCOSAN.
 - iii. M-49 – Regional repairs in construction. Flow monitoring ongoing. Phase I CCTV repairs listed. Phase II CCTV project upcoming.

5. 2022 CCTV Phase II Inspections and Repairs

- a. Approx. 65,000 LF of CCTV estimated in Phase II
- b. Estimated cost \$200,000
- c. Discuss scope and procurement schedule

6. Manhole Inspections along Homestead Run Trunk Sewer System

- a. 1/3 of manhole inspections (18 of 54) complete
- b. Remaining inspections will be scheduled/completed by end of year.

7. PA DEP NPDES General Permit (PAG-06) Renewal

- a. Renewal application to maintain coverage for wet weather discharges from combined sewer systems submitted to DEP 10/14/22.

8. Rate Study

- a. Sewer rates have been evaluated and projected for the next 5 years. Three draft scenarios have been presented for discussion.
 - i. No change in rates
 - ii. \$.50 increase in monthly EDU rate

iii. 5% increase each year rates

9. Upcoming Meetings

- a. 23rd Annual 3 Rivers Wet Weather Sewer Conference schedules on November 2-3, 2022 at Monroeville Convention Center.
- b. GROW/Regionalization workshop with ALCOSAN scheduled Thursday, December 15th from 1PM to 3:30PM.

SOLICITOR'S REPORT

Nothing to report.

MANAGER REPORT (As Distributed)

Monthly Updates

1. Manhole on West Run/Tioga/Hamilton. Has been completed.
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. RFP for professional services are being prepared. Looking for costs for billing, Engineering, Legal, Auditors and Accounting.
5. Mrs. Salopek is up for this years' re-appointment for the next 5 years
6. Need 2 Board members for a Budget committee
7. Board needs to address PTO time from the Employee Manual
8. Does the Board want to renew the Manager's Agreement for another 2 years?

Legal Tax

1. Total collections for the month of October 2022 are as follows: \$219,215.54 total collected, less \$9,947.10 in fees and commissions equals a total collection of \$209,268.44.
2. Total credit card collections for the month of September (deposited in October) are as follows: \$91,163.99 total collected, less \$4,202.18 in fees and commissions equals a total collection of \$86,961.81.

DYE tests

1. 8 total dye test certificates were processed in October 2022. 5 were in the separate system and 3 in the combined system.

OLD BUSINESS:

RFP's out this month
Your CFO agreement

NEW BUSINESS:

3408 Main Street – sewage credit (tabled until next meeting pending review)
Payment of monthly office utilities on FCW credit card as they become due.

Back Water valve application for review.

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on October 4th, 2022 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 October 1st to October 31st, 2022, in the amount of \$673,441.80. ***this monthly amount includes our quarterly payments to ALCOSAN and Homestead.* First by Mr. Younkings. Second by Mr. DeMartino. All in Favor. No opposed. Motion carries
- c. Motion to approve the gross payroll for the month of October 2022 in the amount of \$7,011.36. First by Mr. DeMartino. Second by Mr. Younkings. All in Favor. No opposed. Motion carries.
- d. Motion to approve the following refunds on closed and final accounts:
 1. 4406 Homestead Duquesne Road - \$17.00
 2. 205 N LeHigh - \$52.50

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

- e. Motion to amend the agenda to include a motion to approve the completion of the YourCFO yearly contract including the YourCFO terms and conditions. First by Mr. DeMartino, Second by Mr. Younkings. All in favor. No opposed. Motion carries.

Motion to adjourn meeting at 8:12pm. First by Mr. Bovee. Second by Mr. Younkings.

Next regular meeting to be held Wednesday, December 7th, 2022 at 6:30 pm.

AS APPROVED AT THE DECEMBER 7TH, 2022 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA