

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday December 6th, 2023

Chairman Younkins called the Meeting to Order at 6:02 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

Present: Matthew Bovee, 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. MSSMA and LSSE met with the Tide Flex rep on 11/04/23. Tide Flex is to provide a new drawing for external back-flow preventer. Additionally, LSSE reached out to Whipps, Inc. for a quote on a “flap-gate” back-flow preventer. At a recent multi-municipal collaboration meeting, ALCOSAN advised they will be evaluating the Tunnel CSO flap gate following Regionalization.
- 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. LSSE has finished investigation along 22nd Street area, LSSE to digitize findings and update GIS.
- 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. LSSE survey crew was on site 11/06/23 to located existing conditions and railroad right of way. Discussion held during monthly WIP meeting regarding easement adjacent to lift station.
- 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. Creative Enterprises waiting on materials.
- vi. Sunset Drive – Jet Services, Inc. inspected/CCTV'd manhole/sewer filled with debris on 11/16/23 MSSMA and LSSE to coordinate with Creative Enterprises to obtain quote for repair.

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. LSSE has responded by letter dated 11/17/23

- advising of additional information required.
- b. Steel Valley School – Developer has submitted construction plans and details. LSSE issued a response letter on 11/17/23.
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. MSSMA's Committee and LSSE met virtually on 11/27/23. The next meeting is to be scheduled. One of the near term items will be to develop MSSMA standard construction details.
 4. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained
 - b. October 2023 had 0 SSO's and 2 CSO's
 - c. Visual inspections – LSSE to work with Manager on this task
 - d. 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. 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. Based on the analysis, the proposed scope of work for the M-44 and M-49 SFR projects includes approx. 12,000 LF of lining with an opinion of probable construction cost ranging between \$750K and \$1M. Design required to 09/2024 and construction completion required in by 12/2025.
 - v. M-45 compliance project modeling to be completed by 3RWW PM team
 - vi. M-49 SSOEP to be completed by 3RWW PM team.
 - c. Multi-Municipal Collaboration
 - i. LSSE and MSSMA attended the 3RWW Mon-Valley, multi-municipal POC meetings on 08/23/23 and 10/04/23. 3RWW to take the lead on development of the multi-municipal SSOEP for M-49 (Ravine). It is anticipated that 3RWW will be requesting an extension of the due date for this report from 12/31/23 to spring/summer 2024.
 - ii. LSSE attended the 11/30/23 3RWW engineers meeting. Discussion topics included the impact on the West Mifflin lift station upgrades on the hydraulics of the Ravine St. trunk sewer and initial discussion in terms of the SSOEP alternatives analysis. Homestead provided some data and 3RWW is acquiring additional data with respect to source flow reduction efforts. Next meetings are planned for:
 - A. January 4, 2024 – Engineers Meeting
 - B. January 25,2024 – Stakeholders Meeting
 - d. 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 requested a 60-day contract extension (revised completion date of 02/04/24). Board approval is recommended.
- vi. MSSMA and LSSE to hold recurring job progress meetings every two weeks. The latest progress meeting was held 11/30/2023.
- vii. By letter dated 12/06/2023, LSSE recommended payment of partial pay requisition #3 in the amount of \$20,907.02

e. 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.

f. 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. LSSE and MSSMA have coordinated on application submittal.

SOLICITOR'S REPORT

1. Transfer Agreement - Solicitor, Engineer and Manager have met and are working on finalizing logistics of transfer – waiting on ALCOSAN to send final agreement documents.
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. Followed up on 11/30 and 12/05.
5. Rules and Regulations – Committee is working on completion.
6. Sunshine Act updates

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. 6 month extension

Deduct Meter Program

1. Making headway, will be sold at cost to those interested

Employee Manual Update

1. Ongoing

Encroachment Policy

1. On hold

Budget meeting held on 11/06, will meet again before years end
Alcosan rate increase of 7%, rate payer increase is 5%
LSA grant submitted for \$150K for equipment

Legal Tax Deposits

1. Total collections for the month of November 2023 are as follows: \$220,199.82 total collected, less \$12,859.24 in fees and commissions equals a total NET collection of \$207,340.24.
2. Total credit card collections for the month of October 2023 (deposited in November 2023) are as follows: \$102,786.97 total collected, less \$4,950.13 in fees and commissions equals a total NET collection of \$97,836.84

Dye Tests

1. There was a total of 15 dye test certificates processed in November 2023. 10 of them were in the separate system with 5 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 November 1st, 2023 as distributed to the board. First by Mr. Bovee. 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 November 1st to November 30th, 2023, in the amount of \$44,049.12. 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. DeMartino, Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- d. Motion to approve pay estimate #3 for the Phase 2 CCTV project for Edge AI in the amount of \$20,907.01 as recommended by the engineer. First by Mr. Bovee. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- e. Motion to approve the change order #2 for a 90 day time extension on the Phase 2 CCTV project, bringing the end date to 03/04/2024. First by Mr. DeMartino. Second by Mr. Bovee. All in Favor. No opposed. Motion carries.
- f. Motion to approve the refunds on the following closed/final accounts:
4442 Woodhill - \$2.63
4005 Shady - \$48.69

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

Motion to adjourn at 7:28pm First by Mr. DeMartino. Second by Mr. Barca

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