

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday February 7th, 2024

Chairman Younkins called the Meeting to Order at 6:01 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

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

Also Present: Jacquelyne Coles, Office manager

Mr. Stanton, Engineer

Mr. Sportelli, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

Mr. DeMartino commented about Mr. Schamus's time with the Authority. Mr. Schamus was given his framed proclamation and thanked for his service to his community.

PUBLIC COMMENTS

No public comments were made.

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. Pump station pad at the Waterfront – Install a stone pad for the vector truck, Conceptual sketch uploaded to FTP on July 26, 2023. LSSE survey crew was on site 11/06/23 to locate existing conditions and railroad right of way. Discussion held during monthly WIP meeting regarding easement adjacent to lift station. LSSE to draft drawing set for parking pad with details. Construction drawings have been drafted for review with Authority Manager and Solicitor.
- iv. 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 began work on 02/05/2024.
- v. 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. MSSMA obtained a verbal quote for \$2,500.00..
- vi. J-35 Emergency repair – sanitary sewer line disconnected near connection to manhole. Creative Enterprises on site for temp. emergency repair. Design kick-off meeting held 02/02/24. Field surveys scheduled for 02/09/24.

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. Component 3 Module review completed on 01/26/24 LSSE reviewed letter issued 02/01/24. Component 3 response issued to the developer’s engineer on 02/05/24.
 - b. Steel Valley School – Developer has submitted construction plans and details. LSSE issued a response letter on 11/17/23.

3. Rules and Regulations – Most recent meeting was held on 01/16/24. Standard construction specifications and details drafted 02/02/24. Review ongoing.

4. NPDES Permit tasks
 - a. Overflow Summary/ Monthly discharge monitoring reports – LSSE obtained
 - b. December 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.
 - iii. Edge AI to conduct CCTV along West Run Road area to address ALCOSAN comments. LSSE coordinating with ALCOSAN regarding comments in the M-49 system inside the Ravine Street culvert. Tentatively this CCTV work is scheduled for the first week in February 2024. This will complete items needed to respond back to ALCOSAN.

 - 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. SSOEP extension approved by PaDEP to June 30th, 2024.
 - 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-44 NFIS plan information to be sent to ALCOSAN on 01/05/24 to be added to ALCOSAN’s 2024 NFIS scope. In the event that ALCOSAN does not complete the task by 03/15/24, LSSE will complete the work. LSSE coordinating with ALCOSAN on scope of work.
 - vi. M-45 compliance project modeling to be completed by 3RWW PM team
 - vii. M-49 SSOEP to be completed by 3RWW PM team.
 - viii. M-49 LOI bypass information to be submitted by LSSE for GROW grant cycle 9 by 01/05/24. Preliminary indication is that ALCOSAN will approve this information and authorize MSSMA to proceed with the application which will be due 06/30/24. MSSMA board authorized LSSE to proceed with design document preparation. Design to be initiated.

 - 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.

LSSE to collaborate with manager. LSSE and MSSMA have coordinated on application submittal.

SOLICITOR'S REPORT

1. Personnel Matters – keyed up for approval
2. Defer to executive session regarding LTS
3. Rules and Regulations – only a small portion remains to finalize
4. Vactor Pad at pumpstation – US Steel property, still need some clarification

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. Ready for approval tonight

Encroachment Policy

1. On hold

Rules & Regs, Manual, and job descriptions have been a work in progress all month. Major progress completed.

Legal Tax Deposits

1. Total collections for the month of January 2024 are as follows: \$204,994.00 total collected, less \$10,510.10 in fees and commissions equals a total NET collection of \$194,483.90.
2. Total credit card collections for the month of December 2023 (deposited in January 2024) are as follows: \$62,322.91 total collected, less \$2,652.43 in fees and commissions equals a total NET collection of \$59,670.48.

Dye Tests

1. There was a total of 17 dye test certificates processed in January 2024. 14 of them were in the separate system with 3 in the combined system.

OLD BUSINESS:

NEW BUSINESS:

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on January 3rd, 2024 as distributed to the board. First by Mr. DeMartino. Second by Mr. Younkens. All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period January 1st to January 31st, 2024, in the amount of \$868,488.06. (This amount includes the quarterly Alcosan and Homestead bills) First by Mr. Barca. Second by Mr. Schamus. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of January in the amount of \$13,877.98. First by Mr. DeMartino, Second by Mr. Younkens. All in favor. No opposed. Motion carries.
- d. Motion to approve Pay Estimate #5 for the Phase 2 CCTV project for Edge AI in the amount of \$10,237.85 as recommended by the engineer. First by Mr. Barca. Second by Mr. Younkens. All in favor. No opposed. Motion carries.
- e. Motion to approve Resolution 2024-01 Revising the employee manual following final review by the solicitor. (will defer to after executive session)

- f. Motion to approve the advertisement of a job posting for the soon to be working foreman position for the Authority. First by Mr. DeMartino. Second by Mr. Barca. All in Favor. No opposed. Motion carries.
- g. Motion to approve Barrier Protection Systems for the installation of a security system, camera surveillance, and electronic door release at the Authority office in an amount not to exceed \$9,500.00. First by Mr. Barca. Second by Mr.Schamus. All in favor. No opposed. Motion carries.
- h. Motion to approve the refunds on the following closed/final accounts:
 - 3922 Center - \$19.83
 - 187 W Schwab - \$151.47
 - 1318 Louise - \$120.17
 - 2446 Dewey - \$37.64
 - 816 E 10th - \$96.51
 - 3907 Center - \$172.56First by Mr. DeMartino. Second by Mr. Schamus. All in favor. No opposed. Motion carries.
- i. Motion to enter executive session at 6:25pm to discuss personnel and potential pending litigation. First by Mr. DeMartino. Second by Mr. Bovee. Exited Executive Session at 7:41.
- j. Motion to approve Resolution 2024-01 Revising the employee manual following final review by the solicitor. First by Mr. DeMartino. Second by Mr. Barca. All in favor. No opposed. Motion carries.

Motion to adjourn at 7:42pm First by DeMartino. Second by Mr. Bovee.

Next regular meeting to be held Wednesday, March 6th, 2024 at 6:00 pm.

AS APPROVED AT THE MARCH 6TH, 2024 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA