

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday March 6th, 2024

Chairman Younkins called the Meeting to Order at 6:03 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. Bajek, Engineer

Mr. Sportelli, Engineer

Mrs. Seymour, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS:

None

PUBLIC COMMENTS

Mrs. Ondo asked about the increase in the amount of payroll for this month. Mr. Bovee answered.

ENGINEER'S REPORT (Report Attached)

1. Miscellaneous Tasks -
 - a. Pocket Projects.
 - i. 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.
 - ii. 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. Construction complete.
 - iii. 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..
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. Developer replied via letter date 02/26/2024. LSSE reviewing the revised plans.
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. January 2024 had 0 SSO's and 8 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. CCTV received, LSSE to review and then coordinate a response 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. LSSE to complete NFIS, tentatively scheduled for the first week of March.
- vi. M-45 compliance project modeling to be completed by 3RWW PM team. List of demolished homes sent to 3RWW as these demos removed impervious area connected to the CSS.
- 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. ALCOSAN approved this waiver and directed MSSMA to proceed with the application which will be due 06/30/2024.

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. February 15, 2024 – Stakeholders/Engineers meeting was held
 - 1 MSSMA/LSSE to confirm status of "unpermitted overflow structures" identified in the model. LSSE has confirmed these structures are not active overflows.
 - 2 MSSMA/LSSE to obtain an inventory of demolitions (post 2008) relative to impervious area analysis. LSSE/MSSMA have obtained

this information and coordinated with 3RWW for impervious area analysis.

- 3 Provide 3RWW with SSO/CSO data
- 4 Evaluate connectivity in model (in conjunction with 3RWW PM team).
- 5 3RWW to recalculate percent capture at M-49 CSO structure as well as evaluate all completed and planned projects relative to compliance modeling.
- 6 Next meeting is scheduled for 03/19/2024.

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 03/04/24). Board approved at the December 2023 meeting.
- vi. MSSMA and LSSE to hold recurring job progress meetings every two weeks.
 - A. Progress meeting No. 8 held on 02/01/24.
- vii. By letter dated 02/05/24, LSSE recommended payment of partial payment No. 5 in the amount of \$10,237.85.
- viii. LSSE to issue change order #3 (final) as well as partial payment #6 for approval at March board meeting.
- ix. Phase III O/M Inspections and Repairs Contract
 - A. Planning/Design tentatively scheduled to begin Spring 2024.

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. Updated GIS information received as part of field investigations, O&M CCTV, and ALCOSAN model survey data will be assembled and delivered as a geodatabase/figure. It is anticipated this update will be ready Spring 2024.

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.
 - B. At the December 19th, 2023 CFA board meeting, MSSMA was awarded the following grants.
 - 1 Phase I SSI - \$300,000.00 – It is anticipated that this work will be compiled for the M-49 SFR repairs for design completion by September 2024 and construction in 2025.
 - 2 West Run J-35 - \$146,000.00 – Board authorized LSSE to begin at the January 2024 Board meeting. Surveys are scheduled for 02/09/24.MSSMA board authorization to proceed with design document prep.
- 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.

g. Chapter 94 report – completed and sent 03/01/2024

SOLICITOR'S REPORT

1. Transfer Agreements – Solicitor, Manager, and Engineer are continuing work on logistics of three transfers. M-45 transmissions completed.
2. Consent order compliance – being worked on
3. Easement Encroachment Agreements – working to finalize agreement
4. US Steel Property – proposal pending

MANAGER REPORT (As Distributed)

Phase 2 CCTV and Inspection Project 2023-01

1. Wrapping up project, Engineer to update.

Phase 2 Consent Order

1. SSOEP extension is approved by PA DEP and to be submitted by 06-30-2024.

Deduct Meter Program

1. In progress, application and instructions need created

Employee Update

1. Ad has been run on the following job boards: PMAA job board, PWEA board, and Indeed.
2. Jackie and Toni took a cybersecurity webinar
3. Slowly purchasing items for field operations

Encroachment Policy

1. On hold

Waterfront Pump Station parking pad

1. Survey completed, drawing completed, solicitor is talking to legal staff at US Steel for approval.

Legal Tax Deposits

1. Total collections for the month of February 2024 are as follows: \$265,244.41 total collected, less \$15,634.61 in fees and commissions equals a total NET collection of \$249,619.80.
2. Total credit card collections for the month of January 2024 (deposited in February 2024) are as follows: \$107,458.34 total collected, less \$4,002.08 in fees and commissions equals a total NET collection of \$103,456.08.

Dye Tests

1. There was a total of 18 dye test certificates processed in February 2024. 11 of them were in the separate system with 7 in the combined system.

OLD BUSINESS:

NEW BUSINESS:

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on February 7th, 2024 as distributed to the board. First by Mr. DeMartino. Second by Mr. Barca. All in favor. No opposed. Motion carries
- b. Motion to approve the payment of bills as submitted to the Board, for the period February 1st to February 29th, 2024, in the amount of \$65,338.31. First by Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- c. Motion to approve the gross payroll for the month of February 2024 in the amount of \$7,794.50. First by Mr. Bovee, Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- d. Motion to approve change order #3 for the Phase 2 CCTV project reflecting the final quantities for the project, as recommended by the engineer. First by Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- e. Motion to approve Pay Estimate #6 (FINAL) for the Phase 2 CCTV project for Edge AI in the amount of

\$44,797.06 (includes retainage for project) as recommended by the engineer. First by Mr. Bovee. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.

- f. Motion to approve the Manager to sign and be the executor of the COVID-19 ARPA-PA Small Water & Sewer Commitment letter and contract for the J35 repair in the amount of \$146,000.00. First by Mr. Bovee. Second by Mr. Younkens. All in favor. No opposed. Motion carries.
- g. Motion to approve the Manager to sign and be the executor of the COVID-19 ARPA-PA Small Water & Sewer Commitment letter and contract for the Phase 1 CCTV repairs (Garden Plan) in the amount of \$300,000.00. First by Mr. DeMartino. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- h. Motion to approve the refunds on the following closed/final accounts:
4006 Center - \$12.09
109 E 19th Ave - \$760.95
147 Video Drive - \$76.14
First by Mr. Younkens. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- i. Motion to enter executive session at 6:47pm to discuss personnel and potential pending litigation. First by Mr. Barca. Second by Mr. Bovee. Exited Executive Session at 7:16.

Motion to adjourn at 7:17pm First by Mr. Barca. Second by Mr. Bovee.

Next regular meeting to be held Wednesday, April 3rd, 2024 at 6:00 pm.

AS APPROVED AT THE APRIL 3RD, 2024 REGULAR MEETING

Matthew Bovee, Chairman, MSSMA