

**MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday May 1st, 2024**

Chairman Younkins called the Meeting to Order at 6:00 pm.

Motion to enter executive session to discuss personnel matters at 6:01pm. First by Mr. DeMartino. Second by Mr. Barca.

Exited executive session at 6:20pm

Pledge of Allegiance

Mrs. Coles conducted roll call:

Present: Matthew Bovee, Tony DeMartino, Dave Younkins, Jim Barca, Joe Ballas (called in)

Also Present: Jacquelyne Coles, Office manager

Mr. Bajek, Engineer

Mr. Sportelli, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office Assistant

ANNOUNCEMENTS: none

PUBLIC COMMENTS: Questions by Mrs. Ondo on agenda items. What is the salary range for new foreman position? Advised applicant needs to accept offer before disclosure. Why only have 1-2 months of recordings on website? Advised to better manage website storage.

ENGINEER'S REPORT (Report Attached)

1. Miscellaneous Tasks –

a. Waterfront Pump Station Parking Pad

i. Preliminary construction drawings have been drafted and were reviewed with Authority Manager. LSSE issued a letter with construction drawings on March 26th, 2024 to obtain preliminary construction quotes as well as for easement coordination with US Steel. MSSMA and LSSE are coordinating to obtain additional quotes.

b. E. 10th Avenue

i. Lateral issue reported by homeowner. Authority to install new wye branch and homeowner to make new lateral connection. Authority to obtain quote from Creative Enterprises for mainline connection (possibly the whole line). LSSE supporting on an as needed basis. Contractor on site currently, repairs being made.

c. Sunset Drive

i. 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

i. 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. Developer comments received 03/19/24 LSSE to review letter. LSSE issued construction plan review letter dated 04/01/2024.

b. Steel Valley School

i. – 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 has reviewed and responded via letter dated 03/11/24. Remaining items pertain to PaDEP sewage facilities planning module approval and developers agreement.

3. Rules and Regulations
 - a. 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. March 2024 had 0 SSO's and 7 CSO's
 - b. Visual inspections – LSSE to work with Manager on this task
 - c. 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. Meeting held with ALCOSAN March 27th, 2024. LSSE to submit an OPC for remaining regionalization CCTV to be completed by ALCOSAN. Updated transfer agreements for each POC are expected to be provided by ALCOSAN via DocuSign by end of Spring 2024. Revised transfer agreement expected from ALCOSAN in May.
 - b. Phase II COA Deliverables
 - i. 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.
 - ii. M-44/49 - 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.
 - iii. M-44 – NFIS completed first week of March 2024. SFR scope generally includes a combination of suspected water main break repairs and removal of lateral infiltration. LSSE is drafting a memorandum regarding lateral infiltration and waterline infiltration observation for review. ALCOSAN is also planning a micro-monitoring program in the M-44 sewer shed. A kickoff meeting is to be held 05/02/2024.
 - iv. M-45 – LSSE coordinating with 3RWW on modeling of GROW funded projects in Homestead regarding percent capture calculations. Preliminarily, percent capture will be in the low 80% range suggesting an additional BMP will need sited above Homestead (In Munhall). Conceptual green infrastructure project at Munhall Fire DEPT #1 to be submitted for Community project funding and ALCOSAN GROW programs. This project would include approx. 2,000 LF of storm sewer installation to redirect storm flow away from the M-45 sewer shed towards green infrastructure installations.
 - v. M-49 SSOEP to be completed by 3RWW PM team.
 - vi. 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. This project was also included in the submittal for FY 2025 Community Project Funding. The Service Order Authorization for design will be forwarded, currently LSSE is refining the proposed scope of work.
 - c. Multi-Municipal Collaboration
 - i. 3RWW to take the lead on development of the multi-municipal SSOEP for M-49/Ravine St.
 - ii. LSSE attended the Mon-Valley all engineers meeting held on 04/25/2024.
 - iii. The 3RWW team evaluated SSO/CSO structures and the frequency over overflows, incorporating the reduction associated with lack of flow from the WM pump station and prospective 10% reduction projects. The work is projected to put MSSMA in compliance for ALCOSAN POC M-49.

- d. MSSMA O&M program – “5 Phase Initiative”
 - i. Phase III O/M Inspections and Repairs Contract
 - A. Planning/design tentatively scheduled to begin spring 2024. Tentative project schedule would be to bid the project in June, award in July, and start in August/September. Board authorization for bidding will be requested in May 2024 meeting. LSSE is requesting the Board's Authorization to begin contract document preparation.
- e. 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 completed for the M-49 SFR repairs for design completion by September 2024 and construction in 2025.
 - 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. Application submitted 11/2023.
 - iii. FY 2025 Community Project Funding
 - A. LSSE is supporting administration on the grant applications referenced above prior the March 29, 2024 deadline.
 - iv. ALCOSAN GROW Funding
 - A. M-49 LOI bypass/waiver information submitted by LSSE for Grow grant cycle 9 January 5, 2024. ALCOSAN approved this waiver and directed MSSMA to proceed with the application which will be due by 06/30/2024.
 - B. LOI for the Conceptual Green Infrastructure (GI) project at Munhall Fire Dept #1 was submitted for the ALCOSAN GROW grant programs by the post marked deadline date of 03/29/2024.
- f. West Run J-35 Sewer Improvements
 - i. Project is progressing through design. LSSE is seeking authorization to bid project via Quest CDN.

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
5. Collections – met with LTS, sent detailed letter recapping the meeting. No response as of yet.

MANAGER REPORT (As Distributed)

Tap In Permits/New Connections (status)

1. 700 Block of 11th – Fee FD
2. Superior St/Ellsworth – Application sent
3. St. Rita/Convent – Tap fees and EDU

Phase 2 consent order

1. SSOEP extension is approved by PA DEP and to be submitted by 6/30/24
2. M45- 10% project has been identified and funding applied through grow and 2025 Pa Senate Appropriations (community grant) along with Grow #9 for the match.
3. M44- NFIS done, system is not as leaky as suspected. Most likely private laterals and small defects. Lining of this section would not be cost effective based on what flow it would remove.
4. M49- 10% project(s) have been identified and GROW funds along with PA Small Water and Sewer Grants have been applied for.

2023 Audit

1. Working on the MD&A for the auditor for this years audit

Deduct Meter Policy

1. In progress (application and instructions need created)

Encroachment Policy

1. On hold

Employee Update

1. Interviews were held in April. Ready to issue an offer.

Waterfront Pump Station Parking Pad

1. Survey Completed, drawing complete, Solicitor is talking to legal staff at US Steel for approval for the pad.

Monthly Updates

1. HRTS – Waiting on final transfer docs from ALCOSAN
2. West Run Transfer - Waiting on final transfer docs from ALCOSAN
3. GIS online – ongoing
4. Rules and Regs – nearly complete. Ongoing
5. Funding opportunities –
 - a. LSA (equipment), truck & sewer cleaning and inspection equipment submitted on 11/29/23. On track to be approved by 09/2024
 - b. Letter to request LOI Phase for GROW 9 was sent by LSSE with 4 locations in the M49 watershed. Design started
 - c. 2025 Senate Appropriations Grant that authorities were invited to apply, was due 03/29/24, The M45 combined sewer redirect project was submitted. The match was also applied for under GROW 9.
6. Security system install complete.
7. PMAA is in Hershey- rooms were booked for attendees.

Legal Tax Deposits

1. Total collections for the month of April 2024 are as follows: \$280,529.15 total collected, less \$29,942.84 in fees and commissions equals a total NET collection of \$250,586.31.
2. Total credit card collections for the month of March 2024 (deposited in April) are as follows: \$116,980.05 total collected, less \$5,047.41 in fees and commissions equals a total NET collection of \$111,932.64.

Dye Tests

1. There was a total of 18 dye test certificates processed in April 2024. 17 of them were in the separate system with 1 in the combined system.

OLD BUSINESS:

NEW BUSINESS:

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on April 3rd, 2024 as distributed to the board. First by Mr. DeMartino. 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 April 1st to April 30th, 2024, in the amount of \$726,441.13. 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 April 2024 in the amount of \$7,794.50. First by Mr. Bovee, Second by Mr. Barca. All in favor. No opposed. Motion carries.
- d. Motion to authorize the engineer to begin the bidding process for the J35/West Run Road Sewer Project. First by Mr. Barca. Second by Mr. Bovee. All in favor. No opposed. Motion carries.

- e. Motion to authorize the engineer to begin the design of the Phase 3 CCTV Project. First by Mr. DeMartino. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- f. Motion to approve the 2024-2025 Quote Workers Comp policy renewal for AmTrust in the amount of \$671.00. First by Mr. Bovee. Second by Mr. Younkins. All in favor. No opposed. Motion carries.
- g. Motion to extend an employment offer letter for the Working Foreman position conditional on passing background check and clearances. First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- h. Motion to approve a mileage reimbursement for the 1st quarter of 2024 to Jacquelyne Coles in the amount of \$127.50. First by Mr. DeMartino. Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- i. Motion to approve the reimbursement to Toni Cregan for office maintenance supplies in the amount of \$107.94. First by Mr. Barca. Second by Mr. Bovee. All in favor. No opposed. Motion carries.
- j. Motion to have the audio recordings of the meeting placed on the website for public use. Only 1-2 months at a time will be stored on the website. First by Mr. Bovee. Second by Mr. DeMartino. First Mr. Bovee. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- k. No refunds in April 2024

Motion to adjourn at 6:56pm First by Mr. Barca. Second by Mr. DeMartino.

Next regular meeting to be held Wednesday, June 5th, 2024 at 6:00 pm.

AS APPROVED AT THE JUNE 5TH, 2024 REGULAR MEETING

David Younkins, Chairman, MSSMA