

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday September 3rd, 2025

Chairman Younkins called the Meeting to Order at 6:06 pm.

Pledge of Allegiance

Mrs. Coles conducted roll call:

Dave Younkins, Matthew Bovee, Tony DeMartino, Jim Barca (absent), Joe Ballas

Also Present: Jacquelyne Coles, Office manager

Mr. Bajek, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office

ANNOUNCEMENTS:

None.

PUBLIC COMMENTS OR QUESTIONS ON AGENDA ITEMS:

Mr. Patrick McGuire – 617 E. 19th Avenue – presented an issue with row houses sharing a lateral. Posted the question, “who is responsible for lateral repairs?”. Board will review and make a decision on if the Authority bears any financial responsibility.

ENGINEER’S REPORT (Report Attached)

1. Miscellaneous Tasks –

- a. Waterfront Pump Station Parking Pad
 - i. Bid opening occurred on 06/26/25. LSSE issued the project bid report on 06/30/25. The apparent low bidder was Avelli Construction with total bid amounts as follows: Gravel parking pad - \$34,675.00, Asphalt parking pad - \$39,675.00, or Concrete parking pad - \$39,450.00. LSSE issued award letter to Avelli Construction on July 8th, 2025. Signed contract documents were received from Avelli Construction on July 29th, 2025 and mailed to the Authority. Pre-construction meeting to be scheduled. LSSE to determine size and location for second small pad for hoist. Looking to start in October.
- b. WMSSMA Homeville Pump Station
 - i. Agreement between MSSMA, WMSSMA, and ALCOSAN approved by ALCOSAN at the ALCOSAN board meeting on 8/29/2024. Agreement signed by Munhall Boro. Work currently on hold through the remainder of 2024 because of utility conflicts with Duquesne Light and PA American Water. – no movement.
- c. M-49 culvert inspection reports were provided by MSSMA. LSSE transmitted M-49 Culvert materials Memo to MSSMA and GTN on 02/17/2025
- d. Potential Storm Sewer Transition to MSSMA
 - i. LSSE, GTN law, and Authority Manager met to discuss potential storm sewer transition schedule on 07/01/2025.
 - ii. Waiting on dates to schedule meeting with Munhall Borough
- e. 3712 West Run Road Backwater Valve Application was reviewed and background information was provided by MSSMA and LSSE recommends a grinder pump be installed. LSSE issued a recommendation letter on July 23rd, 2025. Homeowner planning on installing back water valve and grinder pump
- f. Waterfront Pump Station
 - i. LSSE is developing an SOP for operation services as well as coordinating trash basket mounting.

2. Developments –

- a. Vondera Street
 - i. LSSE received a response letter and revised drawings September 13th, 2024. LSSE responded via letter 10/02/2024. Developers Agreement needs executed.

Representative from the Developer's Engineer (KU resources) notified the Authority that they have received DEP comments on the planning module.

- b. Steel Valley School
 - i. Status update letter to MSSMA issued 10/11/24. Shop drawing review letter issued 10/24/24. Cost-estimate and quantity take-off remain pending. Relocation completed, testing remains. All manholes installed, inspection completed 01/08/2025. Sanitary Sewer relocation has been completed. Testing complete. MSSMA staff has been observing sewer construction.
- c. 881 East Waterfront Drive
 - i. Developer's Engineer transmitted CCTV inspection footage and field investigation findings to LSSE for review on 4/25/25. LSSE completed review of the provided materials and determined that the submitted development plans comply with Authority rules & regs and industry standards for sanitary sewer service laterals. Execution of a Developer's Agreement to be negotiated between the Developer and the Authority Solicitor. Execution of a Developer's Agreement being coordinated by Authority Solicitor. LSSE to provide RPR services for lateral installation.
- 3. Rules and Regulations
 - a. Review ongoing. LSSE has completed review of the updated time of sale Dye test resolution and attendant forms provided by GTN on 05/02/25. The next rules and regulations meeting to focus on pre-treatment regulations and grease trap applications. LSSE representative attended the Rules and Regulations meeting held on August 5th, 2025. No change. Next meeting tentatively scheduled for September 29th, 2025.
- 4. NPDES Permit tasks
 - a. June had 2 SSO's, and 7 CSO's
 - b. Visual inspections – performed by MSSMA staff
 - c. Future discussion to be had on changing the permit report to 0.5" of precipitation from 0.25" as per current permit requirement.
 - d. The Tunnel CSO structure weir and flap gates were damaged during the 05/22/25 storms. ALCOSAN has been notified. The damage will also be noted in the Q2 submittal. The flow monitoring device was lost and Drnach replaced it. Creative Enterprises, Inc. to install temporary flap gate and repair.
- 5. Phase II Consent Order and Agreement Tasks
 - a. Regionalization
 - i. LSSE issued regionalization repair CCTV data to ALCOSAN on 08/18/2023.
 - ii. ALCOSAN issued review memo on 09/22/2023.
 - iii. M-44 Transfer agreement – executed by MSSMA and transmitted to ALCOSAN on 12/06/2024. ALCOSAN plans to submit for permit transfer of M-44 regionalization assets to PaDEP in January 2025. M-44 water quality management permit amendments signed and returned to ALCOSAN 03/14/2025.
 - iv. M-45 Transfer Agreement – the transfer has been completed, the assets transferred were located in Homestead Borough.* ALCOSAN sent revised M-45 WQM permit transfer application for signature on 06/30/25. Approval of the revised transfer application would return the M-45 assets transferred in 02/2025 to the Authority, I order to allow for amendment of the existing permit to remove non-regionalization assets from the areas included in the permit scope. Corrected M-45 WQM Permit was provided by PaDEP on August 18th, 2025.
 - v. M-49 Transfer Agreement – ALCOSAN requested repairs have been completed and acknowledged by ALCOSAN. Authority Manager and ALCOSAN to meet regarding the steps in transfer process. The executed permit transfer documentation was sent back to ALCOSAN to 04/25/25. 06/12/25 ALCOSAN was notified that the tunnel CSO flap had been completely removed. LSSE to perform a field investigation on 07/03/2025
 - b. Phase II COA Deliverables
 - i. Phase 2 COA 2024 progress reports – submitted 06/27/2024
 - ii. Latest multi-municipal Mon-Valley meeting held on 10/10/2024.
 - iii. M-44
 - A. Review of additional televising performed during Phase 3 O&M CCTV

contract No. 24-S2 is complete, and several segments exhibiting visible I&I have been identified for repair. West James Street spot repair to be added to final repair scope for CFA approval to utilize remaining J-35 PASWS Grant funds for additional work. West James Street spot repair to be added to the final repair scope to be transmitted for CFA approval for utilization of remaining J-35 PASWS Grant funds. LSSE to contact CFA regarding additional lining scope. Creative Enterprises could subcontract Insight Pipe to complete lining work. LSSE to provide SOA for post-construction flow monitoring to be completed for 6 months at the beginning of 2026.

iv. M-45

- A. LSSE has updated drawings to reflect R-tank realignment and fence realignment discussed during previous project stakeholder meeting. Second meeting to be scheduled to get final approval from FD. Permanent easement to be acquired for installed facilities. Site meeting was held with the VFD, Borough Manager, Authority Manager, and LSSE representatives on 05/15/25. LSSE to revise plans based on discussions. Agreement will need executed between the Authority and Munhall Borough. LSSE to provide an exhibit designating the Phase I versus Phase II improvements to be appended to the agreement that will need to be executed between the Authority and the borough. LSSE to coordinate with Authority Solicitor to draft easement.

v. M-49

Bids for Contract Nos. 24-S3 and 24-S4 opened on 05/02/25. The low bidder for both contracts was Jet Jack, Inc. with total bids for each project in the amounts of \$631,200.00 (GROW) and \$280,320.00 (PASWS), respectively. LSSE transmitted award letters for Contract No. 24-S3 and 24-S4 to Jet Jack, Inc. on 05/20/25. LSSE to coordinate scheduling of a pre-construction meeting once signed contracts are received. The preconstruction meeting for Contract 24-S3 and 24-S4 was held on 06/30/25. Construction to begin on August 11th, 2025 for contract No. 24-S4 and August 18th, 2025 for Contract No. 24-S3.

Annual Phase II COA progress report was transmitted to the PaDEP on 06/30/2025.

6. MSSMA O&M program – “5 Phase Initiative”

- i. Phase I O/M Inspections and Repairs Contract – Contract 2022-01 Regionalization Sewer repair project. Hatch reported in April 2023 that the contract was completed and closed out.
- ii. Phase II Inspections and Repairs Contract – Final Pay request approved at March 2025 meeting. Contract has been closed out.
- iii. Phase III O/M Inspections and Repairs Contract – Final Pay Request was approved at the May 2025 meeting in the amount of \$31,99.24.
- iv. Phase IV O/M Inspections and Repairs Contract
 - A. LSSE to provide map of Phase IV O&M CCTV area and GIS pipe segment table to MSSMA's use in performing the Phase IV cleaning and CCTV program.
 - B. CCTV is in progress. Homes along Martha Street potentially tie into unmapped combined sewer. Authority field crew to investigate.

7. West Run J-35 Sewer Improvements

- i. Construction has been completed. Final Change order and Payment Request No. 1 was recommended for payment by letter December 4, 2024 in the amount of \$85,342.30. Currently withholding 5% retainage associated with testing and closeout.

8. GIS Mapping

- i. LSSE to schedule a training session with MSSMA staff on new manhole physical

survey form. Scheduled for 06/09/25. Manhole physical survey form training occurred on June 9, 2025.

9. Funding opportunities

- a. Next round of PASWS funding opened on 02/03/2025 and closes on 04/30/2025 for projects ranging from \$30,000.00 to \$500,000.00 in total costs. Grantees are responsible for a 15% match in costs along with a \$100 application fee.
- b. Phase II and Phase III Sanitary Sewer O&M repairs PASWS application was submitted to the DCED on April 30, 2025
- c. GROW Progress Report No. 2 for the M-45 and M-49 projects transmitted to ALCOSAN on 05/30/25.
- d. Allegheny County GEDTF Grants
- e. PADEP Growing Greener Plus Grant
 - i. Application deadline is 06/20/2025
 - ii. Targeted towards projects which will contribute to the restoration of PA's impaired waters.
 - iii. Requires landowner letter of commitment to be submitted with application
 - iv. Munhall Borough is considered an 84th percentile environmental justice area so no match is required. \$500,00 max grant request.

SOLICITOR'S REPORT

1. Rules and regs are being built line by line for dye testing, sewer laterals, and FOG.
2. LTS: prepared a letter with a deadline: notice of contract renewal
3. Homestead Run Stream Retaining Wall and Culvert – solicitor in contact with all parties.
4. Consent order compliance - solicitor, manager and engineer are addressing both compliance and municipal cooperation issues.
5. PUC fines were wiped out.
6. Solicitor and Manager drafted a letter grant the application for the back water valve @ 3712 West Run Rd

MANAGER REPORT (As Distributed)

1. Field employees are camera'ing the lines and conducting manhole inspections.
2. Requested quote from Barrier for camera at the pump station
3. PMAA conference is next week
4. Rules and Regs are ongoing.
5. Gathering information on billing discrepancies.

Legal Tax Deposits

1. Total collections for the month of August 2025 are as follows: \$239,601.40 total collected, less \$11,852.30 in fees and commissions equals a total NET collection of \$227,749.10.
2. Total credit card collections for the month of July 2025 (deposited in August 2025) are as follows: \$149,816.60 total collected, less \$6,722.46 in fees and commissions equals a total NET collection of \$143,094.14.

Dye Tests

1. There was a total of 20 dye test certificates processed in August 2025. 14 were in the separate system and 6 in the combined.

OLD BUSINESS: Jackie and Jason conducted interviews and hired a laborer

NEW BUSINESS: None

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on August 6th, 2025 as distributed to the board. First by Mr. DeMartino. Second by Mr. Ballas. No opposed. Motion carries.
- b. Motion to approve the payment of bills as submitted to the Board, for the period August 1st- August 31st

2025, in the amount of \$25,559.12. First by Mr. Ballas. Second by Mr. Bovee. All in favor. No opposed. Motion carries. *Mr. Demartino reviewed and approved the bill list

- c. Motion to approve the gross payroll for the month of August 2025 in the amount of \$16,320.02 First by Mr. DeMartino, Second by Mr. Ballas. All in favor. No opposed. Motion carries.
- d. Motion to notify LTS of the Authority's intent of non-renewal for sewer billing and collections agreement. First by Mr. DeMartino. Second by Mr. Bovee. No opposed. All in favor. Motion carries.
- e. Motion to hire Aiden Ankney as the sewer laborer at \$20/hour. First by Mr. Ballas. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- f. Motion to pay the mileage and tolls for the PMAA Conference to 3 board members and 2 employees. First by Mr. Bovee. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- g. Motion to approve the execution of the license agreement between US Steel and the Authority pending review by the solicitor and manager. First by Mr. Bovee. Second by Mr. Ballas. All in favor. No opposed. Motion carries.
- h. Motion to approve the following refunds for properties that have been sold with a credit:
 - 1. 837 Brierly Lane - \$309.19 First by Mr. Ballas. Second by Mr. Bovee. All in favor. No opposed. Motion carries.

GENERAL COMMENTS OR QUESTIONS FOR THE GOOD OF THE ORGANIZATION:

none

- i. Motion to enter executive session discuss personnel and potential litigation @ 7:17pm. (NO ACTIONS TAKEN). First by Mr. DeMartino. Second by Mr. Ballas. Exited executive session at 7:50pm
- j. Motion to adjourn @ 7:51pm. First by Mr. Ballas. Second by Mr. DeMartino.

Next regular meeting to be held Wednesday, October 1st, 2025 at 6:00 pm.

AS APPROVED AT THE OCTOBER 1ST, 2025 REGULAR MEETING

David Younkins, Chairman, MSSMA