

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY

REGULAR MEETING MINUTES

Wednesday October 1st, 2025

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

Pledge of Allegiance

Mrs. Coles conducted roll call:

Dave Younkins, Matthew Bovee, Tony DeMartino, Jim Barca, Joe Ballas

Also Present: Jacquelyne Coles, Office manager

Mr. Bajek, Engineer

Ms. Donaldson, Engineer

Mr. Nicholas, Solicitor

Toni Cregan, Office

ANNOUNCEMENTS:

M49 trunk sewer transfer is complete

PUBLIC COMMENTS OR QUESTIONS ON AGENDA ITEMS:

None

ENGINEER'S REPORT (Report Attached)

1. Miscellaneous Tasks –

- a. Waterfront Pump Station Parking Pad
 - i. Pre-construction meeting scheduled for October 9th, 2025. LSSE to determine size and location for second small pad for the hoist.
- 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.
- 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. Latest meeting was held 09/29/2025
- 4. NPDES Permit tasks
 - a. August had 0 SSO's, and 2 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 – Transfer is complete. Executed Transfer and post-closing repairs agreement transmitted to the Authority on 09/30/2025.
 - 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. LSSE transmitted expanded scope request letter to the CFA on 09/29/2025. Creative Enterprises could subcontract Jet Jack, Inc. to complete lining work. LSSE to provide SOA for post-construction flow monitoring to be completed for six months at the beginning of 2026.
 - iv. M-45
 - LSSE to provide an exhibit designating the Phase I versus Phase II Improvements to be appended to the easement that will need to be executed between the Authority and Munhall Borough. LSSE to coordinate with Authority Solicitor to draft easement.
 - v. M-49
 - LSSE to provide SOA for post-construction flow monitoring to be Completed for six months at the beginning of 2026. Contract No. 24-S3 pre-CCTV inspections began on September 18th, 2025.

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 Contact
 - 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 develop demonstration of Authority/GIS tools utilized for tracking O&M televising and manhole physical survey progress.

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. 3 for the M-45 and M-49 projects transmitted to ALCOSAN on 09/30/25.
- 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.
- f. Local Share Account – application window open. Eligible projects include projects that improve the quality of life in the community. Max request of \$1M. A resolution and a \$100 application fee are required for submission.

SOLICITOR'S REPORT

1. Rules and regs are being built line by line for dye testing, sewer laterals, and FOG.
2. Notify insurance of trunk sewer transfers
3. US Steel agreement – in their hands
4. Consent order compliance - solicitor, manager and engineer are addressing both compliance and municipal cooperation issues.

MANAGER REPORT (As Distributed)

1. Field employees are camera'ing the lines and conducting manhole inspections.
2. Rules and Regs are ongoing. Last meeting on 09/29
3. Gathering information on billing discrepancies.

Legal Tax Deposits

1. Total collections for the month of September 2025 are as follows: \$245,651.29 total collected, less

\$11,055.58 in fees and commissions equals a total NET collection of \$234,595.71.

2. Total credit card collections for the month of August 2025 (deposited in September 2025) are as follows: \$138,021.63 total collected, less \$5,321.08 in fees and commissions equals a total NET collection of \$132,700.55.

Dye Tests

1. There was a total of 16 dye test certificates processed in September 2025. All 16 were in the separate system.

OLD BUSINESS:

NEW BUSINESS: Discussion on 3rd for billing. Aiden started his employment with MSSMA.

MOTIONS:

- a. Motion to approve the meeting minutes from the Regular monthly meeting held on September 3rd, 2025 as distributed to the board. First by Mr. Ballas. Second by Mr. Bovee. 1 Abstention. No opposed. Motion carries.
- b. Motion to approve the payment of bills as submitted to the Board, for the period September 1st- September 30th, 2025, in the amount of \$23,582.82. First by Mr. Barca. Second by Mr. Ballas. 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 September 2025 in the amount of \$16,399.28 First by Mr. DeMartino, Second by Mr. Barca. All in favor. No opposed. Motion carries.
- d. Motion to approve Smart Bill Corp as the print and mail provider for the Authority beginning with the 02/2026 billing cycle. First by Mr. Ballas. Second by Mr. DeMartino. No opposed. All in favor. Motion carries.
- e. Motion to approve FCW Bank as the lockbox and remote capture service for sewage payments beginning with the 01/2026 billing cycle. First by Mr. Bovee. Second by Mr. Ballas. All in favor. No opposed. Motion carries.
- f. Motion to approve Invoice Cloud as the payment processor beginning with the 01/2026 billing cycle. First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- g. Motion to reimburse Mr. Patrick McGuire \$3,500.00 for work completed by McVay plumbing within the public ROW during a lateral repair. First by Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- h. Motion to approve the following refunds for properties that have been sold with a credit:
 1. 135 E 22nd Avenue - \$28.87
 2. 3637 Valewood Drive - \$235.06
 3. 4111 Main Street - \$40.47First by Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.

GENERAL COMMENTS OR QUESTIONS FOR THE GOOD OF THE ORGANIZATION:

none

- i. Motion to enter executive session to discuss potential litigation @ 6:47pm. (NO ACTIONS TAKEN). First by Mr. Barca. Second by Mr. Ballas. Exited executive session at 7:50pm
- j. Motion to adjourn @ 7:18pm. First by Mr. Ballas. Second by Mr. DeMartino.

Next regular meeting to be held Wednesday, November 5th, 2025 at 6:00 pm.

AS APPROVED AT THE OCTOBER 1ST, 2025 REGULAR MEETING

David Younkins, Chairman, MSSMA