

MUNHALL SANITARY SEWER MUNICIPAL AUTHORITY
REGULAR MEETING MINUTES
Wednesday December 3rd, 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

Heather Murphy, Office

ANNOUNCEMENTS:

None

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. Avelli to begin construction early December 2025. – on hold until we have Agreement.
- 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. Waterfront Pump Station
 - i. LSSE attended site meeting on October 29th, 2025, along with Pump Man Pittsburgh and State Pipe.
- f. Gasoline Odor on Main Street - MSSMA field crew was notified of a gas odor present in the sewers while State Pipe was performing cleaning along Main Street on 10/15/25. Investigations showed Listaks had a violation.

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. Execution of a Developers Agreement being coordinated by the 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. Transferred all CSO's as of 09/30/2025.
- 5. Phase II Consent Order and Agreement Tasks
 - a. Regionalization – Transfer is complete. Executed Transfer and Post-Closing Repairs Agreement transmitted to the Authority on September 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 - LSSE transmitted expanded scope request letter to the CFA on September 29th, 2025. Creative Enterprises could subcontract Jet Jack Inc to complete the lining work. LSSE to provide SOA for post construction flow monitoring to be completed for six months at the beginning of 2026. The CFA approved expanded lining scope for PASWS funding at the November 19th, 2025 board meeting. Jet Jack to advise if they can be a subcontractor to Creative Enterprises, Inc. for the additional lining work.
 - iv. M-45 - LSSE has drafted 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 09/18/25. Lining repairs are in progress. LSSE transmitted Change order No. 1 to the Authority on 11/03/25. The purpose of the CO is to adjust the contract amount (+\$15,000) based on the addition of one manhole replacement. Job progress meeting No. 1 was held on 11/25/2025. Lining repairs are in progress.
- 6. MSSMA O&M program – “5 Phase Initiative”
 - i. Phase I O/M Inspections and Repairs Contract – Contract 2022-01 Regionalization
 - 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. CCTV is in progress
 - v. Phase V O/M Inspections and Repairs Contract
 - A. CCTV scope to be developed.
- 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. PA Small Water and Sewer Program funding

- 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 – not awarded
- e. 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. LSSE submitted an LSA grant application on 11/26/2025.

SOLICITOR'S REPORT

- 1. LTS still in review – should have answer January/February 2026
- 2. Rules and Regs – still in progress, efforts continuing
- 3. US Steel Property – spoke to rep, still waiting on approval
- 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. Purchased tripod for wet well for field safety
- 3. 2026 budget
- 4. Rules and Regs are ongoing.
- 5. 2026 Rate notice is going out on next sewage bill.

Legal Tax Deposits

- 1. Total collections for the month of November 2025 are as follows: \$248,670.68 total collected, less \$16,411.61 in fees and commissions equals a total NET collection of \$232,259.07.
- 2. Total credit card collections for the month of October 2025 (deposited in November 2025) are as follows: \$131,520.97 total collected, less \$5,643.08 in fees and commissions equals a total NET collection of \$125,877.89

Dye Tests

- 1. There was a total of 10 dye test certificates processed in November 2025. 9 were in the separate system and 1 in the combined.

OLD BUSINESS: no update on 3612 Back water valve application

Budget discussion prior to approval

Canceled LTS, notified, billing will be done in house February 2026

NEW BUSINESS: Advertised for an office clerk to help with workload

Hired office clerk

MOTIONS:

- a. Motion to amend the agenda, and to post new agenda including the addition of the approval of the 2026 budget, it was an error in not adding it to the agenda. First by Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- b. Motion to adopt the 2026 Budget as submitted to the board. First Mr. Bovee. Second by Mr. Barca. All in favor. No opposed. Motion carries.
- c. Motion to ratify hiring Heather Murphy as the part time office clerk at \$17/hour and no more than 20 hours a week. First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- d. Motion to approve the meeting minutes from the Regular monthly meeting held on November, 2025 as distributed to the board. First by Mr. DeMartino. Second by Mr. Ballas. All in favor. No opposed. Motion carries.

carries.

- e. Motion to approve the payment of bills as submitted to the Board, for the period November 1st to November 30th, 2025, in the amount of \$34,445.64. First by Mr. Ballas. Second by Mr. Barca. All in favor. No opposed. Motion carries. *Mr. Demartino reviewed and approved the bill list
- f. Motion to approve the gross payroll for the month of November 2025 in the amount of \$18,666.07 First by Mr. Barca. Second by Mr. DeMartino. All in favor. No opposed. Motion carries.
- g. Motion to approve Change order No. 1 for replacement of manhole #913 on "black path" (Charles St. ext) by Jet Jack for \$15,000.00 per the quote provided. First by Mr. Barca. Second by Mr. Bovee. No opposed. All in favor. Motion carries.
- h. Motion to approve mileage reimbursement to Jackie Coles for the period ending November 30, 2025 in the amount of \$49.28 First by Mr. Bovee. Second by Mr. DeMartino. 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 personnel and potential litigation @ 6:38pm. First by Mr. Barca. Second by Mr. Ballas. Exited executive session at 6:55pm.
- j. Motion to add December 26th as a scheduled closed day for the Authority as recommended by the Chairman.
- k. Motion to adjourn @ 6:55pm. First by Mr. DeMartino. Second by Mr. Younkins.

Next regular meeting to be held Wednesday, January 7th, 2026 at 6:00 pm.

AS APPROVED AT THE JANUARY 7TH, 2026 REGULAR MEETING

David Younkins, Chairman, MSSMA