

**BETHEL PARK MUNICIPAL AUTHORITY**  
**MEETING MINUTES**  
December 14, 2023

**1. Call to order**

Mr. Stone, Chairman, called the meeting to order at 7:00 PM.

**2. Roll Call** Secretary Bruce Beaver called the roll. Present for roll call:

Messers: Alan Stone, James Hannan, Bruce Beaver, William Ruhl, Dave Brodnos, and Daniel Cheberenchick. Also present: Mr. Joe Gaydos, Solicitor; Mr. Dan Goodwin of Wade Trim; Mr. Scott Dunn, Plant Supervisor and Mr. Jake Miller, Assistant Plant Supervisor; Ms. Abigail Corrigan, Bethel Park Sanitary Sewer Engineer and Mr. John Oakes, Bethel Park Council Ward 3.

**3. Approval of the Bethel Park Municipal Authority November 11, 2023 Minutes**

**Motion: Mr. Hannan motioned to approve. Mr. Ruhl seconded. Roll was unanimous. Motion passed 6-0.**

**4. Correspondence**

Mr. Beaver presented the following correspondence to the Board:

a) A letter, dated November 30, 2023, to Ms. Kristen Denne, Municipal Manager, Mr. Alan Stone, BPMA Chairman

RE: Bethel Park Municipality Alternative Analysis Extension Request (SMR-CS-54 and C55-02)  
The letter states that the Allegheny Health Department (AHD) has reviewed and accepted the extension request made by Mr. Dan Goodwin of Wade Trim on behalf of Bethel Park Municipality for an extension of time to complete the analysis report. The extension is until June 30, 2024. Mr. Goodwin added that McLaughlin Run, Brush Run and Saw Mill Run were also previously extended to June 30, 2024.

b) A letter, dated December 1, 2023, to Mr. Alan Stone, BPMA Chairman, from Mr. Dan Goodwin, Wade Trim.

RE: Request for Reappointment as Authority Engineer for Operating Year 2024  
The letter requests that Wade Trim representative Mr. Goodwin of Wade Trim be reappointed as the Authority's Consulting Engineer for the 2024 Operating Year. The correspondence also includes a range of rate schedule for Wade Trim's consulting engineer services.

c) A letter, dated December 13, 2023, to the BPMA, from Ms. Elizabeth Farley, P. E., Environmental Engineer Manager, Waterways and Wetlands Program.

RE: DEP FILE E 0205223-005, Second Deficiency Letter, Piney Fork Wastewater Treatment Plant, South Park Township, Allegheny County.

The letter states that the DEP that the DEP identified technical deficiencies on August 31, 2023, which were not resolved during the second technical review of this application.

Mr. Dunn explained that this is for the Permit needed. The DEP representative who originally reviewed the Permit move to a new position. The new representative reviewed the application and made changes to what riprap is needed to stabilize the Piney Fork creek banks near the WWTP. Mr. Goodwin and Mr. Dunn will follow up with the DEP.

d) A letter from ALCOSAN. dated December 1, 2023, to the BPMA.

RE: 2023 Wasteload Management and Municipal Information Requests

The letter states the required multiple annual submissions by Regulatory Agencies with due dates and where to submit each report.

Mr. Goodwin explained that these are the Annual Chapter 94 Reports for the BPMA portion of the sewer system that goes to ALCOSAN. Wade Trim will complete these reports as they do yearly.

Mr. Moury, Bethel Park Council President, joined the meeting at 7:08 PM. On behalf of the Board, Mr. Stone welcomed him and thanked him for his years of service to the community.

## **5. Facility Discussion and Superintendent Report**

Mr. Dunn reported the following:

### **a) Treatment Plant, Pump Station operation update**

- i. Mr. Dunn restated that the DEP has a new representative reviewing and making changes to the Permit to what is needed to stabilize the Piney Fork Creek near the WWTP banks with rip rap before the Permit can be approved.
- ii.) Mr. Kevin Garber will discuss the NPDES Permit with the DEP tomorrow.
- iii.) The raw sewage motor at the WWTP went bad, was rebuilt and is back in service.
- iv.) the Heat exchanger Project is complete and working well.
- v.) They are still waiting on the valve for LRPS.
- vi.) The outside maintenance work is complete.
- vii.) Elcon is working with Mr. Dunn on the 911 auto-dialer call out system.
- viii.) A motor was replaced on a water pump because it was less expensive to replace it than rebuild it.
- ix.) Staff have been working on indoor maintenance throughout the entire Plant.
- x.) They are waiting on the surge protection at LRPS.

## **6. Municipal Engineering Reports- South Park, Bethel Park**

### **a) South Park**

Mr. Beaver reported on South Park's projects:

- i.) The 2023 CDBG Project but out for bid. There was only 1 bid which was rejected. SHACOGG will put the 2023 Project out for bid again.
- ii.) The 20224 CDBG Project will be ready to go out for bid shortly.
- iii.) The SHACOGG camera truck and flusher continue to clean things up and look for problematic areas in the Township.
- iv.) Dye tests have slowed down considerably. Mr. Beaver will submit dye test information to Mr. Goodwin at the end of 2023 for inclusion in the 2023 Piney Fork Chapter 94 Report.

## **b.) Bethel Park**

Ms. Corrigan reported on Bethel Park's projects:

- i.) Construction is complete on the 2023 projects. Rotor Rooter finished the point repairs, including the Willoughby repair and 1 backflow installation.
- ii.) Ms. Corrigan is finishing bookkeeping and final payments for some projects.
- iii.) They are preparing for 2024 projects. The tentative schedule for opening bids is on or around March 18, 2024 pending direction from the new Bethel Park Council.
- iv.) Follow up on the violations found from smoke testing in Peter's Run and the Driftwood Drive neighborhood.
- v.) Ms. Corrigan will be out with Municipal staff smoke testing on December 23, 2023

## **7. Wade Trim- Professional Engineering Services Report**

Mr. Goodwin reported on the following:

### **a.) Piney Fork CAP Report**

i.) A draft was sent to the Board. There were no comments. The Board may vote on the finished CAP Report and upon approval it will be submitted to the DEP.

### **b.) Annual Sewer Recommendations Report (ASRR).**

i. A draft was sent to the Board. There were no comments. The ASRR is on the agenda for consideration for approval at this meeting.

### **c.) Fiscal Sewer Report**

i.) The report is due in February 2024. Wade Trim will start preparing the report in January 2024.

### **d.) Chapter 94 Reports**

i.) Chapter 94 Reports for ALCOSAN and Piney Fork WWTP will be started in January 2024.

Mr. Dunn added that a Chapter 94 report for Pleasant Hills will also be due in 2024. Ms. Corrigan will complete this report.

### **e.) Yearly Reports**

i.) Piney Fork CAP Report

The Board discussed the TAPS requested and allocated in 2023. When there was no further discussion on the Piney Fork CAP Report, Mr. Stone called for a motion to approve.

**Motion: Mr. Hannan motioned to approve Piney Fork Cap Report for submission to the PA DEP. Mr. Cheberenchick seconded. Roll call was unanimous. Motion passed 6-0.**

ii.) Bethel Park Sewer System Annual Recommendations Report (ASSRR)

There were no further comments on the ASSRR. Mr. Stone called for a motion to approve.

**Motion: Mr. Ruhl motioned to approve the Bethel Park Sewer System Annual Recommendations Report. Mr. Hannan seconded. Roll call was unanimous. Motion passed 6-0.**

**f.) Sherwood/Burnsdale** Mr. Goodwin has no update.

### **g.) Collection System additional lining work by Insituform**

i.) Insituform will do this work to cover their liquidated damages per the lining contract. The work will be done the week of January 8, 2024 and should take a week.

### **h.) Consent Order**

i.) The extensions for Alternative Analysis Reports (AAR) until June 30, 2024 for Saw Mill Run and Brush Run were granted. The McLaughlin Run Extension until June 30, 2024 was granted earlier.

ii.) Wade Trim has been working with 3 Rivers Wet Weather on an AAR for McLaughlin Run. Alternative 7 is the recommended alternative by all the communities to be included in the report. ALCOSAN will decide whether they want to include the recommended alternative.

Mr. Goodwin explained Alternative 7. Mr. Goodwin explained that if the transfer is completed, ALCOSAN will be financially responsible for the work.

iii. Mr. Dunn stated that since the Consent Order documentation needs to be completed in February 2024 for approval, before the Bethel Park Council Committee Meeting a discussion with Council members and Board members about the Alternative Analysis is needed. Mr. Goodwin and an associate have a presentation that explains the alternatives.

Mr. Dunn added that the Consent Order is with Bethel Park Council and not the BPMA. Council will need to pass a Resolution on the recommendation. Therefore, Council will need to understand what they are considering for approval.

The Board discussed the Resolution.

*At the request of Chairman Alan Stone, the Board went into Executive Session at 7:21 PM to discuss pending legal matters.*

*At the request of Chairman Alan Stone, the Board came out of Executive Session at 7:26 PM.*

iv.) Mr. Stone advised Mr. Goodwin that he had 2 notarized copies of the Post Construction Storm Water Instrument Filing Notice which need to be filed. Mr. Goodwin will process the documents.

## **8. Treatment Plant- Capital Development Projects**

### **a.) Headworks Project**

i.) Permitting has been discussed at this meeting. Mr. Goodwin will follow up with the DEP on scheduling a meeting to resolve the issues described in the second deficiency letter so as to get the Headworks Permit approved.

ii.) Mr. Gaydos asked questions about the security bonds and waiver from the BPMA to adjust the bond yearly to reduce the bond yearly based on the amount of money spent on the work. The Board members, Mr. Dunn and Mr. Goodwin are new to this type of guaranteed performance bond. Mr. Moury stated that the BPMA may consider using sequestered funds since it would be a lower cost alternative than applying for a bond.

a. The Board discussed the funding for the bonds.

b. Mr. Gaydos will follow up with Tucker Arensburg, South Park Solicitor firm, concerning bonding questions.

### **b.) Pennvest Application**

i.) Wade Trim is working on the application. The 2 major items - 1) the Uniform Environmental Review & 2) the Second Opinion Report.

The Second Opinion Report will be done as an in-house review. Mr. Goodwin added that Wade Trim has a good relationship with Pennvest.

ii.) Mr. Stone stated that the Board will need to approve a Resolution authorizing Wade Trim to submit the BPMA's Pennvest application. Mr. Gaydos advised the Board of the Pennvest of the methodology and verification process for the application. He explained that there is a required Municipal guarantee on payback. Therefore, with the guarantee the BPMA will need to get debt approval. Mr. Gaydos explained the steps needed for the debit approval process.

Mr. Hannan commented on the Pennvest process as he has experience with Pennvest Loans. He

recommended a Teams meeting with Pennvest to clarify requirements.

Mr. Dunn stated that Ms. Lapaglia, Bethel Park Finance Director, needs to know what financial documents are required so that she can prepare them. Mr. Moury advised the Board to discuss with the new Council the BPMA's Pennvest application so that they are informed about what they will need to approve. The Board further discussed the Pennvest Loan Application.

Mr. Goodwin will set up a meeting with Pennvest for as soon as possible.

**c.) Emergency Entrance to the WWTP and Phillippi Sewer Pipe Upgrade**

The Board decide to discuss these 2 topics in concurrently for financial reason.

i.) Mr. Goodwin reported that the grading permit has been approved. Mr. Goodwin and Mr. Dunn stated that the Board needs to prioritize these Phillippi and emergency entrance to the Plant and decide how to pay for the work. Mr. Moury suggested doing the road with the plan funding and preparing a document for the Phillippi Upgrade to the Municipality to request taking the money from the sewer fund. Mr. Cheberenick added that the Phillippi Upgrade will benefit Bethel Park and the emergency entrance will benefit the communities of Bethel Park and South Park Township. The Board discussed funding the projects and the timing of the request by the BPMA to use the sewer fund with Council's approval. Mr. Stone requested final cost estimates for the emergency entrance. With the final cost estimates, there will be a discussion and motion to consider approval at the BPMA Regular Meeting January 11,2024.

**d.) H2O Grant** – Mr. Goodwin received no update on the Grant.

**9. Finance**

**a.) Financial Report**

i.) Mr. Cheberenick reported on the accounts held at the Bank of New York Mellon through November 30, 2023.

There were no questions on the report.

**b.)Pennvest**

i. Mr. Stone reported that he and Mr. Hannan met with Mr. Chip McCarthy. Mr. McCarthy presented a different funding avenue for the Headworks Project.

ii.) Mr. Hannan explained that Pennvest at 1% interest is the best avenue. However, if the Pennvest loan is not approved, the work still needs to be funded. Mr. Hannan asked Mr. McCarthy to review the BPMA long term debt and determine possible wrap around avenues for future consideration. Mr. McCarthy prepared a document which Board members can review if they have questions. The Board discussed Pennvest and other funding opportunities. Mr. Stone also informed the Board that Mr. McCarthy advised him the BPMA our Bond rating is AA.

**10. New Business**

**a. Direct Deposit adoption status**

Mr. Stone reported that there is a glitch in the Quick Books payment system. Therefore, Board members should submit their direct deposit information by January 2024. Direct deposit will begin when the system can process the information.

## **b. SharePoint update**

i.) Mr. Stone reported that Ms. Karen Colussi, IT Director for Bethel Park, was able to pull and restore from the BPMA server the BPMA historic minutes from 1957-1983. Mr. Stone has been updating the minutes from 2023 to the present and back to when he joined the Board. This is time consuming. Mr. Stone would like the Board to consider contracting to have the minutes scanned to the server.

ii.) Mr. Dunn asked if the information is searchable. The Board discussed search capability pros and cons.

iii.) The Board discussed using the cloud or using the sever to store information. Mr. Stone advised the Board of what information he stores. The Board also discussed budgeting for and paying to scan the information.

## **11. Solicitor Report**

### **a.) BPMA By-Laws update**

i.) Mr. Stone reported that Mr. Dunn located the 1994 by-laws which are the most recent copy and scanned them.

ii.) Mr. Hannan used by-laws he located to create a new set of by-laws. He explained the sections he added, sections he left in and those that he suggested be removed.

iii.) Mr. Gaydos reviewed the by-laws created by Mr. Hannan and reformatted areas that what were not consistently synced. He also explained additions he suggests and what he suggests be removed.

iv.) The Board discussed the by-laws.

v.) Mr. Hannan advised the Board that the Reorganization Meeting Agenda for January 11, 2024 should not include the by-laws. The by-laws should be discussed during the January 11, BPMA Regular Meeting. Mr. Gaydos agreed. Mr. Stone will make the agenda changes.

vi.) Mr. Gaydos advised the Board to wait on new member appointments or any reappointments before making by-law changes so that they can contribute.

vii.) Mr. Cheberenchick will update banking information as required.

viii.) The Board discussed Reorganization procedures.

ix.) The Board will continue to update the by-laws with all members input.

## **12. Resolution Authorizing Pennvest Loan Application**

**Mr. Stone called for a Resolution to authorize Wade Trim to submit a Pennvest Loan Application on behalf of the Board. Mr. Hannan motioned to approve. Mr. Cheberenchick seconded. Roll call was unanimous, Motion passed 6-0.**

**This Resolution will be noted as 2023 002.**

## **13. Requisitions for December 2023**

**a.)** Mr. Goodwin presented the General Fund Requisition for December 2023

The payees are: Board members, secretarial services, Wade Trim, Gaydos Law, PC. and Babst Calland Clements. The December 2023 General Fund **Requisition Total is \$29,620.50**

**Motion: Mr. Hannan motioned to approve. Mr. Ruhl seconded. Roll call was unanimous. Motion passed 6-0.**

**b.) Construction Fund December 2023 Requisitions**

Mr. Goodwin presented Construction Fund #35 for December 2023. Series 2020 B \$29,570,000.00  
Account # 486348

The Payees are:

JP Environmental. LLC Contractor's Application for Payment BPMA 2023 Heat Exchanger Project  
\$51,651.50 Contract 1- General Construction Pay #1 Dated 10-25-2023

JP Environmental. LLC Contractor's Application for Payment BPMA 2023 Heat Exchanger Project  
\$6,298.50

Contract 1- General Construction Pay #1 Dated 11-21-2023

**TOTAL**

**\$57,950.00**

**Motion: Mr. Beaver motioned to approve the Requisitions from the 2020B Bond Fund Requisition # 35. Mr. Cheberenchick seconded. Roll call was unanimous motion passed 6-0.**

Before adjourning, Mr. Stone again thanked Mr. Moury for his 28 years of service to the community.

**13. Adjournment**

With no further business to conduct, Mr. Ruhl motioned to adjourn. Meeting adjourned at 8:47 PM.

  
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1.11.2024

Bruce Beaver, Secretary

Date: