

**BETHEL PARK MUNICIPAL AUTHORITY**  
**MEETING MINUTES**  
**March 28, 2024**

**1. Regular Meeting**

Chairman Hannan called the Regular Meeting to order at 7:00 PM.

**2. Roll Call**

Secretary Beaver called the roll. Present for roll call: Messrs.: James Hannan, Alan Stone, William Ruhl, Daniel Cheberenchick and Tim Moury. Also present: Mr. Joe Gaydos, Solicitor; Mr. Dan Goodwin and Ms. Anaya Espadas of Wade Trim; Mr. Scott Dunn, Plant Supervisor and Mr. Jake Miller, Assistant Plant Supervisor; Ms. Abigail Corrigan, Bethel Park Sanitary Sewer Engineer, Mr. John Oakes, Bethel Park Council President, and Mr. Ron Brown, Attorney at Law, Dickie, McCarney & Chilcote, PC.

Ms. Kristen Denne, Bethel Park Municipality Manager; joined the meeting at 7:45 PM. Mr. Joe Janosik, Bethel Park Council, Ward 5 joined the meeting at 7:14 PM. Mr. Brodnos was excused. Mr. Hannan welcomed Mr. Moury to the BPMA Board.

**3. Approval of the minutes**

**a.) Mr. Ruhl motioned to approve the Regular Meeting Minutes of the 3/14/2024 Municipal Authority. Mr. Beaver seconded. Roll call was unanimous. Motion passed 6-0.**

**4. Announcement from the Chairman**

**a.)** Mr. Hannan introduced Mr. Ron Brown, Attorney at Law, Dickie, McCarney & Chilote, PC.

i. Mr. Brown advised the Board that he concentrates his practice on municipal finance and municipal bond work. Mr. Brown represents several municipal authorities as solicitor. He has also represented several municipal authorities as bond counsel. He explained what services he and his firm offer as bond counsel.

ii. He added that he is experience at working with PennVest and how to navigate through the documentation, indenture language, the process of working with the municipality, and engineers and the submitting the required PennVest checklist.

iii. The Board discussed the PennVest loan and Mr. Brown answered Board member questions.

iv. Mr. Moury advised the Board that since he serves on the PennVest Board of Directors he would be recusing himself from voting on any votes pertaining to the PennVest loan.

v. Mr. Moury suggested that Mr. Brown prepare a proposal for the Board for the cost of his services. Mr. Brown agreed.

vi. The Board discussed the bid process which is dependent on PennVest approval of the loan.

vii. The Board thanked Mr. Brown for attending the meeting and explaining his services. Mr. Brown excused himself from the meeting at 7:16 PM.

**5. Correspondence**

**a.)** There was no correspondence.

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

### **a.) Dunn reported on the WWTP and LRPS:**

- i. The staff started preparing for Summer limits this week.
- ii. The primary clarifiers were dropped and cleaned. Approximately 18 tons of grit were removed from the clarifiers. The last time the clarifiers were cleaned was in November of 2023.
- iii. All NPDES documents are signed by all parties and Mr. Kevin Garber submitted them to the DEP for signatures. The NPDES Permit will proceed through the Environmental Hearing Board process which may take 3 months.
- iv. Mr. Gaydos stated that the litigation is complete other than withdrawing the complaint as settled.
- v. Elcon is working the WIN 911 System and should finish shortly.

### **b.) Cybersecurity**

- i. Mr. Dunn spoke with Mr. Robert Kaminsky, Cybersecurity Advisor US Department of Homeland Security, and other cyber groups to discuss what security actions they are taking.
- ii. Mr. Kaminsky will meet at the Plant with SCADA representatives, Argent representatives and Ms. Karen Colussi, Bethel Park Municipality Director of IT, Mr. Dunn, Mr. Stone and others involved with Plant security to discuss where the Plant is now with cybersecurity and where it needs to be.
- iii. Mr. Dunn explained some unique protections installed in the BPMA WWTP.
- iv. Mr. Moury advised the Board that the Municipality did security work last fall to upgrade and improve protections in the Municipality System.
- vi. Mr. Stone met with Mr. Kaminsky today. Mr. Stone discussed with him some background information on the BPMA and Municipality security systems.
- vii. Mr. Stone explained the testing offered and what it does and does not do.
- viii. Mr. Stone discussed the legacy equipment especially end of life equipment which can not be updated for software.
- viii. Mr. Moury stated that the BPMA computer equipment needs to be included on the Municipality Equipment Replacement Plan.
- ix. Mr. Stone added that during the meeting Robert Moore, DEP, facilitated a discussion on emergency fuels plans during a crisis.
- x. Mr. Dunn stated that he will invite to the WWTP Mr. Robert Winters, Security Advisor, who specializes in site security, cameras, and property lockdowns.
- xi. Mr. Moury brought up for discussion Emergency Response Plans and making they are updated. The Board discussed Emergency Response Plans between Bethel Park Municipality and South Park Township and verifying that both communities are updated.
- xii. Mr. Dunn will schedule a meeting with representatives of both communities to discuss revised Emergency Response Plans.

### **c.) Plant and LRPS (continued from a.)**

- i. Mr. Dunn reported that the entrance doors for the old Administration Building are on site and will be installed as soon as a crew is available.
- ii. The water leak in the driveway is fixed. Mr. Dunn received an invoice for \$78,534.60. The contract was for time and materials. Mr. Dunn has a copy available for the Board to review.
- iii. As discussed at the March 14, 2024 Board Meeting, the water leak PO will be paid from the

Plant Upgrade Budget.

iv.

Mr. Moury asked if the Plant Upgrade Budget is financed through the sewage fund. He also asked if Bethel Park Council is approving the expenses.

Mr. Moury advised that

Mr. Dunn verify the Plant Upgrade procedures with Council.

v. Mr. Hannan stated that the Board needs more information on how money is being spent. Mr. Hannan requested a monthly report that lists Plant budget numbers for accounts which includes the budget number, how much was spent and the current balance. This will provide the Board a concept of what the funds are so they can make an educated decision on expenses.

vi. Mr. Dunn explained how the Plant funds were accounted in the past. Mr. Hannan advised him to provide a spreadsheet to the Board once per month for the accounts.

vii. Mr. Dunn will speak with Ms. Lapaglia, Municipal Finance Director, about the funds procedures and will work with Council to determine the proper approvals.

viii. The LRPS surge protector will be shipped to the contractor April 3, 2023.

## **7. Municipal Engineering Reports- Bethel Park/ South Park**

### **a.) Mr. Beaver reported on South Park's projects:**

i. South Park began with Jet Jack yesterday. Jet Jack is working on the wet side of Berryman Avenue. They have been looking at this area on the South Park and Bethel Park sides. The area contributes a meaningful amount of I and I based on recent studies.

ii. They are root cutting, cctving and locating trouble areas.

iii. The South Park projects contract is up and running.

iv. They will move around relining, manhole rehabilitating, and trouble digging in the Piney Fork Watershed.

### **b.) Ms. Corrigan reported on Bethel Park's projects:**

i. The bid opening was last week. Manhole rehab will be awarded to State Pipe, sanitary sewer lining to Jet Jack, sanitary sewer digs to Rotor Rooter, sanitary sewer cctving to Robinson Pipe and smoke testing to Insight Pipe. The total cost of the contracts is under Ms. Corrigan's budgeted amount. She added that the majority of the contract work is for Consent Order projects.

ii. Ms. Corrigan is working with staff on the issue on Orchard Avenue during the last major rain storm. They will dye test the homes upstream from the backup.

iii. There is no update on the violations found with smoke testing in this area.

iv. Ms. Corrigan is working 1 day a week at the Municipal Building to coordinate the contract projects with the staff.

v. 3 major Consent Order Report deadlines will be due soon: 6-30-24 – Alternative Analysis and SSO Elimination Plan (McLaughlin Run, Saw Mill Run, Brush Run North); 6-30-24 Annual Report and 9-30-24 – Design of Projects (6 metersheds + SSOs with associated projects).

### **c.) Dye Testing Discussion**

i. Mr. Moury asked if there were a way to identify on the plumber's dye testing report that the test initially failed and a repair was done to pass the test. He stated that it would be helpful to know when a test initially failed.

iii. Ms. Corrigan answered that she can work with staff to get the plumber form to indicate that the test initially failed and the issue was corrected to pass the test. She added that ALCOSAN this year stated reporting on dye test repairs in their Annual Report as part of source reduction. Ms.

Corrigan stated that Bethel Park needs to track repairs to be included in the the Annual Report.  
iv. The Board discussed a foolproof, basic way for plumbers to report dye test failures and fixes so that they can be tracked.

## **8. Wade Trim Professional Engineering Services Report**

**Mr. Goodwin reported on the following:**

### **a.) TAPS**

- i. Mr. Goodwin reported that the developer for the Sleepy Hollow Project in South Park came to a meeting to discuss the TAP process. The developer was advised that TAP requests for the project would need to go through South Park Township.
- ii. Mr. Dunn explained the process TAP request rules for South Park Township. The Township needs to provide a letter to the BPMA requesting the number of TAPS needed. When approved by the BPMA, the Township will receive a letter from the BPMA to submit to the DEP that states the Plant has approved the TAPS. These rules and procedures apply to Bethel Park and South Park Township so that TAPS are accounted for accurately.
- iii. The Board discussed the project.

### **b.) Chapter 94 Report for the WWTP**

- i. Mr. Goodwin received no comments from the Board on the report.
- ii. Chairman Hannan directed Mr. Goodwin to submit the report.
- iii. Mr. Goodwin will submit the Chapter 94 Report electronically tomorrow.

### **c.) Insituform**

- i. Insituform will not be on the March 2024 Requisitions because they failed to submit their close out documentation. Insituform will not be on the Requisitions until they submit the required bond documentation.
- ii. Insituform finished the work in January 2024. The bond will run from January 2024 to January 2026.

### **d.) Consent Order**

- i. The McLaughlin Run Alternative Analysis Report has been approved. The communities and 3 Rivers WW have the information.
- ii. Saw Mill Run modeling in this watershed is being done by Ms. Espadas, Mr. Goodwin and Ms. Corrigan. The modeling is in the calibration stage.
- iii. Gateway Engineers who represent Upper St. Clair will be ready in April 2024 to discuss the Brush Run Project. The BPMA needs to know their plans because we own a small piece of the sewershed.
- iv. Mr. Moury stated that the BPMA has committed to several projects over the next few years for the Consent Order. He asked if the BPMA Has a list of the projects with estimated costs and a schedule.
- v. He expressed concern that the financial resources may not be available to meet all the project commitments. He added that the BPMA may need to have a 3-5 year Capital Plan and start budgeting for the expenses. He added that the BPMA needs to advise the Municipality of Bethel Park and South Park Township of the project commitments. The BPMA needs to prepare a schedule of projects that need to be done.
- vi. Mr. Moury requested copies of expenses and correspondence to review before the meeting so that he is informed when there is a vote or discussion.
- vii. Mr. Goodwin stated that he has been working on a running list of projects with a schedule for the Collection System and the Treatment Plant. Mr. Goodwin will have a tentative schedule for

the Board to discuss at the next meeting. The Board discussed what needs to be included on the project schedule. The Board also discussed what funds are currently available.

viii. Mr. Moury stated that the schedule needs to include Municipal projects since the payments come from the same sewer fund.

ix. Mr. Janosik asked about work being done on Connor Road where a pipe burst. Ms. Corrigan explained that they are working on a clay pipe in very bad condition on a very busy road.

#### **e.) Treatment Plant**

i. All Plant Permits have been received. The BPMA is waiting on PennVest to see if the Authority is on the agenda.

ii. If the PennVest funds are approved, the BPMA is ready to move forward with bids. He added if the bids are favorable to proceed there will be a period of time before the closing on the PennVest loan.

iii. Mr. Hannan asked how much has been spent so far on the pre-paid Headworks Project equipment. Mr. Goodwin replied that the money spent so far is around \$1 million dollars. Mr. Moury requested an itemized list of the pre-purchased equipment. Mr. Goodwin will send him the list.

iv. Mr. Moury stated that the BPMA has roughly \$37 million to spend. He questioned what would the Board do if the Headworks Project comes in at \$42 million plus the committed projects dollars. He asked if there were a “drop dead” number where they decide to do something differently. He asked if there were an exit strategy or an alternate plan (Plan B) if there are insufficient funds to complete all projects.

v. The Board discussed options and consequences if there are not enough funds. Mr. Moury stated that the BPMA needs to discuss now with the regulators and the DEP that the BPMA will do their best but the BPMA has financial limits. The Board also discussed contacting local political representatives for assistance. The Board will further discuss alternative plans at future meetings. Mr. Moury asked for the original budget number estimate with costs and fees when the BPMA did the bond issue and where finances stand now so that the Board has that perspective.

vi. Mr. Goodwin reported that he is working on a plan for replacing 25 year roofs at the Plant. Mr. Dunn responded that the roof replacement can possibly go onto the Capital Budget Plan.

vii. Mr. Dunn will have a roofer take core studies of the roofs to determine costs.

### **9. Finance Report, New Business, Old Business**

i. There was nothing to report for these subjects.

### **10. Requisitions**

**a.)** Mr. Goodwin presented the General Fund Requisition for March 2024:

i. The payees are: Board members, secretarial services, Wade Trim, Gaydos Law, PC., and Babst Calland, Clements.

The March 2024 General Fund Requisition **Total is \$56,983.57.**

ii. Mr. Hannan questioned what fund pays the Babst, Calland, Clements Requisition. It is not identified on the Requisition. Mr. Dunn was not available to answer.

iii. Mr. Stone asked if the GIS is meeting milestones. Mr. Goodwin said that it was meeting milestones.

iv. **Motion to approve General Fund Requisition for March 2024: Mr. Stone motioned to approve. Mr. Cheberencick seconded. Roll call was unanimous, except for Mr. Moury who abstained Motion passed 6-0.**

**b.) Construction Fund March 2024 Requisitions**

i. Mr. Goodwin presented Construction Fund #38 for March 2024. Series 2020 B \$29,570,000.00  
Account # 486348

ii. The payees are:

Wade Trim 2021 WWTP Grit & Headworks Improve. Project-  
\$ 5, 600.00

Bid Phase Svcs. Billing

01/27/2024–03/26/2024 MBP 203701H/ Invoice 5006603

US Asset Management, LLC. Quarterly Management Fee 4<sup>th</sup> Quarter 2024/ Dated 01/22/ 2024  
\$8,306.40

**TOTAL**

**\$13,906.49**

**Motion to Mr. Ruhl motioned to approve Construction Fund Requisition for March 2024. Mr. Stone seconded. Roll call was unanimous, except for Mr. Moury who abstained. Motion passed 6-0.**

**11. Final Comments**

i. Mr. Stone reported that Ms. Fosbaugh, South Park Township Manager, has been added to the General and Construction Requisition electronic distribution.

ii. Mr. Hannan commented on Wade Trim's invoices for pre-bid services. Mr. Goodwin explained how the pre-bid services are paid. Mr. Hannan stated that that the Board needs to know what exactly is being charged to the Joint Project account. There was no separate proposal presented to the Board and there are no checks and balances on the account payments.

**13. Solicitor's Report**

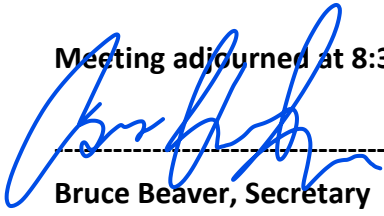
**a.)** Mr. Gaydos distributed the properly reformatted BPMA By-Laws at the beginning of the meeting.

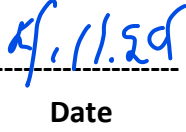
i. Mr. Moury asked Mr. Gaydos if it is acceptable for him to abstain from PennVest voting at the Board meetings since he is on the PennVest Board. Mr. Gaydos replied that it is acceptable. Mr. Moury will abstain from voting on PennVest issues.

**14. Adjournment**

**i. With no further business to discuss, Mr. Ruhl motioned to adjourn. Voice vote was unanimous.**

Meeting adjourned at 8:34 PM.

 \_\_\_\_\_  
Bruce Beaver, Secretary

 \_\_\_\_\_  
Date