

BETHEL PARK MUNICIPAL AUTHORITY
3100 Piney Fork Road
South Park, PA 15129-9001
Regular Meeting Minutes July 11, 2024
Contact Information: sdunn@bethelparkpa.gov

1. Regular Meeting

a.) Chairman Hannan called the BPMA Regular Meeting for July 11, 2024 to order at 7:04 PM at 3100 Piney Fork Road, South Park Township, PA. 15129.

2. Roll Call

a.) Secretary Beaver called the roll. Present for roll call: Messrs.: James Hannan, William Ruhl, Dave Brodnos, Daniel Cheberenchick, Bruce Beaver, Alan Stone and Tim Moury.

Also present: Mr. Hunter Shreffler, Associate Attorney Gaydos Law PC; 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 President.

3. Approval of Minutes

a.) Approval of the Minutes

i. Mr. Hannan called for a motion to approve an amendment to the BPMA Regular Meeting Minutes of June 13, 2024. Page 5. 8. Headworks Project a) ii should state: The bid opening is scheduled for July 31, 2024 at 2:00 PM at the MUNICIPAL BUILDING.

ii. Mr. Stone motioned to approve. Mr. Beaver seconded. Roll call was unanimous, Motion to amend the June 13, 2024 Minutes passed 7-0.

a.) Mr. Stone motioned to approve the Municipal Authority Regular Meeting Minutes of 06/27/2024. Mr. Beaver seconded. Roll call was unanimous. Motion passed 7-0.

4. Correspondence

a. Mr. Beaver presented the following correspondence to the Board:

i. A letter from Ms. Karen Fosbaugh, South Park Township Manager, to Mr. Scott Dunn.

RE: Majestic Woods Allocation of TAPS.

Mr. Dunn explained that under the new DEP rules Majestic Woods has received their TAPS from The DEP. The next step in the process is to verify that the BPMA has the TAPS since the BPMA Board controls the TAPS. Mr. Dunn will prepare a letter responding to Majestic Woods that the BPMA has the TAPS which Mr. Hannan will approve and sign.

5. Facility Discussion and Superintendent Report

a.) Mr. Dunn reported on the WWTP.

i. The staff shut down the trickling filters today and did major service on them. Mr. Dunn discussed a fix for the trickling filters with Multimetals which should last longer than temporarily.

ii. Mr. Dunn recommends that at this time, the BPMA hold off bidding on the tickling filters until the repairs are made and evaluated.

iii. Mr. Dunn discussed the materials and repairs proposed.

iv. Mr. Hannan stated that the BPMA engineer's need to review and approve in writing the proposed fix. Mr. Dunn does not anticipate that the fix will be expensive. The Board discussed the proposed fix.

v. The outfall meter is installed, started up and calibrated.

- vi. The Health Department has not been on site for the inspection.
 - vii. The parts are in stock for the UV module rebuild. The factory rep will be scheduled to be on site to help work on the rebuild.
 - viii. Elcon was on site to work with the staff members on the WIN 911 System. All staff members phones are programmed with the 911 system software to receive callouts through their phones.
 - ix. Mr. Robert Kominsky, Department of Homeland Security, is a place holder ion the agenda for security updates.
 - x. the NPDES Permit cost savings is being calculated. Mr. Miller estimates that the total cost savings will in the \$80,000 ballpark.
 - xi. The Emergency Response Plan will be addressed in September 2024 when schedules permit.
 - xii. Mr. Dunn is working with ISC Safety Consultants on updating the Risk Control Plan.
 - xiii. Mr. Dunn asked Mr. Goodwin if JP Environmental is ready to close out the Heat Exchanger Contract. Mr. Goodwin replied that he contacted JP Environmental and they will close out the contract. Mr. Goodwin expects that their final payout application will be on the July 2024 Requisitions.
 - xiv. Mr. Dunn stated that he streamlined the process for reporting questions or issues with the GIS. Instead of numerous individuals contacting Ms. Karen Colussi, Bethel Park IT Director or Mr. Ross Volkwein, PE, Wade Trim, problems with the GIS or Wincan will be reported on a digital work order. Mr. Dunn detailed what information would be required on the work order, how the work orders will be tracked, who did the work, the time the work took and the follow up. Mr. Dunn added that only 1 person will have contact with outside contractors.
 - xv. Mr. Stone pointed out that the Board authorized and funded the software initial setup and training for the system. Going forward, GIS expenses will be the Municipality's responsibility as a non-joint expenditure. Mr. Dunn responded that is correct.
- The Board discussed the system and expense responsibilities.
- xvi. Mr. Hannan stated the 2025 and future Municipal Budgets will need to include maintenance for the GIS System. Mr. Dunn added that he has discussed with Ms. Lisa Lapaglia, Municipal Director of Finance, a software budget with line items for things like the GIS for future Municipal budgets.
 - xvii. Mr. Dunn stated that the BPMA is under consideration for federal funding through Pa. Representative Summer Lee's office. The Board discussed the federal funding process and requirements.

6. Municipal Engineering Reports- Bethel Park/ South Park

a.) Ms. Corrigan reported on Bethel Park's projects:

- i. Ms. Corrigan has received approval for pay applications for 4 of the 5 contracts. The Smoke Testing and Manhole Rehab Contracts were final pay applications. Manhole Rehab came in slightly over budget due to some unknown manhole depth. Smoke testing came in significantly under budget. Ms. Corrigan believes this may have been the first time an outside contractor was used for smoke testing.
- ii. Lining is on hold while they wait on Rotor Rooter to finish their current work.
- iii. The Lateral Ordinance Committee will meet again before the next BPMA Meeting. Ms. Corrigan will have an update on private side issues and they may move forward on the pilot program for the Saw Mill Run Sewershed based on the results of the smoke testing indicating that this would be a good area for the project. The committee will discuss these topics.
- iv. Mr. Volkwein, Wade Trim Engineer, PE, will be on site for a field meeting with the staff as they transition to using Wincan software and the GIS integration. Ms. Corrigan explained some of the issues with the GIS and quality control with multiple people using the system.
- v. The new Bethel Park Elementary School is working on laying the sanitary lines. Municipal staff have been on site for an inspection. Ms. Corrigan will be on site when they tap into the BPMA manhole to be certain that it is done properly.
- vi. Ms. Corrigan continues to work on the Design Project Report for the Consent Order. When complete,

Ms. Corrigan will present to the Board the Report which includes all the projects which are anticipated to be part of the BPMA Consent Order compliance. She expects to present the Design Project Report to Bethel Park Council at the end of August 2024 since Council will need to make a commitment for the funds to be spent on the project.

vii. Mr. Hannan suggested preparing a Memo to Ms. Lapaglia, Municipality Finance Director, and Ms. Denne, Municipal Manager, which recommends items in the budget that line items need to be added to for clarity.

b.) Mr. Beaver reported on South Park's projects:

i. South Park has been scanning TAP Permits with the original drawings to the GIS. The lengthy scanning work is now finished.

ii. The Jet Jack contract is finished and the bill has been paid.

iii. South Park is planning 2025 projects. The projects are being evaluated from the SHACOG cctv tapes. They are considering some additional problematic areas which are generally in high flow areas.

iv. They are preparing the 2025 project for Consultant Mr. John Balewski, PE. They expect to have the project plans ready by the end of August 2024 and to get it out for bid by the end of 2024 or early in 2025.

v. Dye tests continue. Most failures are with fresh air vents.

7. Wade Trim Professional Engineering Services Report

Mr. Goodwin reported on the following:

a.) South Park Clubhouse Area Issues

i. Mr. Goodwin informed the Board that there was a field meeting which started at the Greenbriar Clubhouse with about 15 people attending. Representatives from 2 Pa. State Senators' offices, Ms. Fosbaugh, South Park Manager, Mr. Bruce Beaver, Mr. Dan Goodwin, Mr. Scott Dunn, PennDot representatives, South Park's Engineer, and several Greenbriar representatives attended.

ii. Mr. Goodwin and Mr. Beaver explained to the Board what was discussed. Some examples include the private line repairs and the collapsed pipe contributing to the flow backup which comes over the road resulting in the degrading road conditions.

iii. Mr. Dunn stated that the BPMA has one concern which is to insure their interceptor is protected during the repair work.

iv. The Board discussed the background of the issues in the area.

v. Mr. Moury asked if the BPMA can be indemnified to make sure the contractor has sufficient insurance in case the BPMA interceptor is damaged. Mr. Hannan replied that would depend on what South Park's Land Development Ordinance states.

b.) Consent Order

i. Mr. Goodwin stated that the reports for Saw Mill Run and McLaughlin Run have been signed and delivered.

ii. To Mr. Goodwin's knowledge, the timeframe for the reports to be reviewed has not been established.

c.) Headworks Project

i. Addendum #2 was released this week and copies were sent to the Board.

ii. Contractors have been submitting questions about the Headworks Project and interest is picking up. Mr. Goodwin expects at least one more addendum.

d.) NPDES Permit

i. The Permit was effective July 1, 2024. Mr. Dunn and Mr. Miller are working on the NPDES cost savings

from the appeal.

ii. Mr. Goodwin reached out to Mr. Jim Vanek, DEP, but has not received a response. Mr. Goodwin will discuss with Mr. Vanek what options the BPMA will have if the Headworks Project bids come in very high and over budget. Mr. Goodwin will include Mr. Hannan and other Board members in the discussion.

8. Finance Report

a.) Mr. Cheberenchick reported on the accounts held at the Bank of New York Mellon as of June 30. 2024.

9. New Business

a.) Paycom

i. Mr. Hannan advised the Board that he will meet with Ms. Doreen DeFabbo, Municipal Human Resource Director, to discuss the problems with signing up for direct deposit through the new Paycom payroll system. He will discuss the issues with the signup process and clarify the Board members status as independent contractors, not employees, who will receive a 1099 Income Tax form at the end of the year as in previous years.

ii. Mr. Hannan discussed with the Board the reasons for requiring members to enter their own personal information into the Paycom System.

iii. Mr. Stone added that he has been in touch with Ms. DeFabbo and she is modifying the process questionnaire in the tax section to take the enrollee directly to a 1099 tax form for Non-Employee Compensation (NEC) when filing as tax exempt.

iv. The Board discussed the Paycom process and the Board members' status as independent contractors.

b.) Cyber Security

i. Mr. Stone informed the Board that those who have signed up for the "bethelparkpa.gov" email address will need to take a cyber training module which takes about 10 minutes.

10. Solicitor's Report

i. Mr. Shreffler reported that Mr. Gaydos received an email from Mr. Ron Brown, Dickie, McCamey & Chilcote PC, stating that Mr. Brown does not see an issue with the PennVest scheduled closing date of October 15, 2024 provided that Bethel Park Council approves the guarantee ordinance at its September 2024 meeting.

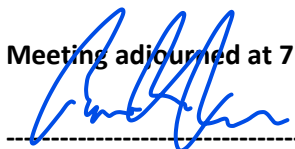
ii. Mr. Brown has also been in contact with the Bank of New York Mellon. Bond Trustee and his PennVest contracts to review requirements of the Pennvest Loan Contract.

iii. Mr. Hannan stated that the Municipality of Bethel Park has a 30 day hold on an approved ordinance. The ordinance does not go into effect immediately.

11. Adjournment

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

Meeting adjourned at 7:48 PM.



8.25.24

Bruce Beaver, Secretary

Date

