

**MUNICIPAL AUTHORITY OF THE CITY OF LOWER BURRELL  
MONTHLY MEETING AGENDA – APRIL 18, 2023 - 6:30 P.M.**

**"PLEDGE OF ALLEGIANCE"**

**CALL MEETING TO ORDER**

**1. ROLL CALL:**

<b>Kevin Lettrich, Chairman</b>	_____	<b>Robert B. Liotta, Solicitor</b>	_____
<b>Terry Anderson, Vice Chairman</b>	_____	<b>John Andrejcik, Mayor</b>	_____
<b>George Adda, Secretary</b>	_____	<b>David Stoltz, Councilman</b>	_____
<b>Jennifer Bayer, Treasurer</b>	_____	<b>Chris Henry, Engineer Mott MacDonald</b>	_____
<b>Robert Polczynski, Asst. Sec./Treas.</b>	_____	<b>Michelle Hatbob, Director Public Works</b>	_____

**2. APPROVAL OF MINUTES – MARCH 21, 2023**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

**3. ACCEPTANCE OF TREASURER’S REPORT – MARCH 21, 2023**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

**4. CORRESPONDENCE:**

- Check from City of Lower Burrell dated April 6, 2023, in the amount of \$6,169.78 for Payment 56 of 360 (*see LBMA Invoices folder*)
- Email dated April 3, 2023, from Jennifer Bayer regarding letter of resignation from the Municipal Authority (*see LBMA documents folder*)
- The Municipal Sanitary Authority of the City of New Kensington letter dated 4/10/2023 regarding regular meeting scheduled for 4/17/2023 and meeting minutes from February 20, 2023 (*see LBMA documents folder*)
- The Authorities document (*see LBMA documents folder*)
  - 2023 Roster Sheet Reminder (*see LBMA documents folder*)
  - Annual Conference and Trade Show September 17-20, 2023 at Kalahari Resorts & Convention Center- Poconos (*see LBMA documents folder*)
  - The copy of second edition of a special PMAA member service publication; The Value of Authority ownership of public water and sewer systems (*see LBMA documents folder*)
  - Management Workshops -dates are April 26<sup>th</sup> at The Hotel Hershey, May 5<sup>th</sup> in Seven Springs, May 12<sup>th</sup> virtual (*see LBMA documents folder*)
- AON change in delivery of certificates of insurance from paper to electronic copies (*see LBMA documents folder*)
- Mott MacDonald letter dated January 16, 2023, regarding 2023 Statement of Consulting Engineering Annual Services Agreement and hourly rate schedule

**5. BILLS PRESENTED FOR PAYMENT:**

<u>Name</u>	<u>Amount</u>	<u>Description</u>
Eckert Seamans	\$ 943.00	Pennsylvania DEP – notice of appeal
Pennsylvania Municipal Authorities Association	\$ 270.78	2023 Active Membership Dues
<b>Total</b>	<b>\$ 1,213.78</b>	

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote: \_\_\_\_\_

**6. OLD BUSINESS:**

**7. NEW BUSINESS:**

- LBMA Financial Account Detail Report

**8. PUBLIC COMMENT:**

**9. MAYOR'S REPORT:**

**10. SEWER REPORT:**

**3/1/23 – 3/3/23**

- Checked Big Braeburn pump station; installed new pump float controller; marked PA One Calls; meeting with gas company for project between Donnell and Rose Street; camera line on Morgan Steet and Sylvan Drive; checked storm pipe on Alder Street
- Replaced seal on pump at Indian Fields; marked PA One Calls
- Checked pump stations; picked up lights at Winlectric; installed lights in wet well at Big Braeburn; checked seal at Indian Fields

**3/6/23 – 3/10/23**

- Checked pump stations; install floats at Big Braeburn; marked PA One calls
- Cleaned out compartments on Truck 08
- Assisted with catch basins on Hill Street; marked PA One Calls; looked at new lateral on Morgan Street with Arnold & Son's
- Checked pump stations; cleaned floats; marked PA One Calls; rebuilt air line for muniball

**3/13/23 – 3/17/23**

- Marked PA One Calls; checked pump stations and cleaned floats; moved tables from council room to old tax office; checked manhole on Carnegie for a tap in; cleaned Craigdell pump station
- Took sewer truck to A&H in Somerset
- removed and installed new pip at Indian Pump Station
- Finished Pump Station repair

**3/20/23 – 3/24/23**

- Checked stations; marked PA One calls
- Marked PA One calls; camera lines; sewer inspection on Glenview; picked 08 truck up from A&H in Somerset; met Ben from Shadco gas company at Flyers Field; checked Chicago pump stations
- Marked PA One Calls; checked stations; check clog on Cleveland drive; tried to unplug men's toilet in public works building; met gas company on near Flyers Field

**3/27/23 – 3/31/23**

- Checked pump stations; looked at water issue on Zane Ave, fixed catch basin
- Sewer inspection; utilized Vactor to jet line on Zane and catch basin
- Camera storm lines; mark PA one calls; camera storm pipe on Rodger Drive; marked two dig sites with white paint for PA One Call on Pike and Rodgers
- Checked pump stations; cleaned and installed packing at Indiana pump station; marked PA One Call; completed end of month pump station sheets

**PA One Calls – 62**

**11. ENGINEER'S REPORT:**

See attached

**12. SOLICITOR'S REPORT:**

**ADJOURN:** Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**NEXT MEETING: TUESDAY, MAY 23, 6:30 PM**