

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MAY 21, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Zoom .us audio/video teleconferencing, on Thursday, May 21, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

I. Roll Call 6:07 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Mike Faccenda	Mr. Charles Gilbert
Mr. Charles Konkus	Mr. Joseph Lapia	Mr. Dylan Mace
Mr. Kevin McHugh	Mr. Tim Watson	Mr. Mark Wolinsky

Late Arrival: 6:15 P.M.:

Mrs. Barbara L. McIntyre

Others in Attendance:

Mr. John M. Campfield, Solicitor  
Mr. Brad Boddy, Consulting Engineer  
Mr. Ed Opst, CPA, Auditor  
Mr. Kevin Fisher, General Manager  
Mr. Stanley A. Gorski, Jr., Assistant Manager  
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments: None. There were no visitors in attendance.

4. A. 2019 Audit Report and Single Audit:

Mr. Edward P. Opst, CPA, presented a draft of the 2019 Audit Report and Single Audit. Mrs. Wtorkowski placed a draft of the 2019 audit report, which was previously distributed to the Board of Directors, on her computer screen, and shared the screen with those in attendance.

Mr. Opst provided a brief review of the audit report.

1. Mr. Opst stated that the Authority received an unmodified opinion, which means that the financial statements were presented in accordance with generally accepted accounting principles.
2. Mr. Opst stated that Mr. Fisher's Management Discussion and Analysis letter is the best that he has received from a client, and Mr. Opst commended Mr. Fisher for the level of detail regarding his explanation, in plain English, of operations and projects, and what is going on with the Authority.
3. Mr. Opst stated that the Statements of Net Position (Balance Sheet) are extremely consistent (cash, receivables, prepaid expenses), with the exception of Plant Property, and Equipment, which showed a large increase compared to 2018, due to the construction projects. Construction payables are down, due to construction payments that were made during 2019 for the COA-Phase II Project. Reductions to long-term debt are due to bond payments during 2019 (and reclassification of current debt that is payable within one year).
4. Mr. Opst stated that the pension asset is now a pension liability.
5. Mr. Opst stated that the Statement of Revenues, Expenses, and Changes in Net Financial Position is consistent with 2018. Depreciation Expense increased compared to 2018, because the (COA-Phase I and COA-Phase II) construction projects were finalized and placed in service, with depreciation of the assets beginning in 2019.
6. The Cash Flow Statements provide a cash-basis standpoint of activities for 2019.
7. Mr. Opst referred to the Notes to the Financial Report, stating that there were not a lot of changes, other than the PENNVEST loans.
8. Mr. Opst explained that Notes related to the Pension Plan are stated one-year prior to the current audit reporting period. Therefore, the pension information in the Notes to Financial Statements are stated as of December 31, 2018. Mr. Opst stated that there was a reduction in the value of the pension plan, resulting in the change on the Statements of Net Position from a pension asset in 2018 to a pension liability in 2019.

It is noted that Mrs. McIntyre joined the meeting, at this time. The time was 6:15 P.M.

9. Mr. Opst stated that he provided single year audited financial statements, due to the single audit requirement, and will soon be submitting the Single Audit to the Federal Clearinghouse.

10. Mr. Opst stated that he will submit the DCED report.

This concluded Mr. Opst's presentation. Mr. Opst thanked the Board, and told them to feel free to call with any questions. Mr. Caroline thanked Mr. Opst for attending the meeting. Mr. Opst left the meeting at this time.

B. A motion was made by Mr. Konkus, and seconded by Mr. Faccenda, to approve the 2019 Annual Audit and the 2019 Single Audit Report. The motion passed unanimously.

5. Communications:

A. Mr. Caroline referred to a letter from the Local 487 Utility Workers Union, thanking the Authority for exercising diligence in dealing with the COVID-19 pandemic and working to ensure the safety of employees. Mr. Caroline stated that it was a very nice letter.

B. Mr. Fisher reported that he received an e-mail this afternoon from Authority employee Mr. Rudy Brnilovich, who expressed his thanks to management and the Board of Directors for how they handled the COVID-19 pandemic situation, and to allow employees to safely operate the plant. Mr. Brnilovich stated that this was something that he would always remember.

6. Secretary's Report – Barbara McIntyre:

A. Mrs. McIntyre requested the approval of the minutes for the special meeting of April 16, 2020. A motion to approve the minutes, as presented, was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed, 8-0, with abstentions from Mr. Konkus and Mrs. McIntyre, who did not attend the meeting.

B. Mrs. McIntyre requested the approval of the minutes for the regular meeting of April 16, 2020. A motion to approve the minutes, as presented, was made by Mr. Wolinsky, and seconded by Mr. Watson. The motion passed, 8-0, with abstentions from Mr. Konkus and Mrs. McIntyre, who did not attend the meeting.

7. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisition:

A. Revenue Fund Requisition No. 341: \$190,187.57: A motion to approve was made by Mr. Konkus, and seconded by Mr. Gilbert. The motion passed unanimously.

This concluded the Treasurer's report.

8. General Manager's Report – Kevin Fisher:

A. Mr. Fisher requested that the Board Adopt Resolution No. 2020-05, PENNVEST SD17 Resolution to apply for a PENNVEST Loan for the Consent Order and Agreement (COA)-Phase III Project. A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

B. Mr. Fisher requested Board approval of the Letter of Responsibility for the PENNVEST loan application, previously distributed. A motion to approve was made by Mr. Wolinsky, and seconded by Mrs. McIntyre. The motion passed unanimously.

C. Mr. Fisher requested Board approval of the revised project schedule for the Primary Clarifier Rehabilitation Project. A motion to approve was made by Mr. Mace, and seconded by Mr. Faccenda. The motion passed unanimously. Mr. Fisher reported that the bid opening is schedule for Wednesday, May 27, 2020.

D. Mr. Fisher requested Board approval of the revised project schedule for the Switchgear Replacement Project. Mr. Fisher reported that the Authority was planning to have the contractor perform a coordination and arc flash study, as part of their contract. A new motor control center (MCC) was installed in the Grit Building in 2006. All other MCCs were replaced in 2010 and 2011. In order to include all motor control centers in the study, it was decided to request proposals for a separate coordination and arc flash study that would include all MCCs. Mr. Lapia asked Mr. Fisher if he had an estimated cost for the study. Mr. Fisher stated that he did not have a cost for the study, but \$600,000.00 was budgeted for the entire Switchgear Replacement Project. A motion to approve was made by Mr. Gilbert, and seconded by Mrs. McIntyre. The motion passed unanimously.

E. COA-Phase III Project:

1. Mr. Fisher requested Board approval of the Updated COA-Phase III Project schedule, based on PENNVEST's Board meeting of July 22, 2020, and approval of the alternative updated COA-Phase III Project schedule, based on PENNVEST's Board meeting of October 21, 2020. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed unanimously.

2. Mr. Fisher requested that the Board authorize Mr. Fisher to sign and submit the PennDOT Road Occupancy Permit application. It was thought that a portion of Paintertown Road was a Township Road, but it is a State road. This will include access to two (2) bridge crossings in Manor, a lower portion of

Paintertown Road, and an open cut on Penn Woods Drive. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. McHugh. The motion passed unanimously.

3. Right-of-Way Acquisition Update – No discussion
4. Mr. Fisher requested Board approval of the revised language for the Klingensmith right-of-way agreements. Mr. Fisher deferred to Mr. Gorski to explain the revisions. Mr. Gorski stated that the Klingensmiths have three properties for which right-of-way agreements are required. The Klingensmiths also have a fourth property that is located below the other three properties. Mr. Gorski stated that the Klingensmiths have requested that the Authority put a wye in the interceptor that would serve the fourth property. The Klingensmiths would be required to pay the tap fee to North Irwin Borough Municipal Authority or North Huntingdon Township Municipal Authority, and they would be required to pay the Capacity Fee to Western Westmoreland Municipal Authority. A discussion followed, regarding responsibility to the Authority if a lateral extension extending under Paintertown Road was provided to the fourth property. Mr. Caroline stated that PennDOT will not issue a road opening permit to a private citizen. Mr. Fisher stated that he would not recommend a waiver of the Capacity Fee. Mr. Fisher recommended waiving an assessment for the fourth property, noting that the Authority does not plan to assess properties that are located within the COA-Phase III Project area. Mr. Lapia stated that he thought the Authority was not permitted to waive a Capacity Fee. Mr. Fisher stated that Mr. Lapia was correct. A discussion followed. Mr. Caroline suggested that a meeting be scheduled with the Klingensmiths' attorney, to see what language he is requesting. Mr. Watson stated that people have cut into the Authority's interceptor, in the past (in Trafford Borough), without the knowledge of WWMA. Mr. Campfield asked the Board to state their position, before a meeting is scheduled with the Klingensmith's attorney, Dick Meyers. Mr. Caroline stated that the Board would agree to placing a wye connection in the interceptor (with no lateral extension going under Paintertown Road); and that the Board would agree that there would be no assessment fees to any of the properties, because the Authority is not charging assessments for the project; but the Authority would not agree to waive any tapping or capacity fees. Mr. Gilbert asked if it would make more sense to install a wye on the other side of the road, even if an agreement with North Irwin Borough would be required. Mr. Fisher explained that WWMA does not have equipment to maintain the lateral line. A discussion followed. No Board action was taken.
5. Mr. Fisher requested Board approval of the COA-Phase III Project right-of-way agreements and reimbursement of a bank fee for a mortgage joinder agreement, as listed on Agenda Item No. E5. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously. The approved right-of-way agreements are as follows:

Earl W. and Doris J. McKeever	55-13-00-0-016	PT-RW-19	Paintertown Interceptor	\$500.00
Richard E. and Debra L. McKeever	54-05-00-0-008	PT-RW-16	Paintertown Interceptor	\$500.00
Richard E. and Debra L. McKeever	54-05-00-0-009	PT-RW-17	Paintertown Interceptor	\$500.00
Joseph V. and Kelly Schoffstahl	19-03-04-0-018	BR-RW-16	Bushy Run Interceptor	\$500.00
Mark A. and Kate A. Zingarelli (R/W)	54-07-04-0-027	PT-RW-08	Paintertown Interceptor	\$942.00
Mark A. and Kate A. Zingarelli (Reimburse Bank Fee for Mortgage Joinder)	54-07-04-0-027	PT-RW-08	Paintertown Interceptor	\$300.00
Keith R. Biskup, Biskup Brothers, LLC	19-03-04-0-019	BR-RW-17	Paintertown Interceptor	\$500.00
Total				\$3,742.00

This completed the General Manager's report.

9. Assistant Manager's Report – Stanley Gorski, Jr.:
  - A. Mr. Gorski reported that there were no NPDES Permit violations for the month of April 2020. There were no by-pass events at the plant or at the chambers. The average plant flow was 4.01 MGD. The maximum flow was 7.88 MG. Total rainfall for the month was 4.61". Maximum rainfall on one day was 1.22".
  - B. Mr. Gorski reported that the plant employees are doing a good job of keeping plant maintenance and preventive maintenance up to date during the modified work schedule. Employees are doing an increased amount of disinfection and cleaning, and are implementing the protocols that the Authority put in place.
  - C. Mr. Gorski reported that employees completed measurement of the manholes for lateral inverts, for the COA-Phase III Project.
  - D. Mr. Gorski reported that the triennial PaDEP lab inspection was held, via a Skype call. The inspection, which is in-depth, went well. The Authority is required to submit additional documentation, and Mr. Gorski must schedule a couple of training sessions. Mr. Gorski stated that the inspection went well.

- E. Mr. Gorski reported that the Personnel Committee had discussions regarding opting out of the Families First Coronavirus Response Act (FFCRA) provisions contained in the Federal Emergency Paid Sick Leave Act (EPSLA) and the Federal Expanded Family and Medical Leave Act (EFMLEA). Mr. Campfield reported that the Personnel Committee discussed this subject during a recent committee meeting. Attorney Tim Hewitt prepared a memo regarding an Authority paid sick leave policy. The Personnel Committee members have subsequently been in discussions. Mr. Caroline stated that the Personnel Committee feels that the Authority should opt out of the Federal guidelines. Mr. Caroline stated that he, Mrs. McIntyre, Mr. Lapia, and Mr. Faccenda were in agreement that the Authority should opt out of the Federal regulations. Mr. Caroline stated that the Committee members felt that employees should not be required to use sick days if they were required to be off work due to infection with the COVID-19 virus, or due to quarantine due to the virus. Mr. Caroline asked the Board Members to state their opinions. Mr. Lapia stated that the Committee members were in agreement that the Authority should opt out of the Federal regulations, and that the Authority should adopt a paid sick leave policy for COVID-19-related absences. Several scenarios were discussed. The Committee felt that the Authority should pay up to 80 hours, as Mr. Hewitt stated in his memo. Mr. Lapia stated that the only question was what dates should be stated in the policy. Mr. Faccenda stated that Mr. Hewitt listed a December 31, 2020 end-date, but an August 31, 2020 date was considered. Mr. Caroline requested a motion to opt out of the Families First Coronavirus Response Act. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed unanimously.

Mr. Caroline asked the Board Members if they wanted to specify a date between August 31, 2020 and December 31, 2020 for the paid sick leave policy, or to leave the date at December 31, 2020. Mr. Lapia stated that the Authority could keep the December 31, 2020, because the policy states that the policy is effective upon implementation, and will remain in effect until December 31, 2020, unless terminated or extended by WWMA, prior to that date. A motion to approve the policy, with a December 31, 2020 date, was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Assistant Manager's report.

10. Mr. Boddy reviewed his written report dated May 21, 2020.
- A. COA-Phase I – Pump Station and Equalization Tank Project, and COA-Phase II - Brush Creek Interceptor Improvements Project:
1. Mr. Boddy reported that the Authority is waiting for closeout from the PaDEP. The Authority is waiting for final inspection by the PaDEP for both of the projects. Mr. Boddy reported that he contacted the PaDEP prior to the pandemic, but has not pursued this issue since the pandemic began, with the assumption that the PaDEP will not complete a final inspection until the COVID-19 work restrictions are lifted.
- B. COA-Phase III Project:
1. Mr. Boddy reported that the Authority received a response from the PaDEP regarding the proposed Third Amendment to the COA. Mr. Boddy stated that the PaDEP recognized the difficulty in meeting the project schedule, due to the COVID-19 restrictions, and how the restrictions would impact the work that is required for the Joint 105 Permit, as well as completing the property acquisitions. The company that is completing the wetland delineation assessment was denied a waiver, and was not permitted to complete the work until the COVID-19 schedule was moved to yellow. Mr. Boddy stated that the PaDEP understands the Authority's situation, and he expects that the PaDEP will approve the amendment to the project schedule.
2. Mr. Boddy reported that the Authority received the Erosion & Sedimentation (E&S) Permit and NPDES Stormwater Permit from the (Westmoreland) Conservation District. The remaining permit is the Joint 105 Permit, which the PaDEP must approve. Collective Efforts has completed the wetland delineations, and Mr. Boddy expects to receive the report by tomorrow morning. Mr. Boddy reported that Collective Efforts provided Wade Trim with the CAD files for the new delineations, so Wade Trim could incorporate the new information into the drawings. Mr. Boddy expects the revisions to be completed by tomorrow. There were two small delineations that the Authority did not have before, and there were a couple of delineations that changed slightly. The PaDEP is looking for more detailed profiles and impact statements. Wade Trim is currently updating the profiles and impact statements. The PaDEP is also looking for more detailed hydraulic valuation for the coffer dams that are being proposed for Manor. Wade Trim is preparing a model of the stream. The model should be completed, and submitted to the PaDEP, tomorrow.
3. Mr. Boddy stated that PENNVEST typically does not move forward with a loan unless all environmental permits are obtained, but PENNVEST recommended that the Authority submit the loan application, in the hopes that the PaDEP will conduct a quick review of the Joint 105 permit application, and approve the permit, allowing the Authority to move forward with funding in July 2020.
- C. Primary Clarifier Rehabilitation Project:

1. Mr. Boddy reported that the bid opening is scheduled for May 27, 2020. Mr. Boddy stated that he and Mr. Fisher worked with Mr. Campfield, Attorney Brad Mellor, and Mr. Gorski, regarding some language related to COVID-19. The Authority made an addendum to include language acknowledging that the Authority is under the COVID-19 pandemic, and to list how the pandemic falls under several clauses of the contract documents.
- D. Switchgear Replacement Project:
  1. Final revisions to the contract documents are being reviewed with Mr. Fisher, Mr. Gorski, and Authority staff.
- E. WWTP Modeling Project:
  1. Wade Trim provided a plant operation report to Mr. Fisher and Mr. Gorski, last week.
- F. Mr. Boddy reported that Wade Trim submitted the 1<sup>st</sup> quarter 2020 report to the PaDEP.

This concluded Mr. Boddy's report. The complete report is attached to these minutes.

11. Solicitor's Report – John Campfield:

- A. Mr. Campfield reported that the settlement with North Huntingdon Township Municipal Authority (NHTMA) is down to one item, dealing with the conveyance of the rights-of-way for the Cavittsville-Ardara System, along with the conveyance of the Ardara Pump Station. Mr. Campfield stated that Mr. Fisher has the required information. Mr. Campfield stated that he asked Mr. Fisher to provide him with the necessary information. Mr. Campfield asked Mr. Fisher for the status of the Norfolk Southern Railroad license transfer to NHTMA. Mr. Fisher stated that the transfer of the license should be initiated by NHTMA. Mr. Fisher explained the required procedure for transfer of the Norfolk Southern Railroad license. A discussion followed. Mr. Campfield stated that the remaining settlement items include the transfer of licenses and rights-of-way. Mr. Campfield stated that after the transfers, the settlement will occur, in which NHTMA will make payment to WWMA, and WWMA will meet with the Judge and obtain a settlement order from the Court.
- B. Mr. Campfield reported that he is having trouble dealing with some of the right-of-way agreements, in particular, in dealing with the mortgage companies. Mr. Campfield stated that some property owners are in agreement with the language of the right-of-way agreements, but are not following through with signing the agreements. Mr. Campfield stated that he is making some progress.

This concluded Mr. Campfield's report.

12. Reports of Committees:

- A. Personnel Committee: Joseph Lapia:
  1. Mr. Lapia stated that every five years, the Pennsylvania Municipal Retirement System (PMRS) is required to update the pension agreements, in order to comply with IRS guidelines. Mr. Lapia reported that the Personnel Committee reviewed the agreements. Mr. Lapia stated that Mr. Fisher confirmed with PMRS that the agreements are a restatement of existing benefits. Mr. Lapia stated that, since there were no changes to pension benefits, no approval was required from the Union. Mr. Caroline stated that the current death benefit requirements (for employees who were hired before July 1, 2016) are service of twenty (20) years or reaching age sixty (60). Mr. Caroline stated that the administrative employees requested that the Board of Directors look into reducing the service years to ten (10) or fifteen (15) years. An actuarial study would need to be completed, to determine what additional cost would result from a change in the service requirement. Mr. Campfield stated that he is not in favor of changing the terms, at this point in time. Mr. Lapia stated that requesting the study would not obligate the Board to change the terms, but it would provide the Board with the cost of making a change. Mrs. McIntyre stated that she is on the fence, and she stated that waiting twenty (20) years is a long time to receive a death benefit. Mr. Faccenda stated that the Board should leave the benefit as it is, now, but he would like to have the study completed. Mrs. McIntyre stated that she would also like to have the study completed. A motion was made by Mr. Watson, and seconded by Mrs. McIntyre, to Adopt Resolution No. 2020-04 to amend the Authority's uniform Pension Plan, and to request an actuarial study from PMRS. Mr. Lapia asked why the two items were being lumped together, and stated that these items should be addressed in two separate motions. Mr. Caroline stated the discussion covered both topics, and that is why there was one motion. Mr. Lapia stated that one motion was fine, but he would like to clarify that the study is to determine the cost for changing the death benefit for both the defined benefit and cash balance pension plans. Mr. Fisher stated that the study would only be for the defined benefit plan. The death benefit is vested upon hire for employees who are hired after July 1, 2016 and are in the cash balance pension plan. Mrs. Wtorkowski stated that Mr. Lapia was correct, in that the Cash Balance component of the pension plan for employees who were hired prior to July 1, 2016 mirrors the requirements of the defined benefit plan, and the actuarial study would apply to both components of the Authority's original pension plan. Mr. Lapia stated that he thought employees in the cash balance pension plan would receive their contributions in the event of death, but he thought there was a different requirement for employees to receive WWMA's contributions as a death benefit. Mr. Campfield stated that Mr. Fisher's memorandum

stated that PMRS has requested that the Authority request only one option for evaluation. Mr. Fisher explained that what Ms. Joy meant was that they would prefer that the Authority request one number for years of service. Mrs. McIntyre stated that the Board should request ten (10) years of service. Mrs. Wtorkowski stated that Ms. Joy recommended that the Authority request the study using ten (10) years of service, because that would provide the Authority with a worst-case scenario, because changing to a requirement of fifteen (15) years of service would result in a lower cost than ten (10) years. Mr. Lapia asked if the Board was requesting the study for both plans, or just the defined benefit plan. Mrs. McIntyre stated that she thought the study would be for the defined benefit plan. Mr. Fisher stated that the defined benefit plan has a cash balance component. Many of the requirements for the cash balance component (for employees who were hired before July 1, 2016) mirror the requirements of the defined benefit pension plan. Mr. Fisher stated that employees who are participating in the new cash balance pension plan (for employees hired on or after July 1, 2016) are already covered. Mr. Watson stated that he did not understand the discussion, and he rescinded his motion. Mr. Faccenda asked if (action regarding) the study needed to be done, now. Mr. Caroline requested a motion to adopt Resolution No. 2020-04, to amend the Authority's non-uniform pension plan, administered by the Pennsylvania Municipal Retirement System, pursuant to Article IV of the Pennsylvania Municipal Retirement Law, distributed on May 15, 2020. A motion to approve was made by Mr. Faccenda, and seconded by Mrs. McIntyre. The motion passed unanimously. Mr. Caroline asked if the Board wanted to table the actuarial study for further discussion. Mrs. McIntyre, Mr. Faccenda, and Mr. Watson stated that they would like to table the discussion. Mr. Caroline asked Mrs. Wtorkowski to send all Board members all of the pension information, including the memoranda from Mr. Hewitt and Mr. Fisher, and to place this item on the agenda for the June 18, 2020 regular meeting. Mr. Campfield stated that he doesn't know if all members of the Board received Mr. Hewitt's memorandum, but Mr. Hewitt stated that information should be provided to new employees regarding the pension plan. Mr. Campfield stated that in the past, PMRS would send representatives to meet with employees. Mr. Campfield stated that he does not know if PMRS has met with employees, recently. Mrs. Wtorkowski stated that PMRS has not met with employees in recent years. Mrs. Wtorkowski stated that she provides new employees with pension information that was provided by PMRS. Mr. Caroline asked Mr. Lapia if he had any further information regarding personnel. Mr. Lapia stated that he had no further information, and needed to leave the meeting to address a Manor Borough-related issue. The time was 7:40 P.M.

It is noted that Mr. Wolinsky lost internet connection at 7:36 P.M., and left the meeting at that time.

Mr. Faccenda stated that some of the material that is presented to the Board needs to be reviewed thoroughly, and he requested that the pension material be printed and mailed to Board Members, so they can read the information and make notes. Mr. Faccenda also requested that Board packets be mailed while Authority meetings are being held via teleconferencing. Mr. Caroline thanked Mr. Faccenda for his recommendation, stating that it was a good idea.

B. Finance and Budget Committee – Dylan Mace:

1. Mr. Mace requested ratification of the fund transfer listed under Agenda item 12B (1) (a), and investments listed under Agenda Items 12B (1) (b) and 12B (1) (c), as follows:  
Item 12B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*  
Item 12B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury Bill, in the amount of \$4,500,000.00, *and*  
Item 12B (1) (c): Purchase a 2016 Construction Fund One-Month United States Treasury Bill, in the amount of \$2,021,000.00.  
A motion to approve was made by Mr. Faccenda, and seconded by Mrs. McIntyre. The motion passed, 8-0.
2. Mr. Mace requested Board approval of the continuation of making additional pension deposits to the Authority's defined benefit pension plan (\$50,000.00 per year), to reduce the unfunded liability. A motion to approve was made by Mr. Konkus, and seconded by Mr. Watson. The motion passed, 8-0.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: Mr. Gilbert stated that everything was already discussed, and he did not have a report.

13. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Items 13A (1):  
13A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 59: \$40,796.03, and authorize submission to PENNVEST.

A motion to approve was made by Mr. Watson, and seconded by Mr. Gilbert. The motion passed, 8-0.

14. Board Member Comments:

- A. Mrs. McIntyre stated that she was glad to see everyone healthy, and she commended the staff on keeping things going during the pandemic. Mr. Faccenda agreed with Mrs. McIntyre. Mr. Fisher thanked the Board for working so closely with management, stating that it has been a very cooperative effort that has paid off for everybody.
- B. Mr. Caroline stated that the teleconferencing of this evening's regular meeting went better than he expected.

15. Executive Session: None

- 16. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Faccenda. The motion passed unanimously. The meeting was adjourned at 7:46 P.M.

  
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Johanna Wtorkowski, Assistant Secretary-Treasurer

# Western Westmoreland Municipal Authority

## Assistant Manager's Report

May 21, 2020 Board Meeting

Monthly Maintenance Report

April 2020

### Weekly Plant Maintenance: (Performed Every Week)

- Gas Purifier Inlet & Outlet H<sub>2</sub>S Readings
- Maintenance/Grease All 4 Digester Mixer Units
- Thickener - Oil and Torque Box Checks
- Clean Grit Pump Sight Glass
- Check Oil Levels in Both Final Clarifier Drives
- Clean RAW Sewage Level Control Transducers
- Pull and Pump Scum 2-3x week
- Broom/Hose Final Clarifiers
- Pump Final Scum Pits
- Remove Rags from Thickener Influent Box
- Dissolved Oxygen Sensor Maintenance
- Rotate and grease new RAW/Recycle Sewage Pumps
- Alternate Duperon Screening equipment/Washer Compactor

### Monthly Plant Maintenance: (Performed Every Month)

- Gas Purifier pH Testing
- Fill Digester Overflow P-Traps
- Clean Boiler Strainers
- Flush Digester Level Sensors
- Bump Test All 36 Gas Monitoring Units
- Clean Grit Pump Screw Conveyor
- Wash Down Serpentix Conveyor & Tray
- Test Emergency Shower/Eyewash Stations
- Check/Replace all MCC's, RTU's, Drives and Centrifuge Panel Filters

### General Plant Maintenance:

- Covid-19 Pandemic disinfection/cleaning/shift rotation
- Complete maintenance performed on pump station wet well and screens
- Completed maintenance on grit system
- Completed maintenance on digester building HVAC
- Tested – Bypass meter alarm
- Complete maintenance performed on primary clarifier drives
- Troubleshoot and replaced Drager O<sub>2</sub> sensor
- Complete maintenance performed on recycle pumps
- Annual oil change completed on sludge thickener drive and motor check
- Troubleshoot and replaced polymer pump
- Troubleshoot switchgear
- Changed oil on final clarifier drives #1 and #2
- Complete maintenance performed on all plant HVAC Units
- Employees are still working one week on, one week off due to the COVID-19 pandemic



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

May 21, 2020

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Major engineering activities for the month are summarized below:

**WET WEATHER ISSUES**

- *COA / LTCP / CAP / TAPR:*
  - Upcoming Critical Dates:
    - Quarterly Report due to PADEP on July 30, 2020

**COA IMPROVEMENT PROJECT PHASE 1**

- *Project Status:*
  - Awaiting project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 2**

- Project Status
  - Awaiting project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 3**

- Received response from DEP regarding 3<sup>rd</sup> Amendment to the COA
- E&S/NPDES Stormwater permit received
- Received PADEP comments on Draft Joint 105 Permit Application.
  - Coordinating with DEP
    - Held coordination call with DEP on May 13<sup>th</sup>
    - Need to update/confirm wetland delineations
      - Collective Efforts has completed Wetland determination field work
      - Collective Efforts drafting Report
    - Need to update plan and profiles to show wetlands
    - Need to provide updated resource impact plan sheets and impact tables
    - Need to conduct HEC-RAS evaluation of coffer dams
- Property Acquisition support.
- Worked with Johanna Wotkowski on submittal of PENNVEST Application
  - Coordinated with PENNVEST and DEP
- Coordination of lateral connections with WWMA and updating of drawings as required

**PRIMARY CLARIFIER UPGRADES PROJECT**

- Issued addendum regarding Covid-19 recognition
- Bid opening scheduled for 5/27/20

**Wade Trim, Inc.**  
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### **SWITCHGEAR REPLACEMENT PROJECT**

- Reviewing final contract documents
- Recommend advertisement for bids on May 22<sup>nd</sup> with bid opening on June 24<sup>th</sup>

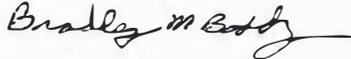
### **PLANT OPERATION MODELING**

- Finalized and provided draft report for WWMA review

### **GENERAL**

- Reviewed upfront specifications related to Covid-19 pandemic with WWMA, John Campfield, and Brad Mellor
- Submitted 2020 1<sup>st</sup> Quarterly Report to DEP

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager