

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JANUARY 16, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, January 16, 2020 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

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	Mrs. Barbara McIntyre	Mr. Tim Watson
Mr. Mark Wolinsky		

Others in Attendance:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Kevin Fisher, General Manager
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 and moment of silence for troops overseas.

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

4. Communications:

- A. Mr. Faccenda reported that a benefit spaghetti dinner has been planned for Mr. Mike Watters, an employee of the North Huntingdon Township Public Works Department, who was diagnosed with Amyotrophic Lateral Sclerosis (ALS). The dinner will be held on Saturday, February 22, 2020, at the Fairmont Hahntown Volunteer Fire Department, in North Huntingdon, PA. A Chinese auction will be held. Basket donations for the auction would be greatly appreciated. Mr. Faccenda distributed fliers that can be placed in public areas.
- B. Mr. Caroline stated that Mr. Charles Konkus has been reappointed to represent Penn Township on the WWMA Board of Directors, for a five-year term ending on December 31, 2024.
- C. Mr. Caroline reported that the Pennsylvania Municipal Authorities Association (PMAA) is offering Board Member training on Wednesday, March 25, 2020, at the Double Tree by Hilton, in Mars, PA. Mr. Caroline asked that anyone who is interested in attending contact Mr. Fisher, Mr. Gorski, or Mrs. Wtorkowski.
- D. Mr. Caroline reported that Pennsylvania State Ethics Statement of Financial Interest forms for the year 2019 are due by May 1, 2020.

5. Secretary's Report – Barbara McIntyre:

- A. Mrs. McIntyre requested the approval of the minutes for the regular meeting of December 19, 2019. A motion to approve the minutes, as presented, was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.

This concluded the Secretary's Report.

6. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 334, Scott Electric Company, in the amount of \$1,331.04: A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed, 9-0, with an abstention by Mr. Konkus, who is an employee of Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
- B. Revenue Fund Requisition No. 335: \$318,416.01: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Konkus. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher requested that the Board adopt Resolution No. 2020-01, declaring that designated public records are approved for disposition. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.

- B. COA-Phase III Rights-of-Way: Mr. Fisher requested approval of right-of-way agreements, as listed under Agenda Item No. 7B. A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

<u>Name</u>	<u>Tax Map No.</u>	<u>R/W No.</u>	<u>Interceptor</u>	<u>Amount</u>
Alex D. Boyd	19-03-07-0-052,	BR-RW-03	Bushy Run Interceptor	\$500.00
Christopher A. and Lindsay Hornicak	19-02-13-0-022,	BR-RW-29	Bushy Run Interceptor	\$500.00
Joanne M. Radakovich	19-03-07-0-050,	BR-RW-05	Bushy Run Interceptor	\$500.00
Michael N. Radakovich	19-03-07-0-049,	BR-RW-06	Bushy Run Interceptor	\$500.00
Michael N. Radakovich, Administrator, for the Estate of Joseph Radakovich, Sr.	19-03-07-0-048,	BR-RW-07	Bushy Run Interceptor	\$500.00
Roberts Property Group	54-08-07-0-010,	MN-RW-01	Manor Interceptor	\$500.00
Roberts Property Group	19-03-07-0-057,	MN-RW-02	Manor Interceptor	\$500.00
				\$3,500.00

Mr. Lapia asked if the Authority has obtained all of the necessary rights-of-way. Mr. Gorski stated that he and Mrs. Wtorkowski will be obtaining four (4) rights-of-way after this evening's meeting, leaving approximately six (6) remaining rights-of-way. Mr. Fisher explained that a couple of property owners have already agreed to sign the rights-of-way. Mr. Campfield stated that he provided Mr. Gorski with a list of what is needed for outstanding rights-of-way. Mr. Fisher stated that joinder agreements are required for six properties.

- C. Mr. Fisher referred to the COA-Phase III Project right-of-way status report, which was submitted to the Board of Directors.
- D. Mr. Fisher requested Board approval to advertise for bids for the Primary Clarifier Rehabilitation Project. Mr. Fisher reported that final revisions to the contract documents resulted in a one-month delay in advertising for bids. Mr. Fisher, Mr. Campfield, and Mr. Dan Goodwin, of Wade Trim, Inc., are working on general specifications. Mr. Fisher is waiting for final insurance requirements. Advertisements for bids should be placed within the next two (2) weeks. Mr. Fisher stated that bids will be awarded in April 2020. A motion to approve, pending final review by the Solicitor, the Consulting Engineer, and Mr. Fisher, was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.
- E. Mr. Fisher requested that the Board adopt Resolution No. 2020-02, authorizing the Norfolk Southern Railway Company License Agreement, Activity No. 1275681. A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.
- F. Mr. Fisher reported the following updates:
1. The installation of the SCADA server is going well.
 2. The Authority is waiting for delivery of the repeater system for use with mobile radios at the new pump station.
 3. ALCOSAN is waiting for additional information.
 4. A water line break occurred at the plant on Monday, December 23, 2019, at the far side of the railroad tracks. The break occurred at the Authority's 8" line that connects to the Municipal Authority of Westmoreland County's (MAWC's) 30" line. Mr. Fisher stated that Mr. McHugh and his crew did a great job in repairing the break and flushing the lines. Mr. Fisher commended Authority employee Shawn Stitely, for the efficient manner in which he addressed the line break.

This concluded the General Manager's report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:

- A. Mr. Gorski reported that there were no NPDES plant violations, and no by-pass events during the month of December 2019. Average plant flow was 3.98 mgd. Maximum plant flow was 7.16 mgd. Total rainfall for the month was 3.84".
- B. All plant maintenance is up to date.
- C. Mr. Gorski reported that Plant personnel did a good job in replacing sump pumps in the Maintenance Building and in the Final Clarifier Pipe Gallery. Mr. Gorski stated that Mr. Jayson Arnold, the Authority's maintenance employee who was hired in February 2018, did a nice job in replacing all of the piping in the pipe gallery, by himself.
- D. Plant employees installed new wiring and panels for the SCADA System update. The Authority is currently working with Exelos to implement the new SCADA server.
- E. There are six (6) remaining rights-of-way that must be acquired for the COA-Phase III Project.
- F. Mr. Gorski stated that, in response to Mr. Faccenda's request, a plant tour will be scheduled for April 2020.

- G. Mr. Lapia asked when the Authority will host another officers and managers meeting with the Authority's Member Municipalities. Mr. Fisher stated that he would like to schedule a meeting for February 2020.
- H. COA-Phase III Project:
1. Mr. Gorski stated that the Board will need to approve the cost of the survey for the Malkos property. Mr. Fisher stated that a conference call was held with surveyor Ryan Jones, regarding a survey of the Malkos property. Mr. Jones submitted a quote to complete a property survey with boundaries, to locate the existing WWMA interceptor line, to locate the existing right-of-way, and to locate the proposed right-of-way. The cost of the survey work would be a minimum of \$750.00, not to exceed \$1,000.00. If necessary, plot plans will be prepared, at a cost of \$100.00 per plan. Mr. Campfield stated that Mr. Jones used to work for Tri-County Engineering. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.

This concluded the Assistant Manager's report.

Mr. Konkus asked if there was the potential for the Authority to experience a by-pass, with all of the work that has been completed. Mr. Boddy stated that the design was for a two-year design storm, with future growth. Mr. Boddy stated that there would have to be a significant rain event that affected the entire watershed, in order for the Authority to experience a by-pass within the system. Mr. Konkus asked if the Authority will be fined for by-passes, once the terms of the Consent Order and Agreement (COA) have been met. Mr. Fisher stated that, once the Authority has completed the construction that is required under the COA, and the Authority is no longer under the COA, there would still be a \$3,500.00 fine for each by-pass event. A brief discussion followed.

9. Consulting Engineer – Brad Boddy, Wade Trim, Inc.:
- Mr. Boddy reviewed his written report dated January 16, 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 final payment estimates have been authorized, and the Authority is working toward closeout of the projects. Mr. Boddy is in the process of closing out permits, and will then begin working on closeout with PENNVEST.
- B. COA-Phase III Project:
1. Mr. Boddy reported that the Authority is working on responding to comments on permit applications for modifications that were made to the design.
 2. The Authority had to re-run the Pennsylvania Natural Diversity Inventory (PNDI) update for the Westmoreland Conservation District permit, and update a form to the new format.
 3. Mr. Boddy mailed the Act 14 Municipal Land Use letters, today.
 4. The Board of Directors approved the Norfolk Southern Railway Company license agreement, this evening.
 5. The Authority is responding to comments on the Joint 105 Permit application.
 6. Mr. Boddy reported that Wade Trim is providing support to the Authority regarding property acquisitions.
- C. Primary Clarifier Rehabilitation Project:
1. Mr. Boddy reported that Wade Trim is finalizing the specifications with Mr. Fisher and Mr. Campfield.
 2. Mr. Boddy reported that a meeting was held with PennBid, concerning an alternative method of bidding for projects. Mr. Boddy stated that it looks like a good program, and could be a viable option for the Authority.
- D. Switchgear Replacement Project:
1. A site meeting was held with Authority personnel and Wade Trim's electrical staff.
- E. WWTP Plant Modeling Project:
1. Mr. Boddy reported that the Authority is continuing investigation to determine acceptable levels of leachate that can be accepted from the landfill. The Authority has been reaching out to other facilities, to see how they are handling leachate from landfills.
- F. Mr. Boddy reported that, in accordance with Section 4.06 of the Trust Indenture, he has provided a written recommendation concerning the semi-annual transfer of funds from the Authority's Revenue Fund to the 2015/2016 Capital Improvement Fund. Mr. Boddy is recommending a transfer in an amount not to exceed \$70,464.46. A motion to approve (a transfer in the amount of \$70,464.46) was made by Mr. Faccenda, and seconded by Mr. Watson. The motion passed unanimously.

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

10. Solicitor's Report – John Campfield:
- A. Cavettsville-Ardara System:

1. Mr. Campfield thanked Mr. Konkus for his assistance in contacting representatives of the City of Pittsburgh, in order to facilitate communications with the City of Pittsburgh, concerning the execution of the ALCOSAN Agreement. Mr. Campfield stated that he received an apology from the City of Pittsburgh, for their delay in executing the Agreement. Mr. Campfield reported that he has received an electronic copy of the Agreement, signed by all signatories. Mr. Campfield stated that ALCOSAN's Solicitor has acquired all of the hard copies of the Agreement. ALCOSAN's Solicitor is to mail nine (9) of those copies to Mr. Campfield. The Pittsburgh Water and Sewer Authority's (PWSA) Solicitor is supposed to forward an electric copy of the Agreement to the Public Utility Commission (PUC), for their review. Mr. Campfield stated that the big hurdle, concerning the acquisition of signatures from the City of Pittsburgh, is over. Mr. Campfield stated that the PUC should not have concerns, as none of the flows go through the City of Pittsburgh, and that was the reason for the PUC's review requirement.

Mr. Konkus stated that credit should be given to Pennsylvania Representative Guy Reschenthaler's office, who was responsible for prompting the City of Pittsburgh to sign the Agreement. Mr. Campfield stated that the City of Pittsburgh passed three (3) Resolutions, in July 2019, September 2019, and October 2019, because they were not getting the Resolutions done, correctly.

B. Future Projects:

1. Mr. Campfield stated that the Authority will be proceeding with two (2) projects, in addition to the Primary Clarifier Rehabilitation Project, including the COA-Phase III Project, so the object is to come up with a uniform contract format, so that the Authority is in compliance with Pennsylvania law, particularly with public procurement and public payment Acts.

C. Drug Policy:

Mr. Campfield reported that he and Attorney Tim Hewitt have been meeting with Mr. Eugene Miklaucic, of Spectrum Medical Corporation, LLC, concerning revisions to the Authority's drug policy. Mr. Campfield reached Mr. Miklaucic, today, and Mr. Miklaucic promised that he would have a draft of the drug policy to the Authority within the next two weeks. Mr. Lapia stated that the Personnel Committee should meet next Thursday, January 23, 2020, to review the administrative employment agreements, which are set to expire on March 1, 2020 and April 1, 2020. Mr. Campfield stated that he, Attorney Hewitt, and Mr. Miklaucic are very close to finalizing the drug policy. Mr. Faccenda asked Mr. Campfield if he was following the lawsuit with the Pennsylvania Water employee who was fired for having marijuana in his system. Mr. Campfield stated that it is tricky to walk a line between the Federal laws and the Pennsylvania laws, concerning marijuana use. Mr. Campfield stated that Mr. Miklaucic is very knowledgeable about this subject.

This completed Mr. Campfield's Solicitor's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia: There was no report. Mr. Lapia referred to the Personnel Committee meeting that has been scheduled for January 23, 2020.

B. Finance and Budget Committee – Dylan Mace:

1. Mr. Mace requested approval of fund transfer listed under Agenda item 11B (1) (a), and investments listed under Agenda Items 11B (1) (b), 11B (1) (c), and 11B (1) (d), as follows:
 - Item 11B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*
 - Item 11B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury Bill, in the amount of \$4,543,000.00, *and*
 - Item 11B (1) (c): Purchase a 2016 Construction Fund One-Month United States Treasury Bill, in the amount of \$2,014,000.00, *and*
 - Item 11B (1) (d): Purchase a 2015/2016 Debt Service Reserve Fund Six-Month United States Treasury Bill, in the amount of \$2,318,000.00.

A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

2. Mr. Mace requested Board approval of the general liability insurance policy with EMC Insurance for the period from February 17, 2020 through February 17, 2021, in the amount of \$39,736.00. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: There was no report.

12. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board approval of Agenda Items 12A (1) and 12A (2):

12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 55: \$30,078.17, and authorize submission to PENNVEST, *and*

12A (2): Approve 2016 Construction Fund Requisition No. 53, and authorize submission to PENNVEST:
\$2,968.34:

A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.

13. Board Member Comments: Mr. Caroline reported that the Authority received a thank you card from Mr. Lapia, for flowers for Mr. Lapia's mother, who passed away on December 31, 2019.

14. Executive Session: A motion was made by Mr. Konkus, and seconded by Mr. Mace, to enter into an executive session to discuss personnel matters, COA-Phase III Project rights-of-way/Declarations of Taking, property acquisition, and potential litigation. The motion passed unanimously. The executive session began at 6:39 P.M.

A motion to return to the regular order of business was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously. The Board returned to the regular meeting at 6:52 P.M.

15. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 6:52 P.M.



Johanna Wtorkowski, Assistant Secretary-Treasurer

MEMORANDUM

TO: Secretary of the Board of Directors of
Western Westmoreland Municipal Authority

FROM: Charles T. Konkus

DATE: January 16, 2020

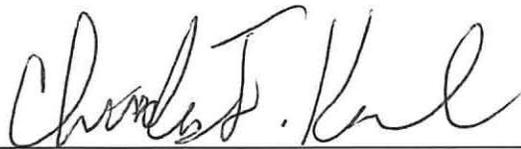
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Scott Electric, a supplier to electrical purchases made by the Authority.

Subject to be acted upon:

Approve Revenue Fund Requisition No. 334, Scott Electric, in the amount of \$1,331.04.



(Member's Signature)

Western Westmoreland Municipal Authority
Assistant Manager's Report
January 16, 2020 Board Meeting
Monthly Maintenance Report
December 2019

Weekly Plant Maintenance: (Performed Every Week)

- Gas Purifier Inlet & Outlet H₂S 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:

- Hosed/Flushed all sump pumps
- Complete maintenance performed on Duperon Flex Rakes and Compactor
- Maintenance performed on pressure relief valves
- Testing - RAW sewage bypass meter/alarm
- Maintenance performed on final clarifier scrapers
- Maintenance performed of final clarifier swing arms
- Oil change completed on Primary sludge pump #2 and motor
- Oil change completed on Primary sludge pump #1 and motor
- Complete maintenance performed on all plant entrance gates
- Complete maintenance performed on all plant garage doors
- Troubleshoot control building exhaust fan #7
- Checked oil on final clarifier #1 and #2 drives
- Checked oil on sludge thickener drive
- Installed a new city waterline in the control building
- Finished installing new sump pump in maintenance building
- Started working on install of new sump pumps in pipe gallery
- Installing new wires/fiber/CAT5/boxes for new SCADA upgrade
- Installed new control box for new switch in sludge building (SCADA upgrade project)



Western Westmoreland Municipal Authority
ENGINEERS REPORT

January 16, 2020

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 January 31, 2020

COA IMPROVEMENT PROJECT PHASE 1

- *Project Status:*
 - Project Complete
 - Working on project closeout
 - Last change order approved by DEP
 - Notice of Termination issued to Westmoreland Conservation District.
 - Submitted Water Quality Management Post Construction Certification
 - Closed out PENNDOT permits.
 - Submitted completion report form for Joint 105 permit.

COA IMPROVEMENT PROJECT PHASE 2

- Project Status
 - Project Complete
 - Working on project closeout
 - Notice of Termination issued to Westmoreland Conservation District.
 - Submitted Water Quality Management Post Construction Certification
 - Closed out PENNDOT permits.
 - Submitted completion report form for Joint 105 permit.
 - Submitted PASPGP-4 permit compliance self-certifications form for Joint 105 permit.
- *Payment Requests:*
 - Contract One: Final payment was previously submitted.

COA IMPROVEMENT PROJECT PHASE 3

- Received Part II Permit from DEP
- E&S/NPDES Stormwater permit modifications submitted to Conservation District
 - Met with Conservation District to discuss application.
 - PNDI has been re-run
 - Updated to 2019 form

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- Drafted updated Act 14 Municipal Land Use Letters
- Received draft license agreement from NFS.
- Responded to PADEP comments on Draft Joint 105 Permit Application.
- Property Acquisition support.

PRIMARY CLARIFIER UPGRADES PROJECT

- Continued finalizing drawings/specs.
- Meetings with WWMA to review drawing and spec comments.
- Coordinating with solicitor on “up front” specs.
- Meeting with PennBid to learn about utilizing their on-line system for bidding the project.

SWITCHGEAR REPLACEMENT PROJECT

- Site meeting with WWMA staff and Wade Trim electrical staff.
- Continued with drawings for Switchgear replacement.

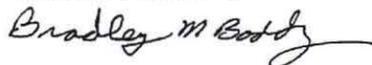
PLANT OPERATION MODELING

- Analysis of current nitrogen loadings and expected loadings based on population and usage.
- Continued investigation into what an acceptable NH₃ level would be from Valley landfill.
- WWMA reaching out to other facilities in the area that accept leachate from landfills to see what pretreatment programs they have in place.

TRANSFER OF FUNDS FROM REVENUE TO CAPITAL IMPROVEMENTS

In accordance with Section 4.06 of the Trust Indenture, the Authorities Consulting Engineer is to provide a written recommendation regarding the transfer of funds from the Revenue Fund to the Capital Improvements fund. This occurs on January 10th and July 10th of each fiscal year. Based on the information available, the Authority may consider transferring an amount not to exceed \$70,464.46. **(Board Action Required)**

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager