

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – APRIL 16, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, April 16, 2020 at 6:16 P.M. in the parking lot of the Authority's pump station, 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. Joseph Lapia |
| Mr. Dylan Mace | Mr. Kevin McHugh | Mr. Tim Watson |
| Mr. Mark Wolinsky | | |

Absent:

| | | |
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| Mr. Charles Gilbert | Mr. Charles Konkus | Mrs. Barbara McIntyre |
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Others in Attendance:

Stanley A. Gorski, Jr., Assistant Manager

Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

Absent:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. Kevin Fisher, General Manager

2. Mr. Caroline led the Pledge of Allegiance.

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

4. Communications:

A. 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 – None

6. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisition:

A. Revenue Fund Requisition No. 340: \$206,076.54: A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Due to Mr. Fisher's absence, there was no report.

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

A. Mr. Gorski requested Board approval of payment to McCutcheon Enterprises, Inc., for disinfection of sections of the Control Building, the Sludge Processing Building, the Lab, and the Maintenance Building, at a cost of \$4,200.00. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed unanimously. Mr. Lapia asked if a follow-up disinfection was scheduled. Mr. Gorski stated that a follow-up disinfection has not yet been scheduled. A follow-up disinfection will cost \$2,400.00.

B. Mr. Gorski requested that the Board adopt Resolution No. 2020-03, amend and codify the By-Laws meeting methods (to allow teleconferencing of meetings), as presented in writing to the Board of Directors at a Special Meeting that was held on April 16, 2020, at 6:00 P.M. Mr. Faccenda asked if the Board could be guaranteed that the teleconferencing application will work. Mr. Gorski stated that there is weak WIFI signal at the pump station, which prevented remote access to tonight's meeting. Future teleconferencing of meetings would take place indoors, where WIFI signal is strong. A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

C. Primary Clarifier Rehabilitation Project: Mr. Gorski requested Board approval of the following amended project dates:

1. Revised Bid Opening Date: Wednesday, May 27, 2020

2. Present Bid Tabulations to the Legal & Engineering Services Committee: Thursday, June 4, 2020

3. Award Project: Thursday, June 18, 2020

A motion to approve the revised project schedule, pending removal of the State and National Declaration of Emergency, was made by Mr. Lapia, and Seconded by Mr. Faccenda. The motion passed unanimously.

- D. Mr. Gorski reported that the mitigation work schedule for Union employees will return to two teams, effective Monday, May 4, 2020. Administrative staff will begin working in two teams with rotating days of three (3) days on-site and two (2) days working from home in week one (1), and two days on-site and three (3) days working at home in week two (2), effective May 4, 2020. Mr. Gorski stated that this schedule may change, due to a pending personnel issue.
- E. Mr. Gorski requested that the Board authorize the submission of the loan application for the COA-Phase III Project to PENNVEST, once all permits have been approved. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Assistant Manager's report.

- 9. Consulting Engineer – Brad Boddy, Wade Trim, Inc.: Due to Mr. Boddy's absence, there was no report.
- 10. Solicitor's Report – John Campfield: Due to Mr. Campfield's absence, there was no report.

11. Reports of Committees:

- A. Personnel Committee: Joseph Lapia: There was no report.
- B. Finance and Budget Committee – Dylan Mace:
 - 1. Mr. Mace requested ratification of the fund transfer listed under Agenda item 11B (1) (a), and investments listed under Agenda Items 11B (1) (b) and 11B (1) (c), 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 \$4,540,000.00, *and*
 - Item 11B (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. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

- C. Legal and Engineering Services Committee: Due to Mr. Gilbert's absence, there was no report.

12. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Items 12A (1) and 12A (2):
 - 12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 58: \$17,594.13, and authorize submission to PENNVEST, *and*
 - 12A (2): Approve 2016 Construction Fund Requisition No. 55, and authorize submission to PENNVEST: \$2,743.18:

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

13. Board Member Comments: None

- 14. Executive Session: A motion was made by Mr. Lapia, and seconded by Mr. Wolinsky, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 6:26 P.M.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously. The Board returned to the regular meeting at 6:33 P.M.

A motion was made by Mr. Wolinsky, and seconded by Mr. Watson, to authorize the General Manager to send a letter to an employee regarding a personnel issue. The motion passed unanimously.

- 15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Mace. The motion passed unanimously. The meeting was adjourned at 6:34 P.M.


Barbara L. McIntyre, Secretary

Western Westmoreland Municipal Authority

Assistant Manager's Report

April 16, 2020 Board Meeting

Monthly Maintenance Report

February & March 2020

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:

- Complete maintenance performed on all MUA Units
- Complete maintenance performed on all lawn equipment
- Checked oil levels on both Final Clarifier drives
- Complete maintenance performed on all Scum Pumps
- Troubleshoot RAW Sewage Pump #2 VFD fan
- Complete maintenance performed on all Air Compressors
- Final Clarifier scraper checks completed
- Drained, hosed, leaned, and completed maintenance on Primary #1
- Re-wire ne pump station Air Compressor – mounted motor starter to wall and off the unit
- Complete maintenance performed on OCS #1,2,3,4
- Complete maintenance performed on all garage doors
- Complete maintenance performed on all entrance gates
- Started working on locker room remodeling project
- Poured a new pad for the new air compressor in the pump station garage
- Painted both Wemco pumps and pads
- Started demo in old lab; removed oven and fume hood
- Located and marked manholes/laterals for Phase 3 construction
- Daily cleaning, disinfecting due to COVID-19 virus