

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – AUGUST 20, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Zoom .us audio/video teleconferencing, on Thursday, August 20, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

1. Roll Call 6:03 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. Mark Wolinsky	

Absent:

Mrs. Barbara L. McIntyre	Mr. Tim Watson
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Others in Attendance:

Mr. John M. Campfield, Solicitor  
Mr. Brad Boddy, Consulting Engineer  
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. Communications:

A. Mr. Caroline stated that the Pennsylvania Municipal Authorities Association's (PMAA) Virtual Conference will be held from August 31, 2010 through September 2, 2020. Mr. Caroline asked that anyone who is interested in attending contact Mr. Gorski, Mr. Fisher, or Mrs. Wtorkowski.

5. Secretary's Report:

A. Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of July 16, 2020. A motion to approve the minutes, as presented, was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.

6. Treasurer's Report:

Due to Mr. Watson's absence, Mrs. Wtorkowski requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 346 Scott Electric: \$429.11: A motion to approve was made by Mr. Faccenda, and seconded by Mr. McHugh. The motion passed, 7-0, 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. 347: \$161,357.64: A motion to approve was made by Mr. Gilbert, and seconded by Mr. Faccenda. 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. 2020-06, authorizing the acceptance of the PENNVEST funding offer in the amount of \$11,025,000.00, for the COA-Phase III Project. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.
- B. Mr. Fisher requested that the Board adopt Resolution No. 2020-07, declaring the Authority's official intent to reimburse capital funds used to undertake the project for the Authority's Consent Order and Agreement Improvement Project, Phase 3, Brush Creek Interceptor Sanitary Sewer Line Replacement Project, with funds received from the Pennsylvania Infrastructure Investment Authority (PENNVEST). A motion to adopt the Resolution was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.
- C. Mr. Fisher requested Board authorization to execute documents required for the transfer of the 1998 Mack tandem dump truck to the highest bidder of the Municibid.com auction. The highest bid was \$33,855.00. Mr. Lapia asked if there was a reserve on the bid. Mr. Fisher stated that the reserve was \$18,000.00. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.
- D. Mr. Fisher requested Board authorization to execute documents required for the purchase and licensing of the 2021 Chevrolet 2500 HD crew-cab work truck. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Konkus. The motion passed unanimously.



9. Mr. Boddy reviewed his written report dated August 20, 2020.
  - A. COA-Phase III Project:
    1. Mr. Boddy reported that the Authority is pulling together the permit application for PennDOT, for working within the PennDOT rights-of-way. The permit application should be submitted early next week.
    2. Mr. Boddy reported that a meeting was held today with representatives of PENNVEST. Loan settlement has been scheduled for April 13, 2021.
    3. Mr. Boddy reported that Wade Trim is finalizing the plans and specifications, incorporating the requirements of PENNVEST. The PENNVEST offer was based on federal funds, but does not include the federal funds that require Disadvantaged Business Enterprise (DBE) compliance. The funding offer does require American Iron and Steel Procurement and Davis Bacon compliance. The funding is similar to that of the PENNVEST funding for the COA-Phase I Project.
  - B. Consent Order and Agreement (COA):
    1. Mr. Boddy provided a review of the proposed amendments to the COA implementation schedule. The proposed amendments would provide a contract award date of May 2021, with construction beginning in September 2021. This would provide the Authority with time to request additional funding from PENNVEST, if the bids come in higher than what is anticipated. If bids come in as expected, the construction would start in May 2021, allowing for a full season in which the contractor could work. Mr. Boddy stated that the PaDEP asked the Authority to submit an amended timeline. Mr. Boddy requested Board authorization to submit the amended schedule to the PaDEP. A motion to approve was made by Mr. Konkus, and seconded by Mr. Faccenda. The motion passed unanimously.
  - C. Switchgear Replacement Project: Mr. Boddy reported that he has been working with the contractor regarding the bonds and insurance. He has also begun working with the contractor regarding the alternative switchgear deduction coordination.
  - D. WWTP Modeling Project: Mr. Boddy reported that Wade Trim received comments from the Authority. Wade Trim is currently reviewing those comments, and will meet shortly with Mr. Fisher and Mr. Gorski, to discuss the comments.
  - E. Miscellaneous: Mr. Boddy reported the following:
    1. The Quarterly Report was submitted to the PaDEP.
    2. Mr. Boddy assisted Mr. Fisher with a review of the utility tunnel inspection submittals.
    3. Wade Trim has begun to develop the storm water inspection report.
    4. Wade Trim developed a scope and budget for an arc flash study.
    5. Wade Trim has begun a review of base two CCTV planning.

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

10. Solicitor's Report – John Campfield:
  - A. Cavittsville-Ardara System:
    1. Mr. Campfield reported that North Huntingdon Township Municipal Authority Board of Directors has approved the settlement and the petition.
    2. Mr. Campfield reported that he has received approval from Manor Borough, North Irwin Borough Municipal Authority, North Huntingdon Township Municipal Authority (NHTMA), and Irwin Borough. The Authority has not received notice of approval from North Huntingdon Township and North Irwin Borough (Solicitor: Chelsea Dice); Municipal Authority of Westmoreland County and Hempfield Township (Solicitor: Scott Avolio); Penn Township (Solicitor: Michael Korns), and Penn Township Sewage Authority (Solicitor: Richard Schimizzi). Approval from all entities is required before the Authority can submit the petition to Judge Marsili for approval.
    3. Once the settlement has been approved, the Authority will receive the funds from NHTMA, and conveyance will be completed.
    4. Mr. Campfield stated that NHTMA is still trying to obtain their licenses from the Norfolk Southern Railroad Company. Mr. Fisher stated that he has not heard anything from Attorney Dan Hewitt for the last few months, regarding this issue.

Mr. Caroline asked when the information was submitted to Attorney Schimizzi. Mr. Campfield stated that he submitted the information to Attorney Schimizzi two weeks ago. Mr. Caroline stated that he will call Mr. Schimizzi, tomorrow.
  - B. COA-Phase III Project
    1. Right-of-Way Acquisition:
      - a. The Authority has recorded 43 rights-of-way.
      - b. The Authority has filed three (3) condemnations.
      - c. There are six (6) rights-of-way where the property owners have signed the agreements, but the mortgage companies have not submitted the joinder agreements.

- d. There are still five (5) rights-of-way that are needed. The Klingensmiths have three (3) properties, and Lorasen has two (2) properties. Mr. Campfield deferred to Mr. Fisher for an update. Mr. Fisher stated that the Klingensmith rights-of-way were in Mr. Campfield's hands, and Mr. Fisher understands that the Klingensmiths have agreed to sign the agreements, and is waiting for approval from their attorney. The president of Lorasen is living in the United Kingdom, and is under total lockdown, due to COVID-19. Mr. Campfield stated that he will reach out to the Klingensmith's attorney. Mr. Campfield stated that, as of his last communication with their attorney, the language was acceptable to the attorney.
- e. Mr. Campfield stated that, if the rights-of-way are not completed in a timely manner, the Authority will need to begin condemnation proceedings in September 2020.

This concluded Mr. Campfield's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia had no report.
2. Mr. Lapia asked Mr. Fisher if he heard from Mr. Eugene Miklaucic, regarding the drug policy. Mr. Fisher stated that he received an e-mail within the past hour from Mr. Miklaucic, but he has not had an opportunity to review the information. Mr. Fisher stated that once he reviews the information, he will forward the information to the Personnel Committee members.

B. Finance and Budget Committee –Mr. Mace presented the following fund transfer and investments for approval:

1. Approval of the 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 \$4,440,000.00, *and*
  - Item 11B (1) (c): Purchase a 2015/2016 Capital Improvement Fund United States Treasury bill, in the amount of \$514,000.00, with a maturity date of September 17, 2020, *and*
  - Item 11B (1) (d): Purchase a 2016 Construction Fund One-Month United States Treasury bill, in the amount of \$2,036,000.00, providing the interest rates are positive.

A motion to approve was made by Mr. Konkus, and seconded by Mr. Gilbert. The motion passed unanimously.

2. Mr. Mace requested Board approval of the workers' compensation insurance policy renewal with AmTrust North America for the period from October 2, 2020 through October 1, 2021, in the amount of \$25,065.00. Mrs. Wtorkowski stated that the amount should be stated as "not to exceed \$25,065.00", because the Authority is expecting a slight premium decrease. Mr. Lapia asked when the policy needed to be approved. Mrs. Wtorkowski stated that the premium is due on October 2, 2020. Mr. Lapia stated that he reviewed the quote and saw that the General Manager's payroll amount was not listed as Salesperson-Outside, and the wages for the Office category were understated. Mrs. Wtorkowski stated that the final audit was completed on June 26, 2020, and was received recently by the Authority, so Mr. Flick may not have had the final audit report. Mrs. Wtorkowski stated that Mr. Flick indicated that he should have caught the discrepancy with the Office category payroll amount. No action was taken by the Board.
3. Mr. Mace requested Board approval of the allocation of \$2,081.67 in unrestricted funds from the 2019 Rate Mitigation Account (RMA) allocations to fourth quarter 2020 premium reduction, for the Authority's health care plan, in accordance with RMA guidelines. 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. Mr. Fisher stated that the Legal & Engineering Services Committee should meet on Thursday, September 3, 2020. The Committee will meet on September 3, 2020, at 5:00 P.M.

12. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Item 12A (1):  
 12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 63: \$53,180.64, and authorize submission to PENNVEST.

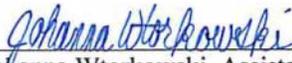
A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

13. Board Member Comments:

- A. Mr. Lapia asked if Mr. Fisher or Mrs. Wtorkowski could contact Justin Vestrand, from Exelos, regarding the installation of a camera in the conference room, so that the attendees can be heard more easily. Mr. Caroline stated that a camera will be purchased before the next meeting.

14. Executive Session: None

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

  
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Johanna Wtorkowski, Assistant Secretary-Treasurer

**MEMORANDUM**

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

FROM: Charles T. Konkus

DATE: August 20, 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. 346, Scott Electric, in the amount of \$429.11.

  
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(Member's Signature)

# Western Westmoreland Municipal Authority

## Assistant Manager's Report

August 20, 2020 Board Meeting

Monthly Maintenance Report

July 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 Serpentine 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 entrance gates
- Complete maintenance performed on all garage doors
- Bump tested all gas sensors/meters
- Complete maintenance performed on all new pump station HVAC equipment
- Complete maintenance performed on Make Up Air units #1, #2, #3
- Complete maintenance performed on all existing plant HVAC equipment
- Installed a new HVAC split system in the digester building where the new servers are located
- Installed a new page pal system – plant communication
- Completed fire extinguisher inspection
- Cleaned and blew out all VFD drive filters
- Complete maintenance performed on all plant air dampers
- Complete maintenance performed on all Odor Control Units
- Complete maintenance performed on sump pumps
- Complete maintenance performed on Duperon Flex Rake and Compactor
- Re-wired effluent pumps – installed new motor starter
- Installed new disconnect switches on both effluent pumps
- Moved board room TV and wires. Hung new TV and installed new wiring and shelving
- Pressure washed, chipped debris, and washed MACK truck to prep for sale on Municibid



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

**August 20, 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 October 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**

- Developing revised Phase 3 COA Schedule
- Pulling together PennDOT permit applications
  - Coordination with PennDOT
  - Plan and section drawing development
  - Started e-permitting application
- PENNVEST Coordination
- Finalizing plans
- Finalizing specifications (PENNVEST requirements, Bid form)

**SWITCHGEAR REPLACEMENT PROJECT**

- Evaluation of contract bids and associated documentation, contract award
- Contract and bond coordination
- Alternative Switchgear deduction coordination
- Project insurance coordination

**Wade Trim, Inc.**  
Three Gateway Center  
401 Liberty Avenue.  
Suite 1600  
Pittsburgh, PA 15222

412.454.5566  
412.454.9001 fax  
[www.wadetrim.com](http://www.wadetrim.com)

**PLANT OPERATION MODELING**

- Received some preliminary comments, expecting additional comments
- Meeting will be scheduled to discuss comments and next steps

**MISC**

- Submitted Quarterly Report to DEP
- Utility Tunnel Inspection Coordination
- Development of Stormwater Inspection report
- Development of scope and budget for Arc Flash study
- Phase 2 CCTV Planning

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager