

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – SEPTEMBER 17, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Zoom.us audio/video teleconferencing, on Thursday, September 17, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

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

Others in Attendance:

Mr. John M. Campfield, Solicitor
Mr. Brad Boddy, Consulting Engineer
Mr. James H. Webster, Bond Counsel
Mr. Robert Fisher, Financial Advisor
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) Fall Virtual Training sessions are available. Mr. Caroline asked that anyone who is interested in attending contact Mr. Gorski, Mr. Fisher, or Mrs. Wtorkowski.

5. Secretary's Report – Barbara McIntyre:

A. Mrs. McIntyre requested the approval of the minutes for the regular meeting of August 20, 2020. A motion to approve the minutes, as presented, was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed, 9-0, with an abstention from Mrs. McIntyre, who did not attend the meeting.

6. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 348 Scott Electric: \$17.95: A motion to approve was made by Mr. Faccenda, 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. 349: \$1,238,210.77: A motion to approve was made by Mrs. McIntyre, 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 deferred to Mr. Robert Fisher, of CIM Investment Management, who provided a brief summary of the Authority's three bond issues: Series A of 2015, Series B of 2015, and Series of 2016. Mr. Fisher explained that the bond rates have dropped, and it would be advantageous for the Authority to refund the bonds within the next six months. The call dates for the Series 2015A Bonds is October 15, 2020, and the call date for the Series 2015B and Series 2016 Bonds is April 15, 2021. Mr. Robert Fisher stated that he will provide pro forma examples that will help the Authority Board decide whether to issue three new refunding issues, or to issue two new bank-qualified, tax-exempt issues. If separate issues are selected, the Authority would have to wait until 2021 to refinance the Series 2015B and Series 2016 Bonds with tax-exempt bonds. If a single issue to refund the three bond issues is selected, the Authority would have to use taxable bonds, if the refunding occurs prior to April 15, 2021. Mr. Robert Fisher provided a brief explanation of various options regarding restructuring of debt. It was the opinion of the Board that the Authority should consider refunding the bonds. Mr. Robert Fisher will provide information on various refunding options to the Board in the near future.

Mr. Robert Fisher and Mr. Webster left the meeting, at this time.

- B. Mr. Fisher requested Board approval of the following COA-Phase III Project right-of-way agreements, as listed below. Mr. Fisher commended the Authority's Administrative Assistant, Karen Steiner, for her diligence in obtaining mortgage joinders for several right-of-way agreements. A motion to approve was made by Mr. Watson, and seconded by Mr. Wolinsky. The motion passed unanimously.

David A. and Tiffany E. Brewer	19-03-08-0-002	BR-RW-08	Bushy Run Interceptor	\$500.00
David A. and Tiffany E. Brewer	19-03-08-0-244	BR-RW-09	Bushy Run Interceptor	\$500.00
Sally Kinzel aka Sally Betters	19-03-04-0-044	BR-RW-13	Bushy Run Interceptor	\$500.00
Thomas R. and Kimberly Klingensmith	27-01-04-0-232	PT-RW-09	Paintertown Interceptor	\$500.00
Thomas R. and Kimberly Klingensmith	27-01-04-0-231	PT-RW-10	Paintertown Interceptor	\$791.00
Thomas R. and Kimberly Klingensmith	54-07-04-0-018	PT-RW-11	Paintertown Interceptor	\$634.00
	54-07-08-0-138 and 54-07-08-0-168			
Lorasen Holding, Inc.		PT-RW-01	Paintertown Interceptor	\$500.00
Toth Rentals, LLC	19-03-04-0-027	BR-RW-24	Bushy Run Interceptor	\$500.00
Kurt V. and Diane M. Wertz	19-03-04-0-021	BR-RW-19	Bushy Run Interceptor	\$500.00
			Total	\$4,925.00

- C. Mr. Fisher requested Board approval of the following Offers of Just Compensation for Condemnation, as listed below. Mr. Fisher stated that the condemnation filings have been submitted, and the Authority is now remitting the Offers of Just Compensation to Mr. Campfield, who will deposit the amounts in escrow with the Westmoreland County court system. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Faccenda. The motion passed unanimously.

Sopramco CV6, LLC	19-03-07-0-058	MN-RW-05	Manor Interceptor	\$500.00
Cynthia M. Wampler	19-03-04-0-025	BR-RW-22	Bushy Run Interceptor	\$500.00
			Total	\$1,000.00

- D. Mr. Fisher recommended that the Authority not renew its membership with the Central Westmoreland Council of Governments (COG), as the Authority has not purchased a vehicle through COG for several years. Mr. Lapia stated that he agreed with Mr. Fisher. Board action was not required.

- E. Mr. Fisher requested Board approval to purchase replacement interior LED lighting fixtures from the lowest bidder, for the Sludge Processing Building, and possibly the Maintenance Building. Mr. Fisher has received one quote in the amount of \$7,341.00. Mr. Fisher will meet with a representative of Scott Electric next Friday, to obtain a second quote. Mr. Fisher stated that \$20,000.00 has been included in the Capital Budget for these fixtures. Mr. Fisher stated that replacement lighting fixtures were budgeted in 2020 and 2021. Mr. Fisher stated that he would like to purchase interior lighting, as well as emergency lights now, for installation over the winter, and to apply the purchase to the 2020 Capital Budget. After a brief discussion, a motion was made by Mr. Lapia, and seconded by Mr. Gilbert, to authorize Kevin (Fisher) to spend up to \$10,000.00 on lighting fixtures. The motion passed unanimously.

- F. Mr. Fisher requested Board authorization to proceed with the Switchgear Replacement Project, using Eaton switchgear. Mr. Fisher stated that an evaluation of the alternative deduction (with Siemens) switchgear was completed by Mr. Fisher, Wade Trim's Electrical Engineer, Alan Schwab, and Wade Trim's Project Manager, Dan Goodwin. The proposed alternate switchgear was linear, meaning that it was in a straight line, 12'6" in length. The room width is 13'4", and has an existing cabinet that would not open with the Siemens switchgear. Additionally, the incoming conduit from the mains, as well as some of the feeders that go from feeder breakers to various motor control centers throughout the plant did not line up with the alternative switchgear. Mr. Schwab put the drawings into a cad program, placing the Siemens switchgear over the existing conduits, and he bent the linear cabinets in a 90° angle, to match the construction drawings. The changes did not resolve the issue with the cabinet door. Mr. Fisher recommended that the Authority not accept the alternate deduction (for the Siemens gear), and proceed with the Eaton switchgear. A motion to move ahead with purchasing the Eaton gear, as per spec, was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.

- G. Mr. Fisher requested that the Board adopt Resolution No. 2020-08, rescinding Resolution No. 2020-07, and 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, Bushy Run Interceptor, Manor Interceptor, and Paintertown Interceptor Sanitary Sewer Line Replacement Project, with funds received from the Pennsylvania Infrastructure Investment Authority (PENNVEST). Mr. Fisher stated that this Resolution is

similar to the Resolution that was passed at the August 20, 2020 regular meeting, but includes some corrections. A motion to adopt Resolution 2020-08 (and rescind Resolution No. 2020-07) was made by Mr. Lapia, and seconded by Mr. Watson. The motion passed unanimously.

- H.. Mr. Fisher requested Board authorization to send letters requesting reappointment of Dylan Mace, of Irwin Borough, and Charles Gilbert, of North Huntingdon Township, to the WWMA Board, as their terms will expire on December 31, 2020, providing Mr. Mace and Mr. Gilbert would like to be reappointed to the Board. Mr. Gilbert and Mr. Mace stated that they would like to be reappointed to the Board. Mr. Campfield asked Mr. Gilbert and Mr. Mace if they were required to send letters to their respective municipalities, requesting reappointment. Mr. Mace and Mr. Gilbert each stated that they believed that they were required to submit a letter. Mr. Fisher will send letters requesting their reappointment. No Board action was required.

This completed the General Manager's report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:
- A. Mr. Gorski reported that there were no plant NPDES violations in August 2020. There were no by-pass events at the plant or at any of the chambers in August.
 - B. Average plant flow was low, again, at 2.6 MGD per day. Maximum plant flow for one day single high was 5.91 MG. Total rainfall for August 2020 was 3.66". Maximum rain flow for one day was 1.63".
 - C. Mr. Gorski reported that the plant employees are doing a good job as usual, keeping plant maintenance up to date.
 - D. Mr. Gorski reported that the lighting fixtures that were replaced in the first phase of outdoor lighting replacements were sold on Muncibid.com, and were picked up yesterday by the highest bidder. Approximately 30-35 lighting fixtures were sold.
 - E. Mr. Gorski reported that he spoke with the sales representative from Tri-Star Motors, who said that the production of the 2021 Chevrolet pick-up truck is scheduled to begin on November 9, 2020.
 - F. Mr. Gorski reported that he is waiting for a report from an engineer who was assigned to the Authority's insurance claim for the damage to the Dystor cover. Once the insurance company receives the report and makes a determination on the claim, a decision can be made regarding the cleaning of the digesters.
 - G. Mr. Gorski commended plant employees for completing the Authority's annual cleaning of the storm system, including inlets, manholes, and catch basins throughout the plant, on both sides of the road, on the road, and at the outfalls that enter the stream, in preparation for the Authority's annual inspection that will be conducted by Wade Trim.
 - H. Mr. Gorski reported that two meters were installed in the Brush Creek Interceptor.
 - I. Mr. Gorski reported that the Authority passed two sections of the annual whole effluent toxicity (WET) test, but failed the reproduction of bugs test. A re-test must be completed within 45 days of the initial test. Mr. Fisher provided a brief explanation of the WET testing requirements, as they pertain to the Authority's NPDES permit. If the Authority fails the re-test, the Authority will be placed in a Phase I Toxic Reduction Evaluation (TRE) study, which requires quarterly testing. If the Authority fails any parameter of the quarterly tests, the Authority would move to a Phase 2 TRE study, which would result in stricter requirements.

This concluded the Assistant Manager's report.

9. Mr. Boddy reviewed his written report dated September 17, 2020.
- A. COA-Phase I Project and COA-Phase II Project:
 - 1. Mr. Boddy reported that the Authority is awaiting project closeout from the PaDEP. Mr. Boddy stated that he will continue to contact the PaDEP to request the final inspections.
 - B. COA-Phase III Project:
 - 1. Mr. Boddy reported that Wade Trim has revised the Phase III Consent Order and Agreement (COA) schedule.
 - 2. Mr. Boddy reported that the Authority has submitted the highway occupancy permit (HOP) application for PennDOT, for working within the PennDOT rights-of-way. The Authority is waiting for a response from PennDOT.
 - 3. Mr. Boddy reported that the Authority has been working with PENNVEST to coordinate setting up timelines for closing of the loan for the COA-Phase III Project.
 - 4. Mr. Boddy reported that Wade Trim is finalizing the drawings and specifications. Mr. Boddy has met with Mr. Fisher, Mr. Gorski, Mr. Campfield, and Attorney Brad Mellor, and is currently putting the final touches on the drawings and specifications.
 - 5. Mr. Boddy reported that CCTV for the COA-Phase III Project was discussed during the last Legal & Engineering Services Committee meeting. Three options were considered: (1) conduct CCTV inspection as the installation is progressing, which is consistent with what was done during the COA-Phase II Project, (2) conduct CCTV inspection at the end of the project (The challenge to this option is that the contractor would have to redo by-pass pumping as the contract is progressing, or CCTV without by-passing, which would prevent a visual inspection of the bottom of the pipe), or (3) wait eighteen months

after substantial completion, and have an independent contractor do the work at that time. Meetings were held with Mr. Campfield, Mr. Mellor, and Gary Meinen to discuss the option of conducting the CCTV inspections eighteen months after substantial completion. This option would result in PENNVEST putting a holdback on the loan until the inspection is closed out. This would require the Authority to pay for the inspection up front. The Legal & Engineering Services Committee members decided that the CCTV should be conducted as the line is being installed, as with the COA-Phase II Project, to confirm the installation, and then to budget a CCTV inspection eighteen months after substantial completion, before the maintenance bond expires. A discussion followed. The Board of Directors agreed with the recommendation of the members of the Legal & Engineering Services Committee. No Board action was taken at this time.

- C. Switchgear Replacement Project: Mr. Boddy reported that the alternative deduction evaluation was completed, as well as the kickoff with documentation for submittals, schedules, and breakdowns.
- D. WWTP Modeling Project: Mr. Boddy reported that Wade Trim met with Mr. Fisher to review his comments. Mr. Goodwin has been evaluating Mr. Fisher's comments, and putting them into the report. Mr. Boddy stated that the Authority needs to meet with representatives of the landfill regarding a request for additional flows, and to see what they can do on their end to reduce the ammonia levels that are coming into the system.
- E. Mr. Boddy stated that Mr. Goodwin is evaluating the results of the WET test.

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 all Member Municipalities have authorized their respective Solicitors to sign the petition to settle the lawsuit.
- 2. The lawsuit was filed in 2009, and Judge Marsili has handled the case since then, even though he has since retired. The case has recently been assigned to Judge Rita Hathaway. Judge Hathaway will not be in tomorrow. Mr. Campfield stated that he needs to determine what Judge Hathaway's protocol will be, so the Authority can get the Order (to settle the case) approved. Mr. Campfield stated that he spoke today with Attorney Dan Hewitt and updated him on the information that Mr. Campfield provided to the Board, this evening. Mr. Campfield stated that once he receives the protocol to deal with Judge Hathaway, Mr. Campfield and Mr. Hewitt will be able to shortly get the order approved. Mr. Campfield stated that the Order will not be filed in the Prothonotary's office until the Authority closes out the case, including receipt of payment from North Huntingdon Township Municipal Authority, and the conveyance of deeds. Mr. Campfield stated that Attorney James Webster stated that the funds may be deposited into the Authority's Revenue Fund.

This concluded Mr. Campfield's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

- 1. Mr. Lapia requested Board approval of the items listed under Agenda Items No. 11 A (1) and 11 A (2), the Minimum Municipal Obligations (MMOs) for the Authority's Defined Benefit and Cash Balance Pension Plans. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Konkus. The motion passed unanimously.
- 2. Mr. Lapia asked Mr. Fisher if he was going to distribute the proposed revised policy received from Mr. Eugene Miklaucic to the Personnel Committee for their review. Mr. Fisher stated that he has not yet reviewed the policy, but he could send it to the Committee members. Mr. Lapia asked Mr. Fisher to send the policy to the 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): Restate the amount of a 2015/2016 Capital Improvement Fund United States Treasury bill purchased on August 27, 2020, with a maturity date of September 17, 2020, from a maturity value of \$514,000.00 to a maturity value of \$480,000.00, *and*
 - Item 11B (1) (c): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury bill, in the amount of \$4,872,000.00, providing the interest rate is positive, *and*
 - Item 11B (1) (d): Purchase a 2016 Construction Fund One-Month United States Treasury bill, in the amount of \$2,040,000.00, providing the interest rate is positive.

A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. 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 \$19,857.00. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Konkus. Mr. Lapia asked if the premium amount was changed (from last month). Mrs. Wtorkowski stated that the updated payroll numbers resulted in a premium reduction of \$5,208.00. 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. Gilbert asked if the Penn Township Sewage Authority (PTSA) issue would be discussed during the executive session. Mr. Fisher stated that he believed that the item would be discussed, but it would be up to Chairman Stan Caroline.

12. Requisitions and PENNVEST Payments:

- A. Mr. Caroline requested Board ratification of Agenda Item I2A (1):
I2A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 64: \$38,565.76, and authorize submission to PENNVEST.

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

13. Board Member Comments:

- A. Mr. Caroline stated that today is Mr. Fisher's birthday. The Board Members wished Mr. Fisher a happy birthday.

14. Executive Session: A motion was made by Mr. Faccenda, and seconded by Mr. Lapia, to enter into an executive session to discuss personnel matters, confidential negotiations, and litigation matters. The motion passed unanimously. The executive session began at 7:09 P.M.

A motion to return to the regular order of business was made by Mr. Wolinsky, and seconded by Mrs. McIntyre. The motion passed unanimously. The Board returned to the regular meeting at 7:21 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 7:22 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: September 17, 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. 348, Scott Electric, in the amount of \$17.95.



(Member's Signature)

Western Westmoreland Municipal Authority
Assistant Manager's Report
September 17, 2020 Board Meeting
Monthly Maintenance Report
August 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:

- Replaced motor and coupling on Effluent water pump #2
- Sent out SCBA units for 5-year static testing
- Troubleshoot MCC #4
- Replaced polymer water mixing valve
- Complete maintenance performed on Boiler motors
- Complete maintenance performed on MUA #1,2,3 & New Pump Station #1,2
- Replaced belts on lawn tractor
- Cleaned out all rooftop drains
- Inspected and cleaned all New Pump Station storm drains
- Completed building and fire extinguisher inspections
- Repaired gas sensor in New Pump Station Channel room
- Complete maintenance performed on Return Activated Sludge Pumps and Motors
- Replaced O₂ sensor in control building recycle wet well
- Flushed, cleaned and hosed out all Sump Pumps
- Complete maintenance performed on all Recycle Pumps
- Performed maintenance on Air Compressor #2
- Finished Phase 2 of all outside lighting
- Working on phone system maintenance and intercom system maintenance
- Set-Up new meter site at RBC-62 and installed swing-lid
- Set up new meter at sight RBC-54
- Removed meter from IBR-3
- Ran new wires for new lab Oven
- Annual Cleaning of all storm drains, manholes, and inlets



Western Westmoreland Municipal Authority
ENGINEERS REPORT

September 17, 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 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

- Developed revised Phase 3 COA Schedule
- PennDOT HOP Application Submitted
 - HOP plans and specifications
 - Maintenance and protection of traffic plan narrative
 - Detour Plan
- PENNVEST Coordination
- Final drawing and specification coordination
- Discussions related to CCTV

SWITCHGEAR REPLACEMENT PROJECT

- Alternative Switchgear deduction evaluation
- Project kick-off documentation (submittals, schedule, cost breakdown) coordination

PLANT OPERATION MODELING

- Review of WWMA modeling memo comments
- Began addressing comments received from WWMA

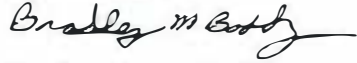
Wade Trim, Inc.
Three Gateway Center
401 Liberty Avenue.
Suite 1600
Pittsburgh, PA 15222

412.454.5566
412.454.9001 fax
www.wadetrim.com

MISC

- Phase 2 CCTV Planning
- Review of Service Agreement White Paper

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager