

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – OCTOBER 15, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Zoom.us audio/video teleconferencing, on Thursday, October 15, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

1. Roll Call 6:05 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Mike Faccenda	Mr. Charles Konkus
Mr. Joseph Lapia	Mr. Kevin McHugh	Mr. Mark Wolinsky

Absent:

Mr. Charles Gilbert	Mr. Dylan Mace	Mrs. Barbara L. McIntyre
Mr. Tim Watson		

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: None

5. Secretary's Report:

A. Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of September 17, 2020, as presented. A motion to approve the minutes, as presented, was made by Mr. Wolinsky, and seconded by Mr. Konkus. 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. 350 Scott Electric: \$1,335.90: A motion to approve was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed, 5-0, 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. 351: \$192,027.47: A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher requested Board authorization to hold the Authority's regular monthly meetings via teleconferencing through December 2020. The meeting dates will be Monday, November 16, 2020 and Thursday, December 17, 2020. Mr. Lapia asked why the November meeting will be held on Monday. Mr. Fisher explained that the November meeting will be held on Monday, due to Irwin's Light-up-Night. Mr. Lapia objected to holding the meeting on Monday, stating that the meeting will be via teleconference, so traffic should not be an issue. Mr. Konkus stated that the meeting date was already approved, and he saw no point in changing the date. A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed 5-1, with Mr. Lapia voting against the motion.
- B. Mr. Fisher reported that the culvert (underground walkway that connects the control building to the pump station) inspection was completed by Gibson-Thomas Engineering Co., Inc. on September 3, 2020. The report was approved by PennDOT on October 2, 2020. The next inspection will take place in four (4) years. Mr. Lapia asked if Gibson Thomas provided a copy of the report. Mr. Fisher stated that he received a printed copy of the report.
- C. Mr. Fisher requested Board approval of the Construction Management Services Agreement with Wade Trim, Inc., for the Switchgear Replacement Project, at a cost not to exceed \$21,550.00. This amount includes construction management, consisting of dealing with shop drawing reviews, pay estimates, schedule reviews, construction installation, and final documents. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. Mr. Konkus asked what the total cost of the project was, and what the percentage of construction management was, in relation to the total construction costs. Mr. Fisher stated that the total

construction cost is \$177,000.00, and the construction management cost is approximately 12% of the construction cost. Mr. Lapia asked if the \$21,550.00 is just for construction management services, or for all the engineering and construction management services. Mr. Fisher stated that the agreement is for construction management services, only. Mr. Lapia asked if the Authority obtained other quotes. Mr. Fisher stated that the Authority does not use other engineers for construction management, because the Authority's consulting engineer has knowledge of the project design. Mr. Caroline and Mr. Lapia stated that the percentage was high. Mr. Boddy stated that the percentage of construction management services goes up for smaller projects. Mr. Boddy stated that the field time could be reduced, in order to reduce the cost of construction management services. Mr. Boddy stated that the agreement is based on time and materials. The agreement is for a cost not to exceed \$21,550.00. After a brief discussion, the motion passed unanimously.

- D. Mr. Fisher requested Board approval of the following COA-Phase III Project right-of-way agreements, as listed on Agenda Item 7D, and listed, below. A motion to approve was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously.

Christopher A. Brinker	19-03-04-0-023	BR-RW-23	Bushy Run Interceptor	\$500.00
Joshua D. Malkos	19-03-08-0-001	BR-RW-10	Bushy Run Interceptor	\$625.00
Allison M. Peters	19-03-08-0-001	BR-RW-10	Bushy Run Interceptor	<u>\$625.00</u>
Total				\$1,750.00

Mr. Fisher reported that all right-of-way agreements have been received. The Authority is waiting for a joinder agreement for the Brinker agreement, which should be received within the next three (3) weeks. Mr. Campfield stated that he reached out to Attorney Les Mlakar regarding the Peters W-9, and Mr. Mlakar stated that the W-9 was forwarded to the Authority. Mrs. Wtorkowski stated that the Form W-9 was received, yesterday. Mr. Campfield stated that the original right-of-way documents for the Ranbar right-of-way have not been received. Mr. Campfield has a copy of the signed documents. Mr. Fisher stated that only two (2) condemnations were required for the COA-Phase III Project.

- E. Mr. Fisher reported that the Authority received the construction schedule, the schedule of values, and a number of submittals for the Switchgear Replacement Project, which are currently being reviewed.
- F. Mr. Fisher reported that the 3<sup>rd</sup> Amendment to the Consent Order and Agreement (COA) was submitted to the PaDEP. Mr. Fisher stated that Ms. Stacy Greenwald was appreciative of the detail that was put into the Amendment, and she saw no problem with approval.
- G. Mr. Fisher is currently reviewing the submittals for the primary clarifier baffles. The second clarifier will need to be taken offline, in order to take required measurements.
- H. Mr. Fisher stated that Mr. Gorski will discuss the plant modeling project.

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 September 2020. There were no by-pass events at the plant in September.
- B. Average plant flow was low, again, at 2.34 MGD per day. Maximum plant flow for one day single high was 3.0 MG. Total rainfall for September 2020 was 1.54".
- C. Mr. Gorski reported that the plant maintenance is up to date. Plant employees replaced a broken spring arm on the secondary clarifier.
- D. Mr. Gorski reported that the reproduction portion of the Whole Effluent Toxicity (WET) re-test failed, meaning that the bugs (required bacteria) are not reproducing. As a result, the Authority will move into a Phase I Toxic Reduction Evaluation (TRE), and will be required to perform four (4) quarterly WET tests in 2021. If any of the tests fail, the Authority will move to a Phase II TRE. If the Authority passes all four (4) tests in 2021, the Authority will be removed from the Phase I TRE. The main issue is the treatment of ammonia. A discussion concerning the landfill followed.

Mr. Konkus asked Mr. Gorski if he heard from the insurance company regarding the claim that was submitted for damage to the Dystor cover. Mr. Gorski stated that the insurance company denied the claim, as the cause of the damage could not be proven. The representative from Selective Insurance Company said that, even if the insurance company had approved the claim, it would only have covered the repair of the cover, and not replacement, and there is a \$1,000.00 deductible. Mr. Caroline asked if another type of cover should be considered, due to the cost of replacement. Mr. Fisher explained that the Dystor covers normally last fifteen (15) years, and there are facilities that have had these covers for fifteen (15) to twenty-five (25) years. If a solid cover is used, a perth unit (gas compressor that serves as a recirculation system) would be required to recirculate the gas, which would eliminate the need for the Authority's external mixers. Additional wheels and pulleys would be required, to assist in the placement of the solid cover. Mr. Fisher stated that the Legal & Engineering Services Committee will be discussing approaches to handle the replacement of the Dystor cover and the scheduling of the digester cleanings for 2021.

This concluded the Assistant Manager's report.

9. Mr. Boddy reviewed his written report dated October 15, 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 Mr. Dale Mills, of the PaDEP, responded to Mr. Boddy's communication, and said that he will provide the Authority with a letter in the near future.
  - B. COA-Phase III Project:
    1. Mr. Boddy reported that the Authority has been addressing comments that were received by PennDOT regarding the highway occupancy permit (HOP) application, primarily for the work on Paintertown Road. PennDOT has requested information for several sections of the Paintertown Interceptor. The Authority pushed back on PennDOT's request, and upon consultation with the PennDOT, PennDOT has reduced the number of sections for which they require information. Mr. Boddy stated that the comments should be submitted, next week, and approval of the permit should be received soon after submittal of the comments.
  - C. Switchgear Replacement Project: Mr. Boddy reported that Wade Trim has been reviewing submittals.
  - D. WWTP Modeling Project: Mr. Boddy reported that this work will become more focused as a result of the two failed WET tests for reproduction. Wade Trim is regrouping, and reevaluating the WET test results.
  - E. The annual stormwater inspection report was completed, and submitted to the PaDEP.
  - F. Mr. Boddy reported that he has drafted updated Capacity Fee calculations, which he will review with Mr. Fisher and Mrs. Wtorkowski.
  - G. Mr. Boddy reported that he has been coordinating with the PaDEP regarding the possible elimination of the grit facility at the plant, which was installed when there were combined sewer portions of the watershed. Removal of the grit facility would allow the Authority to repurpose the building for other purposes, such as chemical (magnesium hydroxide) addition.
  - H. Mr. Boddy is currently reviewing data that was received from the Landfill.
  - I. Mr. Boddy is currently working on some of the primary clarifier evaluations.

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 the Authority's Chairman has signed the two (2) deeds that assign the property rights from WWMA to the North Huntingdon Township Municipal Authority (NHTMA). Mr. Campfield stated that Attorney Dan Hewitt informed Mr. Campfield that he anticipated that the NHTMA Board of Directors will approve the transfer at their October 14, 2020 meeting, including approval of the payment to WWMA. Mr. Hewitt did not respond to Mr. Campfield today, regarding NHTMA's actions. Mr. Campfield stated that Mr. Hewitt informed Mr. Campfield that Mrs. Wtorkowski has been working with NHTMA staff to facilitate the transfer of billing procedures from WWMA to NHTMA, and the process is going smoothly.
  2. There remains an issue regarding the transfer of the licensing agreements, but Mr. Hewitt agrees with Mr. Campfield that this issue will not delay the transfer of the Cavittsville-Ardara System to NHTMA. Mr. Fisher asked Mr. Campfield if he wanted the notification to Trafford Borough to come from WWMA, or Mr. Campfield. Mr. Campfield stated that the agreement with Trafford Borough was transferred to NHTMA several months ago, as there was no requirement for Trafford Borough to approve the transfer. Mr. Campfield stated that the notification to Trafford Borough should come from NHTMA.
- B. COA-Phase III Project:
  1. Mr. Campfield reported that there are two entities within the COA-Phase III Project (Wampler and Sopramco), with whom the Authority has tried to communicate, in order to urge them to deal with financial issues that they are facing. Mr. Campfield has submitted to Judge Scherer a petition to be able to have the Estimated Just Compensation (EJC), which is \$500.00 for each property, deposited with the Court, since these property owners each have delinquency for unpaid property taxes. Mr. Campfield has submitted the petitions and the proposed order. A virtual hearing has been scheduled for October 23, 2020. Mr. Campfield stated that he thinks that Judge Scherer will sign the order, and that the two parties will not attend the hearing. The Authority made three (3) notices to Wampler and Sopramco, at the beginning of the condemnation proceedings, and again, when the process was initiated to deposit the funds with a bank or with the Prothonotary's office. Mr. Campfield stated that, when the Authority was created, there were several properties for whom the owners could not be located, and for several years, the Authority was required to hold the funds for those property owners.

Mr. Fisher stated that there is an outstanding condemnation for the COA-Phase II Project that must be addressed. Mr. Campfield stated that the Authority can withdraw the condemnation.

This concluded Mr. Campfield's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia: There was no report. Mr. Lapia stated that he briefly reviewed the proposed Drug and Alcohol Policy. It was decided that the policy will be reviewed by the Personnel Committee in January 2021.

B. Finance and Budget Committee –Due to Mr. Mace's absence, Mrs. Wtorkowski presented the following fund transfer and investment for approval:

1. Approval of the fund transfer listed under Agenda item 11B (1) (a), and investment listed under Agenda Items 11B (1) (b), as follows:

Item 11B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*

Item 11B (1) (b): Item 11B (1) (b): Purchase a 2015/2016 Capital Improvement Fund One-Month United States Treasury bill, in the amount of \$6,904,000.00

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

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Mr. Wolinsky stated that the Legal & Engineering Services Committee did not have a meeting in October, and there is no report.

12. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board ratification of Agenda Item 12A (1) and 12A (2):

12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 65: \$16,871.90, and authorize submission to PENNVEST, *and*

12A (2): Approve 2016 Construction Fund Requisition No. 56: \$2,042,049.30, plus interest earnings on Money Market Account through October 20, 2020 (\$2.03, for a total of \$2,042,051.33), reimbursing the 2015/2016 Capital Improvement Fund for expenditures related to the COA-Phase I Project and the COA-Phase II Project, and closing out the 2016 Construction Fund.

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

13. Board Member Comments:

A. Mr. Lapia asked if the funds from the Authority's \$1,500.00 Capacity Fee is held in a separate account, and he asked what the account balance was. Mrs. Wtorkowski stated that Capacity Fees are held in a separate account, and the current balance is \$2,601,987.52. Mr. Lapia asked what the funds are to be used for. Mrs. Wtorkowski stated that, several years ago, the Board of Directors earmarked the Capacity Fee revenues for expansion at the plant. Mr. Lapia asked if the funds could be used to offset operating expenditures, to assist ratepayers at this difficult time. Mr. Caroline stated that he did not feel that the Capacity Fee funds could be used to offset revenues. Mr. Lapia asked if the funds could be used to reduce the amount that will be funded through PENNVEST for the COA-Phase III Project. Mr. Caroline stated that he feels the Capacity Fee revenues could be used to reduce required PENNVEST funding, because the interceptor work could be considered expansion within the system. Mr. Fisher stated that various options are being considered, along with the possible refunding of the Authority's current three (3) bond issues. A discussion followed.

14. Executive Session: A motion was made by Mr. Lapia, and seconded by Mr. Faccenda, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 7:06 P.M.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously. The Board returned to the regular meeting at 7:18 P.M.

15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously. The meeting was adjourned at 7:18 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: October 15, 2020

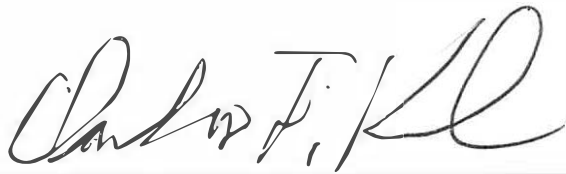
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland 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. 350, Scott Electric, in the amount of \$1,335.90.



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(Member's Signature)

# Western Westmoreland Municipal Authority

## Assistant Manager's Report October 15, 2020 Board Meeting Monthly Maintenance Report September 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:

- Complete maintenance performed on Duperon flex rake and screen equipment
- New pump station Wet Well and screen room cleaning
- Serpentix Conveyor cleaning
- Complete maintenance performed on all entrance gates
- Complete maintenance performed on all garage doors
- New pump station pumps and motors – 6 month maintenance completed
- Complete maintenance completed on all MUA Units
- Complete maintenance performed on all drip traps
- Complete maintenance performed on Final Clarifier Drives #1 & #2
- Complete maintenance performed on Effluent Pumps and Motors
- Maintenance performed on RAW Sewage Pump #1 & #2
- Complete maintenance performed on all Carter Scum Pumps
- Replaced O<sub>2</sub> sensor in Wet Well – new Pump Station
- Changed rear brakes on 2011 Tahoe
- Replaced phone system Amplifier
- Drained, cleaned, hosed, inspected and replaced broken spring on Final Clarifier #2
- Replaced scrapers on Final Clarifier #1 & #2
- Complete maintenance performed on all plant Odor Control Units
- Drained, cleaned, hosed, and inspected Primary Tank #2
- Raised catwalk that surrounds Dump Truck for safety while loading Peterbuilt Truck
- Pulled all weeds in both retention ponds at the new pump station
- Installed new motor on Effluent Pump #2
- Started Lock Room remodeling
- Completed landscaping around Odor Control Center at Thickener



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

**October 15, 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:*
  - Contacted Dale Mills regarding project closeout.
  - Dale Mills stated he will send letter our in near future.
  - Awaiting project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 2**

- Project Status
  - Contacted Dale Mills regarding project closeout.
  - Dale Mills stated he will send letter our in near future.
  - Awaiting project closeout from PENNVEST and DEP

**COA IMPROVEMENT PROJECT PHASE 3**

- Submitted PennDOT permit application
  - Received comments from PennDOT
  - Coordinating drawing updates and response, along with full detour plans of Paintertown Road
  - Misc. drawing and specification updates

**SWITCHGEAR REPLACEMENT PROJECT**

- Project awarded/NTP coordination
- Finalized alternate evaluation
- Schedule/budget review
- Preconstruction meeting
- Construction management services coordination

**Wade Trim, Inc.**  
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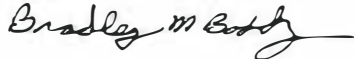
## **PLANT OPERATION MODELING**

- WWMA modeling comment review
- Revisions to modeling report are being made

## **MISC**

- Annual Stormwater inspection was completed on 9/29/2020
- Completed Annual Stormwater Inspection Report
- Drafted updated capacity fee calculations
- Coordination of Life Safety Drawings for pump station.
- Coordination with DEP regarding possibly removing grit facility from permit.
- WETT testing results evaluation and coordination/DEP coordination
- Arch flash study coordination
- Landfill flow/data evaluation
- Primary clarifier equipment evaluation

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager