

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – NOVEMBER 16, 2020

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Microsoft Teams audio/video teleconferencing, on Monday, November 16, 2020 at 6:00 P.M., duly advertised, as required, and with the following persons in attendance:

I. Roll Call 6:05 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. Tim Watson	Mr. Mark Wolinsky

Absent:

Mrs. Barbara L. McIntyre

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
Mr. Robert Fisher, CIM Investment Management, Inc., Financial Advisor
Attorney James H. Webster, Bond Counsel

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 October 15, 2020, as presented. 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: Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 352 Scott Electric: \$455.43: A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed, 8-0, 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. 353: \$265,472.95: A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:

A. Mr. Fisher requested Board approval of the 2021 regular meeting dates, with meetings being held via teleconferencing, until further notice. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Gilbert. No action was taken on this motion. Mr. Lapia stated that the official notice that was distributed to the Board does not indicate that the meetings will be held via teleconferencing until further notice. Mr. Lapia asked if the links were being posted to the website, in case the public wants to attend the meetings. Mrs. Wtorkowski stated that the official notice that was distributed to the Board did not refer to teleconferencing, because the staff wanted to confirm that the Board wanted to conduct the meetings via teleconference until further notice. Mrs. Wtorkowski stated that the meeting notice that is posted on the website instructs people who are interested in attending the meeting to contact the office to request the link for the teleconferencing. A discussion followed. A motion to approve the 2021 meeting dates, and to have teleconferencing meetings through the April 15, 2021 meeting, was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously. Mr. Campfield referred to Section 7 of the Authority's By-Laws, and stated that the Board could read the three (3) paragraphs that pertain to means and methods of meetings.

B. Mr. Kevin Fisher deferred to Mr. Robert Fisher, who presented a summary of bond refunding options. Mr. Robert Fisher stated that there is very little difference, if any, in rates, between bank-qualified bonds and non-bank-qualified bonds. The Authority can save by refunding the three bond issues with a single issue. Mr.

Robert Fisher estimates that the Authority will save approximately \$150,000.00 per year on debt service costs, with a refunding. The issue would be a non-bank-qualified issue, with a ten-year call date. Mr. Robert Fisher explained that, with a single issue, there is less work involved. The fixed costs (advisor fees, rating fees, etc.), would be less than with multiple issues, resulting in a savings. The Authority could close on the new issue near the end of January 2021. Mr. Robert Fisher stated that his recommendation would be to proceed with a single bond issue. Mr. Robert Fisher requested Board authorization to prepare an RFP (Request for Proposals) for underwriters, go to Standard & Poor's for a rating study, and contact bond insurers for quotes. A lengthy discussion followed, regarding the use of funds from the Capacity Fee Account to reduce the borrowing for construction costs for the COA-Phase III Project or to finance the design engineering costs for the anticipated plant upgrade project, or to lower the amount of the bond refunding, versus maintaining a healthy capital reserve to help keep the bond rates low. Mr. Robert Fisher cautioned the Board that it would be a mistake to call reduced debt service on bonds that would result from using capital reserves to reduce the amount of the refunding a savings, because the Authority would be expending cash balances to reduce the interest charges. That is different than the savings that the Authority would realize from a straight refunding of outstanding principal, as a result of reduced interest rates. After a lengthy discussion, a motion was made by Mr. Wolinsky, and seconded by Mr. Mace, to authorize CIM Investment Management, Inc., and Attorney James Webster to move forward with a single bond issue, including preparation of RFP for underwriters, going to Standard & Poor's for a rating study, and contacting bond insurers. The motion passed unanimously.

Mr. Robert Fisher and Mr. James Webster left the meeting at this time. The time was approximately 7:10 P.M.

- C. Mr. Fisher requested Board authorization for Eaton Corporation to perform a Short-Circuit, Coordination, and Arc Flash Hazard Analysis, at a cost not to exceed \$15,000.00. Mr. Lapia asked Mr. Fisher if he obtained three quotes, since the amount is over \$11,300.00. Mr. Fisher stated that this would be considered professional services, so three quotes are not required. Mr. Fisher stated that he obtained two quotes. Mr. Konkus stated that \$15,000.00 sounds like a good the price. Mr. Konkus stated that Eaton Corporation already has the information about WWMA's equipment, since much of the equipment at the plant was provided by Eaton. Mr. Fisher stated that Eaton's quote includes \$10,000.00 for the study, and \$5,000.00 for full data collection at the plant. Mr. Campfield stated that he is uncertain whether this work would qualify as a professional service, but if Mr. Fisher is unable to obtain three quotes, he can place in his file a memorandum stating that an attempt to obtain a third quote was made, without success. After discussion, a motion to authorize the General Manager to go with the lowest responsible bidder, was made by Mr. Konkus, and seconded by Mr. Lapia. The motion was amended to instruct the General Manager to include in his file a memorandum, if he is unable to obtain a third quote. The motion passed unanimously.
- D. Mr. Fisher requested Board authorization for Real Painting to paint the downstairs of the Control Building, including the primary pump room, the boiler room, and the HVAC/pump access room, at a cost not to exceed \$12,500.00. Mr. Lapia asked if the work could be done in-house. Mr. Fisher explained that the painting work that was done in-house is now peeling from the walls, due to moist concrete, adding that the preparation of the surfaces is important. Mr. Lapia stated that Mr. Fisher should attempt to obtain a third quote. A motion to proceed with the lowest quote received, once Kevin (Fisher) obtains a third number from another contractor, was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously.
- E. Mr. Fisher requested a transfer of \$6,000.00 from the Ardara Capacity Fee Account to the Capacity Fee Account, and closing out the Capacity Fee Account. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed unanimously.
- F. Mr. Fisher reported that the total of payouts for right-of-agreements for the COA-Phase III Project was \$39,370.00. All right-of-way payments have been made, and all right-of-way agreements have been recorded.
- G. Mr. Fisher reported that the Authority has been working with North Huntingdon Township Municipal Authority to transfer the Authority's information regarding the Cavittsville-Ardara System, including electric service, PA One Call mapping, original equipment manufacturer (OEM) and flow records, information related to Chapter 94, and the transfer of ALCOSAN and Trafford Borough billings.

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 October 2020. There were no by-pass events at the plant in October.

- B. Average plant flow was low, again, at 2.40 MGD per day. Maximum plant flow for one day single high was 4.40 MG. Total rainfall for September 2020 was 2.5". Maximum rainfall on a single day was 1".
- C. Mr. Gorski reported that the plant maintenance is up to date. Plant employees are currently working on the renovation of the locker room, and are doing a good job.
- D. Mr. Gorski reported that he has been working with Wade Trim regarding the Phase I Toxic Reduction Evaluation (TRE), and the required quarterly Whole Effluent Toxicity (WET) testing that is required for 2021.
- E. Mr. Gorski reported that the Authority's Administrative Assistant, Karen Steiner, is currently working on converting all lab documentation to electronic format. Mr. Gorski commended Ms. Steiner on her efforts.

This concluded the Assistant Manager's report.

- 9. Mr. Boddy reviewed his written report dated November 16, 2020.
 - A. COA-Phase I Project and COA-Phase II Project:
 - 1. Mr. Boddy reported that the Authority has made contact with the PaDEP, who requested a checklist of items for project closeout. The requested information was provided to the PaDEP, and the Authority is awaiting project closeout.
 - 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. The Authority responded to comments that were submitted by PennDOT, and is waiting for comments from PennDOT.
 - 2. Mr. Boddy reported that Wade Trim has been reaching out to sales reps and manufacturers of PVC pipe, precast manholes, and stone, for cost estimate verification.
 - C. Switchgear Replacement Project: Mr. Boddy reported that Wade Trim is coordinating information for the Switchgear Replacement submittal. Mr. Fisher stated that the submittal was sent to contractor Allegheny City Electric, today.
 - D. WWTP Modeling Project: Mr. Boddy reported that the modeling work ties in with the TRE work. The Authority failed its last two WET tests for reproduction of one of the bugs, moving the Authority to TRE Evaluation. A virtual meeting was held with Mr. Don Leone, of the PaDEP, regarding requirements. Alternatives are being considered. The Authority's failed WET tests are placing an ammonia limit on the Authority. The increased ammonia limits are due to the landfill, along with dry weather that resulted in increased ammonia concentration. Process changes are being considered for the short-term. There is a good chance that the Authority will need to look at modifications at the plant, in order to address the process issues in the long-term. There may be chemical addition in the short-term.
 - E. Mr. Boddy reported that Wade Trim submitted the quarterly report to the PaDEP.
 - F. Mr. Boddy and Mr. Ben Briston met with Mr. Fisher, Mr. Gorski, Mrs. Wtorkowski, and Mr. Campfield, regarding the Capacity Fee calculation, and are currently incorporating comments.
 - G. Mr. Boddy reported that Wade Trim reviewed primarily clarifier equipment submittals to the vendor.
 - H. Mr. Boddy reported that Wade Trim updated the Penn Township Special District Capacity Fee.
 - 1. Mr. Boddy submitted a request for fee increases for 2021. After discussion, the Board asked Mr. Boddy to inform his firm that the Authority is requesting a freeze on rates for 2021. Mr. Boddy stated that Wade Trim's rates for WWMA are lower than those of other clients. Mr. Boddy requested that the Board meet in the middle. Mr. Konkus stated that he would like to hold the rates for next year. Mr. Boddy stated that he will convey the Board's request to his administrators. Mr. Watson stated that the overall fee increase was not excessive. Mr. Boddy stated that he has been attempting to push work from him, to appropriate levels, in an attempt to manage costs.

Mr. Faccenda asked if the Authority was doing anything to reduce the ammonia limits. Mr. Boddy explained that the Authority is dealing with hydraulic capacity at the plant, as well as ammonia limits. Mr. Boddy stated that it was felt that the overload was related to having two of the wettest years on record for this area. Mr. Faccenda asked Mr. Boddy if anyone has met with representatives of the landfill to see if they can do anything to reduce ammonia levels. Mr. Boddy stated that the Authority has been in coordination with the landfill for the last couple of years, and is increasing coordination, to obtain a better understanding of their process for treating leachate at the landfill, and to see how the landfill can share WWMA's cost for handling increased ammonia limits.

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 \$220,000.00 proceeds from the sale of the Cavittsville-Ardara System and the Ardara Pump Station to North Huntingdon Township Municipal Authority have been deposited into WWMA's bank account. The two deeds, one conveying the rights-of-way, and the other that assigns the property rights from WWMA to the North Huntingdon Township Municipal Authority

(NHTMA), have been recorded. Mr. Campfield reported that Mrs. Wtorkowski has been working with NHTMA's Finance Director to facilitate the transfer of billing to Trafford. Mrs. Wtorkowski reported that she issued to the Borough of Trafford the final billing for service through the transfer date, she informed NHTMA of the amount representing their portion of the fourth quarter billing, and she explained WWMA's billing process for the Borough of Trafford to NHTMA.

B. COA-Phase III Project:

1. Mr. Campfield reported that the rights-of-way have been recorded. Two condemnations were filed. Mr. Campfield filed a petition to have the two \$500.00 offers of just compensation deposited with the Court. Judge Scherer approved the petition, and the funds were placed with the Prothonotary's Office, where the funds will remain, until the property owners attempt to collect their money. Mr. Campfield thanked the people who worked on the rights-of-way, stating that Ms. Steiner worked diligently with regard to the rights-of-way. Mr. Campfield's thanked his secretary, Jamie, who has worked very well everyone at the Authority. Mr. Campfield commended Mr. Gorski for his kind, yet persuasive manner.

This concluded Mr. Campfield's report.

It is noted that Mr. Faccenda left the meeting at this time. The time was 7:45 P.M.

II. Reports of Committees:

- A. Personnel Committee: Joseph Lapia: There was no report. Mr. Fisher reported that Authority staff will be reviewing the Authority's COVID-19 policy, which is scheduled to expire on December 31, 2020.

B. Finance and Budget Committee –Dylan Mace:

1. Mr. Mace presented the following fund transfer and investment for approval:
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 \$6,870,000.00
A motion to approve was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously.
2. Mr. Mace requested Board approval of the 2021 Operating Budget and 2021-2030 Capital Budget. Mr. Lapia stated that the Capital Budget includes the replacement of the 2011 Tahoe. Mr. Lapia stated that it was his recollection that the Personnel Committee decided that the Tahoe would remain in use until it was too costly to repair, and at that time, the Board would discuss whether the vehicle would be replaced. Mr. Caroline and Mr. Gilbert stated that they remembered the discussion. Mr. Fisher stated that he included replacement of the vehicle in next year's Capital Budget, because the vehicle is ten years old. After discussion, Mr. Lapia suggested that the vehicle replacement be moved ahead by four years in the Capital Budget. Mrs. Wtorkowski stated that the Operating Budget does not reflect the 2021 Bond refunding, but the refunding will result in a favorable budget variance, due to the savings that will be realized. A motion to approve the 2021 Operating Budget and the 2021-2030 Capital Budget, with the amendment to the Capital Budget for the Tahoe, was made by Mr. Watson, and seconded by Mr. Gilbert. The motion passed unanimously.
3. Mr. Mace requested that the Board adopt Resolution No. 2020-09, adopting a Capital Projects Plan. The Resolution was posted, today. Mrs. Wtorkowski posted the Resolution via screen share, for those who had not read the Resolution. Mrs. Wtorkowski explained that the only changes, compared to last year's Resolution, were to include the Resolutions to apply for PENNVEST funding for the COA-Phase III Project, and to accept the funding offer; to reference the new PENNVEST loan; and to include the 2021-2030 Capital Budget as Exhibit "A". A motion to approve was made by Mr. Watson, and seconded by Mr. Wolinsky. The motion passed unanimously.
4. Mr. Mace requested Board authorization to not pay the Pennsylvania Department of Labor & Industry 2021 Solvency Fee for Relief from Charges, in the amount of \$1,570.24. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.
5. Mr. Mace requested that the Board authorize an additional pension deposit in the amount of \$50,000.00 to the Western Westmoreland Municipal Authority Defined Benefit Pension Plan, No. 65-436-8 N1, to be paid on November 16, 2020, rather than on January 21, 2021. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. Mr. Lapia asked Mrs. Wtorkowski where this deposit puts the Authority (in paying off the Authority's unfunded liability). Mrs. Wtorkowski stated that the Authority is close to paying the unfunded liability, as the last report indicated that the Authority's funding level was in the 90%. 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 ratification of Agenda Item 12A (1):

12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 66: \$30,687.62, and authorize submission to PENNVEST.

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

13. Board Member Comments:

A. Mr. Caroline thanked Mrs. Wtorkowski, Mr. Fisher, Mr. Boddy, and Mr. Gorski, for their work on the budget.

B. Mr. Mace thanked the Board for scheduling the November meeting for Monday, due to Irwin Borough's light-up night.

14. Executive Session: There was no executive session.

15. A motion to adjourn the meeting was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 8:13 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: November 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. 352, Scott Electric, in the amount of \$455.43.



(Member's Signature)

Western Westmoreland Municipal Authority

Assistant Manager's Report

November 16, 2020 Board Meeting

Monthly Maintenance Report

October 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 HVAC equipment
- Complete maintenance performed on all MUA Units
- Bump tested all Draeger gas monitoring devices
- Raw sewage bypass meter – tested alarm w Guardian
- Performed maintenance on all recycle pumps
- Complete maintenance performed on all air dampers
- Maintenance performed on RAW sewage pumps
- Greased all aeration gate stems
- Complete maintenance performed on all pump station equipment
- Drained, pumped, hosed, and performed maintenance on Primary Tank
- Troubleshoot Primary Drive
- Replaced belts on Blower #2
- Completed Tunnel Inspection per PennDot
- Pressure washed and coated final clarifier walls
- Working on Grit and Digester Building light programming
- Installed 110 outlet on Primary for Sampler
- Installed 110 outlet for condensation pump for sludge building
- Installed motor starter and controls for new Mag Pump
- Working on Locker Room rehab



Western Westmoreland Municipal Authority
ENGINEERS REPORT

November 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 30, 2021

COA IMPROVEMENT PROJECT PHASE 1

- *Project Status:*
 - Submitted closeout documentation to DEP
 - Awaiting project closeout from PENNVEST and DEP

COA IMPROVEMENT PROJECT PHASE 2

- Project Status
 - Submitted closeout documentation to DEP
 - Awaiting project closeout from PENNVEST and DEP

COA IMPROVEMENT PROJECT PHASE 3

- Submitted PennDOT permit application
 - Received comments from PennDOT
 - Responded to PennDOT comments
 - Misc. drawing and specification updates
 - Cost estimate verification – coordination with sales reps and manufacturers of PVC pipe, precast manholes, and stone.

SWITCHGEAR REPLACEMENT PROJECT

- Conducting review of Switchgear equipment submittal

PLANT OPERATION MODELING

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

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

412.454.5566
412.454.9001 fax
www.wadetrim.com

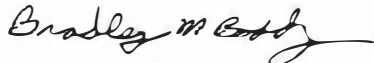
TRE

- Reviewed Failed Wet Test Results
- Evaluated requirements of Toxic Reduction Evaluation
- Conducted additional alternative evaluations utilizing WWTP treatment model
- Held coordination meetings with WWMA
- Notified DEP of failed WET test and scheduled meeting with DEP to discuss TRE requirements.
- Held coordination meeting with DEP

MISC

- Submitted 3rd Quarter COA Quarterly report to DEP
- Drafted updated capacity fee calculations
- Held coordination meeting with Kevin Fisher, Stan Gorski, and Johanna Wtorkowski.
- Primary clarifier equipment evaluation
- Updated Penn Township Special District Capacity Fee.
- Submitted request for consideration of reappointment in 2021

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager