

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JANUARY 21, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting via Microsoft Teams audio/video teleconferencing, on Thursday, January 21, 2021 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. Joseph Lapia

Mr. Tim Watson

Mr. Mike Faccenda

Mr. Dylan Mace

Mr. Mark Wolinsky

Mr. Charles Gilbert

Mr. Kevin McHugh

Absent:

Mr. Charles Konkus

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

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 December 17, 2020, as presented. A motion to approve the minutes, as presented, was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

6. Treasurer's Report - Tim Watson:

Mr. Watson requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 356 Scott Electric: \$1,287.96: A motion to approve was made by Mr. McHugh, and seconded by Mr. Faccenda. The motion passed unanimously.

- B. Revenue Fund Requisition No. 357: \$395,211.25: A motion to approve was made by Mr. Gilbert. Mr. Faccenda asked what the requisition was for. Mrs. Wtorkowski explained that the largest portion of the requisition was for the annual pension deposit for the Defined Benefit Pension Plan (\$147,273.00), and stated that all expenditures are listed on the Treasurer's Report. Mr. Faccenda seconded the motion. 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 proposal for auditing services for the audit years 2021, 2022, and 2023, as submitted by Edward P. Opst, CPA. Mrs. Wtorkowski stated that the firm's actual name is Opst & Associates, LLC, with Edward P. Opst, as CPA. A motion to approve the audit proposal from Opst & Associates LLC was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

- B. Mr. Fisher requested Board approval of the W.K. Merriman magnesium hydroxide equipment rental agreement. This agreement has been revised, at the request of Attorney Campfield. The agreement includes monthly rental of a 2,100-gallon tank, along with a mixer, to keep the magnesium hydroxide in solution, as well as a peristaltic pump to deliver the magnesium hydroxide from the storage tank to the aeration tanks. The larger tank reduces the cost per gallon of magnesium hydroxide from \$3.03, to \$2.14. Mr. Fisher stated that the Authority is currently using approximately 100 gallons of magnesium hydroxide per day. Mr. Lapia asked Mr. Gorski if he obtained other prices. Mr. Gorski stated that he requested pricing from Univar, but Univar does not provide equipment rental. Mr. Gorski stated that W.K. Merriman's pricing is COSTARS pricing. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. The motion passed unanimously.

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 December 2020. There were no by-pass events at the plant in December.
  - B. Average plant flow was up by approximately 750,000 gallons, to 3.5 million gallons per day, due to increased rainfall during December. Total rainfall for December 2020 was 2.95”.
  - C. Plant employees are finishing up work on the renovation of the locker room. The floor was recently refinished. All that remains is the reinstallation of the toilets. Mr. Gorski commended the employees on the work.
  - D. Mr. Gorski has been working with Wade Trim, Inc., regarding the Toxic Reduction Evaluation (TRE), Phase I. Everything looks good, and a Whole Effluent Toxicity (WET) test has been scheduled for the week of February 1, 2021. Ammonia levels are entering the plant in the low 40s, and leaving the plant below 1. The plant is running, well. There have been no instances of denitrification in the final clarifiers.
  - E. WWMA staff has been working with Mr. Boddy, Mr. Gary Emmel, and Mr. Dan Goodwin from Wade Trim, updating them every week or two, and implementing recommended process adjustments.
  - F. COVID-19:
    1. The Authority has brought both teams of plant employees back to full shifts. The teams are working 6-2 and 7-3, with teams changing clothes and taking morning breaks and lunch breaks at staggered times. The schedule will be reevaluated if necessary.
    2. Mr. Gorski has contacted PA Warn and the Commonwealth of Pennsylvania regarding availability of the COVID-19 vaccine. Mr. Gorski stated that WWMA has been assigned to Phase 1C of the vaccine distribution schedule. The vaccinations are currently being administered to Phase 1A employees.
  - G. Mr. Gorski reported that the 2021 Chevrolet Silverado pick-up truck has been delivered. Mr. Gorski requested that the Board authorize the sale of the 2010 Chevrolet pick-up truck on Municibid, with a reserve of \$10,000.00. Mr. Fisher stated that the motion should also authorize the General Manager to complete any necessary paperwork for the sale of the vehicle. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Watson. The motion passed unanimously.
  - H. Mr. Gorski requested that the Board authorize the sale of used indoor lighting fixtures from the Sludge Processing Building and the Maintenance Building on Municibid. A motion to approve was made by Mr. Watson, and seconded by Mr. Wolinsky. The motion passed unanimously.
  - I. Mr. Gorski reported that he and Mr. Campfield have been looking into a membership with PaWARN. PaWARN is a cooperative membership between water and wastewater authorities, to assist one another with emergency responses. The program provides for sharing of equipment and labor during emergency situations. Mr. Campfield has been researching insurance requirements. Mr. Campfield stated that the North Huntingdon Township Municipal Authority currently participates in the program. Membership will be through an agreement with the State, or through the Federal Government. Insurance concerns include equipment and employees going from WWMA to other municipalities, or coming to WWMA. This program began in 2006, when local utilities and first responders would travel to other states to assist with disaster response. A Federal Compact was created. Mr. Campfield stated that he spoke with Mr. Morley, the Federal Relations Manager, who stated that he would look into the current form of the agreement to see if the agreement is referencing the Federal Compact. Mr. Campfield stated that he is satisfied that the Authority can join PaWARN under the Federal Compact. The annual membership fee is less than \$80.00. Mr. Lapia asked what the workers' compensation insurance exposure is for WWMA, if we permit non-employees to assist at the plant. Mr. Campfield stated that the non-employees would be considered to be borrowed employees, and the entity who was accepting the borrowed employees would be responsible for providing workers' compensation insurance. Similarly, borrowed equipment would need to be covered under the general liability insurance policy of the entity who is borrowing the equipment. Mr. Campfield stated that the Authority's insurance broker, Ron Flick, stated that there would not be a problem adding a rider in a short period of time, for this type of coverage. No Board action was taken.

This concluded the Assistant Manager's report.

9. Mr. Boddy reviewed his written report dated January 21, 2021.
  - A. Upcoming Critical Dates:
    1. The quarterly report is due to the PaDEP by January 30, 2021.
  - B. COA-Phase I Project and COA-Phase II Project:
    1. Mr. Boddy reported that he received the final inspection reports from the PaDEP, for the COA-Phase I and COA-Phase II Projects. The Authority is now awaiting final project closeout from PENNVEST. There were some funds being held back by PENNVEST for the COA-Phase I Project that should be released to the Authority, upon final closeout.
  - C. COA-Phase III Project:
    1. Mr. Boddy reported that the Authority has resubmitted the PennDOT highway occupancy permit, addressing PennDOT's comments. Mr. Boddy is awaiting a response from PennDOT.

2. Mr. Boddy reported that he held review meetings with Mr. Fisher, Mr. Gorski, Mr. Campfield, and Attorney Brad Mellor, to review the contract specifications. The specifications were updated to reflect those comments, as well as additional comments that were submitted by Mr. Fisher and Mr. Gorski.
  3. The Authority has advertised for bidding for the COA-Phase III Project. A mandatory virtual pre-bid meeting has been scheduled for February 3, 2021. Bids are due to the Authority on March 2, 2021. Mr. Boddy stated that he will meet with Mr. Fisher and Mr. Gorski within the next week, to review testing processes, and to see if there is anything that the Authority wants to clarify or modify, prior to the pre-bid meeting.
- D. Switchgear Replacement Project:
1. Mr. Boddy reported that Wade Trim has reviewed and approved the switchgear shop drawing. The switchgear equipment has been ordered, and should be delivered by the end of March or early April 2021.
- E. Toxic Reduction Evaluation (TRE):
1. Mr. Boddy reported that Wade Trim has evaluated primary clarification, aeration, and final clarification needs for estimated future flows and ammonia loads, and has made some preliminary recommendations, which are being implemented. Mr. Boddy stated that Wade Trim is working closely with Mr. Fisher and Mr. Gorski, to stay on top of process changes.
- F. Semi-Annual Transfer from Revenue Fund to 2015/2016 Capital Improvement Fund: In accordance with Section 4.06 of the Trust Indenture, Mr. Boddy recommended that the Authority transfer an amount not to exceed \$159,571.44 from the Revenue Fund to the 2015/2016 Capital Improvement Fund. A motion to approve the transfer was made by Mr. Watson, and seconded by Mr. Gilbert. The motion passed unanimously.

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

10. Solicitor's Report – John Campfield:

- A. Mr. Campfield reported that he has been dealing with the Legal & Engineering Services Committee and with Mr. Boddy, regarding the Valley Landfill (Landfill) and the agreement between the Landfill and WWMA. Mr. Campfield stated that Mr. Fisher, Mr. Gorski, and Mr. Boddy have been meeting with representatives of the Landfill.
- B. Mr. Campfield reported that there has been communication provided to the Authority regarding the Village on Kistler Ridge Development, located in Penn Township. Mr. Campfield stated that the development is located in an area in which it is difficult to install the sewer lines to move by gravity flow. Mr. Campfield stated that he spoke with the representative of the Municipal Authority of Westmoreland County (MAWC) who is responsible for sanitary sewer systems for MAWC, who stated that MAWC does not have any sewer lines that would be realistically able to accept the sewage, and he did not anticipate that MAWC would be opposed to having the flows go to WWMA. A brief discussion followed.

This concluded Mr. Campfield's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia: There was no report.

B. Finance and Budget Committee –Dylan Mace:

1. Mr. Mace presented the following fund transfers and investments for approval:  
Approval of the fund transfers listed under Agenda items 11B (1) (a), and 11 (1) (b), and investments listed under Agenda Items 11B (1) (c), 11B (1) (d) and 11B (1) (e) as follows:  
Item 11B (1) (a): Transfer \$140,243.83 from the Revenue Fund to the PENNVEST Account, *and*  
Item 11B (1) (b): Transfer \$21,000.00 from the Revenue Fund to the Sick Pay Reserve Account, *and*  
Item 11B (1) (c): Purchase a 2015/2016 Capital Improvement Fund one-month United States Treasury bill, in the amount of \$6,903,000.00, providing the interest rate is positive, *and*  
Item 11B (1) (d): Purchase a 2015/2016 Debt Service Reserve Fund six-month United States Treasury Bill, in the amount of \$1,900,000.00, providing the interest rate is positive, *and*  
Item 11B (1) (e): Purchase a 2015/2016 Debt Service Reserve Fund one-month United States Treasury Bill, in the amount of \$250,000.00, providing the interest rate is positive.

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

2. Mr. Mace requested Board approval of the liability insurance policy with EMC Insurance for the period from February 17, 2021 through February 17, 2022, in the amount of \$39,968.00. Mr. Mace stated that the increase of \$127.00 was due to the addition of the 2021 Chevrolet Silverado pickup truck to the fleet coverage. Mrs. Wtorkowski stated that a portion of this premium increase would be refunded, when the

2010 Chevrolet pickup truck is sold. Mr. Lapia asked Mrs. Wtorkowski if the Authority would qualify for a premium rebate with EMC Insurance Companies. Mrs. Wtorkowski stated that the Authority did not qualify for a premium rebate when the Authority moved from Selective Insurance to EMC Insurance, but stated that she would contact Mr. Flick, to see if the Authority qualifies for a premium rebate at this time. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. 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 reported that he has been reappointed by North Huntingdon Township to serve on the WWMA Board of Directors for a five-year term (expiring on December 31, 2025).
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. 68: \$78,406.45, 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: Mr. Caroline congratulated Mr. Gilbert on his reappointment.
  - 14. Executive Session: There was no executive session.
  - 15. A motion to adjourn the meeting was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 6:56 P.M.

  
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Johanna Wtorkowski, Assistant Secretary-Treasurer

**Western Westmoreland Municipal Authority**  
**Assistant Manager's Report**  
**January 21, 2021 Board Meeting**  
**Monthly Maintenance Report**  
**December 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 garage doors
- Troubleshoot/Repair O<sub>2</sub> sensor – Screen Room
- Final Clarifier #1 & #2 Oil checks
- Performed maintenance on Final Clarifier #1 & #2 Scrapers
- Complete maintenance performed on Primary #1 & #2 Pumps and Motors
- Complete maintenance performed on Grit Pump
- Complete maintenance performed on all Entrance Gates
- Recycle Pump de-rag and greasing
- Checked/Changed Filters on all VFD Drives
- Continued Locker Room Remodeling
- Troubleshoot Mag Pump, Tote, Mixer – several days
- Split Shifts were implemented due to Gov Wolf's Mandate
- Employees completed Plant Disinfection
- Employees Daily Disinfection Procedures



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

January 21, 2021

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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 January 30, 2021

**COA IMPROVEMENT PROJECT PHASE 1**

- Received final inspection report from DEP
- Awaiting project closeout from PENNVEST

**COA IMPROVEMENT PROJECT PHASE 2**

- Received final inspection report from DEP
- Awaiting project closeout from PENNVEST

**COA IMPROVEMENT PROJECT PHASE 3**

- Updated and submitted PennDOT Permit Application to address PennDOT comments
- Held review meetings with WWMA, John Campfield, and Brad Mellor
- Updated plans and specifications based on WWMA comments
- Distributing plans and specifications to contractor responses to advertisement

**SWITCHGEAR REPLACEMENT PROJECT**

- Reviewed and approved switchgear shop drawing
- Optional US unit review, cost analysis, and coordination with Owner and Contractor

**TRE**

- Evaluated primary clarification, aeration, and final clarification needs for estimated future flows and ammonia loads
- Held coordination meetings with WWMA
- Reviewed updated WWTP performance data

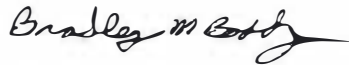
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## **TRANSFER OF FUNDS FROM REVENUE TO CAPITAL IMPROVEMENTS**

In accordance with Section 4.06 of the Trust Indenture, the Authorities Consulting Engineer is to provide a written recommendation regarding the transfer of funds from the Revenue Fund to the Capital Improvements fund. This occurs on January 10<sup>th</sup> and July 10<sup>th</sup> of each fiscal year. Based on the information available, the Authority may consider transferring an amount not to exceed \$159,571.44. **(Board Action Required)**

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager