

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JUNE 17, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, June 17, 2021 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

I. Roll Call 6:04 P.M.:

Board Members in Attendance:

Mr. Mike Faccenda

Mr. Charles Gilbert

Mr. Joseph Lapia

Mr. Kevin McHugh

Mrs. Barbara McIntyre

Mr. Mark Wolinsky

Absent:

Mr. Stanley Caroline, Jr.

Mr. Charles Konkus

Mr. Dylan Mace

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

Due to the absence of Chairman Caroline and Vice-Chairman Konkus, Secretary Barbara McIntyre chaired the meeting.

2. Mrs. McIntyre led the Pledge of Allegiance and moment of silence for troops overseas.

3. Public Comments: None

4. Communications: None

5. Secretary's Report – Barbara McIntyre

Mrs. McIntyre requested the approval of the minutes for the regular meeting of May 20, 2021, as presented. A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed, 5-0, with an abstention by Mrs. McIntyre, who did not attend the meeting.

This concluded the Secretary's Report.

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

A. Revenue Fund Requisition No. 365 Scott Electric: \$78.45: A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously

B. Revenue Fund Requisition No. 366: \$184,179.47: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:

A. Mr. Fisher requested Board approval for the purchase of interior lighting fixtures from CED Mosebach Electric, for the Control Building, the Final Pipe Gallery, the Grit Building Electric Room, and the Digester Building, at a cost of \$5,931.12. The prices were carried over from 2020. The revised amount includes five (5) additional flat panel fixtures for the file server room and the Control Building restrooms. Mr. Lapia asked Mr. Fisher why he wasn't just swapping out the bulbs with LED light bulbs. Mr. Fisher explained that Authority employees attempted to replace the ballasts and bulbs with LED components, but the LED tubes did not last. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Faccenda. The motion passed unanimously.

B. Mr. Fisher reported that the CCTV Inspection work has been advertised for bid. Bids will be opened on June 29, 2021. Mr. Fisher requested Board approval of the lowest responsible bidder, pending approval by the Solicitor and Legal & Engineering Services Committee. Mr. Lapia asked why the bids could not be approved at the July 15, 2021 meeting. Mr. Fisher explained that there is not time to delay awarding the bid, because

Greenland Construction's maintenance bond expires on September 30, 2021, and the CCTV inspection report must be submitted to Greenland Construction, in time for them to make any required repairs. Mr. Lapia stated that approval of items that have a high cost should be presented to the full Board. Mrs. McIntyre stated that she didn't know if she agreed with Mr. Lapia, stating that the Authority's management reviews the information. After a brief discussion, a motion was made by Mr. Wolinsky, and seconded by Mr. Gilbert, to award the bid for the CCTV Sewer Inspection work for the COA-Phase II Project to the lowest responsible bidder, pending approval of the Solicitor, the Consulting Engineer, and the Legal & Engineering Services Committee. The motion passed unanimously.

- C. Mr. Fisher requested that the Board adopt Resolution No. 2021-08, accepting the Third Amendment to the Consent Order and Agreement between WWMA and the Pennsylvania Department of Environmental Protection. A motion to approve was made by Mr. Faccenda, and seconded by Mr. McHugh. The motion passed unanimously.
- D. Mr. Fisher reported that the final cost for repairs to the centrifuge, paid to Ferrum Process Systems, Inc./Hiller Separation & Process was \$42,542.90. The original estimate was \$41,722.38. The additional \$820.52 was due to cancelling the purchase of wear bushing inlets, round seal packing rings, and hexagon bolts, and adding the purchase of roller bearing, felt ring, O-rings, oil, and a pillow block frame.

This concluded the General Manager's report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:

- A. Mr. Gorski reported that there were no NPDES plant violations, and no by-pass events during the month of May 2021. Average plant flow was 3.52 mgd. Maximum plant flow was 7.22 mg. Total rainfall was 3.79", with maximum rainfall of 1.89" on a single day.
- B. Mr. Gorski reported that the bid for the digester cleaning was awarded to ACV Environmental, located in New Jersey, at a cost of \$.69 per gallon. Mr. Gorski stated that the documents have been signed. Mr. Fisher stated that he is waiting for Solicitor Campfield to give final approval of the insurance information, before issuing notice to proceed. Mr. Gorski stated that the next step in the process is to speak with Mr. Otis Johnson, who is ACV Environmental's Project Manager for the project. Mr. Gorski stated that a technician from Evoqua Water Technologies will be at the plant on June 29, 2021, to perform an inspection of the Dystor cover for Digester No. 2.
- C. Mr. Gorski reported that the Authority passed the whole effluent toxicity (WET) test for the second quarter of 2021.
- D. Mr. Gorski reported that the manhole inspections of the COA-Phase II Interceptor were completed, today. The next step is the completion of the CCTV sewer inspection. Mr. Lapia asked Mr. Gorski if he noticed the sink hole near the manhole in Manor. Mr. Gorski stated that the sinkhole was noted and added to the list of items that must be addressed. Mr. Gorski stated that the manholes look good. Mr. Gorski stated that there are some leaks in the joints of the manholes, which can be repaired. Mr. Gorski will compile the inspection results, and submit the information to Greenland Construction.
- E. Mr. Gorski reported that the employee luncheon has been scheduled for Wednesday, July 21, 2021, at noon. Mr. Faccenda suggested that Mr. Gorski consider Salsa Sam's for the luncheon.

This concluded the Assistant Manager's report.

9. Consulting Engineer – Brad Boddy, Wade Trim, Inc.:

Mr. Boddy reviewed his written report dated June 17, 2021.

A. Switchgear Replacement Project:

- I. Mr. Boddy requested Board approval of Switchgear Replacement Project Pay Estimate No. EC-0 2, Allegheny City Electric, Inc., in the amount of \$42,427.00. Mr. Boddy reported that the switchgear has been completely installed and is operational. An amount has been reserved for punch list items. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.

B. Penn Township Sanitary Authority (PTSA) – Proposed Eighth Amendment to the Service Agreement:

- I. Mr. Boddy reported that a draft letter has been prepared in response to PTSA's letter received on May 19, 2021. Mr. Boddy stated that the response was prepared in accordance with instructions given by the Legal & Engineering Services Committee. Mr. Lapia stated that the tone of the letter should be softened. Mr. Faccenda agreed with Mr. Lapia, and asked that the word "furthermore" be removed from the letter. Mr. Faccenda asked that the letter be shortened. Mr. Lapia asked why the letter was being sent from the Consulting Engineer. Mr. Lapia stated that the response should not be signed by the Chairman or Vice-Chairman, due to a conflict of interest, and should probably be signed by the Solicitor. Mr. Wolinsky stated that the information contained in the letter is good. Mr. Fisher stated that PTSA's response was ambiguous, and quite frank. Their answer was "no, no, and no". The tone of WWMA's response was not intended to be harsh. The tone was to be (1) informative, and (2) to outline WWMA's position more

clearly, because PTSA's response indicated that they were not clear on WWMA's position on several issues, including what is included in WWMA's service area, and WWMA's position on reversal of flows. Mr. Gilbert stated that letters going back and forth will not solve the issue. Mr. Gilbert stated that the WWMA Board should state its position, and indicate what the Board's action will be, if PTSA refuses to accept WWMA's position. Mr. Campfield explained that the paragraph pertaining to WWMA's exclusive rights to this service area was included in WWMA's response, because in the last paragraph of PTSA's letter, PTSA states that WWMA does not have exclusive rights to this service area, but the area is actually included in what WWMA considers to be the service area. Mr. Campfield stated that PTSA's position is flat out false. Mr. Campfield stated that he has gone through the Service Agreement several times, and the information contained in the first two paragraphs of the letter was taken directly from the Service Agreement. Mr. Gilbert stated that Mr. Gorski suggested at the last Legal & Engineering Services meeting that WWMA build the trunk line, and create a separate rate district for this area of Penn Township to recover the cost of construction. Mr. Lapia questioned whether the Authority could create a separate rate district. Mr. Fisher stated that the Authority is permitted to create a separate rate district. Mr. Boddy stated that the WWMA Board has provided PTSA with some options that would be acceptable to the WWMA Board, but PTSA has never given something to the WWMA Board to say "here are some things that we feel are acceptable to help work for a solution". Mr. Fisher stated that PTSA is proud that they have no debt. However, Act 537 requires sewer authorities to build sewer lines. A motion was made by Mr. Lapia, and seconded by Mr. Wolinsky, to revise the letter with what was discussed here, and soften it up a little. The motion passed unanimously. The tone of the letter will be softened, and language will be added to suggest that a meeting be held between representatives of the WWMA and PTSA Board and that WWMA would like to discuss options for WWMA to facilitate the building of the line. WWMA representatives would include members of the Authority's Legal & Engineering Services Committee, and would exclude the General Managers of WWMA and PTSA. No decisions would be made at the meeting, as there would not be a quorum in attendance for either entity.

- C. COA-Phase III Project: Bushy Run, Paintertown, and Manor Interceptor Improvements:
 - 1. Mr. Boddy reported that Wade Trim has been setting up the filing system for the COA-Phase III Project, and preparing general coordination with Kukurin Contracting, Inc. (Kukurin). Mr. Boddy has been reviewing the Authority's response regarding rejection of Kukurin's request for use of alternate piping, and coordinating language with Attorney Brad Mellor.
- D. Switchgear Replacement Project:
 - 1. Mr. Boddy reported that Wade Trim is currently working on the punch list for the Switchgear Replacement Project.
- E. TRE Evaluation:
 - 1. Mr. Boddy reported that Wade Trim has been working with the Landfill, reviewing the ammonia loadings, and preparing parameters for sampling.
 - 2. The Legal & Engineering Services Committee met with Attorney Alan S. Miller, the Authority's environmental attorney. A subsequent meeting was held with Attorney Miller, Mr. Fisher, Mr. Gorski, and Mr. Boddy in attendance.
 - 3. The Authority is in the process of setting up a meeting with representatives of the Valley Landfill.
- F. CCTV Sewer Inspection – COA-Phase II Project:
 - 1. Wade Trim prepared specifications for the CCTV Sewer Inspection. The Authority advertised for bids. Bids will be opened on June 29, 2021.

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

- 10. Solicitor's Report – John Campfield:
 - A. Mr. Campfield stated that Attorney Alan S. Miller will be attending the meeting between WWMA staff and representatives of Valley Landfill.
 - B. Mr. Campfield reported that there is a Pennsylvania Senate Bill (Senate Bill No. 957) that is attempting to place Municipal Authorities under the control of the Public Utilities Commission (PUC). Mr. Campfield stated that the original bill had this legislature under the control of the environmental agency, but the revised bill places the control under the public utility agency. Mr. Campfield stated that the provisions of the bill could prove to be costly for the Authority. Mr. Fisher stated that two significant sections of the proposed legislation addressed concerns for (1) a lack of cyber security controls, and (2) a good asset management plan for a long-term plan for the replacement of assets. Mr. Fisher explained that the legislation would require municipal authorities to be subject to control under the PUC if the entities fail to address these issues.
 - C. Mr. Campfield reported that the Underwriter Services proposals are out, and are due to Robert Fisher on June 29, 2021. The underwriter will be selected on July 6, 2021. Mr. Campfield stated that, since the Board is not scheduled to meet again before an Underwriter must be selected, Mr. Robert Fisher has requested that the Finance & Budget Committee meet with Mr. Robert Fisher to discuss the proposals, and to select an

Underwriter, or to schedule a special meeting of the full Board. A motion was made by Mr. Wolinsky, and seconded by Mr. Faccenda, to have the Finance & Budget Committee meet with the (Authority's) Financial Advisor and decide which Underwriter will be selected. The motion passed 5-1, with Mr. Lapia voting against the motion. Mrs. Wtorkowski will send an e-mail to the members of the Finance & Budget Committee, as the members are absent, this evening.

This completed Mr. Campfield's Solicitor's report.

11. Reports of Committees:

A. Personnel Committee: Mike Faccenda:

1. Mr. Faccenda requested Board approval of the voluntary employee emergency contact information form that was distributed to the Board of Directors on June 11, 2021. Mr. Lapia asked why there were two forms, and stated that the members of the Personnel Committee did not receive this information prior to the full Board receiving it. Mr. Fisher stated that one form is a waiver that is kept separate from the employee's sealed envelope, which would permit the Authority to provide emergency responders with the employees' information. Authority management would not open the sealed envelopes, so the waiver must be a separate document. Mr. Lapia asked why the Personnel Committee did not receive this revision prior to the full Board receiving the information. Mr. Fisher asked Mr. Lapia how much information management is expected to provide to the Board on a constant basis. Mr. Fisher stated that it was not a revision, but a continuation. Mr. Faccenda stated that, if it is anyone's fault, it would be his, because he was provided with the information, prior to the distribution of the meeting packet to the Board. Mrs. McIntyre reminded Mr. Lapia that the Board is not here to micromanage the management, and the Board has to understand that what they (management employees) are doing is in the best interest of all of the employees and of everything that goes on down here. Mr. Lapia stated that the committee did not receive this revised form. Mr. Fisher stated that Attorney Tim Hewitt was unclear of the Board's intention. After a telephone discussion, Mr. Hewitt provided language to Mr. Fisher, to include a separate waiver on the emergency contact information form. The separate waiver will be kept in the Authority office. A motion was made by Mr. Wolinsky, and seconded by Mr. Gilbert, to table the motion to approve the voluntary employee emergency contact information. The motion passed unanimously.

B. Finance and Budget Committee:

1. Due to Mr. Mace's absence, Mrs. Wtorkowski requested Board approval of a fund transfer listed under Agenda item 11B (1) (a), and investment listed under Agenda Item 11B (1) (b), as follows:
Item 11B (1) (a): Transfer \$128,937.74 from the Revenue Fund to the PENNVEST Account, *and*
Item 11B (1) (b): Purchase a 2015/2016 Capital Improvement Fund United States one-month Treasury Bill, in the amount of \$1,644,000.00, providing the interest rate is positive.

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

This concluded the Finance and Budget Committee report.

- C. Legal and Engineering Services Committee: Kevin McHugh: Mr. McHugh stated that all issues have already been discussed, this evening, and there is no report.

12. Requisitions and PENNVEST Payments:

A. Mrs. Wtorkowski requested Board approval of Agenda Item 12A (1):

12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 73: \$55,264.09, and authorize submission to PENNVEST.

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

13. Board Member Comments:

A. Mr. McHugh made the following statement:

In regards to previous meetings in which we reached out to the Authority's management in supplying Board Members information for the meetings, so the Board has adequate time to research and understand and to come to a conclusion for the agenda topics, I feel since that, if the Board asked that of management, we can also ask that of each other. In the past few months, Board Members have made motions on topics that other Board Members may not have enough time to research and understand exactly what we were voting on, and possibly felt pressured to vote on it. For example, in February, we voted on the Kistler Ridge Development; in March, we voted to supplement \$2,000,000.00 for the COA-Phase III Project. Both topics entailed lengthy discussions before both were voted on, with some Board Members just receiving all of the information that night. Therefore, I would like to make a motion that

topics to be voted on during a meeting be placed on the agenda and if possible, run through the respective committee for recommendation, and if a topic is brought up during a meeting, that they are placed on (the agenda for) the next month's meeting to give Board Members adequate time to research and come to a conclusion without being pressured into a vote.

Mr. Lapia asked if this would be for everything that is brought up for a vote, or just for items brought up by the Board. Mr. Gilbert stated that a Board Member should request that a vote be tabled until the next month, at the time the item is brought up for a vote. Mr. Wolinsky stated that he does not disagree with Mr. Gilbert, but there are going to be times when an item cannot be tabled until the next month. Mr. McHugh stated that in the past few months, Board Members have been blindsided as to what we are voting on, and he is trying to make more people aware, instead of having two hours for instruction, just on filling in everyone with the information, so that people aren't playing catch-up with the information. Mr. Faccenda agreed with Mr. McHugh. Mr. Lapia asked again if the motion covered just Board Members, or Board Members, Consulting Engineer, Solicitor, and Management. Mr. McHugh stated that it should cover everybody, so that the items are included on the agenda. Mr. Faccenda asked if a Board Member could request that an item be placed on the agenda. Mrs. Wtorkowski stated that that always been the case. Mr. Faccenda asked if the Board could request items to be placed on the agenda on the Tuesday before the meeting. Mr. McHugh stated that, if management is required to submit information by the Friday before the meeting, the Board should be required to do so, as well. Mr. Wolinsky stated that he understands Mr. McHugh's concern, but stated again that there are instances in which an item can't be tabled. Mr. Faccenda suggested that the Board work on the honor system, regarding bringing up items for a vote. Mr. Fisher stated that he sees hypocrisy in this discussion. Mr. Fisher stated that, in one sense, the Board just tabled an item as simple as an employee emergency contact form, because something was not submitted to the full Personnel Committee, yet something that is major can be added late to the agenda. The Board was in agreement that they would be on the honor system, regarding bringing up items for votes. There was no second to Mr. McHugh's motion.

14. Executive Session:

A motion to go into executive session to discuss personnel and legal issues was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously. The executive session began at 7:22 P.M.

A motion to return to the regular order of business was made by Mr. Faccenda and seconded by Mr. Lapia. The motion passed unanimously. The Board returned to the regular meeting at 8:03 P.M.

15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously. The meeting was adjourned at 8:03 P.M.



Johanna Wtorkowski, Assistant Secretary-Treasurer

Western Westmoreland Municipal Authority

Assistant Manager's Report

June 17, 2021 Board Meeting

Monthly Maintenance Report

May 2021

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 Serpentine Conveyor & Tray
- Test Emergency Shower/Eyewash Stations
- Check/Replace all MCC's, RTU's, Drives and Centrifuge Panel Filters

General Plant Maintenance:

- Checked oil levels on final clarifier #1 and #2
- Complete maintenance performed on all garage doors
- Troubleshoot sludge thickener motor
- Annual oil change and maintenance performed on sludge thickener drive
- Washed and waxed all vehicles
- Complete maintenance performed on all VFD drives and filters
- Quarterly Guardian by-pass alarm check performed
- Troubleshoot Air handler #2 – replaced sensors
- Complete maintenance performed on all Odor Control Systems
- Hosed and flushed out all sump pumps
- Gas sensor calibrations performed on all Draeger and RC System sensors
- Complete maintenance performed on Whipps Gates
- Troubleshooting and working with Hillar Technician on centrifuge repairs
- Troubleshoot and rebuilt seal on Recycle Pump
- Wash and wax Kubota utility vehicle
- Finished installation of lights in maintenance shop and Effluent room
- Installing new exhaust fans and air dampers in pipe gallery
- Rebuilt all piping on Wet Weather Pump seal system



Western Westmoreland Municipal Authority
ENGINEERS REPORT

June 17, 2021

Major engineering activities for the month are summarized below:

WET WEATHER ISSUES

- *COA / LTCP / CAP / TAPR:*
 - Upcoming Critical Dates:
 - Start Construction by September 1, 2021

COA IMPROVEMENT PROJECT PHASE 3

- Development of filing system
- Drafted Pre-construction meeting agenda
- General coordination with Kukurin
- Investigated A-2000 sanitary sewer pipe history.

SWITCHGEAR REPLACEMENT PROJECT

- Switchgear was installed
- Review of pay applications
- Coordination with WWMA to develop punch list

TRE

- Reviewed updated WWTP performance data
- Development of summaries of ammonia loadings from landfill and WWTP influent loadings
- Started development of landfill pretreatment options
- Reviewed and recommended parameters to require the Valley Landfill to test

CCTV OF BUSHY RUN (PHASE 2 COA IMPROVEMENT PROJECT)

- Held discussion with Legal and Engineering committee as to what should be included in contract
- Held discussions with Kevin Fisher and Stan Gorski to discuss approach for inspection
- Development of draft specifications
- Review of insurance requirements with Kevin Fisher, Stan Gorski, and John Campfield
- Development of drawings to show what lines are to be CCTV'd
- Addressed comments from WWMA and John Campfield
- Developed project schedule

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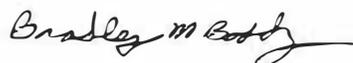
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- Project Advertised on June 14, 2021
- Pre-bid meeting scheduled for June 22, 2021
- Bid opening scheduled for June 29, 2021

MISC

- Digester Cleaning
 - Received bids on May 18, 2021
 - Reviewed bids
 - Requested and reviewed documentation for apparent low bidder
 - Sent Notice of Award to ACV Enviro on June 3, 2021
 - Requested contract, bonds and insurance from ACV Enviro
- Response to PTSA's request for the 8th Amendment to the service area
 - Reviewed PTSA response letter dated May 19, 2021
 - Discussed approach to respond to PTSA with Legal and Engineering Committee
 - Drafted response to PTSA letter
 - Incorporated comments from Kevin Fisher and John Campfield
- Bond Refinancing
 - Review of POS draft from Robert Fisher
- Chapter 94 Determinations
 - Palmer Subdivision
 - Tropiano Plan

Respectfully Submitted,
WADE TRIM, INC.



Bradley M. Boddy, PE
Project Manager