

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JULY 15, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, July 15, 2021 at 6:00 P.M. in the Authority conference room, 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 Gilbert
Mr. Joseph Lapia	Mr. Dylan Mace	Mr. Kevin McHugh
Mrs. Barbara McIntyre	Mr. Tim Watson	Mr. Mark Wolinsky

Board Member Attending Virtually:

Late Arrival: 6:41 P.M.:

Mr. Charles Konkus

Others in Attendance:

Mr. John M. Campfield, Solicitor

Mr. Brad Boddy, Consulting Engineer

Mr. Stanley A. Gorski, Jr., Assistant Manager

Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

Mr. Robert Fisher, Financial Advisor

Mr. James H. Webster, Bond Counsel

Absent:

Mr. Kevin Fisher, General Manager

2. Mr. Caroline 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 June 17, 2021, as presented. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed unanimously.

This concluded the Secretary's Report.

6. Treasurer's Report – Tim Watson:

Mr. Watson requested the approval of the following requisitions:

A. Revenue Fund Requisition No. 367 Scott Electric: \$371.31: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.

B. Revenue Fund Requisition No. 368: \$223,147.11: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Due to Mr. Fisher's absence, this item was tabled until after the Assistant Manager's report was presented.

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

A. Mr. Gorski reported that there was one (1) instantaneous maximum violation for fecal coliform on June 3, 2021, due to excessive denitrification in the final clarifiers, resulting in a \$250.00 fine. This was the first civil penalty for instantaneous maximum in approximately 1.5 years. There were no by-pass events, but 650,000 gallons of influent was pumped to the equalization tank on June 21, 2021, due to heavy rainfall. Flow was normal for June, with an average of 2.9 million gallons per day, and a maximum flow of 6.98 on June 21, 2021, during the wet weather event. Rainfall was 4.07" for the month. Maximum rainfall was 1.51", occurring on June 21, 2021.

B. Plant maintenance is up to date.

This concluded the Assistant Manager's report.

7. General Manager's Report – Due to Mr. Fisher's absence, Mr. Gorski presented the General Manager's report.
  - A. Digester Cleaning:
    1. ACV Environmental was awarded the bid. Work will begin on July 19, 2021. Mr. Gorski reported that Authority employees pumped out the contents of the digester to a level of 3.3 feet. Normal levels are 28.5 – 37.5 feet. A lot of sludge and water was removed, reducing the contents of the digester to 77,000 gallons, which is close to Authority estimates. This will bring the cost to approximately \$53,000.00, which is under budget.
  - B. Mr. Gorski deferred to Attorney James Webster, Bond Counsel, and Mr. Robert Fisher, Financial Advisor, who provided an update on the 2021A Bond Refunding.
    1. Mr. Robert Fisher reported that the bond rates have been inching lower, so the savings is still at the estimated level, and may improve, although Mr. Fisher stated that he did not want to make a prediction, as the bonds will not be in the market for at least another week.
    2. Mr. Fisher reported that the Finance and Budget Committee selected Raymond James Associates, LLC as the Underwriter for the Bonds. Mr. Fisher stated that he is happy with their selection. Mr. Fisher stated that Mr. Webster will be requesting Board authorization for the General Manager to acknowledge certain disclosures that the regulatory agencies require Underwriters to give to the Municipal clients when they are first hired, one of which being that the Underwriter works for itself, and not for the Authority.
    3. Rating agencies have sent a list of questions that the Authority's Financial Advisor, Bond Counsel, Consulting Engineer and staff will be answering. The rating agencies will be sending questions to select Member Municipalities, as well. The rating agencies may want to ask questions of the Member Municipalities directly, or they may be satisfied with WWMA staff forwarding the questions, and collecting responses. A conference call will probably take place towards the end of next week, which will involve Authority staff, Solicitor, Consulting Engineer, Bond Counsel, Financial Advisor, and possibly the Underwriter. Mr. Fisher anticipates that the Authority's savings will be greater than the previous estimates.
    4. Mr. Fisher reported that the Underwriter indicated that there will most likely be a single bond issue, and not two (2) bank-qualified bond issues. Original projections indicated that the difference between a single issue and two (2) bank-qualified bond issues was 25 basis points. The rates are actually nearly identical, so two bond issues would result in a loss to the Authority, due to the additional bond issuance costs.
    5. Mrs. Wtorkowski requested that the Board adopt Resolution No. 2021-9, authorizing the 2021A Bond Issue. Mr. Webster stated that some things have changed since the Resolution approving the bond refunding was approved in 2020. Mr. Webster stated that he included these changes in Resolution No. 2021-09, as well as including authorization for two or more Bond Issues, if the rates indicated that bank-qualified Bond Issues would provide more savings. Mr. Webster stated that this will be the last action that is required of the Board. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed unanimously.
    6. Mrs. Wtorkowski requested Board approval of CIM Investment Management, Inc.'s Financial Advisor Proposal, distributed on July 9, 2021, and authorize and direct the proper officer to sign the proposal. Mr. Webster stated that CIM has been working under a general arrangement, and this proposal is specific to this particular Bond Issue. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Watson. The motion passed unanimously.
    7. Mrs. Wtorkowski requested Board approval of Clark Hill, Bond Counsel's Supplement to the Engagement Letter Relating to the Refunding Bond Issue. This will be a supplement to the original engagement letter (dated August 20, 2020), that was previously approved by the Board. A motion to approve was made by Mr. Watson, and seconded by Mr. Mace. The motion passed unanimously.
    8. Mrs. Wtorkowski requested Board approval of Solicitor John M. Campfield's Letter of Engagement Relating to Refunding Bonds, and authorize and direct the proper officer to sign the Letter of Engagement. Mrs. Wtorkowski stated that it was originally thought that an engagement letter would not be required, and that is the reason for late submission to the Board. A motion to approve was made by Mr. Faccenda, and seconded by Mrs. McIntyre. Mr. Lapia asked what changed to require an engagement letter. Mr. Campfield stated that there was some discussion, in that, since Mr. Campfield will be required to provide an invoice, it would be best to have an engagement letter. The motion passed unanimously.
    9. Mrs. Wtorkowski requested Board authorization for the General Manager to acknowledge the G-17 Letter of Raymond James Associates, LLC, on behalf of the Authority. Mr. Lapia asked if the G-17 letter was distributed to the Board. Mrs. Wtorkowski stated that the letter was not distributed. Mr.

Webster explained that the acknowledgement will be the Authority's understanding that the Authority will be relying on the Financial Advisor for advice, and not on the advice of the Underwriter. A motion to approve was made by Mr. Watson, and seconded by Mr. Wolinsky. The motion passed unanimously.

C. CCTV Sewer Inspection Project – COA-Phase II Project:

- I. Mr. Gorski reported that the Authority advertised for bids for the CCTV Sewer Inspection Project for the Brush Creek Interceptor. The bids were as follows:

Insight Pipe	\$41,148.50
Redzone	\$79,000.00
Robinson Pipe	\$90,000.00

Mr. Gorski reported that the Authority received approval from the Legal & Engineering Services Committee to award the bid to Insight Pipe. Notice to proceed was issued to Insight Pipe. Work will begin on July 19, 2021. Mr. Gorski reported that Authority personnel completed manhole inspections. The report was forwarded to Wade Trim. There are several manholes that will require repairs. Some of the manholes are NASSCO grade. Mr. Gorski stated that Brett Stanley, of Wade Trim, is NASSCO-certified. Mr. Lapia asked if any of WWMA's employees are NASSCO-certified. Mr. Gorski stated that no Authority employees are currently NASSCO-certified. There has been some discussion by Management regarding NASSCO training for some employees, but nothing has been decided.

D. Landfill:

- I. Mr. Gorski reported that a meeting was held with representatives of Valley Landfill (Landfill) on June 30, 2021, at which time an historical overview of sampling results, and long-term and short-term solutions to address ammonia treatment and its effects on the plant was provided to the Landfill. Another meeting was held on July 13, 2021, at which time their treatment at the landfill was discussed. Mr. Fisher and Mr. Gorski will visit the landfill next week, to view the work that is being done at the landfill. The Landfill has shut off flow to WWMA, and has begun to implement the change to their treatment at the landfill. During this time, WWMA employees will collect samples from the PTSA manhole.

- E. Mr. Gorski reported that the Pennsylvania Department of Labor & Industry has notified the Authority that members of the Authority's Safety Committee are now required to receive annual training for substance abuse and opioid and painkiller use, in order to qualify for the 5% safety committee credit that offsets the Authority's workers' compensation insurance premium. Training has been scheduled for employees for Tuesday, August 17, 2021.

- F. Mr. Gorski reported that the employee's luncheon has been scheduled for Thursday, August 12, 2021.

- G. Mr. Gorski reported that Irwin Borough Manager Shari Martini has contacted the Authority to ask if there was interest in hosting a booth at Irwin Community Days, to be held on September 25, 2021. Mr. Gorski stated that Irwin Borough is conducting a rubber duck race, but the Authority is not permitted to give donations. Mr. Gorski stated that some employees have expressed an interest in personally contributing to this fundraiser. The Board informed Mr. Gorski that the Authority would be permitted to host a booth. Mr. Faccenda volunteered to work at the booth.

This concluded Mr. Gorski's presentation of the General Manager's Report.

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

Mr. Boddy reviewed his written report dated July 15, 2021.

A. Semi-Annual Transfer from Revenue Fund to 2015/2016 Capital Improvement Fund:

- I. Mr. Boddy reported that he has reviewed the calculation for the semi-annual transfer from the Revenue Fund to the 2015/2016 Capital Improvement Fund. Mr. Boddy stated that there are available funds in the amount of \$423,878.82 that could be transferred to the Capital Improvement Fund, but he recommended that the amount be reduced by \$210,000.00, because the Board approved a transfer of \$210,000.00 from the Capital Improvement Fund to cover the cost of the digester cleaning, since the revenues for this work was collected in a previous year. Mr. Boddy recommended that the Board authorize a transfer in the amount of \$213,878.82 from the Revenue Fund to the 2015/2016 Capital Improvement Fund. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed unanimously.

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

- I. Mr. Boddy reported that a response was sent to PTSA. To date, a response has not been received by WWMA, from PTSA. Mr. Caroline stated that the PTSA Board was discussing a response at last week's meeting. Mr. Caroline stated that a response should be prepared, next week.

C. COA-Phase III Project: Bushy Run, Paintertown, and Manor Interceptor Improvements:

- I. Mr. Boddy reported that the Authority rejected Kukurin Contracting, Inc.'s (Kukurin's) request for substitution of pipe with A-2000 pipe. Mr. Boddy reported that Kukurin has ordered pipe for the Paintertown Interceptor. Work on the Paintertown Interceptor is expected to begin in August 2021. Kukurin is having trouble obtaining the larger pipe that will be used in the Bushy Run Interceptor, so

work will not begin on that interceptor until next year. It was originally thought that Kukurin would be working two (2) crews, with the first crew working on the Paintertown Interceptor and the second crew working on the Bushy Run Interceptor. Unless the larger pipe is delivered, Kukurin will not be working two (2) crews. Wade Trim has provided training on the management software to Kukurin, Kevin Fisher, and Stan Gorski.

- D. Switchgear Replacement Project:
  - 1. Mr. Boddy reported that the start-up of the switchgear has been completed, and Wade Trim has provided the punch list to the contractor. The contractor is currently working on the punch list items.
- E. Toxicity Reduction Evaluation (TRE):
  - 1. Mr. Boddy referred to the discussions that have been held with representatives of the landfill, regarding the treatment of ammonia, and the coordination with Attorney Alan Miller regarding the meeting with the landfill.
- F. CCTV Sewer Inspection – COA-Phase II Project:
  - 1. Mr. Boddy reported that the CCTV Sewer Inspection will begin on July 19, 2021.
- G. Digester Cleaning Project:
  - 1. Mr. Boddy reported that the digester cleaning will begin on July 19, 2021.

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

It is noted that Charles Konkus joined the meeting at this time. The time was 6:41 P.M.

10. Solicitor's Report – John Campfield:

- A. Recent PA Legislation:
  - 1. Mr. Campfield explained that recently passed legislation affects customers who share a meter. The law eliminates a provision in the current law, and moves away from a commercial property classification to a residential property classification when a user has multiple residential units sharing a single meter. Mr. Campfield stated that this law changes the Municipal Authorities Act, but there has been no other Act that has been enacted that determines how rates would be calculated by Boroughs. Mr. Campfield stated that there are provisions in the Authority's Service Agreement that are not in line with the new provisions. Mr. Campfield explained that the law states that (if a customer requests a review of billing) an Authority shall appropriately adjust the billing by reviewing five (5) years of water usage in order to determine the adjustment, and using the adjusted amount going forward, but the law does not specify what five (5) years to use. The law states that the customer may not request another adjustment for a period of five (5) years following the initial adjustment. Mr. Campfield stated that he and General Manager Kevin Fisher are not certain that this law will have an impact on WWMA. Mr. Campfield stated that there may need to be a change to the Service Agreement, as the Municipal Authorities Act is law, and the Service Agreement is an agreement.
  - 2. Mr. Campfield provided a summary of the changes to the Sunshine Act. Mr. Campfield stated that the law specifies how changes to meeting agendas will be handled. Agendas shall be posted to the agency's website twenty-four (24) hours prior to the meeting. Items may be added to the agenda within the twenty-four (24) hour period, but the agency must approve the revised agenda at the start of the meeting. However, any change must be de minimis in nature, and may not include expenditure of funds. A change to the agenda may also be made if there is clear and present danger to life or property. If the agenda is revised at the meeting, the revised agenda shall be posted to the agency's website no later than the next business day after the meeting. A discussion followed. Mr. Campfield recommended that the Board not include dollars and cents on the agendas.

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. A motion to approve was made by Mr. Wolinsky, and seconded by Mrs. McIntyre. The motion passed unanimously.
- B. Finance and Budget Committee: Dylan Mace:
  - 1. Mr. Mace 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 \$120,541.16 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 \$1,829,000.00, providing the interest rate is positive.

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

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, or will be discussed during the executive session, and there is no report.
12. Requisitions and PENNVEST Payments:  
A. Mr. Caroline requested Board approval of Agenda Item 12A (1):  
12A (1): Approve 2015/2016 Capital Improvement Fund Requisition No. 74: \$28,661.31.  
A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. The motion passed unanimously.
13. Board Member Comments: None
14. Executive Session:  
A motion to go into executive session to discuss RFP for engineering annual and consulting services, and personnel and legal issues was made by Mr. Wolinsky, and seconded by Mrs. McIntyre. The motion passed unanimously. The executive session began at 7:07 P.M.  
  
A motion to return to the regular order of business was made by Mr. Watson and seconded by Mr. Faccenda. The motion passed unanimously. The Board returned to the regular meeting at 8:12 P.M.
15. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 8:12 P.M.

  
Barbara L. McIntyre, Secretary

**Western Westmoreland Municipal Authority**  
**Assistant Manager's Report**  
**July 15, 2021 Board Meeting**  
**Monthly Maintenance Report**  
**June 2021**

**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 all MUA Units
- Finished indoor lighting in maintenance shop and effluent building
- Painted all safety yellow bollards, digester manhole covers and all confined space hatches
- Prepping for removal of plug and check valves in gallery for replacement
- Worked with Evoqua and dropped digester #2 Dystor cover
- Completed manhole inspection for COA Phase 2 project – 2 year maintenance bond
- Complete maintenance performed on all Kaeser blowers
- Stormwater annual storm drain cleaning and inspection completed for the entire facility
- Installed a new battery back-up in RTU #3
- Cleaned all roof-top drains and debris on roof-tops
- Removed and replaced both 8" supernatant plug valves located in the day tank
- Interceptor clearing in anticipation for Phase 2 manhole inspections
- Troubleshoot and repair MUA #2
- Flushed digester level sensors
- Cleaning pump station wet well
- Complete maintenance performed on Duperon influent screens
- Took apart, lubed and cleaned effluent strainer
- Took apart and cleaned RAW pump effluent seal water strainer
- Completed normal plant grounds work – grass cutting, trimming, weed killing



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

**July 15, 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**

- Rejected Substitution of A-2000 pipe
- General coordination with Kukurin
- Met with Contractor to discuss project scheduling:
  - Pipe material costs have risen 40%, Contractor is considering either submitting a change order request as this results in a ~\$333 K pipe cost increase, or holding until spring in hopes that prices come down.
  - Still 6-8 weeks until 30" pipe will be manufactured.
  - 30-45 days for 18" -15" to be manufactured. Kukurin may start on Paintertown this summer
- Coordination of Joint 105 permit duration

**SWITCHGEAR REPLACEMENT PROJECT**

- Conducted switchgear startup
- Coordination of punch list for Contractor to proceed towards close-out

**TRE**

- Ongoing operational discussions about WWTP
- Reviewed updated WWTP performance data
- Development of summaries of ammonia loadings from landfill and WWTP influent loadings
- Held meeting with WWMA and Alan Miller on June 28, 2021.
- Evaluated WWTP improvement requirements if nitrification process is utilized to address ammonia loads
- Held meeting with Valley Landfill regarding their ammonia loads and participation in paying WWTP expenses to manage ammonia loads on June 30, 2021

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

412.454.5566  
412.454.9001 fax  
[www.wadetrim.com](http://www.wadetrim.com)

### **CCTV OF BUSHY RUN (PHASE 2 COA IMPROVEMENT PROJECT)**

- Finalized design, Advertised project.
- Held Mandatory Pre-bid Meeting on June 22, 2021
- Held Bid Opening on June 29, 2020
  - 3 bids received ranging (\$41,148.50 to \$90,090.
  - Insight Pipe Contracting was Apparent Lowest Responsible Bidder
- Met with Insight Pipe
- Recommended award to Insight Pipe to Legal and Engineering Committee
- Legal and Engineering Committee approved award to Insight Pipe
- Issued Notice of award.
- Insight Pipe plans to start work 07/19.

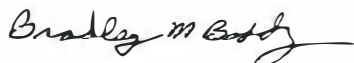
### **TRANSFER OF FUNDS FROM REVENUE TO CAPITAL IMPROVEMENTS**

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 \$423,878.82. However, it is recommended only \$213,878.82 be transferred to the CIF due to a scheduled expense for the digester cleaning. **(Board Action Required)**

### **MISC**

- Digester Cleaning
  - Received contract, bonds and insurance from ACV Enviro
  - Issued Notice to Proceed to ACV Enviro
  - Pre-construction meeting held on July 7, 2021
  - ACV enviro will be on site on July 19, 2021
- Response to PTSA's request for the 8<sup>th</sup> Amendment to the service area
  - Incorporated comments received from WWMA Board at the June Board meeting
  - Reviewed final draft distributed by Kevin Fisher

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager