

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – SEPTEMBER 16, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, September 16, 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 6:00 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Mike Faccenda	Mr. Charles Gilbert
Mr. Charles Konkus	Mr. Joseph Lapia	Mr. Kevin McHugh: 9:15 P.M.
Mr. Dylan Mace	Mr. Tim Watson	

Board Member Attending Virtually:

Mr. Kevin McHugh: 6:00 P.M. – 9:15 P.M.

Absent:

Mrs. Barbara McIntyre  
Mr. Mark Wolinsky

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, Financial Advisor  
Mr. Stephen Flick, Insurance Broker

2. Mr. Caroline led the Pledge of Allegiance and moment of silence for troops overseas.
3. Public Comments: None
4. Communications:
  - A. Mr. Caroline referred to the Pennsylvania Municipal Retirement System's (PMRS) Executive Update that was distributed on September 10, 2021.
5. Secretary's Report – Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of August 19, 2021, as presented. A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.  
This concluded the Secretary's Report.
6. Treasurer's Report – Tim Watson requested the approval of the following requisitions:
  - A. Revenue Fund Requisition No. 371: Scott Electric: \$1,448.37: A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed, 7-0, 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. 372; Stone & Company: \$257.52: A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed, 7-0, with an abstention by Mr. Mace, who is an employee of Stone & Company. A memorandum, signed by Mr. Mace, is attached to these minutes.
  - C. Revenue Fund Requisition No. 373: \$1,259,623.44: A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. Mr. Faccenda asked what comprised the requisition. Mrs. Wtorkowski stated that the amount covers items listed in the Treasurer's Report, and includes the principal and interest payments on the Sewer Revenue Bonds (Series A of 2015, Series B of 2015, and Series 2016). The motion passed unanimously.  
This concluded the Treasurer's report.
7. General Manager's Report – Kevin Fisher:

- A. Mr. Fisher provided a brief summary of the progress of the 2021A Bond Issue, which refunds the Authority's 2015A, 2015B, and 2016 Bonds. Mr. Fisher stated that the bonds sold within 1.5 hours. Mr. Fisher stated that the Authority's bond rating went up (from A+ to AA-).
- B. Mr. Fisher requested Board approval of the Supplement to the Engagement Letter for Bond Counsel, for the 2021A Bond Issue. This would increase Bond Counsel fees from \$35,000.00 to \$38,000.00. Mr. Lapia asked what the additional cost was for. Mr. Fisher explained that the work related to the bond issue was more involved, due in part to COVID-19, as well as looking at two (2) bank-qualified issues versus a single, non-qualified issue. Mr. Fisher provided a brief summary of the work that is required of the Authority's Bond Counsel. Mr. Campfield stated that there were several entities working on the issue, which is the completion of the bond issue has taken so long. Mr. Faccenda thanked the management staff for the work that they have done regarding the bond issue. A motion to approve the Supplement to the Engagement Letter for Bond Counsel was made by Mr. Faccenda, and seconded by Mr. Mace, in an amount not to exceed \$38,000.00. The motion passed, 7-1, with Mr. Lapia voting against the motion.

Mr. Robert Fisher joined the meeting virtually, and presented a brief summary of activity related to the 2021A Bonds. The Authority will realize savings of approximately \$3.5 million over the life of the bonds. The repayment schedule has been structured to provide level debt service payments (on bonds and PENNVEST loans), through 2038, at which time the first PENNVEST loan will be fully paid. For most years, the savings is \$170,000.00, with modest savings in the first two years. The interest rates went down. The Authority received an upgrade in its bond rating. The bond rates are set, because the Underwriter is contractually obligated to purchase the bonds at the stated rates. Mr. Robert Fisher explained that several bond purchasers paid a premium, in order to have a higher yield on the bonds.

Mr. Caroline referred to the spreadsheet that was distributed this evening, and asked for an explanation of the schedule. Mr. Robert Fisher explained that the three bond issues were excluded, as they are being refunded. The new bond issue is listed. Mr. Robert Fisher referred to the column listing total debt service plus (10%) cover (on the bonds), because that is the number that the Consulting Engineer is looking at, when certifying that the Authority's rates are sufficient.

Mr. Robert Fisher left the meeting at this time. The time was 6:20 P.M.

- C. Mr. Kevin Fisher requested Board approval of proposals submitted by Arbitrage Rebate Counselors for final arbitrage rebate analysis on Sewer Revenue Bonds, Series A of 2015, Series B of 2015, and Series 2016. The fee for each of the three calculations is \$750.00. Final arbitrage rebate analysis is due within sixty (60) days of the 2021A Bond closing. A motion to pay the \$750.00 for the (final arbitrage rebate analysis) for the Series of 2015A, Series of 2015B, and Series 2016 (Bonds) was made by Mr. Watson, and seconded by Mr. Faccenda. The motion passed unanimously.
- D. Mr. Fisher deferred to Mr. Stephen Flick, of FWF Insurance Agency, who provided a review of the Authority's workers' compensation and general liability insurance coverage. Mr. Flick answered questions that were submitted by the Board. Mr. Flick and the management staff will follow up with information that was requested by the Board, this evening. Mr. Caroline thanked Mr. Flick for attending the meeting.
- Mr. Flick left the meeting at this time. The time was 7:10 P.M.
- E. Mr. Fisher reported that proposals were received by all but two engineering firms to whom requests for proposals were submitted. Mr. Fisher asked the Board to pick up their copies of the proposals before leaving, this evening.
- F. Mr. Fisher requested Board approval of the Mockenhaupt Benefits Group's proposal for the January 1, 2022 actuarial valuation of postemployment benefits other than pension (OPEB), in the amount of \$3,200.00. This includes health care premiums for retirees aged 62-65 and the \$125.00 per month benefit to assist retirees age 65 and over with Medicare supplement premiums. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Watson. Mr. Lapia stated that the fee seems high. Mrs. Wtorkowski stated that the fee has been the same for as long as the Authority has been requesting the valuation reports. The motion passed unanimously.
- G. Mr. Fisher requested Board approval to purchase an Onyx Smart Box for the centrifuge, from RAM Industrial Services, LLC, at a cost of \$5,673.00, which includes installation. Mr. Fisher stated that this is a proprietary part. A motion to approve was made by Mr. Mace, and seconded by Mr. Faccenda. The motion passed unanimously.
- H. Mr. Fisher requested Board approval to purchase a replacement Fulton MODSYNC Monochromatic Panel Screen for the Fulton hot water boilers, from Combustion Service & Equipment Company, at a cost of

\$3,089.76, plus labor not to exceed \$1,020.00. This is a proprietary part. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Watson. The motion passed unanimously.

- I. Mr. Fisher reported that WWMA received a verbal request from Mr. Stan Caroline, Manager of Penn Township Sewage Authority (PTSA), for a letter from WWMA, indicating that WWMA has no objection to PTSA transferring sewer lines located within the Pheasant Run Development to Franklin Township Municipal Sewer Authority (FTMSA). Mr. Caroline explained that a package plant was installed to serve Pheasant Run in 1972. In 1981 or 1982, the package plant did not meet PaDEP requirements. FTMSA connected the sewer lines to FTMSA's system and dismantled the package treatment plant. Mr. Caroline stated that all but three houses on Claridge-Export Road and five or six houses on Mellon Road are located outside of WWMA's Service Area. Mr. Caroline stated that FTMSA does not want to accept the sewer lines if WWMA does not approve of the transfer, so Attorney Long asked Mr. Caroline to request a letter from the WWMA Board. A discussion followed. Mr. Campfield stated that the letter must include a provision that WWMA's approval of the transfer of sewer lines located with WWMA's Service Area will not set a precedent. A motion to authorize the Solicitor to draft the appropriate correspondence to PTSA with regard to the Pheasant Run Development was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the General Manager's report.

8. Assistant Manager's Report – Stanley Gorski, Jr.:
  - A. Mr. Gorski reported that there were no NPDES violations nor bypasses at the plant during August 2021. Total rainfall was 6.26". High rainfall on August 10, 2021 and August 11, 2021 resulted in 400,000 gallons of water being pumped into the equalization tank.
  - B. Plant maintenance is up to date.
  - C. Plant Project Updates:
    1. ACV Environmental completed cleaning of Digester No. 2 on August 4, 2021. They will return on September 20, 2021 to begin cleaning Digester No. 1. Digester No. 2 is online, and is burning waste gas.
    2. NPDES Permit Renewal testing will be completed, next week.
    3. The Authority passed the third quarter Whole Effluent Toxicity (WET) test. The next test will occur in mid-October. If the Authority passes the next WET test, the Authority will be released from the TRE Evaluation.
    4. The CCTV Sewer Inspection work has been completed. A letter was sent to Greenland Construction. Ryan Greenland responded favorably, and indicated that the necessary repairs will be made within the next month or so. Mr. Boddy stated that a meeting will be held with Greenland, to discuss the methods to be used. A discussion followed, regarding the method of repair. Mr. Boddy stated that the pipe was installed during one of the wettest periods for the region, which can cause differential movement in the ground that results in leaks. Mr. Boddy stated that Greenland must repair the leaks.

This concluded the Assistant Manager's report.

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

Mr. Boddy reviewed his written report dated September 16, 2021.

  - A. COA-Phase II Project: CCTV Sewer Inspection:
    1. Mr. Boddy reported that the CCTV Sewer Inspection was completed, and a letter was sent to Greenland Construction regarding the inspection report.
    2. Mr. Boddy requested Board approval of Final Adjusting Change Order, in the increase amount of \$782.64. This adjusts the contract value for actual lengths of pipe. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Watson. The motion passed unanimously.
    3. Mr. Boddy requested Board approval of Insight Pipe Pay Estimate No. 2 (Final), for the period ending August 3, 2021, in the amount of \$17,473.68. This amount includes the final adjusting change order. A motion to approve was made by Mr. Faccenda, and seconded by Mr. McHugh. The motion passed unanimously.
  - B. COA-Phase III Project: Bushy Run, Paintertown, and Manor Interceptor Improvements:
    1. The project is beginning to move forward. Kukurin Contracting, Inc., has received some of the required pipe. Wade Trim has reviewed thirteen (13) shop drawings. Meetings are being held with the contractor. Kukurin plans to begin construction on September 27, 2021, although Mr. Boddy stated that construction may begin later, due to required review of submittals. The current schedule may not permit the contractor to complete work on Paintertown Road prior to the required November 1, 2021 deadline for the road closing.
  - C. TRE Evaluation:

- I. A meeting was held with representatives of the Valley Landfill on August 4, 2021. Wade Trim reviewed the correspondence from Valley Landfill. Wade Trim has been reviewing operations at the plant with Mr. Gorski. Mr. Boddy held a meeting with WWMA, Mr. Campfield, and Attorney Alan Miller regarding ongoing negotiations with the Valley Landfill.
- D. Switchgear Replacement Project:
  1. Plant employees are completing tasks, so that the contractor can complete punch list items.
- E. Bond Closing Documents:
  1. Mr. Boddy has been reviewing bond refunding documents.

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

10. Solicitor's Report – John Campfield:

- A. Mr. Campfield distributed a summary that he prepared, related to recently enacted legislation regarding the Sunshine Act, including what the Board is permitted to do during an Executive Session. Mr. Caroline asked if discussions regarding the landfill must be listed on the agenda. Mr. Campfield stated that negotiations would be discussed during the Executive Session. Mr. Campfield stated that the Authority is not required to have an agenda for Executive Sessions. Information may be distributed, but action may not be taken during an Executive Session. Mr. Caroline asked if the items to be covered under the Engineer's Report should be listed on the agenda. Mr. Campfield stated that, technically, they should be included. Mr. Campfield provided guidance regarding wording for agenda items.

11. Reports of Committees:

A. Personnel Committee: Mike Faccenda:

1. Mr. Faccenda requested Board approval of the Minimum Municipal Obligation (MMO) Worksheet for the Western Westmoreland Municipal Authority Pension Plan #65-436-8 N1 (Defined Benefit Plan) for the Plan Year 2022, distributed on August 25, 2021. A motion to approve was made by Mr. Lapia, and seconded by Mr. Watson. The motion passed unanimously.
2. Mr. Faccenda requested Board approval of the Minimum Municipal Obligation (MMO) Worksheet for the Western Westmoreland Municipal Authority Pension Plan #65-436-8 N2 (Cash Balance Plan) for the Plan Year 2022, distributed on August 25, 2021. A motion to approve was made by Mr. Lapia, and seconded by Mr. Gilbert. 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 \$124,739.45 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 \$6,756,000.00, providing the interest  
rate is positive.  
A motion to approve was made by Mr. Lapia, and seconded by Mr. Faccenda. The motion passed  
unanimously.
2. Mr. Mace requested Board approval of the workers' compensation insurance policy renewal with AmTrust North America for the period from October 2, 2021 through October 2, 2022, in an amount not to exceed \$21,183.00. Mr. Lapia asked why the amount was stated as "an amount not to exceed". Mrs. Wtorkowski stated that she was attempting to comply with the Sunshine Act legislation, in the event the amount was reduced. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Faccenda. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Kevin McHugh:

1. Mr. McHugh stated that there was no meeting in September, and he had 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. 76: \$29,734.78.  
A motion to approve was made by Mr. Mace, and seconded by Mr. Faccenda. The motion passed  
unanimously.

13. Board Member Comments:

- A. There were no Board comments.
- B. Mrs. Wtorkowski asked those Board Members who are interested in attending the PennTec, PMAA, WEF Tech or 3 Rivers Wet Weather conferences or Board Member training in 2022 to let her know, so that the costs can be included in the 2022 budget.

14. Executive Session:

A motion to go into executive session to discuss personnel matters was made by Mr. Lapia, and seconded by Mr. Watson. The motion passed unanimously. The executive session began at 8:07 P.M.

A motion to return to the regular order of business was made by Mr. Lapia and seconded by Mr. Faccenda. The motion passed unanimously. The Board returned to the regular meeting at 9:20 P.M.

Mr. Faccenda expressed concern about attending meetings in person, due to the recent number of COVID-19 cases in the area. Mr. Faccenda stated that he has health issues that cause him to be concerned about sitting in close proximity to other people. Mr. Faccenda asked if the Board should consider resuming virtual meetings. Mr. Caroline stated that virtual meetings should not be resumed. Mr. Caroline stated that the intent of permitting virtual meeting attendance was to permit people to attend virtually during the pandemic, but it is not meant for people to stay home because they don't feel like going to the meeting in person. Mr. Caroline stated that the option also provides an opportunity for Board Members who are travelling to attend the meeting. Mr. Caroline stated that, if a Board Member is concerned about attending meetings in person due to health reasons, virtual attendance is permissible.

15. A motion to adjourn the meeting was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously. The meeting was adjourned at 9:25 P.M.

  
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Johanna Wtorkowski, Assistant Secretary-Treasurer

# Western Westmoreland Municipal Authority

## Assistant Manager's Report September 16, 2021 Board Meeting Monthly Maintenance Report August 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:

- Final Clarifier drive oil checks completed
- Troubleshoot Boiler #1 – worked with Combustion Services
- Troubleshoot MUA #2
- Replaced thermostat on exhaust fan system – control building
- Completed safety building inspections
- Complete maintenance performed on boiler #1 and #2 glycol systems
- Complete maintenance performed on return activated sludge pumps
- Troubleshoot gas monitoring O<sub>2</sub> sensor in screen room
- Complete maintenance performed on all MUA units
- Troubleshoot boiler #2 – digester
- Worked with Guardian alarm company on replacing/programming system correctly
- Complete maintenance performed on all odor control units
- Pressure washed final clarifier decking – applied sika-flex to all seams
- Pressure washed walkway at new pump station
- Finished new lighting installation in pipe gallery
- Digester cleaning – worked with ACV Enviro running belt filter press
- Dystor cover – daily pumping water off roof in case of tear

## Assistant Manager's Board Meeting Report: Sept 16, 2021

### Reporting Month: Aug 2021

**Plant NPDES Violations:** None

**Bypass Events:** None

**Reason:** NA

**Average Plant Flow:** 3.16 MGD

**Max Plant Flow:** 8.83 MGD

**Total Rainfall:** 6.26"

**Max Rainfall:** 1.30" – 8-11-2021 (3 days we had over 2.5" rain – 400,000gal in EQ Tank)

**Plant Maintenance:** All PM's & Plant maintenance is up to date

### Plant Projects:

- Digester Cleaning: ACV Enviro completed digester #2 on 8-24-2021
- Landfill Update – Kevin?
- NPDES testing is almost complete – 1 more week left
- WET Test for TRE – 3<sup>rd</sup> Quarter passed – good news
- Digester #1 roof was successfully removed – everyone did a nice job
- Finished pumping down Digester #1 last night at 10:00pm – ACV will be back onsite – Monday, Sept 20
- CCTV inspection was completed and letter was sent to Greenland for repairs



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

**September 16, 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 to DEP by October 30, 2021

**COA IMPROVEMENT PROJECT PHASE 3**

- Construction Management
  - Shop Drawing and RFI coordination. 13 shop drawings reviewed, 2 RFIs responses.
  - Preconstruction Meeting held 08.18.
  - Virtual check-in meeting held 08.11.
  - Receiving and reviewing information required from Contractor prior to construction, i.e. Laydown/Trailer site agreements, safety manuals, emergency contact lists, subs and supplier lists, pay periods, etc.

**TRE**

- Valley landfill tour on August 4.
- Review of Valley Landfill correspondence and proposed cost sharing
- Ongoing operational discussions about WWTP
- Held meeting with WWMA, John Campfield, and Alan Miller regarding ongoing negotiations with the Valley Landfill
- Determination of

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

- Provided all videos and reports to WWMA
- Received and reviewed Change Order #1 (final quantity adjustments)
- Received and reviewed Pay Application #2
- Sent letter to Greenland summarizing deficiencies that were identified during manhole inspections and CCTV.

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

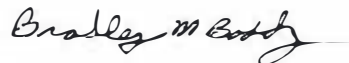
412.454.5566  
412.454.9001 fax  
[www.wadetrim.com](http://www.wadetrim.com)



**MISC**

- Switchgear Project
  - Ongoing coordination to complete punch list and work towards close out of project.
  - Site coordination meeting to be scheduled on some minor remaining items
- Completed Kistler Ridge Chapter 94 determination
- Discussions with WWMA regarding industrial pretreatment program.
- Review of bond refinancing documents

Respectfully Submitted,  
WADE TRIM, INC.



Bradley M. Boddy, PE  
Project Manager

**MEMORANDUM**

TO: Secretary of the Board of Directors of  
Western Westmoreland Municipal Authority

FROM: Dylan Mace

DATE: September 16, 2021

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 Stone & Co., a supplier of purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 372, Stone & Co., in the amount of \$257.52.

  
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(Member's Signature)

**MEMORANDUM**

TO: Secretary of the Board of Directors of  
Western Westmoreland Municipal Authority

FROM: Charles T. Konkus

DATE: September 16, 2021

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 of electrical purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 371, Scott Electric, in the amount of \$1,448.37.



(Member's Signature)