

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – OCTOBER 21, 2021

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, October 21, 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 6:00 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Mike Faccenda	Mr. Charles Gilbert
Mr. Charles Konkus	Mr. Joseph Lapia	Mr. Dylan Mace
Mr. Tim Watson	Mr. Mark Wolinsky	

Late Arrival:

Kevin McHugh 6:01 P.M.

Absent:

Mrs. Barbara McIntyre

Others in Attendance:

Mr. John M. Campfield, Solicitor  
Mr. Brad Boddy, Consulting Engineer  
Mr. Kevin Fisher, General Manager  
Mr. Stanley A. Gorski, Jr., Assistant Manager  
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary  
Mr. Robert Fisher, Financial Advisor

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 – Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular meeting of September 16, 2021, as presented. A motion to approve was made by Mr. Gilbert, 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. 374: Scott Electric: \$219.79: A motion to approve was made by Mr. Faccenda, and seconded by Mr. Lapia. The motion passed, 8-0, with an abstention by Mr. Konkus, who is an employee of Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
  - B. Revenue Fund Requisition No. 375; Stone & Company: \$1,182.53: A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed, 8-0, 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. 376: \$332,116.59: A motion to approve was made by Mr. Konkus, and seconded by Mr. McHugh. The motion passed unanimously.

This concluded the Treasurer's report.

7. General Manager's Report – Kevin Fisher:
  - A. Mr. Kevin Fisher deferred to Mr. Robert Fisher, of CIM Investment Management, Inc., the Authority's Financial Advisor, who provided a summary of investment options for monies that are held in the Debt Service Reserve Fund. Mr. Robert Fisher reported that he reviewed U.S. Treasuries and taxable municipal bonds. Mr. Fisher recommended laddering the investments, by investing 25% of the funds in the (First American Government) Money Market account, 25% in a one-year U.S. Treasuries, 25% in a three-year Treasuries, and 25% in a five-year U.S. Treasuries. Mr. Robert Fisher stated that the Authority is not permitted to earn more than 1.83% on the Bonds, according to arbitrage rules. Mr. Robert Fisher stated that the Authority's financial position is very strong, and the likelihood that the Authority will need to draw on

funds from the Debt Service Reserve Fund in the future is low. A discussion followed. A motion was made by Mr. Lapia, and seconded by Mr. Faccenda, to invest the Debt Service Reserve: half in one-year investment; 25% in a three-year investment, and 25% in a five-year investment. The motion passed unanimously.

Mr. Robert Fisher reported that, since the Authority closed on the bond refunding, rates have gone up by 30 basis points.

Mr. Robert Fisher left the meeting at this time. The time was approximately 6:27 P.M.

- B. Mr. Kevin Fisher requested Board approval of the ACV Environmental Services, Inc., Pay Estimate No. 1, for the period ending September 30, 2021, in the amount of \$114,712.50. A motion to approve was made by Mr. Faccenda, and seconded by Mr. Wolinsky. The motion passed, 8-0, with an abstention by Mr. Mace. Mr. Mace rescinded his abstention, and voted in favor of the motion. The motion passed unanimously.

Mr. Lapia asked what the credit card charge to D&D Towing was for, as it was coded as Digester Cleaning. Mr. Fisher stated that the charge was for towing services to lift the conveyor onto the flat bed, for return to MSD Environmental.

- C. Mr. Fisher reported that a letter was sent by the Authority to Mr. Tom Pullet on October 4, 2021, and is waiting for a response. Mr. Fisher provided an update regarding reimbursement from the Landfill for costs related to treatment of ammonia from the landfill. A written agreement regarding reimbursement of costs has not yet been executed. A discussion followed.

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. There were bypasses at the Manor Legion Chamber and the Manor Carwash Chamber from August 31, 2021 - September 1, 2021.
- B. Average plant flow for the month was 3.63 million gallons, with a maximum flow of 12.34 million gallons on September 1, 2021, due to the heavy rainfall. Total rainfall was up, at 4.43".
- C. Plant maintenance is up to date.
- D. The digester cleaning project was completed on September 24, 2021.
- E. The NPDES Permit renewal testing has been completed, with all results except one being received. The last sample date was one week ago. The permit expires in May 2022.
- F. The fourth quarter Whole Effluent Toxicity (WET) Test was completed. The report should be available within the next week.
- G. Evoqua completed the installation of the Dystor cover for Digester No. 1. The start-up of the digesters is going well, and gas is "sharing" between the two digesters. Digester No. 1 will be activated by December 2021.
- H. Mr. Gorski stated that he has one issue that will be discussed during the Executive Session.

This concluded the Assistant Manager's report.

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

Mr. Boddy reviewed his written report dated October 21, 2021.

A. Wet Weather Issues:

- I. The quarterly report is due to the Pennsylvania Department of Environmental Protection (PaDEP) by the end of October 2021.

B. COA-Phase III Project:

- I. Mr. Boddy requested Board approval of Kukurin Contracting, Inc., Pay Estimate No. 1, for the period ending September 24, 2021, in the amount of \$257,489.34. Mr. Boddy provided an update on the construction progress. A PennDOT storm crossing was found, and is faulty. PennDOT will replace the storm crossing, tomorrow. Mr. Caroline asked what sizes of pipe have been installed, so far. Mr. Boddy stated that Kukurin completed the installation of the 18" pipe, and is now working on installation of the 15" pipe. A motion to approve the pay estimate was made by Mr. Wolinsky, and seconded by Faccenda. The motion passed, 7-0, with abstentions by Mr. Konkus, who is an employee of Scott Electric, and Mr. Mace, who is an employee of Stone & Co. Memoranda, signed by Mr. Konkus and Mr. Mace, are attached to these minutes.

C. TRE Evaluation:

- I. Mr. Boddy reported that Wade Trim has been reviewing information that has been received, regarding sampling at the plant, and has been preparing a response to the Landfill.

D. CCTV-Sewer Inspection: COA-Phase II Project:

2. Mr. Boddy reported that Greenland Construction is trying to claim that the pipe is beyond the maintenance period, as pipe is substantially complete as it is laid. Mr. Boddy stated that this is not the way the contract documents are phrased. A response letter has been prepared, and has been forwarded to Attorney Brad Mellor for his review.
- E. 2021A Bond Issue:
1. Mr. Boddy reported that Wade Trim provided support related to the 2021A Bond Issue.

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

Mr. Lapia asked if a miscellaneous category should be included in the agenda item for the engineer's report. The agenda included the categories on Mr. Boddy's report. Mr. Boddy stated that he could rename that section of his report, in the future.

10. Solicitor's Report – John Campfield:

- A. Mr. Campfield had no report.

11. Reports of Committees:

A. Personnel Committee: Mike Faccenda:

1. Mr. Faccenda requested Board input regarding an Executive Session to discuss administrative salary increases. A motion was made by Mr. Wolinsky, and seconded by Mr. McHugh, that we "lump all the Executive Sessions at the end (of the meeting)". The motion passed, 8-0, with an abstention by Mr. Watson.
2. A motion was made by Mr. Gilbert, and seconded by Mr. Wolinsky, to table Agenda Item 11A (2) until after the Executive Session, at the end of the meeting. The motion passed unanimously.

B. Finance and Budget Committee: Dylan Mace:

1. Mr. Mace requested Board approval of fund transfers listed under Agenda item 11B (1) (a), and 11B (1) (b), and investment listed under Agenda Item 11B (1) (c), as follows:  
Item 11B (1) (a): Transfer \$124,739.45 from the Revenue Fund to the PENNVEST Account, *and*  
Item 11B (1) (b): Transfer \$2,000,000.00 from the Capacity Fee Account to the Capital Improvement Fund, *and*  
Item 11B (1) (c): Purchase a 2015/2016 Capital Improvement Fund one-month United States Treasury Bill, in the amount of \$8,462,000.00, providing the interest rate is positive. Mrs. Wtorkowski clarified that the investment purchase will be in the amount of \$8,462,000.00, since the Board of Directors authorized the transfer in the amount of \$2,000,000.00.

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

2. Mr. Mace stated that he will schedule a Finance and Budget Committee meeting.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Kevin McHugh:

1. Mr. McHugh stated that the engineering services proposals will be discussed during the Executive Session.

12. Requisitions and PENNVEST Payments:

A. Mr. Caroline requested Board approval of Agenda Item 12A (1):

12A (1): Approve Capital Improvement Fund Requisition No. 77 Scott Electric: \$54.91:

A motion to approve was made by Mr. Watson, and seconded by Mr. Gilbert. The motion passed, 8-0, with an abstention by Mr. Konkus, who is an employee of Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.

B. Mr. Caroline requested Board approval of Agenda Item 12A (2):

12A (2): Approve Capital Improvement Fund Requisition No. 78: \$293,943.84:

A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Faccenda. The motion passed, 7-0, with abstentions by Mr. Konkus, who is an employee of Scott Electric, and Mr. Mace, who is an employee of Stone & Co. Memoranda, signed by Mr. Konkus and Mr. Mace, are attached to these minutes. It is noted that Mr. Konkus and Mr. Mace abstained from the vote, due to the inclusion of the Kukurin Contracting, Inc., pay estimate on the requisition. Mrs. Wtorkowski stated that future pay estimates for Kukurin will be placed on separate requisitions.

13. Board Member Comments:

- A. Mr. Lapia stated that he is opposed to the annual fee that is being charged for the American Express account. Mr. Lapia stated that Mrs. Wtorkowski attempted to switch the account to an American Express account that does not charge an annual fee, but American Express requires a personal guarantee of payment from one of

the employees, which is unacceptable. Mrs. Wtorkowski will make inquiries with First National Bank. A discussion followed. Mrs. Wtorkowski stated that the Authority has redeemed rewards points for gift cards that will be used to purchase office supplies.

14. Executive Session:

A motion to go into executive session to discuss matter of personnel and engineering proposals was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The executive session began at 7:02 P.M.

It is noted that Mr. Boddy left the meeting at this time, and did not return after the Executive Session ended.

A motion to return to the regular order of business was made by Mr. Lapia and seconded by Mr. Wolinsky. The motion passed unanimously. The Board returned to the regular meeting at 8:53 P.M.

11. Reports of Committees (Out of Order)

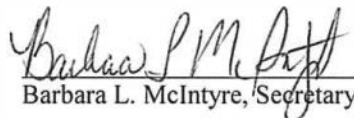
A. Mr. Faccenda presented the following administrative salary increases to the Board for approval:

1. Mr. Faccenda requested Board approval of an annual salary for the WWMA (General) Manager, to go to \$114,686.00. A motion to approve was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously.
2. Mr. Faccenda requested Board approval of an annual salary for the Assistant Manager, in the amount of \$90,430.00. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.
3. Mr. Faccenda requested Board approval of an annual salary for the Finance Director, in the amount of \$78,412.00. A motion to approve was made by Mr. Konkus, and seconded by Mr. Gilbert. The motion passed unanimously.
4. Mr. Faccenda requested Board approval of an annual salary for the Administrative Assistant, in the amount of \$44,774.00. A motion to approve was made by Mr. Konkus, and seconded by Mr. Watson. The motion passed unanimously.
5. Mr. Faccenda requested a motion to make all administrative pay increases to be effective from January 1, 2022 through December 31, 2022. A motion to approve was made by Mr. Konkus, and seconded by Mr. Watson. The motion passed unanimously.

A motion was made by Mr. Konkus, and seconded by Mr. Gilbert, to advertise for a special meeting for Monday, November 22, 2021, at 5:00 P.M., for the purpose of interviewing potential engineering firms for WWMA. Mr. Wolinsky stated that, under Act 65, the Board would be required to amend the agenda, before making this motion. Mr. Campfield stated that the advertisement of a special meeting is not considered to be an emergency. The motion and the second to the motion were rescinded.

Mr. Mace reported that the Finance and Budget Committee will meet on Thursday, October 28, 2021, at 5:00 P.M.

15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously. The meeting was adjourned at 8:59 P.M.

  
Barbara L. McIntyre, Secretary

**MEMORANDUM**

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

FROM: Charles T. Konkus

DATE: October 21, 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 purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project

Subject to be acted upon:

Approve pay estimate No. 1, as submitted by Kukurin Contracting, Inc., for the period ending September 30, 2021, in the amount of \$~~114,712.50~~.

\$ 257,489.34  
Ⓢ



(Member's Signature)

**MEMORANDUM**

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

FROM: Charles T. Konkus

DATE: October 21, 2021

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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. 374, Scott Electric, in the amount of \$219.79.



(Member's Signature)

**MEMORANDUM**

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

FROM: Charles T. Konkus

DATE: October 21, 2021

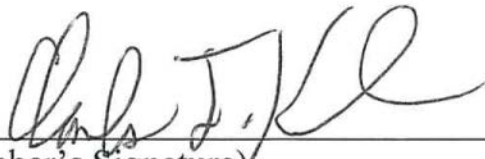
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland 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 Capital Improvement Fund Requisition No. 77, Scott Electric, in the amount of \$54.91.

  
\_\_\_\_\_  
(Member's Signature)

**MEMORANDUM**

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

FROM: Charles T. Konkus

DATE: October 21, 2021

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Nature of Possible Conflict:

Employee of Scott Electric, a supplier of electrical purchases made by Kukurin Contracting, Inc. for the COA-Phase III Project

Subject to be acted upon:

Approve Capital Improvement Fund Requisition No. 78, in the amount of \$293,943.84.

  
(Member's Signature)



**MEMORANDUM**

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

FROM: Dylan Mace

DATE: October 21, 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 Kukurin Contracting, Inc., contractor for the COA-Phase III Project

Subject to be acted upon:

Approve pay estimate No. 1, as submitted by Kukurin Contracting, Inc., for the period ending September 30, 2021, in the amount of ~~\$114,712.50~~ 257,489.34

  
\_\_\_\_\_  
(Member's Signature)

**MEMORANDUM**

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

FROM: Dylan Mace

DATE: October 21, 2021

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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. 375, Stone & Co., in the amount of \$1,182.53.

  
\_\_\_\_\_  
(Member's Signature)

**MEMORANDUM**

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

FROM: Dylan Mace

DATE: October 21, 2021

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Subject to be acted upon:

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\_\_\_\_\_  
(Member's Signature)

# Western Westmoreland Municipal Authority

## Assistant Manager's Report

October 21, 2021 Board Meeting

Monthly Maintenance Report

September 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:

- Troubleshoot AUMA actuators new pump station valving
- Oil change completed on 2011 Tahoe
- Checked oil and scrapers on final clarifier #1 and #2
- Drained and hosed all sump pumps
- Complete maintenance performed on all effluent water pumps
- Complete maintenance performed on all carter scum pumps
- Troubleshoot and repair make up air unit #1
- Complete maintenance performed on all drip traps
- Wet weather pump maintenance completed
- Recycle pump maintenance completed
- Digester building SCADA touch screen replaced
- Guardian alarm system troubleshooting
- Complete maintenance performed on all MUA units in the plant
- Electrician finished ARC Flash study
- Electrician added new flex RIO with the new switchgear for alarms
- Digester dystor cover removal #1
- Drained digester #1 for digester cleaning to resume
- Worked with ACV Enviro on cleaning digester #1
- Concrete sealing on final clarifier deck, control building and lab entrance



Western Westmoreland Municipal Authority  
**ENGINEERS REPORT**

**October 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 to DEP by October 30, 2021

**COA IMPROVEMENT PROJECT PHASE 3**

- Continued shop drawing and RFI coordination.
- Virtual check-in Meetings held on 09/01 and 09/15.
- In person Construction Meetings held 09/22, 09/29, and 10/13.
- Contractor broke ground on Paintertown on 09/29.
- Installed up through RPT-6 as of 10/13.

**TRE**

- Review of ammonia loadings for letter to landfill
- Review of WET test data and review of Valley Landfill communication timeline

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

- Received call and letter from Greenland pushing back on repairs.
- Drafted response letter to Greenland.

**MISC**

- Reviewed PENNVEST/Bond refinance drawdown schedule
- Provided support related to digester start up after cleaning

Respectfully Submitted,  
WADE TRIM, INC.

A handwritten signature in black ink that reads 'Bradley M. Boddy'.

Bradley M. Boddy, PE  
Project Manager

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

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