

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JULY 21, 2022

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, July 21, 2022 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. Charles Gilbert

Mr. Charles Konkus

Mr. Joseph Lapia

Mr. Dylan Mace

Mr. Tim Watson

Mr. Mark Wolinsky

Absent:

Mr. Stanley Caroline, Jr.

Mr. Kevin McHugh

Mrs. Barbara McIntyre

Others in Attendance:

Mr. Dennis Very, Solicitor

Mr. Chad Hanley, Consulting Engineer

Mrs. Liz Lackey, Consulting Engineer

Ms. Amanda Lee, HRG, Inc.

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

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

Mr. Konkus delivered a tribute to fellow Board Member Mike Faccenda, who passed away on Wednesday, July 20, 2022. Members of the Board also expressed appreciation for Mr. Faccenda's contributions on the Board, and stated that he will be missed. Mr. Konkus expressed condolences to Mr. Faccenda's family on behalf of the Authority Board of Directors and employees.

2. Mr. Konkus led the Pledge of Allegiance and a moment of silence for our troops and for Mr. Faccenda.
3. Public Comments: None
4. Mrs. Wtorkowski provided the Board with an update on the 2021 Audit Report. The Authority has received the GASB 68 Report for the Cash Balance Pension Plan, and Mrs. Wtorkowski has provided the auditor with the required journal entries. The Authority has not yet received the GASB 68 Report for the Defined Benefit Pension Plan. Once that report is received, the journal entries can be prepared, and the audit report can be finalized.
5. Communications: None
6. Secretary's Report: Due to Mrs. McIntyre's absence, Mrs. Wtorkowski requested the approval of the minutes for the regular monthly meeting of June 16, 2022, as presented. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.
This concluded the Secretary's Report.
7. Treasurer's Report – Tim Watson:
Mr. Watson requested the approval of the following requisitions:
 - A. Revenue Fund Requisition No. 395 Scott Electric: \$343.72. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed, 5-0, 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. 396 Stone & Co.: \$516.49: A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed, 5-0, with an abstention by Mr. Mace, who is an employee of Stone & Co. A memorandum, signed by Mr. Mace, is attached to these minutes.
 - C. Revenue Fund Requisition No. 397: \$305,590.19: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.
This concluded the Treasurer's report.
8. Assistant Manager's Report – Stanley Gorski, Jr.:
 - A. Mr. Gorski reported that there were no NPDES violations and no by-passes for the month of June 2022. Average plant flow was down, at 2.81 million gallons per day (MGD) with 2.92" of rainfall.

- B. The insurance company has approved the repairs to the Duperon screens and Brush Creek Manhole No. 5. Mr. Gorski is waiting for Duperon to bring equipment onsite to complete the repairs.
- C. Mr. Gorski reported that Insight Pipe Contracting LLC completed a televised inspection of the interceptor on July 11, 2022, from Brush Creek Manhole No. 5 to the influent diversion box located near the entrance of the pump station. There were no large rocks or bricks in the line, but there was 5"-6" of debris in the line. Insight Pipe jetted the line from Manhole No. 5 to the influent diversion box, and the line was televised again to confirm that it was clear.
- D. COA-Phase III Project:
 - 1. The Paintertown leg of the project is complete, with the exception of one property that needs to be regraded, due to ponding in the yard.
 - 2. There was a leak in Manhole No. PT3. Mr. Gorski will require Kukurin Contracting, Inc., to replace the manhole, as there is a chip in the manhole, which is unacceptable.
 - 3. Kukurin has begun working on the Bushy Run Interceptor, starting at the Manor Grille.
- E. NPDES Sampling:
 - 1. Sampling has been completed, and the Authority is waiting for final test results. Those results will be forwarded to HRG, who will compile the data and present the information to the PaDEP. It is hoped that some of the testing requirements will be removed from the permit.
- F. Updates to Administrative Offices:
 - 1. Authority employees have been updating the administrative offices and Control Building foyer, painting walls and replacing lighting fixtures and ceiling tiles.
 - 2. Framed photos of the plant have been hung in the conference room.
- G. Miscellaneous:
 - 1. HRG will provide the Authority with a larger map of the service area that will be easier to read.
 - 2. Mr. Gorski is working with the Electrical Engineer to straighten out plant alarm settings.
 - 3. Mr. Gorski and Mrs. Wtorkowski have gone through nearly all of Kevin Fisher's files, and have been filing in an orderly fashion.
 - 4. Amanda Lee, of HRG, will be touring the plant and conducting sampling at the plant, tomorrow.
 - 5. The American Express accounts have been closed.

Mr. Lapia reported that Manor Borough has discovered some bellies in the new interceptor that is being constructed in Manor, near the area where the equipment is being driven. Mr. Lapia asked what the function of the inspector was, stating that the inspector does not climb into the trenches. Mr. Lapia stated that at one connection, there was negative flow. Mr. Hanley stated that HRG does not permit its inspectors to enter trenches, either. The inspectors observe from the surface. When a main line is being installed, they are looking to ensure that the proper amount of stone is being laid on the pipe. For tie-ins on laterals, the inspector should verify that the contractor is using a laser level to confirm that there is positive slope, and verifying that the connections from the existing pipe to the new pipe have been done correctly. A discussion followed. Mr. Gorski stated that he will speak with the Consulting Engineer and Project Inspector tomorrow.

- H. Mr. Gorski asked for Board authorization for Assistant Manager Stanley Gorski, Jr., to serve as voter delegate and Finance Director/Assistant Secretary-Treasurer Johanna Wtorkowski to serve as the alternate voter delegate for Pennsylvania Municipal Authorities Association (PMAA) meetings. After a brief discussion, a motion to approve was made by Mr. Wolinsky, and seconded by Mr. Watson. The motion passed unanimously.
- I. Mr. Gorski requested approval and submittal to PENNVEST of Pay Estimate No. 6 in the amount of \$162,512.26, as submitted by Kukurin Contracting, Inc., for the period ending 07/01/22. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed, 4-0, with abstentions by Mr. Konkus, who is an employee of Scott Electric, a supplier to the contractor, and by Mr. Mace, who is an employee of Stone & Co., a supplier to the contractor. Memoranda, signed by Mr. Konkus and Mr. Mace, are attached to these minutes.
- J. Mr. Gorski delivered a tribute to Mr. Faccenda on behalf of the Authority staff, extending condolences to Mr. Faccenda's family.

This concluded the Assistant Manager's report.

9. Consulting Engineer

- A. Chad Hanley, Herbert, Rowland & Grubic, Inc. (HRG):
 - Mr. Hanley had no information to add to his written report dated July 21, 2022.
 - I. Biowin Software Presentation:
 - a. Ms. Amanda Lee, an intern with HRG, presented an overview of the Biowin plant model, explaining the plant processes, the incorporation of WWMA's plant specifications and flow data to the model, and how the model allows changes to be made to plant processes and chemical feeds in order to

determine appropriate modifications to plant processes and treatment. Mrs. Lackey provided additional information pertaining to potential hydraulic overloading and nitrification. Mr. Hanley explained the importance of using actual data when developing a model. Mr. Hanley stated that recommendations regarding plant upgrades will be forthcoming, once the model is completed and various modifications are tested. The Board expressed appreciation for the information.

B, C. Semi-Annual Transfer from the Revenue Fund to the Capital Improvement Fund and Operating Fund:

- I. Mr. Hanley requested Board approval to transfer \$801,347.70 from the Revenue Fund to the Capital Improvement Fund, and to transfer \$25,000.00 from the Revenue Fund to the Operating Fund. A motion to approve was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously.

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

10. Solicitor's Report – Dennis Very: There was no report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

- I. Mr. Lapia reported that Mr. Gorski, Mr. Caroline, and Mr. Racunas were working on a job description for the Manager position, as well as a pay raise. Mr. Lapia stated that he will be scheduling a Personnel Committee meeting within the next week to address these issues.

This concluded the Personnel Committee Report

B. Finance and Budget Committee: Dylan Mace:

1. Mr. Mace requested Board approval of the transfer listed under Agenda Item 11B (1) (a) and investment listed under Agenda Item 11B (1) (b), as follows:
Item 11B (1) (a): Transfer \$125,148.65 from the Revenue Fund to the PENNVEST Account, *and*
Item 11B (1) (b): The purchase of a Capital Improvement Fund two-month United States Treasury Bill in the amount of \$7,600,000.00, providing the interest rate is positive.

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

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Charles Gilbert: There was no report.

12. Requisitions:

Mr. Konkus requested Board approval of the following Requisitions:

- A. Approve Capital Improvement Fund Requisition No. 90, in the amount of \$45,020.51: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Mace. The motion passed unanimously.
- B. Approval of PENNVEST Loan No. 75375, COA-Phase III Project, Requisition No. 3, and authorize submission to PENNVEST: \$162,512.26: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed, 4-0, with abstentions by Mr. Konkus, who is an employee of Scott Electric, a supplier to the contractor, and by Mr. Mace, who is an employee of Stone & Co., a supplier to the contractor. Memoranda, signed by Mr. Konkus and Mr. Mace, are attached to these minutes.

13. Board Member Comments:

- A. Mr. Lapia requested that the agenda for the next meeting include an item regarding future remote meeting attendance.

14. Executive Session: None

15. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 7.08 P.M.


Barbara L. McIntyre, Secretary

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: July 21, 2022

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 to of electrical purchases made by the Authority.

Subject to be acted upon:

Approve Revenue Fund Requisition No. 395, Scott Electric, in the amount of \$343.72.



(Member's Signature)

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: July 21, 2022

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 to of purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project.

Subject to be acted upon:

Approval and submittal to PENNVEST of Pay Estimate No. 6 in the amount of \$162,512.26, as submitted by Kukurin Contracting, Inc., for the period ending July 1, 2022.



(Member's Signature)

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: July 21, 2022

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 to of electrical purchases made by Kukurin Contracting, Inc. for the COA-Phase III Project.

Subject to be acted upon:

Approve PENNVEST, Loan No. 75357, COA-Phase III Project, Requisition No. 3, and authorize submission to PENNVEST, in the amount of \$162,512.26.


(Member's Signature)

MEMORANDUM

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

FROM: Dylan Mace
DATE: July 21, 2022

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 to of purchases made by the Authority for the .

Subject to be acted upon:

Approve Revenue Fund Requisition No. 396, Stone & Co., in the amount of \$516.49



(Member's Signature)

MEMORANDUM

TO: Secretary of the Board of Directors of
WesternWestmoreland Municipal Authority

FROM: Dylan Mace
DATE: July 21, 2022

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 to of purchases made by Kukurin Contracting, Inc., contractor for the COA-Phase III Project.

Subject to be acted upon:

Approval and submittal to PENNVEST of Pay Estimate No. 6 in the amount of \$162,512.26, as submitted by Kukurin Contracting, Inc., for the period ending July 1, 2022.



(Member's Signature)

MEMORANDUM

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

FROM: Dylan Mace
DATE: July 21, 2022

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 to of purchases made by the Authority for the COA-Phase III Project.

Subject to be acted upon:

Approve PENNVEST, Loan No. 75357, COA-Phase III Project, Requisition No. 3, and authorize submission to PENNVEST, in the amount of \$162,512.26.



(Member's Signature)

The Western Westmoreland Municipal Authority
 COA Improvement Project - Phase III
 Bushy Run, Paintertown, & Manor Sewer Interceptor Upgrades



Construction Status Report

Report Period: June-22

Prepared By: BJB
 Date: Jul 13, 2022

Total Days: 730
 Days Expended: 408
 Days Remaining: 322

Construction Start Date: May 19, 2021
 Construction Completion Date: May 19, 2023

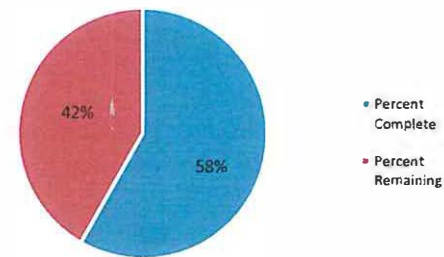
Contract	Contract Award	B Approved Change Orders	C=(A+B) Current Contract Amount	D Value of Work Completed to Date	E=(D/C) Percent Complete	F=100-E Percent Remaining	F=(B/C) Percent Change Orders
Kukurin Contracting, Inc.	\$ 4,744,447.00	\$ 51,250.79	\$ 4,795,697.79	\$ 2,793,215.24	58%	42%	1%

Retainage: 5% \$ 139,660.77
 Net Amount Earned to Date: \$ 2,653,554.47
 Previous Payments: \$ 2,491,042.21
Balance Due This Pay Period: \$ 162,512.26

Balance to Finish Plus Retainage: \$ 2,142,143.32

COMMENTS:
Work Completed This Period:
 - 23 LF of PVC, RCP, VCP Pipe was removed. 90 LF of ACP Sewer Pipe was removed and disposed.
 - 2 manholes were removed. Use was discontinued on 4 manholes.
 - 176.5 LF of 30" Sewer Pipe - Type A was installed. 1 48" manhole was raised.
 - 54 LF of 15" Pipe at the final Paintertown Road crossing was modified from 100% stone backfill to flowable fill.
 - 4 LF of 8" sewer pipe was installed. 1 Municipal Sewer Connection was completed. 1 6" Insert-a-tee was installed.
 - 123 LF of concrete encasement was placed for the 30" sewer.
 - 26 SY of Concrete Paving was completed, along with 217 SY of full depth asphalt paving. 3,055.93 SY of mill and overlay was completed at Paintertown Road. Paintertown punchlist items have continued.
 - 121 LF of cofferdam was installed. 22,167 SY of seeding and mulching was completed.
 - Construction and site meeting held on 06.09 and 06.28.
 - Total Number of Construction Meetings:
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (15) Construction Progress Meetings
 - Total Number of full Inspector Days: 111.5,18 in June

Project Status



Western Westmoreland Municipal Authority
 COA Improvement Project - Phase III
 Change Order Summary

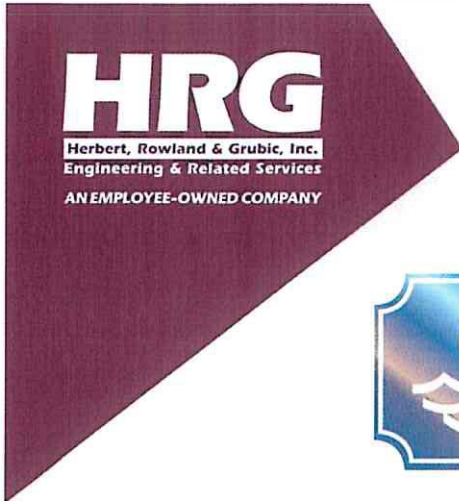


Kukurin Contracting, Inc.
 Current Contract Amount w/ Approved Change Orders: \$ 4,795,697.79

Note: Items in bold have been completed.

CO No.	CPR No.	Change Order Description	Approved		Pending		Comment
			Add	Deduct	Add	Deduct	
	01	Paintertown Rd - Remove Drop From Existing MH RPT-2	\$ 1,972.45				Originally \$4,383.01, negotiated to \$2,133.12 and then \$1,972.45. Incorporated on Change Order No. 1, Approved at Board Meeting on 12.16.2021.
	02	Davis Bacon Wage Rate Modification	\$ 49,278.34				Originally \$53,228.28, negotiated to \$49,278.34. Incorporated on Change Order No. 2, Approved at Board Meeting on 12.16.2021.
	03	Additional Paving between MHs 9 & 10			\$ 5,055.07		Coordinated with Contractor. Change Proposal Request rejected, it is the Contractor's responsibility to repair and damage that occurs outside of trench line.

TOTAL \$ 51,250.79 \$ + \$ * \$ +
 TOTAL Approved as % of Contract Value: 1.07%
 TOTAL Approved & Pending as % of Contract Value: 1.07%



220 West Kensing Drive, Suite 100
Cranberry Township, PA 16066
724.779.4777
www.hrg-inc.com



CONSULTING ENGINEER'S REPORT

Western Westmoreland Municipal Authority

Attn: Mr. Stan Gorski

Report Period: June 2022

HRG Client Number: 008234

JULY 21, 2022 AUTHORITY MEETING

Retainer Services (.0426)

- > HRG is working with the Authority to prepare the COA Quarterly Report to DEP due July 30.

General Services (.0427)

- > No changes. Previously, HRG has been engaged on various conversations with Authority staff regarding service area and the landfill agreement.

Planning Module Reviews (.0428)

- > No changes. Previously, HRG assisted with the following planning modules:
 - Meadow Road Sewer Extension (3 EDUs)
 - Rhodin Plan (1 EDU)

NPDES Permit Renewal (.0429)

PRE-DRAFT PERMIT SURVEY

HRG is assisting the Authority with coordination with DEP and additional sampling to meet the DEP detection limits. HRG anticipates that additional sampling will eliminate at least five (5) of the eleven (11) WQBELs.

- > HRG is actively compiling results. The last results are anticipated in late July/early August, and HRG will provide a summary of data to the Authority and coordinate with DEP.
- > HRG will prepare a proposal for additional work upon draft permit issuance. HRG anticipates the permit to request TRE and WQBEL Reports.

WWTP Process Improvements (.0430)

LSA GRANT APPLICATION

- > No updates. Previously, HRG submitted the grant application on March 15 regarding plant instrumentation and SCADA upgrades. Responses are anticipated in Fall 2022.

WWTP EVALUATION STUDY

- > HRG met with Staff on July 14 to present the model of the existing plant, projections (EDUs, flow, organics, ammonia), and discuss modeling scenarios.
- > HRG plans to present preliminary information at the July Board meeting.

- > HRG is working with the Authority on additional sampling to finish calibrating the model (e.g., hourly influent plant sampling; process sampling).

Capital Projects

CHEMICAL ADDITION PROJECT

- > No changes. HRG briefly reviewed the project with Authority staff and shall continue discussions in the future. HRG will explore chemical addition options as part of the WWTP Evaluation Study.

END OF ENGINEER'S RETAINER SERVICES AND ACTIVE PROJECTS REPORT

Please feel free to contact me if you have any questions regarding this report or other items.

HERBERT, ROWLAND & GRUBIC, INC.



Chad E. Hanley, P.E.
Group Manager | Water & Wastewater

CEH/LBL
R008234.0426

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c: Ms. Johanna Wtorkowski