

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – AUGUST 18, 2022

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, August 18, 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. Stanley Caroline, Jr. Mr. Charles Gilbert Mr. Charles Konkus
Mr. Joseph Lapia

Attended Remotely, via Microsoft Teams:

Mr. Dylan Mace Mr. Mark Wolinsky

Late Arrival: 6:09 P.M.

Mrs. Barbara McIntyre

Absent:

Mr. Kevin McHugh Mr. Tim Watson

Others in Attendance:

Mr. Matthew Racunas, Solicitor
Mr. Chad Hanley, Consulting Engineer
Mr. Stanley A. Gorski, Jr., Assistant Manager
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

Attended Remotely, via Microsoft Teams:

Edward P. Opst, CPA, Opst & Associates, LLC

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments: None

4. 2021 Audit Report:

Mr. Edward P. Opst, CPA, presented the 2021 Audit Report.

Mr. Opst provided a brief review of the audit report.

- A. Mr. Opst stated that the format of the Audit Report has changed, and the opinion is now at the front of the report. The Authority received an unmodified opinion, which means that the financial statements were presented in accordance with generally accepted accounting principles. Mr. Opst provided a brief review of the opinion letter.
- B. Mr. Opst commended Mr. Kevin Fisher on the extremely thorough MD&A, stating that readers gain so much more information from the MD&A, than with just the financial statements.
- C. Mr. Opst stated that, with the exception of the Bond refunding, the Statement of Net Position (Balance Sheet) is extremely consistent (cash, receivables, prepaid expenses), compared to 2020. The Net Pension Asset went from \$401,880 to \$1,381,925. Mr. Opst stated that the Pennsylvania Municipal Retirement System (PMRS) distributed the GASB 68 reports late, this year. Mr. Opst stated that he hopes that PMRS's reporting will be current, next year. Mr. Lapia asked Mr. Opst if the January 1, 2021 actuarial report will affect the Net Pension Asset. Mr. Opst stated that the new actuarial report will affect the Net Pension Asset. Mr. Opst stated that he does not think that the Net Pension Asset will flip to an unfunded liability, but the amount of the surplus could decrease in the future. Mr. Lapia asked Mr. Opst if the Authority's total debt is reaching a level where the Authority should not incur additional debt. Mr. Opst stated that he did not conduct a study of the Authority's debt, but he explained that the Authority's current (assets to current debt) ratio is healthy.
- D. Mr. Opst stated that the Statement of Revenues, Expenses, and Changes in Net Financial Position is consistent with 2020. There were no revenues for Ardara Rentals or Trafford Borough Contract Customer Charges. Mr. Opst stated that the Authority is in a solid financial position.

- E. The Cash Flow Statements provide a cash-basis standpoint of activities for 2021, while the financial statements are on an accrual-basis.
- F. Mr. Opst referred to the Notes to the Financial Report, stating that there is a lot of detail in the notes.
- G. Mr. Opst asked if there were any questions. There were none.

This concluded Mr. Opst's presentation. Mr. Caroline thanked Mr. Opst for attending the meeting, and for doing an outstanding job on the audit. Mr. Opst left the meeting at this time.

It is noted that Mrs. McIntyre joined the meeting during Mr. Opst's presentation. The time was 6:09 P.M.

A motion to accept the 2021 Audit Report was made by Mr. Konkus, and seconded by Mrs. McIntyre. The motion passed unanimously.

- 5. Communications: None
- 6. Secretary's Report: Barbara McIntyre:
 - A. Mrs. McIntyre requested the approval of the minutes for the regular monthly meeting of July 21, 2022. A motion to approve was made by Mr. Konkus, and seconded by Mr. Gilbert. The motion passed, 6-0, with an abstention by Mrs. McIntyre, who did not attend the meeting.

This concluded the Secretary's Report.

- 7. Treasurer's Report – Due to Mr. Watson's absence, Mrs. Wtorkowski requested approval of the following requisitions:
 - A. Revenue Fund Requisition No. 398 Scott Electric: \$782.97. A motion to approve was made by Mr. Gilbert, and seconded by Mrs. McIntyre. The motion passed, 6-0, 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. 399: \$220,743.76: A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. 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 July 2022. Average plant flow was down, at 2.55 million gallons per day (MGD), and rainfall was up, at 3.67".
 - B. COA-Phase III Project:
 - 1. The project is moving along, well. The contractor is working on Bushy Run Manhole No. 11, near Jim Sisson's Auto Body. The contractor is finding a lot of rock. There have been no other issues.
 - C. NPDES Sampling:
 - 1. Sampling has been completed. Seven weeks of testing were completed by CWM Environmental, and the Authority will be moving forward with a review of the results.
 - D. Annual Whole Effluent Toxicity (WET) Testing:
 - 1. The annual WET testing will begin in a couple of weeks.
 - E. Wet Weather Procedures:
 - 1. The Authority's procedures for dealing with wet weather events has been updated.
 - F. Preparedness, Prevention, and Contingency (PPC) Plan:
 - 1. The Authority's PPC Plan has been updated. This plan is submitted to Westmoreland County. The Authority has coordination plans in place with local first responders. The Authority has a Knox Box that provides plant access to first responders.
 - G. Sampling for Plant Modeling:
 - 1. For the last several weeks, plant employees have been collecting samples at various times of the day. Mr. Hanley stated that the increased sampling will allow Herbert, Rowland & Grubic, Inc. (HRG) to calibrate the model.
 - F. COA-Phase III Pay Application:
 - 1. A motion was made by Mr. Lapia, and seconded by Mr. Gilbert, to approve and authorize submission to PENNVEST Pay Estimate No. 7, in the amount of \$125,519.65, as submitted by Kukurin Contracting, Inc., for the period ending July 29, 2022. The motion passed, 5-0, 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.
 - G. Mr. Gorski requested Board approval to purchase 82 LED emergency lighting fixtures for the plant from CED Mosebach Electric Supply, at a cost of \$4,326.92. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Gilbert. The motion passed unanimously.

This concluded the Assistant Manager's report.

9. Consulting Engineer

A. Chad Hanley, Herbert, Rowland & Grubic, Inc. (HRG):

1. Mr. Hanley reported that HRG submitted the Authority's quarterly Consent Order and Agreement (COA) Report to the PaDEP at the end of July 2022. Mr. Hanley expressed appreciation for input from the Authority's Member Municipalities.
2. NPDES Permit Renewal:
 - a. Sampling is complete. HRG is working with CWM Environmental regarding the final reporting. A conference call has been scheduled with representatives of the PaDEP for August 26, 2022, to review our findings and to see what the Authority's next steps will be regarding issuance of the NPDES permit.
3. Plant Evaluation Study:
 - a. Mr. Hanley stated that the Authority has a couple more weeks of sampling to complete for HRG. Mr. Hanley thanked the Authority staff for the work that they have done. Mr. Hanley stated that the staff has been great to work with, and the sampling work is progressing. Once the model has been completed and calibrated, HRG will be able to evaluate scenarios for potential plant upgrades.

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

10. Solicitor's Report – Matthew Racunas:

A. Mr. Racunas reported that he worked on the amended right-of-way for the Schoffstahl property, which included the extinguishment of the original right-of-way and the execution of the revised right-of-way. Mr. Racunas stated that he will have the signed right-of-way recorded.

B. Job Descriptions:

1. The Personnel Committee has reviewed the General Manager's job description, and made only one change. Mr. Racunas stated that the only remaining job description that must be prepared is for the position of Finance Director. Mr. Gorski stated that Mrs. Wtorkowski has prepared a job description, which the Board will review during the Executive Session.

C. Remote attendance at Authority meetings:

1. Mr. Lapia stated that remote attendance at Authority meetings was intended only for COVID-19. Mr. Caroline stated that the policy was not intended to allow Board Members who do not feel like coming to the Authority office for meetings, to attend meetings remotely. Mr. Racunas stated that none of his municipal clients have removed entirely the ability to attend meetings remotely. Mr. Racunas stated that virtual meeting attendance is not addressed in the (Municipal) Authorities Act, so in his opinion, virtual attendance counts toward a quorum for Municipal Authorities. Mrs. McIntyre stated that she has no problem with virtual attendance. Mrs. McIntyre stated that there is still an issue for the Authority regarding COVID-19, and the Board Members who attend virtually are participating in the meeting. Mr. Racunas stated that the policy should reflect the Board's intention. After lengthy discussion, it was decided that virtual attendance will continue to be permitted. Mr. Racunas stated that a quorum can be met with virtual attendance.
2. Mr. Racunas stated that the remaining issues will be discussed during the Executive Session.

This concluded Mr. Racunas's report.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Administrative Staffing:

- a. Mr. Lapia stated that this agenda item will be discussed during the Executive Session.
2. Lapia requested that the Board adopt Resolution No. 2022-06, recognizing the service of Michael L. (Mike) Faccenda. A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. The motion passed unanimously.

This concluded the Personnel Committee Report

B. Finance and Budget Committee: Dylan Mace:

1. Mr. Mace requested Board approval of the transfer in the amount of \$125,234.42 from the Revenue Fund to the PENNVEST Account. A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. 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, 2022 to October 2, 2023, in the amount of \$17,148.00. A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. The motion passed, 6-1, with Mr. Lapia voting against the motion.

This concluded the Finance and Budget Committee report.

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

12. Requisitions:

Mr. Caroline requested Board approval of the following Requisitions:

- A. Approve Capital Improvement Fund Requisition No. 91, Scott Electric in the amount of \$782.97: A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. The motion passed, 6-0, 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. Approve Capital Improvement Fund Requisition No. 92, in the amount of \$23,672.31: A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Konkus. The motion passed unanimously.
- C. Approval of PENNVEST Loan No. 75375, COA-Phase III Project, Requisition No. 4, and authorize submission to PENNVEST: \$125,519.65: A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed, 5-0, 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: None

14. Executive Session:

- A. A motion to go into executive session to discuss matters of personnel was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously. The executive session began at 6.48 P.M.

It is noted that Mr. Hanley left the meeting at this time.

A motion to return to the regular order of business was made by Mr. Konkus and seconded by Mrs. McIntyre. The motion passed unanimously. The Board returned to the regular meeting at 7:21 P.M. The items discussed were personnel matters.

- 15. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Lapia. The motion passed unanimously. The meeting was adjourned at 7.22 P.M.



Johanna Wtorkowski, Assistant Secretary-Treasurer

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: August 18, 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 of electrical purchases made by the Authority

Subject to be acted upon:

Approve Revenue Fund Requisition No. 398, Scott Electric, in the amount of \$782.97.



(Member's Signature)

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: August 18, 2022

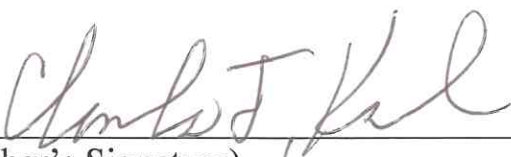
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland Municipal Authority.

Nature of Possible Conflict:

Employee of Scott Electric, a supplier 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. 7 in the amount of \$125,519.65, as submitted by Kukurin Contracting, Inc., for the period ending July 29, 2022.



(Member's Signature)

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: August 18, 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 Capital Improvement Fund Requisition No. 91: WWMA for Scott Electric, in the amount of \$782.97.



(Member's Signature)

MEMORANDUM

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

FROM: Dylan Mace

DATE: August 18, 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 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. 7 in the amount of \$125,519.65, as submitted by Kukurin Contracting, Inc., for the period ending July 29, 2022.

Dylan Mace

(Member's Signature)

MEMORANDUM

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

FROM: Dylan Mace

DATE: August 18, 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 of purchases made by the Authority
COA-Phase III Project

Subject to be acted upon:

Approve PENNVEST, Loan No. 75357, COA-Phase III Project, Requisition
No. 4, and authorize submission to PENNVEST, in the amount of
\$125,519.65.

Dylan Mace
(Member's Signature)



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: July 2022

HRG Client Number: 008234

AUGUST 18, 2022 AUTHORITY MEETING

Retainer Services (.0426)

- > HRG completed the COA 2nd Quarter Report and submitted to DEP on July 28.

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 planning modules submitted this month

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 has received all sample data and has a few data questions remaining for the lab.
- > 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 at the plant on July 22 and August 1 to finalize the sampling plan and to assist with sampling and analysis.
- > The Authority is conducting additional sampling through August to finish calibrating the model (e.g., hourly influent plant sampling; process sampling).
- > HRG provided EDU and flow projections to the Authority for review on July 20.

- > HRG presented preliminary information at the July Board meeting.

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

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



Construction Status Report

Report Period: July-22

Prepared By: BJB
 Date: Aug 10, 2022

Total Days: 730
 Days Expended: 439
 Days Remaining: 291

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	\$ 2,925,341.19	61%	39%	1%

Retainage: 5% \$ 146,267.07
 Net Amount Earned to Date: \$ 2,779,074.12
 Previous Payments: \$ 2,653,554.47
Balance Due This Pay Period: \$ 125,519.65

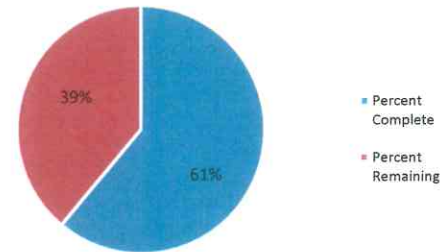
Balance to Finish Plus Retainage: \$ 2,016,623.67

COMMENTS:

Work Completed This Period:

- 1,139 LF of ACP Sewer Pipe was removed and disposed. 180 LF of ACP Sewer Pipe was "discontinue use"
- 4 manholes were removed.
- 1,535.5 LF of 30" Sewer Pipe - Type A was installed. 59.43 VF of 60" manhole was set.
- 181 LF of 6" sewer pipe was installed. 18 LF of 4" sewer pipe was installed. 9 6" Insert-a-tees were installed.
- 60 LF of concrete encasement was placed for the 30" sewer.
- 268 LF of streambank stabilization - type 2 was installed. 108 LF of cofferdam was installed. 499 SY of seeding and mulching was completed.
- Construction meeting held on 07-19-2022.
- Total Number of Construction Meetings:
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (16) Construction Progress Meetings
- Total Number of full Inspector Days: 127.5, 16 in July

Project Status





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			\$ 6,056.07		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%