

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JANUARY 19, 2023

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, January 19, 2023 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	Mr. Dylan Mace	Mr. Kevin McHugh
Mrs. Barbara McIntyre	Mr. Bob Regola	Mr. John Slivka
Mr. Mark Wolinsky		

Others in Attendance:

Mr. Matthew Racunas, Solicitor  
Mr. Chad Hanley, Consulting Engineer  
Ms. Liz Lackey, Consulting Engineer  
Ms. Samantha Schmucker, Herbert, Rowland & Grubic, Inc. (HRG)  
Mr. Ron Flick, FWF Insurance Agency, Inc.  
Mr. Stephen Flick, FWF Insurance Agency, Inc.  
Mr. Stanley A. Gorski, Jr., Authority Manager  
Mrs. Johanna Wtorkowski, Finance Director and Assistant Secretary-Treasurer/Recording Secretary

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments: None

4. Communications: None

5. Secretary's Report: Barbara McIntyre:

A. Mrs. McIntyre requested Board approval of the Minutes for the regular monthly meeting of December 15, 2022. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.

6. Treasurer's Report:

Mrs. Wtorkowski requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 412 Scott Electric: \$115.35. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed, 9-0, 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. 413: \$296,356.96: A motion to approve was made by Mr. Konkus, and seconded by Mrs. McIntyre. The motion passed unanimously.

This concluded the Treasurer's report.

7. Authority Manager's Report – Stanley Gorski, Jr.:

A. Insurance Update:

1. Mr. Gorski deferred to Mr. Ron Flick, of FWF Insurance Agency, Inc., who provided a presentation of the insurance policy for the premium year February 17, 2023 – February 17, 2024. Mr. Flick provided a review of coverage for Business Auto, Commercial Property, Cyber Security Coverage, General Liability, Inland Marine, Linebacker, and Umbrella, and answered questions that were presented by the Board. At the request of the Board, Mr. Flick will obtain a price to increase coverage for cyber security and sewer backup coverages. Mr. Lapia requested a copy of the Authority's loss runs. Mrs. Wtorkowski provided Mr. Lapia with the loss-run report. Mr. Flick stated that he will follow up with answers to questions for which he must seek clarification. Mr. Ron Flick and Mr. Stephen Flick left the meeting after the presentation.

B. Monthly Update:

1. Mr. Gorski reported that there were no NPDES violations nor by-pass events for the month of December 2022. No flow was diverted to the equalization (EQ) tank in December.



2. Mr. Gorski received three price quotes for replacement cartridges for an odor control unit. Mr. Gorski stated that only one unit will need replacement cartridges in 2023. Mr. Gorski will request Board approval of the purchase at the February 16, 2023 meeting.
  3. A pre-construction meeting and walk-through was held yesterday with Kukurin Contracting, Inc., regarding the emergency installation of baffles, launders, and weirs, to the primary clarifier. Authority staff will prepare the clarifiers, with work to begin on January 30, 2023.
  4. The overhead garage doors for the Sludge Processing Building were ordered from Eastern Door Controls, Inc. Final measurements will take place on Monday, January 23, 2023. Lead time could be two to four months.
  5. The new door strikes and latches were installed by AB Specialties, this week. Exelos will be installing security cameras, and touch pads for the electric door strikes and controllers throughout the plant.
  6. Mr. Gorski is working with the Cyber Infrastructure Security Agency (CISA) regarding a cyber-vulnerability study. CISA will conduct a remote scan of the Authority's system, and submit a report of its findings. Once CISA has completed its assessment, the Department of Homeland Security (DHS) will conduct an on-site inspection, and submit a report of its findings.
  7. Audit field work is tentatively scheduled to begin March 22, 2023. The Trust Indenture requires the audit to be completed by June 30<sup>th</sup>.
- C. Mr. Gorski requested that the Board adopt Resolution No. 2023-01, Declaring that Designated Public Records of the Authority are Approved for Distribution. A motion to approve was made by Mr. Lapia, and seconded by Mr. Konkus. The motion passed unanimously.
- D. COA-Phase III Project:
1. Installation of the Bushy Run Interceptor is complete. Kukurin is working on minor restoration to clean up a couple of lateral connections. Full restoration will be completed in the spring. Kukurin is starting to work on the Manor Interceptor. Construction of the Manor Interceptor should take 3-5 weeks. Mr. Gorski reported that there will be a change order for approximately \$2,400.00 submitted at the February 16, 2023 meeting, due to a drop connection for an 18" manhole near the Quonset hut that was not included in the construction drawings. Work on the COA-Phase III Project is approximately 85% complete. A brief discussion followed.
  2. Mr. Gorski requested Board approval and authorization of submittal to PENNVEST Pay Estimate No. 12, in the amount of \$101,958.99, as submitted by Kukurin Contracting, Inc., for the period ending December 30, 2022. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed, 8-0, 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.
- E. Mr. Gorski requested Board approval for upgrades to the Authority's website, with work to be completed by Exelos, at a cost not to exceed \$5,000.00. Mr. Tack Hammer, of Exelos, has stated that the cost will be between \$3,000.00 and \$5,000.00. Once Mr. Gorski has submitted an outline of the new website, Exelos will provide a written quote. A motion to approve was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously. Mr. Lapia asked that the Board be able to view the proposed website before the website goes live.
- F. Mr. Gorski requested that the Board authorize the renovations of the conversion of the old laboratory to a break room, the conversion of the existing break room to a plant operations center, and the replacement of the floor in the Control Building lunch room, plant operations center, hallway, and lobby, at a cost not to exceed the amounts listed in the approved Capital Budget. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. Mr. Lapia asked Mr. Gorski if Larry Lint provided a quote. Mr. Gorski stated that Larry Lint came to the plant, and will provide a quote. Mr. Gorski stated that Authority employees will complete most of the work for the renovation. The walls will be sanded and coated with an extreme bond primer, rather than dry-walling. Mr. Gorski will meet with Sherwin Williams to determine the best paint to apply to the walls. Mr. Gorski stated that he had originally planned for the Authority's Assistant Foreman Shawn Stitely to install the flooring, but now feels that, since the flooring will be in place for twenty to thirty years, the installation should be completed by professionals. Mr. Gorski stated that Larry Lint or Empire Flooring can install commercial flooring for around \$12,000.00-\$13,000.00. The new flooring can be installed over the existing tile flooring, which will provide a barrier, in the event of water spills. A brief discussion followed. The motion passed unanimously.

This concluded the Authority Manager's report.

8. Consulting Engineer - Chad Hanley, Herbert, Rowland & Grubic, Inc. (HRG):
  - A. Mr. Hanley requested Board approval of the semi-annual transfer from the Revenue Fund to the Capital Improvement Fund in the amount of \$270,346.50. A motion to approve was made by Mr. Konkus, and seconded by Mr. Lapia. The motion passed unanimously.



- B. Mr. Hanley reported that he received a call from a State Representative who stated that he intends to support the Authority's request for a COVID-19 ARPA PA Small Water and Sewer Program grant in the amount of \$250,000.00. The January grant meeting was cancelled. The next meeting will be held in March 2023.
- C. Mr. Hanley stated that HRG has reached the maximum amount for fees related to the plant evaluation. Mr. Hanley stated that HRG will be submitting to the Board a request for an increase in the maximum limit for this work. Ms. Lackey stated that the biowin model was set up and calibrated with data that was provided by Mr. Gorski. The EDU estimates that were submitted by Penn Township were higher than original estimates, causing the number of EDUs in the model to increase. Samantha Schmucker is entering the revised data into the model, and the flows will be finalized, soon. This will enable HRG to run the model to determine the best alternatives for the plant. HRG met with the PaDEP on Wednesday. HRG will request preliminary effluent limits from the PaDEP, assuming (1) that the creek is in its present condition, and (2) that the creek has been cleaned up (therefore, using a 20-year planning period).
- D. Mr. Gorski and an HRG staff member conducted a PaDEP file review. A brief discussion followed.

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

9. Solicitor's Report – Matthew Racunas:

- A. Mr. Racunas reported that he met with the Personnel Committee to work on a Management Personnel Policy, (benefits and salary policy). Mr. Racunas hopes to present the policy to the Board at the February 16, 2023 meeting. During the Personnel Committee meeting, a discussion was held regarding the upcoming Union negotiations. Mr. Racunas stated that he is continuing to look at the Medical Marijuana Act and the Authority's current drug policy.
- B. Mr. Racunas stated that the Authority did not meet with representatives of the Landfill in January. Mr. Racunas would like to schedule a meeting for February.

This concluded the Solicitor's report.

10. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

- 1. Mr. Lapia stated that the motion to approve the Management Employee Benefits and Salary Policy has been tabled.
- 2. Mr. Lapia requested that the Board approve the job description and set the salary for the Operations and Compliance Manager. The Personnel Committee is recommending a salary of \$80,000.00 with associated benefits. The salary would be 80% of the annual salary in year one, 90% in year two, and 100% in year three. Mr. Caroline stated that, if the chosen applicant proves to be exceptional, the starting salary could be increased to 90% of the full salary rate. A motion to approve the job description and salary for the Operations and Compliance Manager Position was made by Mr. Konkus, and seconded by Mr. Wolinsky. The motion passed unanimously.
- 3. Mr. Lapia stated that the Personnel Committee will have an informal meeting with Union representatives, next month. Mr. Caroline asked when the Authority will be advertising for the position of Operations and Compliance Manager. Mr. Gorski stated that the advertisement could be placed in early March 2023. Mr. Gorski stated that he plans to advertise the position with the Pennsylvania Municipal Authorities Association (PMAA), the Pennsylvania Water Environment Association (PWEA), and possibly with Indeed.

This concluded the Personnel Committee report.

B. Finance and Budget Committee: Dylan Mace:

- 1. Mr. Mace requested Board approval of the 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 \$125,942.15 from the Revenue Fund to the PENNVEST Account, *and*
  - Item 11B (1) (b): Transfer \$30,000.00 from the Revenue Fund to the Sick Pay Reserve Account, *and*
  - Item 11B (1) (c): The purchase of a Capital Improvement Fund two-month United States Treasury Bill in the amount of \$7,735,000.00, providing the interest rate is positive.

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

- 2. Mr. Mace requested Board approval of the liability insurance policy with EMC Insurance for the period from 02/17/23 – 02/17/24, in the amount of \$47,827.00. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Wolinsky. Mr. Caroline asked if Mr. Flick was going to answer the questions and possibly adjust coverage limits. Mrs. Wtorkowski stated that the Authority would receive an additional invoice for policy modifications, if they are made. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

C. Legal and Engineering Services Committee: Kevin McHugh: There was no report.

11. Requisitions:

Mr. Caroline requested Board approval of the following Requisitions:

- A. Approve Capital Improvement Fund Requisition No. 99, in the amount of \$41,489.22: A motion to approve was made by Mr. Konkus, and seconded by Mr. Mace. The motion passed unanimously.
- B. Approval of PENNVEST Loan No. 75375, COA-Phase III Project, Requisition No. 9, and authorize submission to PENNVEST: \$101,958.99. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed, 8-0, 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.

12. Board Member Comments:

- A. Mr. Wolinsky and Mr. Lapia welcomed Mr. Slivka to the Board.
- B. Mr. Caroline asked Mrs. Wtorkowski if she provide Mr. Slivka with the new Board Member information packet. Mrs. Wtorkowski stated that the information was provided to Mr. Slivka.

13. Executive Session: None

- 14. A motion to adjourn was made by Mr. Konkus, and seconded by Mrs. McIntyre. The motion passed unanimously. The meeting was adjourned at 7:12 P.M.

  
Barbara L. McIntyre, Secretary

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: January 19, 2023

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. 412, Scott Electric, in the amount of \$115.35.

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



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FROM: Charles T. Konkus

DATE: January 19, 2023

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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. 12 in the amount of \$101,958.99, as submitted by Kukurin Contracting, Inc., for the period ending December 30, 2022.

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

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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 PENNVEST, Loan No. 75357, COA-Phase III Project, Requisition No. 9, and authorize submission to PENNVEST, in the amount of \$101,958.99.



(Member's Signature)

MEMORANDUM

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

FROM: Dylan Mace

DATE: January 19, 2023

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. 12 in the amount of \$101,958.99, as submitted by Kukurin Contracting, Inc., for the period ending December 30, 2022.

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



MEMORANDUM

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

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Subject to be acted upon:

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



**Construction Status Report**

Report Period: **December-22**

Prepared By: AEE

Date: Jan 5, 2023

Total Days: 730  
 Days Expended: 593  
 Days Remaining: 137

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	\$ 60,494.04	\$ 4,804,941.04	\$ 3,782,094.59	79%	21%	1%

Retainage: 5% \$ 189,104.74  
 Net Amount Earned to Date: \$ 3,592,989.85  
 Previous Payments: \$ 3,491,030.86  
**Balance Due This Pay Period: \$ 101,958.99**

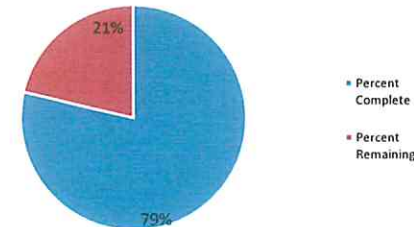
**Balance to Finish Plus Retainage: \$ 1,211,951.19**

**COMMENTS:**

**Work Completed This Period:**

- 934.5 LF of ACP Sewer Pipe was removed and disposed.
- 5 manholes were removed
- 934.5 LF of 30" Sewer Pipe - Type A was installed
- 3 connections to existing Municipal Sewer were completed.
- 61.57 VF of 60" manhole was installed.
- 9 VF of 108" manhole was installed.
- 15.48 VF of 120" manhole was installed.
- Construction meeting held on 12-20-2022.
- Total Number of Construction Meetings:  
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (21) Construction Progress Meetings
- Total Number of full Inspector Days: 220.5, 18 in December

**Project Status**



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



**Construction Status Report**

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Prepared By: AEE  
 Date: Jan 5, 2023

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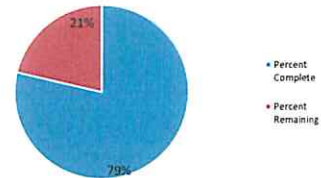
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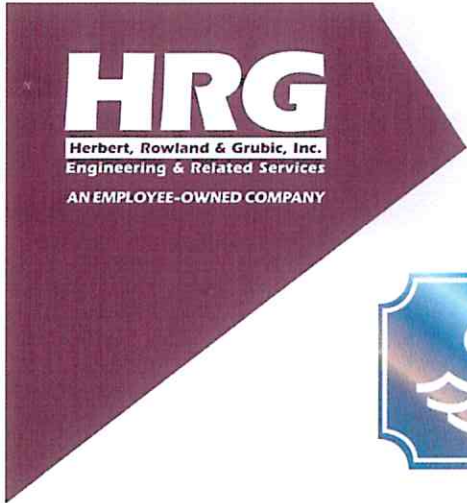
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 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (21) Construction Progress Meetings  
 - Total Number of full Inspector Days: 220.5, 18 in December

**Project Status**







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, Jr.  
Report Period: December 2022  
HRG Client Number: 008234

JANUARY 19, 2023 AUTHORITY MEETING

### Retainer Services (.0426)

- > HRG assisted with the 2023 budget preparation.
- > HRG began preparation of the CO&A 4th quarter report; it is due to DEP by January 31<sup>st</sup>.
- > HRG finalized the 2022 Annual and 2023 Budget Report and delivered digitally on December 9<sup>th</sup>; one hard copy will be provided at the meeting for the Authority's files.

### General Services (.0427)

- > HRG is assisting with various WWTP issues including hydrogen sulfide issues and carbon media vendors for the odor control units.
- > HRG completed and submitted the Small Water and Sewer grant program application for the process improvements project.

### Planning Module Reviews (.0428)

- > No planning module reviews were completed in December.

### 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.

- > The Draft Permit has not been received, nor published for public comment.
- > No significant updates. Previously:
  - All sample data has been received and reviewed; HRG provided the data to DEP on August 24 following the virtual meeting with DEP, WWMA, and HRG.
  - A summary letter dated September 8 was provided to the Board. The letter details background information, sampling results, and anticipated next steps.
- > 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

- > HRG submitted the grant application on March 15 for the plant instrumentation and SCADA upgrades. Responses were initially anticipated in Fall 2022; however, the CFA meetings have been canceled throughout the fall and winter with the next meeting scheduled in March 2023.
- > Mr. Hanley received a call from Representative Eric Nelson on December 29<sup>th</sup> asking if the Authority would move forward with the project if \$250,000 of the \$300,000 grant request was awarded. Mr. Hanley and Mr. Gorski indicated to Rep. Nelson that the Authority would move forward with the project.

### COVID-19 ARPA PA SMALL WATER AND SEWER PROGRAM GRANT APPLICATION

- > As discussed under General Services above, HRG submitted the grant application for the plant instrumentation and SCADA upgrade project. Responses are anticipated in Fall 2023.

### WWTP EVALUATION STUDY

- > HRG met on November 16<sup>th</sup> with Penn Township to discuss realistic assumptions for future EDUs. HRG began to compile the information received into mapping and flows will be calculated for the future modelling scenarios.
- > HRG and Mr. Gorski conducted a DEP file review on January 4<sup>th</sup> and were able to obtain both past permit application documents and permits.

## GIS Services (.0431)

- > No updates

## Small Capital Projects (.0432)

### GARAGE DOOR REPLACEMENT

- > HRG assisted the Authority on utilizing the COSTARS program for the garage door replacement.

### PRIMARY CLARIFIER EQUIPMENT REPLACEMENT

- > HRG prepared an agreement between Kukurin Contracting and the Authority for the emergency work.

### 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

Consulting Engineer's Report  
Western Westmoreland Municipal Authority  
January 18, 2023  
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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