

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – SEPTEMBER 21, 2023

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, September 21, 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 6:18 P.M.:

Board Members in Attendance:

Mr. Stanley Caroline, Jr.	Mr. Joseph Lapia	Mr. Kevin McHugh
Mrs. Barbara McIntyre	Mr. John Slivka	

Attended virtually, through Microsoft Teams:

Mr. Charles Konkus

Absent:

Mr. Kurt Bonnet	Mr. Charles Gilbert	Mr. Dylan Mace
Mr. Bob Regola		

Others in Attendance:

Mr. Matthew Racunas, Solicitor
Mr. Chad Hanley, Consulting Engineer
Ms. Liz Lackey, Consulting Engineer
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: Secretary's Report: Barbara McIntyre:

- A. Mrs. McIntyre requested the approval of the minutes for the regular meeting of August 17, 2023, as presented. A motion to approve was made by Mr. McHugh, and seconded by Mr. Slivka. The motion passed unanimously.

This concluded the Secretary's Report.

6. Treasurer's Report – Charles Konkus:

Mr. Konkus requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 431: Scott Electric: \$538.99: A motion to approve was made by Mrs. McIntyre, and seconded by Mr. McHugh. 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. 432: \$1,293,858.80: A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Lapia. The motion passed unanimously.

This concluded the Treasurer's report.

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

- A. Mr. Gorski reported that there were no NPDES violations nor plant by-passes during August. Average plant flow was 2.92 mgd. Total rainfall was 4.81" for the month.
- B. COA-Phase III Project:
- Final restoration was completed. Mr. Gorski stated that the only remaining item is receipt of final as-built drawings from Kukurin Contracting, Inc. A follow-up e-mail was sent to Kukurin, yesterday.
- C. Mr. Gorski requested approval of the revised Internal Control Procedures for the Purchasing Cycle. A motion to approve was made by Mr. Lapia, and seconded by Mrs. McIntyre. The motion passed unanimously.
- D. Mr. Gorski requested Board approval of a 60-month lease of a Kyocera TaskAlfa 3554CI with print/fax/scan capability, from CCA Solutions, at a monthly cost of \$174.50, which includes all supplies, except paper. A motion to approve was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously.

- E. Mr. Gorski requested Board approval of the proposal received from ADS Environmental Services for data analysis and report generation for flow meters currently installed in the system, for the period from 09/01/23 through 08/31/24, for an annual cost of \$10,056.00, to be billed monthly, at \$838.00 per month. A discussion followed, regarding the possibility of performing report generation in-house. Ms. Lackey stated that HRG could build a spreadsheet for downloading monthly data. A motion to approve, pending Mr. Gorski checking to confirm fixed costs, was made by Mr. Lapia, and seconded by Mrs. McIntyre. The motion passed unanimously.
- F. Mr. Gorski reported that the COA-Phase III Project closeout originally required post-construction monitoring. Mr. Gorski stated that the PaDEP has verified that the sanitary sewer overflows (SSO) are concreted shut, so the Authority may not be required to complete a post-construction monitoring program. A status call with the PaDEP has been scheduled, in order to discuss this issue.
- G. Mr. Gorski reported that the peracetic acid pilot study is on hold. Mr. Gorski reached out to representatives of the Municipal Authority of Westmoreland County (MAWC) to discuss the possibility of working together on the pilot study. The MAWC is sending a letter to the PaDEP, asking them to drop some of the testing requirements under the peracetic acid study.
- H. Mr. Gorski reported that he has prepared the job posting for the new maintenance employee, and plans to post the position through wastewater organizations and possibly the Greensburg Tribune-Review. Mr. Gorski will be requesting Board approval to post the job opening, at the October meeting. Mr. Gorski stated that he would like the employee to start in January or February of 2024.
- I. The Authority passed the annual Whole Effluent Toxicity (WET) test.
- J. Mr. Gorski reported that the Authority has paid over \$13,000.00 for repairs to the 2013 HD utility (diesel-fueled) truck. The truck has only 16,000 miles on the odometer. Mr. Gorski would like to sell the truck, and purchase a single-cab (gas-fueled) truck with a utility bed. Mr. Gorski would also like to sell the existing plow with the HD utility truck, and purchase a plow that would be used on the 2021 Chevrolet 2500 pick-up truck. Mr. Gorski will include an amount on the Capital Budget.
- K. Mr. Gorski reported that the medical premiums for the Authority's UPMC health care plan are increasing by 3.75%, and the medical premiums for the Authority's Highmark health care plan are increasing by 8.75% for 2024. A discussion followed.
- L. Mr. Gorski reported that employees and Board Members will be required to participate in a cybersecurity awareness program through VIPRE. Participants will be receiving e-mails through their WWMA e-mail addresses, containing links for the training. This training is required by the Authority's cybersecurity insurance provider.
- M. Mr. Gorski reported that Mr. Kurt Bonnet was appointed as the WWMA Board representative for Hempfield Township. Mr. Bonnet was unable to attend this evening's meeting, because he is out of town.
- N. Mr. Gorski stated that remaining items will be discussed during the Executive Session.

This concluded the Authority Manager's report.

- 8. Consulting Engineer: Chad Hanley, HRG:
Mr. Hanley stated that he has nothing to add to his written report, but there are items to be discussed during the Executive Session.
 - A. Mr. Hanley provided a review of HRG's proposed rate schedule for 2024. A brief discussion followed. Mr. Hanley will be requesting Board approval of the 2024 rate schedule at the October meeting.
 - 9. Solicitor's Report – Matt Racunas:
Mr. Racunas stated that there are items to be discussed during the Executive Session.
 - 10. Reports of Committees:
 - A. Personnel Committee: Joseph Lapia:
Mr. Lapia stated that there are items that will be discussed during the Executive Session.
 - 1. Mr. Lapia stated that he did not receive the memo and MMO calculations in the mail. Mrs. Wtorkowski provided Mr. Lapia with a copy of the information. A motion to approve Agenda items 10A(1) and 10A(2), as presented, was made by Mr. Lapia, and seconded by Mrs. McIntyre. The motion passed unanimously.
 - 10A(1): Minimum Municipal Obligation (MMO) Worksheet for the Authority's Defined Benefit Pension Plan for the year 2024
 - 10A(2): MMO Worksheet for the Authority's Cash Balance Pension Plan for the year 2024.
- This concluded the Personnel Committee Report.
- B. Finance and Budget Committee: John Slivka:
 - 1. Mr. Slivka requested Board approval of Agenda Item 10B(1)(a) and 10B(1)(b), consisting of a transfer

in the amount of \$126,793.61 from the Revenue Fund to the PENNVEST Account, and the purchase of a Capital Improvement Fund United States Treasury Bill, in the amount of \$8,430,000.00, providing the interest rate is positive. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Lapia. The motion passed unanimously.

2. Mr. Slivka requested Board approval of workers' compensation insurance policy renewal with EMC Insurance for the period from 10/02/23 through 10/02/24, in the amount of \$16,372.00. A discussion followed. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. McHugh. 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 and PENNVEST Payments:

Mr. Caroline requested Board approval of the following Requisition:

- A. Approve Capital Improvement Fund Requisition No. 109, in the amount of \$15,199.83: A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Slivka. The motion passed unanimously.

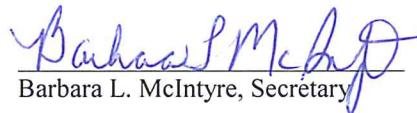
12. Board Member Comments:

- A. Mrs. McIntyre reported that the North Irwin Borough Municipal Authority's term has been renewed for another fifty (50) years.

13. Executive Session: A motion was made by Mr. Lapia, and seconded by Mr. McHugh, to enter into an executive session to discuss personnel matters and matters of identifiable litigation. The motion passed unanimously. The executive session began at 6:58 P.M.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously. The Board returned to the regular meeting at 8:21 P.M. The items discussed were personnel issues and matters concerning potential litigation.

14. 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 8:21 P.M.


Barbara L. McIntyre, Secretary

MEMORANDUM

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

FROM: Charles T. Konkus
DATE: September 21, 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. 431, Scott Electric, in the amount of \$538.99



(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: August-23

Prepared By: BMB
 Date: Sep 13, 2023

Total Days: 730
 Days Expended: 836
 Days Remaining: -106

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	\$ 331,036.99	\$ 5,075,483.99	\$ 4,543,500.05	99%	1%	7%

Retainage: \$ 46,000.00
 Net Amount Earned to Date: \$ 4,497,500.05
 Previous Payments: \$ 4,497,500.05
Balance Due This Pay Period: \$ (0.00)

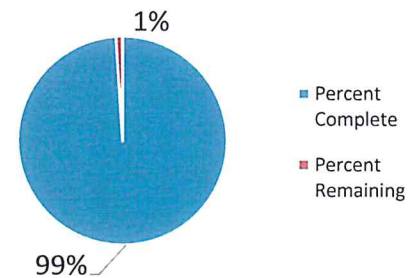
Balance to Finish Plus Retainage: \$ 577,983.94

COMMENTS:

Work Completed This Period:

- Received and reviewed CCTV recordings and reports
- Drafted Change Order #7 (final quantity change order)
- Coordination with KCI
- Coordination with DEP regarding PCMP
- Total Number of Construction Meetings:
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (27) Construction Progress Meetings
- Total Number of full Inspector Days: 300.5

Project Status



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



Kukurin Contracting, Inc.
 Current Contract Amount w/ Approved Change Orders: \$ 5,075,483.99

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			\$ 6,055.07		Coordinated with Contractor. Change Proposal Request rejected, it is the Contractor's responsibility to repair and damage that occurs outside of trench line.
	04	Strapping Down Manholes	\$ 822.63				Proposal provided for ~\$820 / manhole. WWMA to strap down 7 manholes internally, one manhole (RM-01) to be strapped down by KCI. Incorporated on Change Order No. 3, Approved at Board Meeting on 10.20.22
	05	Broken 8" Water Line	\$ 8,420.62				Approved at Board Meeting on 10.20.22
	06	18" Drop Connection at RBR30	\$ 2,409.22				Approved at Board Meeting on 4.20.23
	07	18" Drop Connection at RM-3	\$ 2,141.73				Approved at Board Meeting on 4.20.23
	08	Pipe Material Escalation	\$ 265,992.00				KCI request for a change based on escalated pipe material costs from time of bid to actual construction. Requested \$577,179. WWMA provide letter to KCI proposing \$265,992.00. Potential Change Order has been submitted to DEP/PennVest for preapproval per requirements of the PennVest Loan. Approved at Board Meeting on 7.20.23
	09	Final Quantity Adjustment				\$ 531,984.00	Estimated amount. To be confirmed once last pay application submitted.

TOTAL \$ 331,036.99 \$ - \$ - \$ 531,984.00
 TOTAL Approved as % of Contract Value: 6.52%
 TOTAL Approved & Pending as % of Contract Value: -3.96%



Herbert, Rowland & Grubic, Inc.
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: August 2023
HRG Project Number: R008234.0426



September 21, 2023 Authority Meeting

RETAINER SERVICES (.0426)

- HRG prepared and submitted the 2023 Q2 COA report on July 24th.
- HRG will provide 2024 rates for consideration of the Authority and inclusion in 2024 budgeting.

GENERAL SERVICES (.0427)

- Landfill discharge:
 - Previously, HRG provided PFAS data review from the landfill discharge and WWTP sampling and attended a meeting with WWMA and PTSA staff to discuss the service area agreement.
 - HRG begun evaluating whether it is beneficial to accept leachate from Valley Landfill and is preparing a memo to provide a more comprehensive understanding of both the financial and operational impacts to the WWTP. A draft memo will be provided to the Authority Manager and a final memo will be provided prior to the September 21 meeting.
- Peracetic Acid:
 - On July 12th HRG met with Authority Staff and DEP to discuss the potential for a pilot peracetic acid disinfection program.
 - At the request of the Authority, HRG has been preparing a net present value (NPV) of disinfection alternatives. HRG is waiting on further information from vendors.

PLANNING MODULE REVIEWS (.0428)

- No planning module reviews were completed in the month of August.

NPDES PERMIT RENEWAL (.0429)

Previously, HRG assisted the Authority with coordination with DEP and additional sampling to meet the DEP detection limits.

- A Draft NPDES permit was received on May 10, 2023 and HRG reviewed and provided a Draft Permit Review Memo on May 16, 2023. HRG reviewed significant permit changes with Authority Staff on May 17.

- HRG will prepare a proposal for the required TRE and WQBEL Reports for the Board's consideration following the issuance of the final permit (October / November).
- HRG prepared a comment letter to DEP on May 22, 2023.
 - The comment letter questions the addition of total aluminum and iron to the sampling requirements. Additionally, the comment letter requested confirmation of parameters to be included in the TRE and WQBEL Reports. DEP responded on June 23, 2023.
 - On July 12th, HRG confirmed with DEP that they will delay the issuance of the final permit and allow the Authority to obtain 7 additional samples of total aluminum and total iron, which will have the likelihood of reducing the testing requirements from quarterly to annually. The delay in the issuance of the final permit will also provide the Authority with additional time to acquire needed testing equipment. Sampling is nearing completion.

WWTP PROCESS IMPROVEMENTS (.0430)

LSA Grant Application

- HRG reviewed project scope with the Authority Manager and arranged a site visit with Authority Staff and Sanitaire on August 29, 2023 to finalize scope.

COVID-19 ARPA PA Small Water and Sewer Program Grant Application

- No significant updates. Previously:
 - HRG submitted the grant application for the plant instrumentation and SCADA upgrade project. Grant awards are expected in September.

WWTP Evaluation Study

- HRG received the preliminary effluent limits from DEP on May 22, 2023. HRG reviewed these and concluded there are significant differences between the effluent limits of the current stream conditions and a waterway that receives mitigated acid mine drainage flow. HRG continues to evaluate WWTP alternatives.

GIS SERVICES (.0431)

- No updates.

SMALL CAPITAL PROJECTS (.0432)

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.

Consulting Engineer's Report
Western Westmoreland Municipal Authority
September 21, 2023 Authority Meeting
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END OF ENGINEER'S RETAINER SERVICES AND ACTIVE PROJECTS REPORT

Herbert, Rowland & Grubic, Inc.



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

CEH/SCS/kmg
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c: Ms. Johanna Wtorkowski