

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – FEBRUARY 16, 2023

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly and annual reorganizational meeting on Thursday, February 16, 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. Kevin McHugh	Mrs. Barbara McIntyre
Mr. Bob Regola	Mr. Mark Wolinsky	

Board Member who attended virtually, through Microsoft Teams, and joined the meeting in person at 7:36 P.M.:

Mr. John Slivka

Absent:

Mr. Dylan Mace

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

Attended virtually, through Microsoft Teams:

Ms. Samantha Schmucker, Herbert, Rowland & Grubic, Inc. (HRG)

2. Mr. Caroline led the Pledge of Allegiance.

3. Annual Reorganization:

A. Appointment of Officers:

Mr. Caroline turned the meeting over to Solicitor Matthew Racunas for the annual reorganization.

1. Nomination of Chairman/Chairwoman:

Mr. Racunas called for nominations for the office of Chairman. Mr. Wolinsky nominated Stanley J. Caroline, Jr., and Mr. Konkus seconded the nomination. There were no other nominations. A roll-call vote was requested.

Mr. Caroline – yes	Mr. Gilbert – yes	Mr. Konkus – yes
Mr. Lapia – yes	Mr. McHugh – yes	Mrs. McIntyre – yes
Mr. Regola – yes	Mr. Slivka – yes	Mr. Wolinsky – yes

The motion to appoint Mr. Caroline as Chairman passed, 9-0.

2. Nomination of Vice-Chairman/Vice-Chairwoman:

Mr. Racunas called for nominations for the office of Vice-Chairman. Mr. Konkus nominated Dylan Mace, and Mrs. McIntyre seconded the nomination. There were no other nominations. A roll-call vote was requested.

Mr. Caroline – yes	Mr. Gilbert – yes	Mr. Konkus – yes
Mr. Lapia – yes	Mr. McHugh – yes	Mrs. McIntyre – yes
Mr. Regola – yes	Mr. Slivka – yes	Mr. Wolinsky – yes

The motion to appoint Mr. Mace as Vice-Chairman passed, 9-0.

3. Nomination of Secretary:

Mr. Racunas called for nominations for the office of Secretary. Mr. Wolinsky nominated Barbara L. McIntyre, and Mr. Konkus seconded the nomination. There were no other nominations. A roll-call vote was requested.

Mr. Caroline – yes	Mr. Gilbert – yes	Mr. Konkus – yes
Mr. Lapia – yes	Mr. McHugh – yes	Mrs. McIntyre – yes
Mr. Regola – yes	Mr. Slivka – yes	Mr. Wolinsky – yes

The motion to appoint Mrs. McIntyre as Secretary passed, 9-0.

4. Nomination of Treasurer:

Mr. Racunas called for nominations for the office of Treasurer. Mrs. McIntyre nominated Charles T. Konkus, and Mr. Regola seconded the nomination. There were no other nominations. A roll-call vote was requested.

Mr. Caroline – yes	Mr. Gilbert – yes	Mr. Konkus – yes
Mr. Lapia – yes	Mr. McHugh – yes	Mrs. McIntyre – yes
Mr. Regola – yes	Mr. Slivka – yes	Mr. Wolinsky – yes

The motion to appoint Mr. Konkus as Treasurer passed, 9-0.

5. Nomination of Assistant Secretary-Treasurer:

Mr. Racunas called for nominations for the office of Assistant Secretary-Treasurer, a non-voting office. Mrs. McIntyre nominated Johanna Wtorkowski, and Mr. Regola seconded the nomination. There were no other nominations. A roll-call vote was requested.

Mr. Caroline – yes	Mr. Gilbert – yes	Mr. Konkus – yes
Mr. Lapia – yes	Mr. McHugh – yes	Mrs. McIntyre – yes
Mr. Regola – yes	Mr. Slivka – yes	Mr. Wolinsky – yes

The motion to appoint Mrs. Wtorkowski as Assistant Secretary-Treasurer passed, 9-0.

Mr. Racunas turned to meeting over to Chairman Caroline.

Mr. Lapia asked if one motion could be made to appoint Agenda items 3B through 3H. Mr. Racunas stated that the Board could make a consent motion to approve all of the appointments. A consent motion to approve agenda items 3B through 3H was made by Mr. Lapia, and seconded by Mrs. McIntyre. The motion passed unanimously. The appointments are as follows:

Solicitor – Racunas Law Group, LLC  
Consulting Engineer – Herbert, Rowland & Grubic, Inc. (HRG)  
Auditor – Opst & Associates, LLC  
Trustee – U.S. Bank  
Bond Counsel – Clark Hill PLC  
Bond Servicing Agent/Financial Advisor – Commonwealth Investment Management, Inc.  
Depository – First National Bank

B. Mr. Caroline appointed the committee members as follows:

Legal & Engineering Services Committee:

Charles Gilbert  
Mark Wolinsky  
Kevin McHugh

Finance & Budget Committee:

Charles Konkus  
Bob Regola  
John Slivka

Personnel Committee:

Joseph Lapia  
Barbara McIntyre  
Dylan Mace



Mr. Caroline stated that the committee members will elect the committee chairs at the first committee meeting following the Authority's annual reorganization.

4. Public Comments: None
5. Communications: None
6. Secretary's Report: Barbara McIntyre:
  - A. Mrs. McIntyre requested the approval of the minutes for the regular meeting of January 19, 2023. A motion to approve was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously.

This concluded the Secretary's Report.

7. Treasurer's Report – Charles Konkus:

Mr. Konkus asked if there was a conflict with him asking for approval of a Revenue Fund Requisition including payment to Scott Electric. Mr. Racunas stated that there was not a conflict.

Mr. Konkus requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 414: Scott Electric: \$1,080.43: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. McHugh. 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. 415: Stone & Co.: \$27.58: A motion to approve was made by Mr. Lapia, and seconded by Mr. Regola. The motion passed unanimously.
- C. Revenue Fund Requisition No. 416: \$198,083.27: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. Mr. Lapia asked why there was a deduction to the Cash Balance Pension Plan payment. Mrs. Wtorkowski explained that the Authority was deducting Authority contributions that were forfeited by the Administrative Assistant, who resigned. The motion passed unanimously.

This concluded the Treasurer's report.

Mr. Konkus excused himself from the meeting at this time. The time was 6:14 P.M.

8. Authority Manager's Report – Stanley Gorski, Jr.:
  - A. Mr. Gorski reported that there were no NPDES violations for January. There were no plant by-passes during January. Average plant flow was 4.90 mgd, due to rainfall, which nearly doubled for the month of January.
  - B. COA-Phase III Project:
    1. The contractor is half-way through the Manor portion of the project, and is approaching the railroad trestle and bridge, in Manor. Construction should be completed in a month, excluding testing and televising of the interceptor.
    2. Mr. Gorski requested Board approval and authorization of submittal to PENNVEST: Pay Estimate No. 13, in the amount of \$76,893.56, as submitted by Kukurin Contracting, Inc., for the period ending January 27, 2023. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. McHugh. The motion passed unanimously (8-0).
  - C. Primary Clarifier & Rehabilitation Project:
    1. Mr. Gorski reported that the baffles that were ordered two years ago were too long. Kukurin Contracting, Inc., was required to cut concrete from the wall in order to fit the baffles. The weirs were too high, as well, and needed to be adjusted. This resulted in a change order in the increase amount of \$7,603.89, resulting in a new contract amount of \$46,853.89. Mr. Gorski requested Board approval of Change Order No. 1, Kukurin Contracting, Inc., for modifications to concrete walls to fit the primary launders, modifications to launders, and proper weir adjustment. A motion to approve was made by Mr. Regola, and seconded by Mr. Lapia. Mr. Caroline asked how deeply the concrete was cut. Mr. Gorski stated that the contractor cut 1" into the wall. The rebar is still covered. The motion passed unanimously.
    2. Mr. Gorski requested Board approval of Pay Estimate No. 1 (Final), as submitted by Kukurin Contracting, Inc., for the installation of launders, baffles, and weirs for Primary Clarifiers Tanks No. 1 and No. 2, for the period ending February 9, 2023, in the amount of \$46,853.89. A motion to approve was made by Mr. Lapia, and seconded by Mr. Regola. The motion passed unanimously.
  - D. Mr. Gorski reported that he originally planned to have Authority employees install new flooring in the Control Building, but with the numerous cuts involved for doorways and jambs, Mr. Gorski decided that it would be better to have the flooring professionally-installed. Mr. Gorski received three prices for the purchase and installation of flooring:

Larry Lint Flooring	\$16,048.00
Molyneaux	\$ 7,000.00 (for One Room)
Empire Flooring	\$ 9,060.00 (includes life-time warranty)



Mr. Gorski requested Board approval of the purchase and installation of commercial heavy-duty (20 mil thick) LVP wood-look plank flooring from Empire Flooring, to be installed in the Control Building, including the Lobby, Hallway, Two First-Floor Restrooms, the New Lunch Room, and the Operations Control Center, for a total cost of \$9,060.00. This amount is \$1,560.00 more than the amount that was included in the 2023 Capital Budget. A motion to approve was made by Mr. Wolinsky, and seconded by Mrs. McIntyre. Mr. Lapia asked how Empire will handle the tile coving, where the walls meet the floor. Mr. Gorski stated that there is no tile coving. Mr. Lapia asked if the new coving will be rubber. Mr. Gorski stated that the coving will be rubber. The motion passed unanimously.

E. Mr. Gorski requested Board approval of the revised general liability insurance premium with EMC Insurance Companies, in the amount of \$49,346.00, which results in a net increase in the amount of \$1,519.00 and includes the addition of the Government/Crime Fidelity Package with coverage of \$250,000.00, an increase in Cyber-Security coverage from \$100,000.00 to \$1,000,000.00, and premium reductions for commercial property (\$-539.00) and general liability (\$-236.00). A motion to approve was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously. Mr. Lapia thanked Mr. Gorski and Mrs. Wtorkowski for looking into the additional insurance packages and numbers, after the Board spoke at the January meeting.

F. Mr. Gorski reported that he obtained three quotes for carbon media for the Odor Control Center #1:  
\$56,675.00 ECS  
\$37,275.00 TetraSolv  
\$21,887.51 Continental Carbon

Mr. Gorski stated that the carbon media will be replaced in one unit in 2023, in another unit in 2024, and in the remaining two units in 2025. Mr. Gorski requested Board authorization for the purchase and installation of carbon media for Odor Control Unit #1, from Continental Carbon, at a cost of \$21,887.51. A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Gilbert. The motion passed unanimously.

G. Mr. Gorski requested Board approval to purchase a Carter Duplex scum pump to replace Scum Pump No. 1, at a cost of \$22,164.00. This is a capital budget item. Mr. Gorski reported that Scum Pump No. 2 was replaced in 2022, and the price has increased by \$4,000.00, since then. The new pump will be installed and connected to the SCADA System in-house. A motion to approve was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed unanimously.

H. Mr. Gorski reported that a driver drove his vehicle into the utility pole near the exit gate on February 9, 2023. Mr. Gorski obtained an estimate from Redrock Fence Company for repairs to the fence, and an insurance claim was filed.

I. The triennial lab inspection has been scheduled for March 15, 2023. The requested documents have been mailed to the PaDEP, so they can be reviewed prior to the inspection.

J. Mr. Bob Winters, of the Department of Homeland Security (DHS), will be on-site on March 21, 2023, to perform an on-site inspection of the plant. Mr. Gorski, Mr. Justin Vestrand (the Authority's IT consultant), Authority Foreman Michael Diana, and Authority Assistant Foreman Shawn Stitely, who leads the Authority's Safety Committee meetings, will be present for the inspection. Mr. Gorski stated that this on-site inspection normally costs \$50,000.00, but the DHS has agreed to perform the inspection at no cost to the Authority. The Cyber Infrastructure Security Administration (CISA, a department of DHS) will conduct a scan of the Authority's computer network in March.

K. Authority employees are pulling wire, in preparation for the installation of the gate and door access equipment.

L. The color for the new overhead garage doors has been verified, and the doors have been ordered. The lead time is eight (8) weeks.

M. The renovation of the new lunch room is going well. The ceiling and lights were replaced, and the tile walls were painted. Mr. Gorski commended the Authority employees for doing a good job on the renovations.

N. The manhole inspections of the Bushy Run Interceptor will be conducted, next week. Any leaks or items of concern will be reported to Kukurin Contracting, Inc., so that the items can be added to the punch list.

O. Mr. Gorski stated that he has a personnel-related issue to discuss during the Executive Session.

This concluded the Authority Manager's report.

9. Consulting Engineer: Chad Hanley, HRG:

Mr. Hanley reviewed his written report dated February 16, 2023.

A. Monthly Update:

1. Mr. Hanley reported that HRG submitted the fourth quarter COA report to the PaDEP, and will submit the annual Chapter 94 report by March 31, 2023.

2. NPDES Permit Renewal – Pre-Draft Permit Survey:

a. Mr. Hanley reported that Mr. Gorski, Ms. Lackey, and Ms. Schmucker took part in a conference call with a representative of the PaDEP to discuss the draft permit. The PaDEP's response was that our



permit application is currently in the queue, but there was no indication of when the permit will be issued. Mr. Hanley stated that the permit parameters are critical, in order to proceed with the sewer plan evaluation.

3. WWTP Project Scoping and Review:

- a. Ms. Lackey stated that the original proposal of \$35,000.00 included a review of the existing model. HRG personnel originally thought that they could take the data from Wade Trim's plant model and run with it, but they ended up having to enter the data and create their own model. A lot of the effort went to creating the model, as well as nailing down flows and equivalent dwelling units (EDUs). Ms. Lackey stated that HRG asked the PaDEP to run the model at the increased flows to get limits with the existing creek conditions. The PaDEP has data from the acid mine drainage upstream from the plant. The model will assume increased flows, as well as a clean creek. Ms. Lackey stated that Josh Fox, from HRG's Harrisburg office, conducted a site tour of the plant. Mr. Fox has experience in dealing with strict nutrient parameters in the Chesapeake Bay area, as well as figuring out how to get the most out of existing tank capacity. HRG's goal is to provide a good report that will be presented in an Act 537 Plan format, which will save costs. Ms. Lackey requested an additional \$35,000.00 to proceed with the work. HRG will notify the Board when they reach 75% of the \$35,000.00. This phase should be completed within four (4) months. Mr. Caroline asked Mr. Hanley if he thought the plant could run out of space. Mr. Hanley stated that HRG has ideas regarding the use of the current footprint, and he does not think that running out of space is a potential issue. Mr. Gilbert asked Mr. Hanley what the life of the PVC pipe with rubber gaskets was. Mr. Hanley stated that PVC pipe is rated for 100 years. A discussion followed. A motion was made by Mr. Lapia, and seconded by Mrs. McIntyre, for approval of a not-to-exceed amount for the WWTP Project Scoping and Review Evaluation Study, with a not-to-exceed amount of \$70,000.00, total. The motion passed unanimously.

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

10. Solicitor's Report – Matt Racunas:

- A. Mr. Racunas thanked the Board for his reappointment.
- B. Mr. Racunas would like to schedule a meeting in March with representatives of the landfill.
- C. Mr. Racunas finalized the draft of the administrative salary and benefit policy, and forwarded the policy to the Personnel Committee.
- D. Mr. Racunas has been working on the Collective Bargaining Agreement and the pension Drop Plan information.
- E. Mr. Racunas has been working with Mr. Gorski to develop a computer use policy.

This concluded the Solicitor's Report.

Mr. Caroline asked Mr. Hanley if he has noticed a reduction in the ammonia limits, following the work that was completed by Waste Management. Mr. Hanley stated that they have not yet seen a reduction.

Mr. Hanley asked the Board to approve HRG's 2023 Rate Schedule. Mr. Caroline asked Mr. Hanley to submit proposed rate schedules in October in the future, so they can be considered during budget preparation. Mr. Hanley stated that he had reviewed the budgeted amount for engineering in the 2023 Operating Budget, and determined that the amount will be sufficient to cover the new rate schedule. Mr. Hanley stated that the retainer fee for Annual Services will remain at the current rate. This item will be placed on the agenda for the March 16, 2023 meeting.

11. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia reported that the Personnel Committee met on February 13, 2023. Mr. Lapia requested that Agenda Item 11A1 be tabled. Mr. Caroline tabled the item.
2. Mr. Lapia requested Board authorization to advertise for the position of Operations and Compliance Manager. A motion to approve was made by Mr. McHugh, and seconded by Mr. Regola. The motion passed unanimously.

B. Finance and Budget Committee: Bob Regola:

1. Mr. Regola requested that the Board authorize a transfer in the amount of \$126,049.95 from the Revenue Fund to the PENNVEST Account. A motion to approve was made by Mr. Lapia, and seconded by Mr. Gilbert. The motion passed unanimously.

This concluded the Finance and Budget Committee report.

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

12. Requisitions and PENNVEST Payments:

Mr. Caroline requested Board approval of the following Requisitions:

- A. Approve Capital Improvement Fund Requisition No. 100: Scott Electric, in the amount of \$293.47: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. Lapia. The motion passed unanimously.
- B. Approve Capital Improvement Fund Requisition No. 101, in the amount of \$81,138.42: A motion to approve was made by Mr. Wolinsky, and seconded by Mr. McHugh. The motion passed unanimously.
- C. Approve PENNVEST, Loan No. 75375, COA-Phase III Project, Requisition No. 10, and authorize submission to PENNVEST: \$76,893.56: A motion to approve was made by Mr. Regola, and seconded by Mr. Wolinsky. The motion passed unanimously.

13. Board Member Comments:

- A. Mr. Caroline thanked the Board Members for appointing him as Chairman.

14. Executive Session: A motion was made by Mr. Lapia, and seconded by Mr. McHugh, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 6:59 P.M.

It is noted that Mr. Hanley, Ms. Lackey, and Ms. Schmucker left the meeting at this time.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mrs. McIntyre. The motion passed unanimously. The Board returned to the regular meeting at 7:36 P.M. The items discussed were personnel issues.

It is noted that Mr. Slivka, who had been attending the meeting virtually, joined the meeting in person, at this time.

15. A motion to adjourn the meeting was made by Mrs. McIntyre, and seconded by Mr. Wolinsky. The motion passed unanimously. The meeting was adjourned at 7:37 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: February 16, 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. 414, Scott Electric, in the amount of \$1,080.43.



\_\_\_\_\_  
(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: January-23

Prepared By: BMB  
 Date: Feb 10, 2023

Total Days: 730  
 Days Expended: 624  
 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	\$ 60,494.04	\$ 4,804,941.04	\$ 3,863,035.17	80%	20%	1%

Retainage: 5% \$ 193,151.76  
 Net Amount Earned to Date: \$ 3,669,883.41  
 Previous Payments: \$ 3,592,989.85  
**Balance Due This Pay Period: \$ 76,893.56**

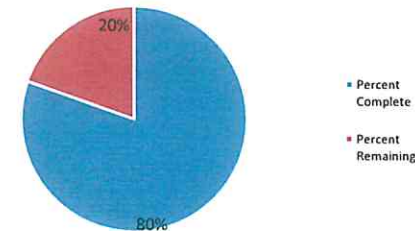
**Balance to Finish Plus Retainage: \$ 1,135,057.63**

**COMMENTS:**

**Work Completed This Period:**

- 53 LF of ACP Sewer Pipe was removed and disposed.
- 5 LF of 30" Sewer Pipe - Type A was installed
- 53 LF of 18" Sewer Pipe - Type A was installed
- 53 LF of concrete encasement for 18" Sewer Pipe
- 1 connections to existing Municipal Sewer were completed.
- 5.06VF of 108" manhole was installed.
- 6 VF of 8" Manhole drop connection installed
- 593 LF of Type 1 Streambank stabilization installed
- 264 LF of coffere dam installed including one stream scrossing with coffer dam
- 8,638 SY of seeding and mulching completed
- 6.25 TN of trench stabilization completed
- Construction meeting held on 1-17-2023.
- Total Number of Construction Meetings:  
 (6) Virtual Check-ins after bid during pipe shortage, (1) Preconstruction, (22) Construction Progress Meetings
- Total Number of full Inspector Days: 242.5, 22 in January

**Project Status**





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



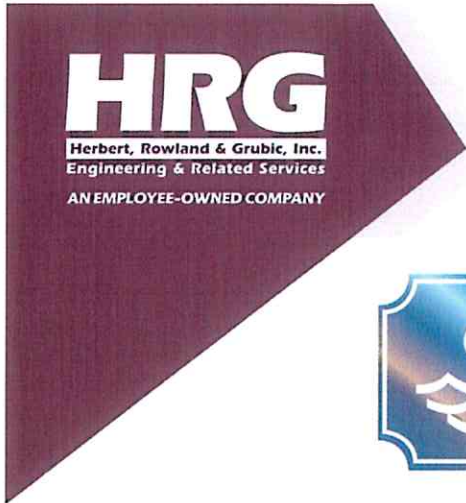
Kukurin Contracting, Inc.

Current Contract Amount w/ Approved Change Orders: \$ 4,804,478.92

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			<del>\$ 6,055.07</del>		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	\$ 7,958.50				Submitted by KCI on 10.04. Currently under review. Incorporated on Change Order No. 4, Approved at Board Meeting on 10.20.22
	06	18" Drop Connection at RBR30			\$ 2,409.22		Cost breakdown for RBR30 provided by KCI on 2.06. Anticipating Change Order No. 5 to be submitted to the Board at the March 2023 Meeting

**TOTAL** \$ 60,031.92 \$ - \$ 2,409.22 \$ -  
 TOTAL Approved as % of Contract Value: 1.25%  
 TOTAL Approved & Pending as % of Contract Value: 1.30%



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: January 2023

HRG Client Number: 008234

FEBRUARY 16, 2023 AUTHORITY MEETING

### Retainer Services (.0426)

- > HRG finalized the CO&A 4<sup>th</sup> quarter report and submitted to DEP on January 27<sup>th</sup>.
- > HRG has begun preparation of the 2022 Chapter 94 report and is coordinating with the tributary systems. Report is due to DEP by March 31<sup>st</sup>.

### General Services (.0427)

- > HRG reviewed electrical issues within the grit building with staff.
- > HRG coordinated and conducted a DEP file review for historic documents.
- > HRG attended an on-site meeting to review WWTP operations.

### Planning Module Reviews (.0428)

- > No planning module reviews were completed in January.

### NPDES Permit Renewal (.0429)

#### PRE-DRAFT PERMIT SURVEY

HRG assisted the Authority with coordination with DEP and additional sampling to meet the DEP detection limits. All data has been submitted to DEP and HRG anticipates that additional sampling will eliminate at least five (5) of the eleven (11) WQBELs.

- > A phone call was arranged and conducted with DEP and determine the status of the Draft Permit, which has not been received, nor published for public comment. DEP did not commit to a timeline for issuance.
- > No other 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

- > No significant updates. Previously:
- > 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

- > No significant updates. Previously:
- > HRG submitted the grant application for the plant instrumentation and SCADA upgrade project. Responses are anticipated in Fall 2023.

#### WWTP EVALUATION STUDY

- > HRG met with staff at the WWTP on January 26<sup>th</sup> to scope the additional effort required to model the expansion alternatives. HRG presents a supplement for an additional \$35,000 to complete the modeling and alternatives work.

#### GIS Services (.0431)

- > No updates

#### Small Capital Projects (.0432)

##### GARAGE DOOR REPLACEMENT

- > The Authority has placed the order for the doors through COSTARS; HRG does not anticipate the need for any additional work by HRG for this project.

##### PRIMARY CLARIFIER EQUIPMENT REPLACEMENT

- > HRG prepared final edits and coordinated execution of the agreement, reviewed the executed bonds, prepared for and attended the pre-construction meeting, and coordinated with staff regarding required construction changes.

##### 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

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



Herbert, Rowland & Grubic, Inc.  
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Via Email

February 9, 2023

Mr. Stanley J. Caroline, Jr., Chairman  
Western Westmoreland Municipal Authority  
12441 Route 993  
North Huntingdon, Pennsylvania 15642

**Re: Brush Creek WWTP Evaluation Study Proposal  
Supplement #1**

Dear Mr. Caroline:

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following SUPPLEMENT to the referenced AGREEMENT, executed on June 1, 2022, to provide supplemental Engineering Services in response to your request at the January 2023 Board meeting.

### **GENERAL PROJECT DESCRIPTION**

HRG proposes to continue with the evaluation study to model the WWTP and evaluate alternatives to meet future design criteria. The WWTP model will be utilized to evaluate options for treatment reactor sizing at various loadings and flows. HRG will provide alternatives and approximate process sizing that would be necessary to treat the identified flows and loadings. Please note that the information from the Study could be used in an Act 537 Plan that would be required to upgrade the WWTP.

### **SCOPE OF SUPPLEMENTAL SERVICES – REFER TO EXHIBIT 1**

### **COMPENSATION**

We propose to complete this supplemental work, identified in Exhibit 1, on an Hourly Basis with an supplemental estimated fee of:

Original Contract	\$ 35,000
<u>Supplement #1</u>	<u>\$ 35,000</u>
Revised Contract	\$ 70,000

This work will be subject to the General Conditions of the original AGREEMENT, our current Fee Schedule and Billable Expense Schedule. Our policy is to render invoices monthly based on the time and expenses incurred. When the cumulative compensation reaches 75% of the estimated compensation, HRG will notify the CLIENT of any adjustments to the estimated total.



Mr. Stanley J. Caroline, Jr., Chairman  
Brush Creek WWTP Evaluation Study – Supplement #1  
February 10, 2023

## COMPLETION

The CLIENT and HRG agree that the supplemental services will modify the time of completion upon receipt of your execution of this SUPPLEMENT to four (4) months following approval of the supplement.

## AUTHORIZATION

We have developed this SUPPLEMENT specifically with your project needs in mind. To execute this SUPPLEMENT and indicate your acceptance of these terms, and authorize the work to begin, please sign the CLIENT acceptance below and return a copy to our office.

This SUPPLEMENT and all attachments constitute an offer to amend the current contract with you. By having an authorized individual execute this SUPPLEMENT, you agree that you have read and understand this proposed SUPPLEMENT and all of its attached Exhibits and that you agree to all of the terms.

This SUPPLEMENT shall remain open and may be accepted by the CLIENT for thirty (30) days from the above date. Acceptance of the SUPPLEMENT after the end of the 30-day period shall be valid only if HRG elects, in writing, to reaffirm the SUPPLEMENT and waive its right to reevaluate and resubmit the SUPPLEMENT.

If you have any questions concerning our SUPPLEMENT, including the attached Exhibits, please feel free to contact me to discuss them in greater detail. We appreciate the opportunity to provide you with professional services in this capacity and look forward to continuing to work with you on this project.

Sincerely,

Herbert, Rowland & Grubic, Inc.



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

CEH/SSS/kmg  
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Enclosures

Accepted by:

CLIENT -WESTERN WESTMORELAND MUNICIPAL AUTHORITY	TITLE	DATE
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**Proprietary Notice**  
This SUPPLEMENT contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This SUPPLEMENT was prepared in response to your request for your specific project and no portion of this SUPPLEMENT may be shared with any other party.

## EXHIBIT 1

### SUPPLEMENTAL SCOPE OF SERVICES

In order to meet your needs as outlined in the above paragraph, HRG proposes the following supplemental scope of services:

#### WWTP EVALUATION STUDY

HRG anticipates that the following work will be conducted through this evaluation:

- **Identify Design Criteria Scenarios**  
HRG will determine relevant design standards and multiple future plant design criteria. Specifically, HRG will perform the following:
  - Provide a summary of relevant design standards.
  - Analyze existing data to determine existing flow, organic, and ammonia loading.
  - Work with WWMA to determine projected EDUs, flow, organic, and ammonia loading scenarios to be modeled.
  - Coordinate with DEP to determine preliminary NPDES effluent limits for two (2) discharge flow alternatives.
  - Identify site constraints (e.g., floodplains, footprint) that will impact design and layout.
- **Scenario Summary and Analysis**  
HRG will identify and evaluate potential alternatives to upgrade the WWTP that will meet the design criteria of the scenarios identified above. Specifically, HRG will perform the following:
  - Evaluate the use of existing unit processes based on condition and ability to meet relevant design standards.
  - Propose alternatives that will include descriptions, sizing, and potential preliminary site layouts. It is important to note, that there will likely be site constraint challenges that may result in some alternatives not being technically feasible. Further work beyond this scope will be required to determine constructability and feasibility of the alternatives.
  - Review alternative scenarios with WWMA that should be considered for additional investigation.
- **Meetings**
  - HRG anticipates meeting with WWMA staff and Board to discuss the needs and critical success factors for the Authority; this meeting is expected to shape the identification of the scenarios to be evaluated and models that are created during this process.
- **Cost Analysis**
  - HRG shall prepare Class 5 cost estimates of the process modifications required for the alternatives.
- **Final Summary Report**
  - HRG will prepare a final summary report. The final report will include all alternatives considered, the results of BioWin modeling efforts, recommend improvements, potential land acquisitions required, preliminary funding options, and a construction cost estimate and life cycle cost estimate of each alternative. Nine (9) copies of the final report will be submitted to WWMA and the findings will be presented to the Authority Board.