

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MAY 16, 2024

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, May 16, 2024 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance

Mr. Kurt Bonnet	Mr. Stanley Caroline, Jr.	Ms. Lisa Kovac
Mr. Joseph Lapia	Mr. Kevin McHugh	Mr. Bob Regola
Mr. John Slivka		

Absent:

Mr. Charles Gilbert	Mr. Charles Konkus	Mr. Dylan Mace
---------------------	--------------------	----------------

Others in Attendance:

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

Attended Remotely, via Microsoft Teams:

Mr. Ed Opst, CPA, Opst & Associates, LLC

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments: None

4. 2023 Audit Report:

Mr. Edward P. Opst, CPA, presented the 2023 Audit Report.

- A. Mr. Opst provided a brief review of the 2023 Audit Report. Mr. Opst stated that 2023 was a standard year. Mr. Opst stated that the Authority received an unmodified opinion. There were no adjusting journal entries.
- B. Mr. Opst referred to the Management Discussion & Analysis (MD&A), a summary of the Authority's operations, stating that it is well done, and he appreciates management's effort in preparing the report.
- C. Statement of Net Position (Balance Sheet) is consistent, compared to 2023. The only big changes were a swing from investments to cash (and cash equivalents) and a change in the pension asset. Mr. Opst explained that the stock market was down in 2023, which contributed a reduction in the pension asset. The Authority still has a strong pension asset, and he anticipates the asset to increase during 2024.
- D. There was nothing to note regarding liabilities. There were payments on long-term debt and a decrease in deferred inflow related to the pension.

- E. Expenses were up, related to pension. Depreciation Expense was up, due to the completion of the COA-Phase III Project. Interest income was up significantly, due to rising interest rates.
- F. The Cash Flow Report provides a summary of cash received and disbursements made.
- G. There were no new standards to implement. The copier lease did not reach the threshold for reporting, and was therefore, not reported as an operating lease on the financial statements.
- H. Mr. Opst referred to the Schedule of Operating Expenses, which provides a comparison to the prior year.
- I. Mr. Opst asked if there were any questions. There were none.

This concluded Mr. Opst's presentation. Mr. Caroline thanked Mr. Opst for his report. Mr. Opst left the meeting at this time.

A motion to accept the 2023 Annual Audit Report was made by Ms. Kovac, and seconded by Mr. Regola. The motion passed unanimously.

5. Communications: None

6. Secretary's Report: Secretary's Report: Joseph Lapia

- A. Mr. Lapia requested the approval of the minutes for the regular meeting of April 18, 2024 as presented. A motion to approve was made by Mr. Regola, and seconded by Mr. McHugh. The motion passed unanimously.

This concluded the Secretary's Report.

7. Treasurer's Report: Due to Mr. Konkus' absence, Mrs. Wtorkowski requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 445 Scott Electric: \$268.28: A motion to approve was made by Ms. Kovac, and seconded by Mr. Bonnet. The motion passed unanimously.
- B. Revenue Fund Requisition No. 446: \$171,504.45: A motion to approve was made by Mr. Regola, and seconded by Mr. Slivka. The motion passed unanimously.

This concluded the Treasurer's report.

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

- A. Mr. Gorski reported that there was no NPDES violation for April. There was a plant bypass on April 3, 2024, during which time 2.814 million gallons were by-passed, due to 4" of rain over a three-day period. Average plant flow for April was up, at 5.62 mgd. Maximum flow was 14.07 million gallons. Rainfall was 7.2", which was almost triple the normal rainfall.
- B. Waste Management/Landfill Update:
 - 1. Mr. Gorski reported that he has been working with Mr. Hanley and Mr. Racunas to amend the landfill agreement. Waste Management has requested (1) a stated ammonia limit, (2) a flat rate fee added to their rate, rather than reimbursing the Authority for actual costs associated with treatment of ammonia from landfill leachate as they are incurred, and (3) a flow limit of 44 million gallons per year. Mr. Gorski, Mr. Hanley, and Mr. Racunas are working to develop a flat-rate fee factor for the Valley Landfill that would cover WWMA's costs. The factor would be multiplied by WWMA's

rate per EDU, resulting in an increased rate for the landfill. Mr. Gorski reviewed the analysis with the Board. A discussion followed. The Board instructed Mr. Gorski to continue negotiations with representatives of Waste Management/Valley Landfill.

C. Penn Township Sewage Authority (PTSA) Issue:

1. Mr. Gorski stated that there is nothing to report. Mr. Gorski stated that Attorney Richard Schimizzi is working on an agreement. Mr. Caroline stated that he has not yet seen a draft of the agreement.
2. Mr. Caroline stated that the Fink farm is up for sale. A couple of developers have looked at the property. The top portion of the property is zoned for ¼-acre lots, and the bottom portion of the property is zoned for 1-acre lots. Developers want ½-¾-acre lots, maximum. The owner can request a zoning use change from Penn Township. A discussion followed.

D. Developer's Deferred Payment Agreement:

1. Mr. Gorski stated that Resolution No. 2014-05 includes an exhibit consisting of a Developer's Agreement. Mr. Gorski requested approval of a revised Developer's Deferred Payment Agreement, for addressing Capacity Fees. The agreement has been revised to exclude language related to the Consent Order and Agreement (COA), as the Authority has been released from the COA. The Resolution does not need to be amended, as it already refers to the Deferred Payment Agreement. A motion to approve was made by Ms. Kovac, and seconded by Mr. Regola. Mr. Lapia asked if the developer could sign an agreement that does not require him to pay anything at the time he signs the agreement. Mr. Racunas stated that he could not see a scenario in which the developer would not apply for any taps, but the agreement states that the developer is signing the agreement in which all capacity fees are not paid up front at the developer's own peril, if taps are restricted in the future. The agreement requires a stated payment schedule, and the first payment could be scheduled for a future date. The motion passed unanimously.

E. Requests for Proposals for Insurance Broker Services

1. Mr. Gorski requested Board authorization to send Requests for Proposals (RFP) for insurance broker services. Mr. Gorski asked the Board if they wanted to interview the candidates. Mr. Caroline stated that the Board should require references, check the references, look at the proposals, and then decide if interviews would be required. If the Authority's current broker comes in with the best price, an interview would not be required. A discussion followed. Mr. Gorski will send the RFP to Duncan Insurance, Triangle Insurance, and FWF Insurance Agency. Mr. Gorski asked the Board to provide him with additional names. A motion to authorize the Authority Manager to put out an RFP for insurance services was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously.

F. General Updates:

1. Mr. Gorski reported that the Authority's Electrician has notified him that he will retire, effective January 3, 2025. Mr. Gorski stated that he would like to hire a laborer, and utilize an electrical contractor for work that is beyond the skills of Authority employees, rather than hire an electrician. A budget line item for contracted electrical work would be added to the 2025 budget. A discussion followed.
2. The culvert tunnel inspection, which occurs every four (4) years, is due in September 2024. Herbert, Rowland & Grubic, Inc. (HRG) will be completing the inspection at a

cost of \$5,700.00. Mr. Gorski stated that this is a fair rate, as Gibson-Thomas Engineering charged \$5,500.00 four (4) years ago.

3. Mr. Gorski reported that Mark Wolinsky is being trained to perform payroll functions.
4. Mr. Gorski stated that he is looking into converting the chlorine disinfection system to a sodium hypochlorite system. Sodium hypochlorite is much safer than chlorine. Mr. Gorski will be visiting St. Mary's treatment plant to view their sodium hypochlorite system. A discussion followed.
5. Mr. Gorski reported that he is looking into a hydrogen sulfide elimination system for the centrifuge room. The cost of the system that he is studying would cost a fraction of the amount included in the capital budget.
6. Mr. Gorski hosted a tour of WWMA's facility for two Irwin Borough Junior Council Members, as well as Irwin Borough's Manager.
7. Mr. Gorski reported that Slater McGonigle will take his Commercial Driver's License exam (for Class A CDL) on July 17, 2024. Mr. McGonigle has been driving the dump truck each time a load of sludge is taken to the landfill. A discussion followed.
8. Mr. Gorski thanked Penn Township Sewage Authority for their assistance in locating the sewer connection for a property located on Paintertown Road.

This concluded the Authority Manager's report.

9. Consulting Engineer: Chad Hanley, HRG:

A. Update:

1. Mr. Hanley stated that Mr. Gorski has covered most of the items that were included on his monthly report.
2. Mr. Hanley reported that HRG has submitted a Toxic Reduction Evaluation (TRE) work plan to the Pennsylvania Department of Environmental Protection (PaDEP). Mr. Hanley stated that HRG has historically not received a reply from the PaDEP, so they will move forward with the study.

This concluded the Engineer's report.

10. Solicitor's Report – Matthew Racunas:

- A. Mr. Racunas stated that Mr. Gorski covered all of the items that needed to be addressed.

This completed the Solicitor's report.

11. Reports of Committees:

- A. Personnel Committee: Joseph Lapia: There was no report. Mr. Lapia stated that he wants Mr. Gorski and Mr. Racunas to have a draft of the updated drug policy to the Personnel Committee by the end of June.

B. Finance and Budget Committee: Lisa Kovac:

1. Ms. Kovac requested Board approval of monthly transfers from the Revenue Fund to the PENNVEST Account, for Loans #75299, #71425, and #75375, for the following payment dates:

June 1, 2024 through November 1, 2024	\$140,565.91
December 1, 2024 through May 1, 2029	\$143,559.85
June 1, 2029 through September 1, 2038	\$144,209.68
October 1, 2038 through October 1, 2038	\$144,208.43
November 1, 2038 through October 1, 2039	\$ 69,234.40
November 1, 2039 through November 1, 2039	\$ 69,232.87

December 1, 2039 through April 1, 2044 \$ 12,347.24

May 1, 2044 through May 1, 2044 \$ 12,346.94

Mr. Lapia asked what would happen if the Board decided to pay off any of the loans before the end of the loan term(s). Mrs. Wtorkowski stated that the revised monthly transfer amounts would be presented to the Board for approval. A motion to approve was made by Mr. Regola, and seconded by Mr. Bonnet. 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 Requisition:

A. Approve Capital Improvement Fund Requisition No. 120, in the amount of \$17,095.00: A motion to approve was made by Mr. Lapia, and seconded by Ms. Kovac. The motion passed unanimously.

13. Board Member Comments: None

14. Old Business: None

15. New Business: None

16. Executive Session: None

17. A motion to adjourn the meeting was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously. The meeting was adjourned at 7:10 P.M.



Joseph N. Lapia, Secretary



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. Stanley A. Gorski, Jr., Authority Manager
Report Period: April 2024
HRG Project Number: R008234.0426

May 16, 2024, Authority Meeting



RETAINER SERVICES (.0426)

- HRG prepared the 2024 Q1 Tap Fee Calculations and submitted on April 1.

GENERAL SERVICES (.0427)

- HRG met with Authority Staff on March 8 to discuss integration options and the Xylem proposal.
- HRG assisted with flapper gate vendor selection for the chlorine tank outfall pipe.
- HRG evaluated recycle pump replacement/upgrade and provided recommendations.
- HRG has attended meetings regarding the service area agreement.
- HRG attended a follow-up meeting with Raymond James regarding grant opportunities.
- Landfill discharge:
 - HRG met with Authority Staff multiple times during the month of April to discuss the landfill agreement review.
 - HRG investigated the feasibility of SBRs in future plant expansions and the impact of the landfill's ammonia loading to the sizing of these SBRs.

PLANNING MODULE REVIEWS (.0428)

- No Planning Module reviews were completed in April.

NPDES PERMIT RENEWAL (.0429)

- HRG worked with Authority Staff to develop a sampling plan for the Toxics Reduction Evaluation Report (TRE).
- HRG assisted with a sampling plan and laboratory investigations
- HRG drafted the TRE workplan for Authority review and comment. The work plan will be submitted in May ahead of the July 1, 2024 deadline.

WWTP PROCESS IMPROVEMENTS (.0430)

LSA State-Wide Grant Project

Grant funds must be spent by June 2026. The goal is to complete drawings and scope of work specifications in spring 2024; approve COSTARS proposal and submittals in summer 2024; and commence construction in early spring 2025.

- HRG met with Authority Staff on March 8 to discuss adjustments to the Sanitaire Proposal. HRG reviewed an updated proposal and cost breakdown received by Sanitaire on March 21, 2024. HRG is also investigating blower replacements as an alternative per Staff request.

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.

CULVERT INSPECTION (.0433)

- HRG has prepared a proposal for the Board's consideration.
- If approved, the inspection will be conducted in September.

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/LBL/kmg
\\192.168.0.34\Project\0082\008234_0426\Admin\BOD CE Reports\2024\2024.05.16_HRG_CE_Report.docx

c: Ms. Johanna Wtorkowski
Mr. Mark Wolinsky