

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – AUGUST 15, 2024

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, August 15, 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.	Mr. Charles Gilbert
Ms. Lisa Kovac	Mr. Joseph Lapia	Mr. Dylan Mace
Mr. Kevin McHugh		

Absent:

Mr. Charles Konkus	Mr. Bob Regola	Mr. John Slivka
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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

2. Mr. Caroline led the Pledge of Allegiance.

3. Public Comments: None

4. Communications: None

5. Secretary's Report: Joseph Lapia:

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

This concluded the Secretary's Report.

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

- A. Revenue Fund Requisition No. 451 Scott Electric: \$22.29: A motion to approve was made by Mr. Lapia, and seconded by Ms. Kovac. The motion passed unanimously.
- B. Revenue Fund Requisition No. 452: \$217,657.18: A motion to approve was made by Ms. Kovac, and seconded by Mr. Gilbert. 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 for July. Average plant flow for July was 2.44 mgd. Total rainfall was 3.13".

B. Waste Management/Landfill Update:

1. Mr. Gorski reported that he is waiting for a response from representatives of Waste Management regarding the proposed agreement.

C. Penn Township Sewage Authority (PTSA) Service Area Update:

1. Mr. Gorski reported that the draft agreement was received from PTSA on July 21, 2024. A meeting has been scheduled for September 16, 2024 with PTSA's Manager, Solicitor, and Engineer.

D. Capacity Fee Calculations:

1. Mr. Gorski reported that the Norwin School District is planning to enlarge its football stadium from a capacity of 2,400 seats to a capacity of 3,000 seats. Mr. Gorski explained that capacity fees are typically calculated on maximum usage. The stadium would not be working at full capacity for much of the year. North Huntingdon Township Municipal Authority (NHTMA) has a lookback policy for tap fee calculations that includes reimbursements, but Western Westmoreland Municipal Authority's policy does not provide for reimbursements. Mr. Hanley explained that, if the maximum flow was used, there would be fourteen equivalent dwelling units (EDUs). Mr. Gorski suggested using water consumption for the existing stadium facilities to determine a consumption amount per number of existing seats, and add for the additional 600 seats, to arrive at an estimated number of EDUs. Mr. Gorski stated that there is a separate meter for the stadium facilities. The Board decided that the policy of not issuing refunds should remain in place, and the calculation method that Mr. Gorski suggested would provide a fair estimate of future water consumption. The capacity fee will be re-evaluated after two years of full use.

E. Maintenance Position:

1. Mr. Gorski requested Board approval to advertise for the maintenance position, with hiring anticipated for November 2024. This employee will replace Mr. Joseph Bell, who is planning to retire on January 4, 2025. A plant employee has been on short-term disability leave for several months during 2024, providing available funds in the budget for the new employee's wages for November and December 2024. A motion to approve was made by Ms. Kovac, and seconded by Mr. McHugh. The hiring process will be the same as for the past two positions.

F. General Updates:

1. Insurance Broker Services:

- A. Mr. Gorski reported that he has received responses from three insurance brokers: FWF Insurance Agency, Inc., Duncan Insurance, and Wagner Insurance. Duncan Insurance has shown the most interest, so far. A meeting was held with Keystone Municipal Insurance Trust (Keystone), regarding workers compensation insurance. Keystone offers dividends after members have been in the trust for a couple of years. Keystone's Board of Directors will be considering, at its August 20, 2024 meeting, whether to allow WWMA to join the trust. Mr. Gorski stated that Keystone would be required to write a policy for the period from October 2, 2024 through December 31, 2024, and a second policy for the period from January 1, 2025 through December 31, 2025. Mr. Gorski stated that he would prefer a calendar-year policy period. Insurance proposals are due to WWMA on August 31, 2024.

B. Sodium Hypochlorite System:

1. Mr. Gorski reported that he has been working with HRG to determine final cost estimates to convert the plant's chlorine disinfection system to a sodium hypochlorite disinfection system. Mr. Gorski stated that he would like to complete the conversion in 2025.

- C. Local Share Account Statewide (LSA) Grant Update:
 - 1. Mr. Gorski stated that Mr. Hanley will provide an update on the LSA Grant. Mr. Gorski has been working with HRG to finalize the specifications. The grants funds have to be used by June 2026.
- D. Mr. Gorski stated that there are two items that will be discussed during the Executive Session.

This concluded the Authority Manager's report.

8. Consulting Engineer: Chad Hanley, HRG:

A. Update:

- 1. Mr. Hanley reported that the LSA Grant will provide funds for the Process Improvements Project, to allow the Authority to operate the treatment plant with more flexibility, in regard to controlling the amount of air, and to better treat ammonia. Two options were considered.
 - a. The first option is to add significant air piping and modifications, add air flow meters, and add control panels and significant instrumentation, in order to be able to control the amount of flow that goes to each of the six (6) aeration tanks. This was all due to the fact that the air system, blowers, and diffusers in the tank are significantly over-sized.
 - b. The second option is to replace the blowers with much smaller blowers, and eliminate some of the diffusers that are in the tanks. This is the least-extensive of the two options. It will eliminate the significant air flow piping changes that would need to be made under the first option. It would eliminate the need for an air flow meter and a lot of the control that would be required, while giving just as much, if not more, flexibility in controlling the air and dissolved oxygen in the tanks.

Preliminary cost estimates are between \$450,000.00 and \$500,000.00. The LSA Grant would cover \$300,000.00 of the cost. The Authority's Capital Budget includes \$450,000.00, for a project total of \$750,000.00. Mr. Hanley stated that he hopes to go through COSTARS, with two competing vendors providing price quotes. The quotes would be all-inclusive, covering equipment and installation. A discussion followed, regarding the possibility of using Sourcewell (Cooperative Purchasing for Government) instead of COSTARS, and whether weights could be used with existing blowers to help control the air flow in the aeration tanks. Mr. Caroline asked how much the blowers are over-sized. Mr. Hanley stated that the blowers are 40%-50% over-sized. Mr. Hanley explained that the estimates may have been overestimated due to testing when the belt filter press was running or while septage was being received. Mr. Gorski stated that the electrical energy savings will be substantial.

This concluded the Engineer's report.

9. Solicitor's Report – Matthew Racunas:

- A. A meeting with representatives of PTSA was held on July 22, 2024. A meeting has been scheduled for September 16, 2024, with the hopes of finalizing the agreement.
- B. The Authority is waiting for a response from Waste Management regarding the draft agreement.
- C. The Authority is waiting for Mr. Miklaucic, of Spectrum Medical Corporation, to submit his final review of the revised Drug and Alcohol Policy.

This completed the Solicitor's report.

10. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. and 2. Mr. Lapia requested Board approval of Agenda Items 10(A)(1) and 10(A)(2), consisting of the Minimum Municipal Obligation (MMO) calculations for the Authority's Defined Benefit Pension Plan (No. 65-436-8 N1) and the Cash Balance Pension Plan (No. 65-436-8 N2), for the year 2025. A motion to approve was made by Mr. Gilbert, and seconded by Mr. Bonnet. The motion was approved unanimously.
3. Approval of the revised Drug and Alcohol Policy was tabled.

B. Finance and Budget Committee: Lisa Kovac:

1. Ms. Kovac requested Board approval of Agenda Items 10(B)(1)(a), 10(B)(1)(b), and 10(B)(1)(c), including the following:
 - a. Authorize the transfer as soon as is practicable of all moneys held at the time of such transfer in the Debt Service Reserve Fund in excess of the \$2,175,262.50 Debt Service Reserve Requirement to the Debt Service Fund, pursuant to Section 5.01 of the Indenture, *and*
 - b. Authorize the subsequent purchase, with available moneys in the Debt Service Reserve Fund, of a United States Treasury Bill, CUSIP No. 912797MC8, with a face (i.e. maturing) value of \$2,200,000.00 and a maturity date of November 19, 2024, to be held in the Debt Service Reserve Fund, *and*
 - c. Authorize the investment of the remaining available funds in the Debt Service Reserve Fund in U.S. Treasury Demand Deposit Securities - State and Local Government Series (DD SLGS) in amounts specified by and at the direction of the Authority's Director of Finance.

A motion to approve was made by Mr. Lapia, and seconded by Mr. Mace. 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. 123, in the amount of \$1,547.52: A motion to approve was made by Mr. Lapia, and seconded by Mr. McHugh. The motion passed unanimously.

12. Board Member Comments: None

13. Old Business: None

14. New Business: None

15. 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 6:32 P.M.

A motion to return to the regular order of business was made by Mr. Lapia, and seconded by Mr. Mace. The motion passed unanimously. The Board returned to the regular meeting at 6:36 P.M. The items discussed were personnel matters.

16. 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 6:36 P.M.



Joseph N. Lapia, Secretary



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CONSULTING ENGINEER'S REPORT

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

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



August 15, 2024, Authority Meeting

RETAINER SERVICES (.0426)

- HRG prepared the 2024 Q2 Tap Fee calculation on July 3, 2024.

GENERAL SERVICES (.0427)

- HRG met with Authority Staff on June 26th to discuss integration options and the Xylem proposal.
- HRG attended a meeting regarding the PTSA service area interceptor expansion.
- HRG performed dosing calculations, pump selection, tank selection, and layout sketches for converting from chlorine gas disinfection to sodium hypochlorite. HRG met with Authority Staff to discuss sizing in July 10th and conducted a site visit to evaluate possible locations on July 18th.
- Landfill discharge:
 - No work this month; previously: HRG met with Authority Staff multiple times during the month of May 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. HRG also investigated technologies by World Water Works and is working on additional process proposals.

PLANNING MODULE REVIEWS (.0428)

- No planning module reviews were conducted in July.

NPDES PERMIT RENEWAL (.0429)

- HRG finalized the TRE workplan and was submitted to PADEP on May 14, 2024 ahead of the July 1, 2024 deadline.
 - PADEP commented on the workplan on June 3, 2024 and HRG addressed their concern on June 3, 2024. PADEP was satisfied with our response.
- HRG proceeded with the TRE Report preparations and will continue to work on it as sampling results come in.
 - HRG assisted with a sampling plan and laboratory investigations. HRG attended a meeting with WWMA Staff and Eurofins to discuss lab capabilities and proposed sampling plan

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 summer 2024; approve COSTARS proposal and submittals in fall 2024; and commence construction in early spring 2025.

- HRG met with Authority Staff and Aerzen to discuss blowers and DO control possibilities on July 24th.
 - HRG is working on blower selection for an alternative manufacturer for price and performance comparison.
- HRG met with Authority Staff on August 7th to review alternatives considered over the past year and refine the scope of this project. HRG prepared a few alternatives with ballpark cost estimates and sketches to present to the board.

WWTP Evaluation Study

- HRG continues to evaluate WWTP alternatives in conjunction with the landfill review and the LSA project.

GIS SERVICES (.0431)

- No updates.

CULVERT INSPECTION (.0433)

- 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

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c: Ms. Johanna Wtorkowski
Mr. Mark Wolinsky