

WESTERN WESTMORELAND MUNICIPAL AUTHORITY
REGULAR MONTHLY MEETING – NOVEMBER 18, 2024

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Monday, November 18, 2024 at 6:00 P.M. in the Authority conference room, duly advertised, as required, and with the following people in attendance:

1. Roll Call:

Board Members in Attendance:

Mr. Kurt Bonnet	Mr. Stanley Caroline, Jr.	Mr. Charles Gilbert
Mr. Charles Konkus	Ms. Lisa Kovac	Mr. Joseph Lapia
Mr. Dylan Mace	Mr. Kevin McHugh	Mr. Bob Regola

Absent:

Mr. John Slivka

Others in Attendance:

Mr. Jeff Ries, Solicitor
Mr. Chad Hanley, Consulting Engineer
Ms. Amanda Lee, 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:

- A. Mr. Gorski reported that the Pennsylvania Municipal Authorities Association will hold a Board Member training seminar at the Doubletree in Cranberry Township on March 20, 2025. Mr. Gorski asked any interested Board Members to contact him.

4. Communications: None

5. Secretary's Report: Joseph Lapia:

- A. Mr. Lapia requested the approval of the minutes for the regular meeting of October 17, 2024 as presented. A motion to approve was made by Ms. Kovac and seconded by Mr. Mace. The motion passed, 6-0, with abstentions by Mr. Gilbert and Mr. Regola, who did not attend the meeting, and Mr. Konkus, who did not attend the entire meeting.

This concluded the Secretary's Report.

6. Treasurer's Report: Mr. Konkus:

Mr. Konkus requested the approval of the following requisitions:

- A. Revenue Fund Requisition No. 455 Scott Electric: \$438.51: A motion to approve was made by Mr. Lapia and seconded by Mr. Bonnet. 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. 456: \$193,244.09: A motion to approve was made by Mr. Gilbert and seconded by Ms. Kovac. The motion passed unanimously.

This concluded the Treasurer's report.

7. Authority Manager's Report – Stanley Gorski, Jr.:
 - A. Monthly Update:
 1. There were no NPDES violations nor by-pass events for October. Average plant flow was 2.37 mgd, and maximum plant flow was .75 mgd.
 - B. Waste Management/Valley Landfill:
 1. Mr. Gorski reported that a follow-up meeting was held with representatives of Waste Management on October 30, 2024. A good discussion regarding the agreement took place. Mr. Racunas, Mr. Hanley, Mr. Wolinsky, and Mr. Gorski reviewed Waste Management's comments. Mr. Gorski reported that he submitted his final comments to Mr. Racunas today. Mr. Gorski and Mr. Hanley will finalize the surcharge amount within the next week, and once the amount has been determined, a meeting will be scheduled with Waste Management.
 - C. Penn Township Sewage Authority (PTSA) Interceptor Update:
 1. Mr. Gorski reported that a meeting that was scheduled for November 11, 2024 with the Managers, Solicitors, and Engineers of WWMA and PTSA was cancelled. When the updated agreement is ready for review, a meeting will be scheduled.
 - D. Mr. Gorski requested Board approval of and authorization to advertise the 2025 regular meeting dates. A motion to approve was made by Mr. Mace and seconded by Mr. McHugh. The motion passed unanimously.
 - E. Mr. Gorski requested Board approval to hold a holiday luncheon for employees on December 18, 2024, at a cost not to exceed \$600.00. A motion to approve was made by Mr. Lapia and seconded by Mr. Gilbert. The motion passed unanimously.
 - F. Mr. Gorski requested Board approval to hold a luncheon for retiring Electrician Joseph Bell on Friday, January 3, 2025, at a cost not to exceed \$600.00. A motion to approve was made by Mr. Lapia and seconded by Ms. Kovac. The motion passed unanimously.
 - G. General Updates:
 1. Sodium Hypochlorite Disinfection System Upgrade:

Mr. Gorski reported that Mr. Hanley will provide an update on the Sodium Hypochlorite Disinfection System Upgrade Project. HRG has been onsite to take photos and look at the layout of the project.
 2. LSA Grant:

Mr. Gorski reported that he is working with HRG to finalize the project scope. Mr. Hanley will provide the Board with an update.
 4. Mr. Gorski reported that the new hire, pending Board approval, will start on December 9, 2024. The pre-employment physical and drug test have been scheduled.
 5. COA-Phase III CCTV Inspection:

Mr. Gorski reported that the two-year maintenance bond will expire on April 30, 2025. The CCTV inspection will take place in January 2025.
 6. The odor control carbon media for the primary clarifier odor control unit needs to be replaced. This is a larger odor control unit, and the cost will exceed the \$23,200 bidding threshold, so Mr. Gorski will have to bid the replacement media.
 7. The remaining item 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 Mrs. Schmucker and Ms. Lee have been working on the calculations for the landfill multiplier update and are preparing an explanation of the calculations for submittal to Waste Management.
2. Mr. Hanley has been working with Mr. Gorski and Mr. Wolinsky on the NPDES Permit renewal. A game plan has been established.
3. WWTP Process Improvements Project:
Mr. Hanley reported that HRG has created a plan for implementation of the project with COSTARS.
4. Sodium Hypochlorite System:
Mr. Hanley reported that the Authority is unable to implement the project through COSTARS so conventional design, including permitting, will be required. HRG has contacted the PaDEP to determine permitting requirements.
5. Mapping is being prepared for the COA-Phase III CCTV Inspection.
- B. Mr. Hanley requested Board approval of HRG's 2025 rate schedule. A motion to approve was made by Mr. Konkus and seconded by Mr. Regola. The motion passed unanimously.
- C. Mr. Hanley requested Board approval of an increase in the monthly Annual Retainer Services rate from \$1,400.00 to \$1,500.00, effective January 1, 2025. A motion to approve was made by Mr. Konkus and seconded by Ms. Kovac. The motion passed unanimously.
- D. Mr. Hanley requested Board approval of the LSA-Process Control Improvement Design and COSTARS Assistance Agreement, at a time and materials cost not to exceed \$40,000.00. A motion to approve was made by Mr. Konkus and seconded by Mr. Gilbert. Mr. Lapia asked Mr. Hanley what he meant by "COSTARS Assistance". Mr. Hanley explained that HRG will complete the design of the project, and COSTARS will obtain three bids for the project. Mr. Lapia asked Mr. Hanley to provide the COSTARS number. Mr. Hanley stated that he would look up the number and provide it to the Board. The motion passed unanimously.
- E. Mr. Hanley requested Board approval of the WWTP Disinfection Improvements-Sodium Hypochlorite System Design and Permitting Agreement, at a time and materials cost not to exceed \$35,000.00. This agreement will go through the bidding stage. A motion to approve was made by Mr. Regola and seconded by Mr. McHugh. The motion passed unanimously.

This concluded the Engineer's report.

9. Solicitor's Report – Jeff Ries:

- A. Mr. Ries stated that most items were covered under the Authority Manager's report. Mr. Ries said that a discussion regarding a Memorandum of Understanding will be discussed during the Executive Session.

This completed the Solicitor's report.

10. Reports of Committees:

A. Personnel Committee: Joseph Lapia:

1. Mr. Lapia stated that the Personnel Committee will be looking at updating the personnel manual after the first of the year.
2. Mr. Lapia requested Board authorization to hire Robert Vijuk as a maintenance employee in accordance with the Collective Bargaining Agreement, with a starting date of December 9, 2024, pending pre-employment/post offer testing. A motion to

approve was made by Mr. Bonnet and seconded by Mr. Gilbert. The motion passed unanimously.

B. Finance and Budget Committee: Lisa Kovac:

1. Ms. Kovac requested Board authorization to purchase a Capital Improvement Fund one-month United States Treasury Bill, in the amount of \$10,000,000.00. A motion to approve was made by Mr. Lapia and seconded by Mr. Gilbert. The motion passed unanimously.
2. Ms. Kovac requested Board authorization for the Trustee, upon the maturity of the United States Treasury Bill (CUSIP No. 912797MC8) currently held in the Debt Service Reserve Fund ("DSRF"), to purchase with moneys then held in the DSRF, and accept delivery of for deposit in the DSRF, such tax-exempt municipal bonds that are DSRF Permitted Investments as shall be purchased by Commonwealth Investment Management (CIM) on the Authority's behalf for delivery to the Trustee, at an aggregate cost of \$2,175,262.50 or less, excluding accrued interest, provided that the aggregate cost thereof, including accrued interest, does not exceed the available cash balance in the DSRF. CIM, as the Authority's Financial Advisor, is hereby authorized to arrange for the aforementioned purchases by and sales to the Trustee. A motion to approve was made by Mr. Regola and seconded by Mr. Mace. The motion passed unanimously.
3. Ms. Kovac requested Board authorization to not pay the Pennsylvania Department of Labor & Industry 2025 Solvency Fee for Relief from Charges, in the amount of \$1,806.89. A motion to approve was made by Mr. Regola and seconded by Mr. Gilbert. Mr. Lapia asked if an annual motion was necessary. After a brief discussion, it was decided that a motion will be presented annually. The motion passed unanimously.
4. Ms. Kovac requested Board approval of the 2024-2025 Operating Budget and 2024-2034 Capital Budget. A motion to approve was made by Mr. Mace and seconded by Mr. McHugh. The motion passed unanimously.
5. Ms. Kovac requested Board approval of the 2024 System Annual Report and 2025 Budget Report. A motion to approve was made by Mr. Lapia and seconded by Mr. Gilbert. The motion passed unanimously.
6. Ms. Kovac requested that the Board adopt Resolution No. 2024-02, Amending and Adopting a Capital Projects Plan. A motion to approve was made by Mr. Gilbert 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. 126, in the amount of \$1,420.00: A motion to approve was made by Ms. Kovac and seconded by Mr. Gilbert. 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. Gilbert, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 6:27 P.M.

A motion to return to the regular order of business was made by Mr. Lapia and seconded by Ms. Kovac. The motion passed unanimously. The Board returned to the regular meeting at 6:37 P.M. The items discussed were personnel matters.

16. A motion to adjourn the meeting was made by Ms. Kovac and seconded by Mr. Lapia. The motion passed unanimously. The meeting was adjourned at 6:37 P.M.



Joseph N. Lapia, Secretary

MEMORANDUM

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

FROM: Charles T. Konkus

DATE: November 18, 2024

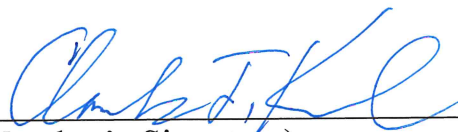
I, the undersigned, Director of Board of the Western Westmoreland Municipal Authority do hereby publicly announce and disclose that due to the following conflict, or possible conflict of interest, I am abstaining from voting of the hereinafter set forth matter coming before the Board of the Western Westmoreland 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. 455, Scott Electric, in the amount of \$438.51.



(Member's Signature)



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: October 2024
HRG Project Number: R008234.0426



November 18, 2024 Authority Meeting

RETAINER SERVICES (.0426)

- HRG attended the October Board Meeting and shall attend the November Board Meeting.
- HRG worked with Authority Staff to finalize the Annual Report. Two hard copies will be provided upon adoption of Resolution 2024-02.

GENERAL SERVICES (.0427)

- HRG attended a meeting regarding the PTSA service area interceptor expansion.
- HRG is working with Authority Staff to troubleshoot equipment restarting issues after power outages at the plant.
- Landfill agreement:
 - HRG attended a meeting on October 30th (remotely) with the staff of Waste Management to review their comments on the proposed agreement.
 - HRG had a follow-up call with WWMA staff on November 11th to discuss proposed modifications to the agreement.

PLANNING MODULE REVIEWS (.0428)

- No Planning Module Reviews were completed in October.

NPDES PERMIT RENEWAL (.0429)

- 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 to discuss lab results and next steps. HRG worked with Authority Staff to develop a sampling plan to further prove our hypothesis.
 - HRG reviewed and compared laboratory capabilities to meet requirements of the NPDES permits and potential impacts.

WWTP PROCESS IMPROVEMENTS (.0430)

WWTP Evaluation Study

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

GIS SERVICES (.0431)

- The GIS Mapping will be utilizing for the Phase III CCTV project.

SMALL CAPITAL PROJECTS (.0432)

- No updates.

CULVERT INSPECTION (.0433)

- HRG completed the inspection report and submitted to PennDOT on October 14th.

WWTP DISINFECTION IMPROVEMENTS: SODIUM HYPO (.0434)

- HRG has completed the concept work for the new system and has prepared a proposal to proceed with the design and permitting. The project will be conventionally bid (rather than COSTARS).

LSA – PROCESS CONTROL IMPROVEMENTS (.0435)

- HRG will complete the LSA project under this new project number to accurately track costs. HRG shall complete the design, and prepared drawings and technical specifications for the purpose of obtaining COSTARS quotes for the equipment procurement and installation.

PHASE III INTERCEPTOR CCTV PROJECT (.0436)

- HRG proposes to prepare documents for obtaining a COSTARS quote for the CCTV of the Phase III interceptor sewers. Work will commence immediately to complete the work prior to the expiration of the correction period.

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

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c: Ms. Johanna Wtorkowski
Mr. Mark Wolinsky