

WESTERN WESTMORELAND MUNICIPAL AUTHORITY
REGULAR MONTHLY MEETING – JANUARY 16, 2025

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, January 16, 2025 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. Stanley Caroline, Jr.	Mr. Charles Konkus	Ms. Lisa Kovac
Mr. Joseph Lapia	Mr. Dylan Mace	Mr. Kevin McHugh

Absent:

Mr. Kurt Bonnet	Mr. Charles Gilbert	Mr. Bob Regola
Mr. John Slivka		

Others in Attendance:

Mr. Matthew Racunas, 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: None

4. Communications: None

5. Secretary's Report: Joseph Lapia:

- A. Mr. Lapia requested the approval of the minutes for the regular meeting of December 19, 2024 as presented. A motion to approve was made by Ms. Kovac and seconded by Mr. Mace. The motion passed unanimously.

This concluded the Secretary's Report.

6. Treasurer's Report: Charles Konkus:

Mr. Konkus requested the approval of the following requisition:

- A. Revenue Fund Requisition No. 459: \$224,151.35: A motion to approve was made by Mr. Mace 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 or by-pass events for December. Average plant flow was 3.1 mgd. Total rainfall was 2.5".

- B. Waste Management/Valley Landfill:
1. Mr. Gorski reported that a meeting has been scheduled with representatives of Waste Management for January 24, 2025. Mr. Gorski stated that he will offer the calculated factor to landfill representatives at that time. Mr. Gorski will provide the Board with an update following the meeting.
- C. Penn Township Sewage Authority (PTSA) Interceptor Update:
1. Mr. Gorski reported that a meeting has been scheduled with the Managers, Solicitors, and Engineers of WWMA and PTSA for February 24, 2025. Mr. Gorski will provide the Board with an update following the meeting.
- D. Mr. Gorski requested that the Board adopt Resolution No. 2025-01, declaring that designated public records of the Authority are approved for disposition. A motion to approve was made by Mr. Konkus and seconded by Mr. McHugh. Mr. Lapia asked why the Resolution is listed under the Authority Manager's report, and not under new business. Mr. Gorski stated that this item has historically been included under the Manager's Report, but could be moved to "New Business" if the Board wishes. Ms. Kovac asked if a single Resolution authorizing the destruction of records in accordance with the Municipal Records Destruction requirements could be adopted, rather than having a new Resolution adopted each year. Mr. Racunas stated that a Resolution authorizing and outlining annual disposition of property could be adopted. Mr. Lapia stated that a record of items that are destroyed each year must be kept. The motion passed unanimously.
- E. Mr. Gorski requested Board authorization to appoint BEM Enterprises, LLC, as the new Drug Testing Administrator for Western Westmoreland Municipal Authority. Mr. Lapia asked if the Authority can appoint a new administrator without completing a Request for Proposal (RFP). Mr. Racunas stated that this is considered a professional service and an RFP is not required. Mr. Racunas stated that a change in the drug testing administrator may have to be negotiated, when there is a collective bargaining agreement that lists the drug testing administrator. A motion to authorize the appointment of BEM Enterprises, LLC, as the new Drug Testing Administrator was made by Mr. Lapia and seconded by Ms. Kovac. The motion passed unanimously.
- F. Mr. Gorski requested authorization to purchase a six inch in-line Hellan manual strainer from Hellan Fluid Systems, at a cost of \$11,475.00 plus freight. This is a capital budget item. The strainer is 23 years old and is the main cleaning mechanism for the effluent water that is returned to the plant. A motion to approve was made by Mr. Lapia and seconded by Mr. McHugh. The motion passed unanimously.
- G. General Updates:
1. WWTP Disinfection Improvements-Sodium Hypochlorite Project:
Mr. Gorski reported that the project is moving along well. The initial permit application was submitted to the PaDEP last week. Mr. Hanley will provide an update.
 2. LSA Process Improvements Project:
Mr. Gorski reported that the original design included two new blowers on each side of the aeration tanks, while continuing to utilize one existing small blower on each side of the tanks. Mr. Gorski stated that he would like to add a third new blower on each side of the tanks, which would allow a blower to be assigned to each tank. Mr. Gorski also said that, since the two existing small blowers are 19 years old, he would like to purchase an additional two blowers, for a total of eight blowers (four on each side). This would provide several benefits: (1) All blowers would use the same filters and parts, (2) blowers could be reassigned to other tanks when a blower is taken out of

service for routine maintenance, (3) each blower could be dedicated to one tank with two remaining blowers as standby, (4) this would satisfy the PaDEP requirement that there be a spare blower for each side as a standby. A lengthy discussion followed. The Board is interested in purchasing eight blowers but is concerned that the equipment could be obsolete when the plant expansion is completed. Mr. Hanley stated that chances are that the aeration tanks will continue to be used regardless of the type of plant expansion that is completed. Mr. Hanley stated that the improvements and potential re-rating of the plant could push the plant expansion down the road for ten years. Mr. Gorski stated that, in the meantime, he needs to be able to run the plant efficiently and the large blowers are making that difficult. Mr. Gorski stated that the new blowers could result in a reduction of 30% in electric costs, compared to the existing blowers, and could assist in the treatment of ammonia at the plant. Mr. Konkus stated that First Energy might have rebates available for the new, more efficient blowers. Mr. Hanley said that he could present both options to the Board when prices have been obtained.

4. COA-Phase III CCTV Inspection:

Mr. Gorski reported that the CCTV inspection of the new interceptor was completed today. Preliminary reports indicate that everything looks good. The job should come in under budget.

5. The odor control carbon media for the primary clarifier odor control unit will be a bid item, as the amount will exceed the \$23,200 bidding threshold. HRG will open bids on February 12, 2025.

6. Tony Marks Subdivision:

Mr. Gorski reported that Mr. Anthony Marks requested a refund of the capacity fee for one (1) EDU. Mr. Marks had a four-lot subdivision and has determined that the fourth lot will not work as he had intended, so he has submitted a subdivision revision to Penn Township and requested a reimbursement of one (1) EDU from WWMA. Mr. Gorski reported that, in accordance with past practice, one (1) EDU would be reimbursed once Mr. Marks provides proof that the revised subdivision has been approved. Mr. Lapia stated that the Authority should implement a written policy regarding reimbursements.

7. Mr. Gorski reported that he received letters from Clark Hill (Bond Counsel) and Commonwealth Investment Management, Inc. (Financial Advisor), in which they expressed an interest in reappointment for 2025.

8. Mr. Gorski reported that pH Environmental is offering Wastewater 1 training using the Sacramento Books. The classes will be taught over twelve (12) weeks, with three-hour classes being held on Wednesdays. Mr. Gorski stated that he would like to send Mr. Thornton, Mr. McGonigle, and Mr. Vijuk. The cost is \$1,000.00 per employee, which is a reasonable cost for thirty-six credit hours. A discussion followed. Mr. Gorski will enroll the employees for this training.

9. Mr. Gorski reported that three (3) employees will be attending the PennTec Conference in June 2025. Mr. Gorski stated that he offered the Assistant Foreman the opportunity to attend, but he declined due to a personal schedule conflict. Mr. Gorski stated that he, Mr. Wolinsky, and Mr. Diana will attend the conference. Mr. Lapia suggested that Mr. Gorski consider sending Mr. Arnold, instead of Mr. Diana.

10. The remaining item will be discussed during the Executive Session.

11. Mr. Gorski asked the Board Members if they received their Pennsylvania Ethics form, stating that there was an issue with the mail, in which the Authority received portions of three mailings back from the Post Office. Mr. McHugh did not receive his form. Mrs. Wtorkowski provided Mr. McHugh with the form.
12. Mr. Gorski stated that there is one item that needs to be discussed during the Executive Session.

This concluded the Authority Manager's report.

8. Consulting Engineer: Chad Hanley, HRG:

A. Update:

1. Mr. Hanley referred to the updated bidding thresholds that were included in his report.
2. The odor control carbon is out for bid. Bids will be opened on February 12, 2025.
3. WWTP Disinfection Improvements-Sodium Hypochlorite Project:
The permit application was submitted to the PaDEP last week. Turnaround is typically 3-4 months.
4. Mr. Hanley requested Board authorization to transfer \$364,156.56 from the Revenue Fund to the Capital Improvement Fund. A motion to approve was made by Mr. Konkus and seconded by Mr. Lapia. The motion passed unanimously.

This concluded the Engineer's report.

9. Solicitor's Report – Matthew Racunas:

- A. Mr. Racunas stated that all issues have been covered under the Authority Manager's Report and the Consulting Engineer's Report.

This completed the Solicitor's report.

10. Reports of Committees:

- A. Personnel Committee – Joseph Lapia: There was no report.

B. Finance and Budget Committee – Lisa Kovac:

1. Ms. Kovac requested Board approval of the fund transfers listed under Agenda Items 10B (1) (a) and 10B (1) (b) and investment listed under Agenda Item 10B (1) (c), including:
 - a. Authorize a transfer in the amount of \$19,000.00 from the Revenue Fund to the Sick Pay Reserve Account, *and*
 - b. Authorize a transfer in the amount of \$27,316.30 from the Debt Service Reserve Fund to the Debt Service Fund, *and*
 - c. Authorize the purchase of a Capital Improvement Fund one-month United States Treasury Bill, in the amount of \$10,365,000.00.

A motion to approve was made by Mr. Mace and seconded by Mr. Lapia. The motion passed unanimously.

2. Ms. Kovac requested that the Board approve the liability insurance policy with the insurer that provides the lowest quote to FWF Insurance Agency, Inc., for the period from 02/17/25 through 12/31/25. Mr. Gorski stated that EMC Insurance is having an issue with their system and has not yet provided a quote. A motion to approve was made by Mr. McHugh and seconded by Mr. Mace. The motion passed unanimously.

Mr. Gorski stated that the workers' compensation insurer completed an on-site inspection, and the Authority received a favorable report.

This concluded the Finance and Budget Committee report.

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

11. Requisitions:

Mr. Caroline requested Board approval of the following Requisition:

A. Approval of Capital Improvement Fund Requisition No. 128, in the amount of \$14,837.06:

A motion to approve was made by Ms. Kovac and seconded by Mr. Lapia. 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. Konkus and seconded by Mr. Lapia, to enter into an executive session to discuss personnel matters. The motion passed unanimously. The executive session began at 6:47 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 7:05 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 7:05 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: December 2024
HRG Project Number: R008234.0426
Prepared: January 9, 2025



January 16, 2025 Authority Meeting

RETAINER SERVICES (.0426)

- HRG attended the December Board Meeting and shall attend the January Board Meeting.
- HRG prepared and provided the 2024 Q4 Tap Fee Calculation to Authority Staff.
- HRG prepared the semi-annual revenue fund to capital improvement fund transfer recommendation and sent to the Authority on January 8th.

GENERAL SERVICES (.0427)

- Landfill agreement:
 - HRG provided draft exhibits to WWMA Staff on December 12th, and HRG and WWMA will meet on January 9th to finalize prior to the January 24th meeting with WM.
- HRG is working with Authority Staff to troubleshoot equipment restarting issues after power outages at the plant.
- Bidding thresholds have increased for 2025; they are as follows:
 - Contracts or purchases under \$12,900 require no formal bidding or price quotations.
 - Contracts or purchases between \$12,900 and \$23,800 require three written/telephonic price quotes.
 - Contracts or purchases greater than \$23,800 require formal bidding and public notice.

PLANNING MODULE REVIEWS (.0428)

- No Planning Module Reviews were completed in December.

NPDES PERMIT RENEWAL (.0429)

- HRG worked with Authority Staff to develop a sampling plan for the TRE Report. Results demonstrate there is a lab interference and indicate that free cyanide limits and testing requirements may be removed from the NPDES permit. HRG worked with Authority Staff to provide an update to DEP on these findings and will continue to work on finalizing the formal TRE Report ahead of schedule.

WWTP PROCESS IMPROVEMENTS (.0430)

WWTP Evaluation Study

- HRG evaluated the feasibility of a hydraulic capacity rerate and provided a memorandum on December 5th to the Authority Manager detailing findings. The preliminary calculations show a promising opportunity to increase the permitted hydraulic capacity of the WWTP by 0.4 MGD, from 4.4 to 4.8 MGD.
- HRG and WWMA will meet with PADEP to discuss required permitting.

GIS SERVICES (.0431)

- No updates.

SMALL CAPITAL PROJECTS (.0432)

Phase 3: Odor Control Carbon Replacement

- HRG reviewed quotes received by multiple vendors; all quotes were over the bid threshold.
- HRG is finalizing contract documents for carbon procurement and installation.
- Bid wills be opened February 12th at 11:00 AM via PennBid with bid award anticipated at the February 20th Board meeting.

CULVERT INSPECTION (.0433)

- HRG completed the inspection report and submitted to PennDOT on October 14th. As of the writing of this report, the status of the report continues to be "submitted" within their database. Once PennDOT reviews, it is expected that they will change the status to "accepted".

WWTP DISINFECTION IMPROVEMENTS: SODIUM HYPO (.0434)

- HRG continued to proceed with the design of the sodium hypochlorite system inclusive of dosing pumps, bulk storage, and chemical containment.
- HRG coordinated with vendors to select and size equipment and prepare technical specifications.
- HRG continued preparing the Water Quality Management (WQM) permit application and provided a draft to the Authority Manager to review and sign.
- HRG prepared and sent Municipal notification letters as required by the permit application.
- HRG will continue to coordinate with Authority staff for required signatures and permit fees.

LSA – PROCESS CONTROL IMPROVEMENTS (.0435)

- HRG began preparing process calculations and reviewing SCADA needs for the project.
- A site visit to view the proposed blowers is scheduled for January 9th.

PHASE III INTERCEPTOR CCTV PROJECT (.0436)

- On December 19th HRG and WWMA had a virtual call with Insight Pipe to review the CCTV quote, the work scope, and the televising plan.
- Insight Pipe mobilized on January 2nd and is proceeding with the work. WWMA is providing on-site staff as the work progresses for coordination. The work is anticipated to be completed on January 9th.

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/AEL
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c: Ms. Johanna Wtorkowski
Mr. Mark Wolinsky