

The May 20, 2015 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman George at 7:00 PM. All in attendance gave a pledge of allegiance. Board Member Eyerly was absent and all other Board Members were present. Robert Dougherty, P.E. of RJD Engineering, Inc. was also in attendance. Brian Kauffman, P.E., of Gannett Fleming, Inc. was in attendance during the Work Session.

Chairman George introduced Sergeant Shanon “Sam” Howell, an employee of the Authority in the Collection System Division. Sergeant Howell addressed the Board and Management of the Authority and stated that he petitioned Washington, DC for certificates to be awarded to the Board Members and Managers of the Authority that were active during his deployment in 2013. He stated that the certificate is given to employers who go above and beyond in support of the Guard and Reserve units. Following Sergeant Howell’s comments, Donald Drasher of the Pennsylvania Committee for Employer Support of the Guard and Reserve gave a brief presentation and awarded certificates to the 2013 Board Members and Management Employees. Chairman George stated that we are proud to have Sergeant Howell as an employee and we are all glad that he returned to us following his deployment to Afghanistan.

PUBLIC COMMENT

There was no public comment.

Milot & Sherrock moved to approve the minutes of the April 27, 2015 Regular Monthly Meeting. Note that the minutes were changed to reflect a correction to the date of the upcoming meeting from May 18th to May 20th. Passed: Aye-8, Nay-0, Absent-1

Director of Operations Report - MONTHLY FLOW REPORT

	<u>April 2015</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	<u>329,202,856</u>	Gallons	<u>1,050,868,646</u>	Gallon	xxxxx
Total Flow Bypassed	<u>10,323,850</u>	Gallons	<u>17,351,351</u>	Gallon	xxxxx
Days Flow Bypassed	<u>5</u>	Days	<u>13</u>	Days	xxxxx
Total Flow Treated	<u>318,879,006</u>	Gallons	<u>1,033,507,295</u>	Gallon	xxxxx
Average Minimum	<u>8.2</u>	MGD	xxxxx	xxxxx	<u>6.7</u> MGD
Average Maximum	<u>15.9</u>	MGD	xxxxx	xxxxx	<u>12.0</u> MGD
Average Daily Flow	<u>10.6</u>	MGD	xxxxx	xxxxx	<u>8.6</u> MGD

Christopher Carsia, the Director of Operations, reported on the flow for April 2015. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 57.043 million gallons with approximately 10.324 million gallons of treated outflow diverted at the treatment plant. He said approximately 3.644 million gallons of the total diverted flow was treated outflow from the Autumn & Ridge CSO Separator. He said the flow to the treatment plant was recorded at 329.2 million gallons with 318.9 million gallons treated. He also stated that the average daily flow to the treatment plant for the month remained high at 10.6 MGD and the average daily flow for the year increased to 8.6 MGD.

The Director of Operations reported that revenues for April 2015 were \$1,136,126.29, which is a 2.5% decrease from the prior year. He said the bills issued for hauled waste received in April totaled \$159,873.69, which is a decrease of 10.4% from the prior year. He said the hauled waste

revenues are on pace to hit the projected \$1,400,000 for the fiscal year. He also stated that the liquid waste hauler Gotta Go Septics continues to make payments against their past due balance. He reported that another liquid waste hauler, Liquid Motion, continues to be current on their bill. He then reported that there were a few old hauled waste accounts under the name Countywide Septic carrying balances for several years. He said the company is out of business and the accounts will be credited and made inactive to clear them from the receivables.

The Director of Operations reported he spoke with Randy Cahalan at HCA concerning the water usage at 50 Jaycee Drive. He said the HCA records showed that no water was being used in the building until the Authority employees began to occupy the rear garage area. He said a sewer bill credit needs to be issued to the owner at 50 Jaycee Drive because they were not responsible for the water use. He also stated that he spoke with Ryan Peterko in the maintenance department concerning an electricity feed to the 50 Jaycee Drive garage. He said there was plenty of reserve capacity in the electric control centers in the Administration Building to feed power to the garage occupied by the Collection System Division. He said upon completion of the electricity transfer, the Authority will be able to enter into a lease agreement with the property owner.

The Director of Operations then reported that the wax-like substance previously reported to be adhering to the poppet valves inside the sludge cake pumps is over 50% fats, oil, and grease. He said the lab report was received showing a high concentration of non-petroleum based oils and grease in the substance. He said the need for converting the old holding tank into a grease digester is becoming a higher priority in order to change the composition of grease in the plant to digested grease. He proposed sending Gene Zynel and Ryan Peterko to Derry Township WWTP to look at their grease digester then having them meet with Brian Kauffman at Gannett Fleming's Camp Hill office to discuss the modifications needed. He then reported that some equipment installed during the 2008 WWTP Upgrade is beginning to breakdown. He said Ryan has been ordering spare pumps and replacement parts to have in stock because it normally takes 12 to 16 weeks after a purchase order is placed to receive pump equipment. He noted that the grit pump in the Grit Building was replaced this week and the washer compactor gear drive in the Second Screenhouse Building was also replaced. Board Member Eyerly stated that this conversation concerning the equipment necessary to continue proper operation of the plant should be considered during budget discussions. He said last year's scheduled rate increase was postponed and if more parts and equipment are needed, they must be figured in when discussing a rate increase. He said the Board should be responsible and do what needs to be done to have money for equipment and breakdowns or there will be future financial problems. Christopher Carsia noted that the chemicals cost have fluctuated, but remained steady. The Operations Manager, Gregory Olander, noted that it was the case for all chemicals except polymer, which has had a sharp increase above budget due to increased usage during solids processing. Christopher stated that the landfill bills have also increased.

The Director of Operations then reported that the restoration work behind the HASD Track Field was completed on the 96-inch pipe replacement project. He said concrete was poured to connect the end wall and grass seeding was also completed. The Field Operations Manager, Andy Nowak, stated that the 96-inch replacement at Black Creek is now 100% complete. Board Member Grink then complemented the Road Crew for their work replacing the 96-inch pipe at Branch Court. He said that he observed the project and was impressed that such a large job could be completed in just a few days. Christopher Carsia stated that a similar sinkhole project on the 96-inch line was undertaken in 1998 as a bid project. He said the low bid was approximately \$34,000 and it did not include restoration work on residential property. He said this job will cost far less by doing the

work in-house. Andy noted that several feet of Hazle Township 8-inch sewer pipe had to be replaced during the project because it was disturbed during excavation. Andy also stated that the Road Crew would begin a systematic inspection of the manholes on the Black Creek Interceptor. Andy then reported that the Road Crew recently completed repairs to a private sewer main connection at 17th Street and Lafayette Court and an access port was installed for future cleaning of the line.

The Director of Operations reported that chemical bids have been advertised with a bid opening at the June regular meeting. He said the Authority recently received notice that the generators now need to be fueled with Ultra Low Sulfur Diesel. He stated that due to the increased usage of Ultra Low Sulfur Diesel fuel in the collection system division equipment and most recently, the generators; he is recommending bidding the fuel annually. Board Member Cuozzo asked if the replacement pumps and repair items would be included as a separate line item in the budget. Gregory Olander responded that maintenance and repairs are already listed as a line item in the budget. She then asked if it would increase and by how much. Gregory responded that the budget has not been worked on for the upcoming fiscal year, which is normally presented in July. Christopher also noted that the meeting dates for the 2015-2016 fiscal year would be advertised.

The Operations Manager then reported that delinquent collections for Section C were in progress and the water shutoffs for Section B would take place beginning next week. He said there were 552 posting notices printed for that Section C, which is a slight decrease from last year. He noted that the Authority's delinquent collection procedures continue to produce good results. He said the revenue report will show a drastic increase in collections from April through July each year. He said this is a result of the delinquent processing procedures that take place during that time.

The Operations Manager also reported that the LSA Grant awards did not take place on May 13, 2015 and awards for Luzerne County were postponed until July 8, 2015. He said Robert Dougherty would report on this issue in greater detail.

The Director of Operations then reported on a recent meeting with representatives of 360 Water concerning operator training for the incinerator. He said there are federal requirements that must be met for operation of all incinerators. He said the representative of 360 Water also met with staff at Wyoming Valley Sanitary Authority (WVSA) to discuss this issue during the visit to Pennsylvania. He said they already have a program developed for training and testing to operate Multiple Hearth Incinerators, but a program must be developed for Fluidized Bed Incinerators. He said there may be an opportunity for cost sharing with other treatment plants in PA that have Fluidized Bed Incinerators. Gregory noted that the training program is site specific, so it should be worked into the installation because pictures and videos would need to be taken to develop a specific training and testing program for the plant's operators. Christopher suggested setting up a meeting with Attorney Ustynoski and Attorney Gartley to conference with 360 Water regarding the federal requirements and how they would impact job descriptions and the Collective Bargaining Agreement (CBA).

Grink & Fay moved to accept the Director of Operations report and to have the written report on diverted flows made a permanent part of the record. Passed: Aye-8, Nay-0, Absent-1

Board Member Eyerly entered the meeting at 7:28.

Engineer's Report – During the Work Session, Brian Kauffman reported that Notice to Proceed was issued to Martz Technologies for the SCADA Upgrade. He then reported that the Notice of Intent to Award was issued to Mesko Glass for the Window Panel Replacement Project. He said the NPDES Permitting CSO response was sent to DEP as they requested. He stated that the IDI shop drawings continue to be reviewed for the Incinerator Project. Board Member Eyerly asked a timeframe for the incinerator installation. Brian stated that he has six shop drawings to review and he expects the project to bid this summer with a start date in the fall. Brian then reported that the sludge cake pumps were started by the manufacturer along with Rotary Press #3 and one conveyor still needs to be installed and started up. Board Member Grink asked what the status of the Link Seal installation. Brian responded that a letter was being sent to the C.O. Falter concerning completion of items that were discussed in executive sessions and he was hopeful the link seals would have been properly installed before the letter was sent. He said since there is one remaining link seal not properly installed, he will include it in the letter.

Robert Dougherty reported that all insurance certificates and bonds were received from the Button Buck CSO contractors as required. He said there is additional railroad insurance required and it was forwarded to the contractor, Michael Ronca, since it is their responsibility to obtain that insurance. He then reported that the LSA Grants were not awarded at the May 13th meeting and it was postponed again until July 8th. He said PACT Construction (East Separation Project) was anticipating a late July start date and during the last conversation with Michael Ronca (West Separation Project), they were also expecting to begin in late July. Robert said it is fine issuing Notice to Proceed to those two contractors after the LSA Meeting in early July. He said the contractors can continue getting their documentation ready. He said Doli Construction also anticipates a July start date for the SSI separation.

Boyarski & Fay moved to accept the Engineer's report.

Passed: Aye-9, Nay-0, Absent-0

Solicitor's Report – Attorney Ustynoski reported that a resolution addressing illegal connection to the sewer system is on the agenda for the Board's consideration. He handed out copies of the Resolution 002 of 2015 and summarized its contents for the Board. He said the resolution was developed along with input from Mr. Dougherty, Mr. Nowak, and Mr. Olander. He said Attorney Caron was also consulted during this process. Board Member Sherrock asked what constitutes an illegal connection. Andy Nowak responded that an illegal connection could be roof drains, sump pumps, house drains, etc. connected to the sanitary sewer system. He said they can be found by smoke testing once storm sewer inlets in the area are removed from any combined lines. Attorney Ustynoski stated that the resolution contains penalties and it references the regionalization ordinances of Hazleton and West Hazleton. He said the critical issue is the Authority's ability to enter the properties to conduct inspections in basements.

Attorney Ustynoski reported that he had dialogue with the Norfolk Southern Railroad and Robert Dougherty concerning the additional insurance needed for the project. He said the contractor would need to purchase additional insurance for the project. He stated that since the Authority is the sponsor of the project, he recommends obtaining a Railroad Protective Liability Policy to protect the Authority while the project is under construction. He said a quote would be obtained from Travelers and it will be brought back to the Board for discussion. He then reported that PennDOT notified the Authority that a Highway Occupancy Permit was required before work can begin. He said the permit requires a Maintenance Bond and Travelers Insurance was contacted to obtain the bond.

Attorney Ustynoski then reported that he has been unable to locate the property owner of the abandoned service station on Broad Street in Hazleton where some of the construction work will take place. He said it would be practical to notice the owner by publication in this instance.

Attorney Ustynoski then reported that he and Authority Management reviewed the notice letter to C. O. Falter that was prepared by Gannett Fleming. He said the letter was modified slightly and they authorized Gannett Fleming to send it to the contractor.

Milot & Grink moved to accept the Solicitor's report. Passed: Aye-9, Nay-0, Absent-0

Grink & Fay moved to accept the Investment Consultant's Report as presented.

Roll Call: Boyarski-yes, Carsia-yes, Cuozzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

BILLS AND CREDITS

Eyerly & Cuozzo moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from February 21, 2015 through April 3, 2015 totaling \$16,728.40 as listed in the following table:

<u>Requisition #</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*513	Annual Service Work	\$ 4,555.56
Operating Fund	051153.B*515	Attending Authority Meetings	\$ 1,755.07
Operating Fund	051153.C*516	Chapter 94 Report	\$ 3,329.54
Operating Fund	051153.E*517	CSO Work	\$ 1,931.87
Operating Fund	051153.T*518	NPDES Permit Renewal Preparation	\$ 722.70
Operating Fund	051153.AG*514	CFA Financing	\$ 1,078.77
Operating Fund	048847.B*510	PENNVEST Administration	\$ 317.96
Operating Fund	051153.01*512	SCADA Update	\$ 704.29
A472	048847.CO*511	Incinerator Design	\$ 2,332.64
Total			\$ 16,728.40

On the Question: Board Member Grink asked what work was being done on the incinerator. Christopher Carsia responded that they are working on bid specifications for installation.

Roll Call: Boyarski-yes, Carsia-yes, Cuozzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

Eyerly & Grink moved to approve Requisition #A473, payable to Pioneer Construction, Inc., totaling \$18,258.90, for Payment Estimate #4 of the Sludge Cake Pump Installation Contract. Original Bid amount was \$185,800.00, add for Change Order #1 (\$2,035.00) for a Total Contract Price of \$187,835.00. Total of payments made to date including this payment is \$151,756.80, which leaves a balance of \$36,078.20.

Roll Call: Boyarski-yes, Carsia-yes, Cuozzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

Cuozzo & Fay moved to authorize payment from the Operating Fund in the amount of \$953,039.34 for Operating and Administrative Expenses (\$636,837.51); Construction in Progress (\$152,634.68); Pennvest Loan #27769 (\$158,666.52); Pennvest Loan #74119 (\$1,473.64); and Pennvest Loan #58103 (\$3,426.99) from the month of April 2015.

Roll Call: Boyarski-yes, Carsia-yes, Cuzzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

Grink & Sherrock moved to approve issued credits totaling \$6,532.87 from month of April 2015.

Roll Call: Boyarski-yes, Carsia-yes, Cuzzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

NEW BUSINESS

Grink & Milot moved to approve a sewage connection allocation for one (1) EDU in the Borough of West Hazleton, for Weis Markets, Inc., for a commercial property located at 100 Susquehanna Boulevard. This allocation is contingent upon the applicant paying all fees and charges established by the Authority and satisfying all conditions for proper connection, including inspections, to the sewer system as set forth by the Authority and/or its Engineer.

On the Question: Board Member Eyerly asked how much the developer was paying in fees for the connection. Andy responded that the total tapping fee is \$1,750.00, which is \$1,500.00 for the collection part and \$250.00 for the capacity part.

Roll Call: Boyarski-yes, Carsia-yes, Cuzzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

Cuzzo & Grink moved to adopt Resolution 002 of 2015 establishing rules, regulations, and procedures mandating disconnection of illegal stormwater and groundwater connections to the Authority's sanitary sewer system.

On the question: Board Member Sherrock stated that he is concerned with the language requiring residents to fix their own lateral because what would happen if they did not have the money to make the repairs. After a brief discussion concerning the question raised by Board Member Sherrock, Attorney Ustynoski stated that the Board can look at each situation and make a decision on a case by case basis.

Roll Call: Boyarski-yes, Carsia-yes, Cuzzo-yes, Eyerly-yes, Fay-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

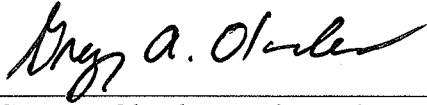
Board Member Cuzzo asked about Black Birch Engineering and what work they were performing for the Authority. Gregory Olander responded that Black Birch Engineering is the integrator/programmer who has done work on converting to a new brand of HMI for the Hauled Waste Receiving Facility. He stated that they are also performing the work to integrate Rotary Press #3 and the sludge cake pumps with the other equipment in the sludge processing department.

Board Member Grink asked about the status of the Weis gas station being constructed on Route 93 in West Hazleton. Andy Nowak responded that DEP was willing to grant an EDU allocation waiver if water usage records could be provided from the structure that was previously connected to the sewer at that site; however, HCA was unable to recall the records from that site. Board Member Grink stated that the Authority should begin the process to get EDUs back for projects that were approved but are no longer valid. Andy said during discussions with Scott Novatnak of DEP, he was informed that the process must start at the municipal level. He said the first step is for West Hazleton Borough to rescind the planning approvals for the defunct projects. Board Member Eyerly asked how many EDUs were previously approved. Gregory Olander responded that the two projects, Valmont Site #9 and Wingate Inn were allocated 10 and 29 EDUs respectively. Andy informed the Board that the Borough would have 7 remaining EDUs available after allocating one to Weis for the gas station.

Milot & Grink moved to adjourn. Passed: Aye-9, Nay-0, Absent-0
The meeting was adjourned at 7:43 PM.

The next regularly scheduled Work Session will be Wednesday, June 17, 2015 at 7:00 PM.
The next regularly scheduled monthly meeting will be Monday, June 22, 2015 at 7:30 PM.

Respectfully submitted,
Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary