

The January 23, 2017 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman George at 7:30 PM. All in attendance gave a pledge of allegiance.

Roll Call:

Boyarski – Present

Cuozzo – Present

Fay – Present

Fayock – Present

George – Present

Grink – Present

Milot – Present

Sherrock – Present

Also in Attendance:

Christopher Carsia – Director of Operations

Gregory Olander – Operations Manager

Andy Nowak – Field Operations Manager

Attorney Joseph D. Ustynoski – Solicitor

Robert Dougherty, P.E. – RJD Engineering

\*Rachel Govelovich, P.E. – Gannett Fleming

\*In attendance during the Work Session

### **PUBLIC COMMENT**

There was no public comment.

### **REORGANIZATION**

**George & Fay** moved to name Christopher Carsia Temporary Chairman for reorganization. Passed: Aye-8, Nay-0, Absent-0.

### **NOMINATION OF OFFICERS**

**Milot & Boyarski** moved to nominate all existing officers to their current positions. **Fayock** moved to close the nominations. Passed: Aye-8, Nay-0, Absent-0. The Assistant Secretary was authorized to cast a unanimous ballot for the following:

**Frank George** for Chairman

**Gerald Grink** for Vice-Chairman

**Patrick Fay** for Secretary

**John Milot** for Treasurer

**Francis Boyarski** for Assistant Treasurer

### **APPOINTMENTS BY THE BOARD**

**Fayock & Milot** moved that the Ustynoski & Marusak law firm with representation by Attorney Joseph D. Ustynoski be reappointed as Solicitor for the Authority.

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

**Grink & Fay** moved to appoint Morgan Stanley as the Investment Consultant for the Authority with representation by Howard Willard III and Stephen Kepchar.

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

**Boyarski & Sherrock** moved that Snyder & Clemente, CPA with representation by John Nonnemacher, CPA be reappointed as Auditor for the Authority.

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

**Milot & Fay** moved that Gannett Fleming, Inc. be reappointed as Consulting Engineer for the Authority with representation by Rachel Govelovich, P.E.

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

**Grink & Milot** moved to approve the minutes of the December 19, 2016 Regular Monthly Meeting.

Passed: Aye-8, Nay-0, Absent-0

**Director of Operations Report - MONTHLY FLOW REPORT**

	<u>December 2016</u>		<u>Year to Date</u>		
			<u>Total</u>	<u>Average</u>	
Total Flow	201,568,591	Gallons	2,652,453,638	Gallon	xxxxx
Total Flow Bypassed	277,017	Gallons	68,578,505	Gallon	xxxxx
Days Flow Bypassed	1	Days	33	Days	xxxxx
Total Flow Treated	201,291,574	Gallons	2,583,875,133	Gallon	xxxxx
Average Minimum	4.2	MGD	xxxxx	xxxxx	4.7 MGD
Average Maximum	9.6	MGD	xxxxx	xxxxx	11.6 MGD
Average Daily Flow	6.7	MGD	xxxxx	xxxxx	7.1 MGD

Christopher Carsia, the Director of Operations, reported on the wastewater flows for December 2016. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 4.568 million gallons with approximately 0.277 million gallons of treated outflow diverted at the treatment plant. He said approximately 0.335 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 201.5 million gallons with about 201.2 million gallons fully treated. He said flows to the plant for calendar year 2016 were 2.65 billion gallons, which is about 350 million gallons below normal. He also stated that the average daily flow to the treatment plant for the month increased slightly to 6.7 MGD and the average daily flow for the year remained 7.1 MGD, which is well below the 8.9 MGD permit limit. He then informed the Board that during a rainstorm on December 18, 2016, one of the primary pumps went air-bound causing the level in the primary wet well to come above the high stage. He said it caused new leaks in concrete cracks in a different location inside the Primary Pump Station. He then stated that tentative pricing was received from a local certified applicator of Aquafin products. The Director of Operations said the issue should be addressed soon and he requested a special meeting be called to discuss the repair options with the applicator and Gannett Fleming Engineers. He said Rachel Govelovich took pictures to show their structural division and they would be attending the meeting to discuss the issue.

**Chairman George** called a Special Meeting at 7:00 pm on January 31, 2017 for a discussion of repairs to the concrete leaks in the Primary Pump Station.

The Director of Operations then reported that the revenues for December 2016 were \$907,430.86 which is an increase of 8.8% from the prior year and bills issued for hauled waste received in December totaled \$99,919.39. He said overall revenues are on pace with projections for the current fiscal year; however, hauled waste business has decreased over the last few months. He

then reported that the Fats, Oils, and Grease (FOG) system was started-up on January 18, 2017. He said this should provide an additional revenue stream since there are only a few other treatment plants within a 50 mile radius that are able to dispose of this type of waste. Gregory Olander noted that the installation was done in-house by Authority personnel and the completed project is quite impressive. He said the work that took place over several months includes installation of a fiberglass building, underground drain lines and electrical conduit, machinery to chop the waste as it is discharged, and several flow meters, valves, and instruments. He said Martz Technologies programmed the equipment for full integration with the plant SCADA system and the Chief Operator, Gene Zynel, has a good handle on operation of the system. He said the number of loads being accepted will be phased-in over the next few weeks to allow the grease digesting bacteria time to fully develop within the holding tank. Board Member Grink asked what price was being charged to discharge grease at the plant. Gregory responded that the rate has been set at \$0.11 per gallon, which is on par with the few other facilities that accept this type of waste. Board Member Grink then asked how that price relates to a normal load of hauled waste. Gregory stated that haulers discharging a standard load of sludge or septage are charged \$0.03 per gallon.

The Director of Operations reported that there has been a slight improvement in the water quality in the Chesapeake Bay. He said the water quality in the Bay was upgraded from a D+ to a C- in a recent report, but according to the Chesapeake Bay Foundation, there is still much work to be done to continue improving the Bay's water quality. He said treatment at the Authority's plant is best available technology, so the Authority is doing their part to improve water quality in the Susquehanna River, which is a tributary to the Bay.

The Director of Operations informed the Board that the Road Crew began a project in the area behind the Gashouse Pump Station and the Hazleton animal shelter. Andy Nowak explained that there are 5 CSO discharge points that flow into this area: two at the animal shelter, two at Gashouse Pump Station, and one originating from the Mill Street diversion chamber. He said all five discharge points come together in the Hazle Creek stream bed, which eventually seeps into the ground and enters a branch of the Jeddo Tunnel. He said the creek bed is filled with sediment and a dozer was rented to help get the flow to continue through the obstructions. He stated about 100 feet of pipe behind Gashouse Pump Station needs to be replaced and raised by 2 to 3 feet to get it back up to existing grade. He said this work is easier to do in the winter because the equipment is not as likely to sink into the soft ground. Andy then reported that pipe flushing and televising continue in the collection system with work recently being performed at Seybert Street in Hazleton City and Cranberry and Clay Avenues in West Hazleton Borough. He said a complete list of collection system projects in 2016 was provided in the board meeting packets and is also available on the GHJSA website. Christopher then informed the Board that a complimentary phone call was received from Mrs. Kate Miller who resided with her husband, Attorney Bruce Miller, on West Diamond Avenue in Hazleton City. He said the call complimented the work done by the Road Crew for a prompt response and activities by Lead Man, Tim Readler, to locate an obstruction in their line.

The Director of Operations reported that the testing of an additional six parameters was completed as required by DEP for renewal of the NPDES Permit. He said a response will be formulated and sent to DEP this week. He also noted that the re-testing cost was \$2,800 to analyze those six parameters. Christopher also reported that Nick Sahd of Gannett Fleming has

been assisting the Authority in compiling the annual sludge report to EPA. He said EPA launched a new electronic reporting system and he is in the process of setting up the Authority to submit the annual reports electronically.

The Director of Operations also reported that a payroll audit was recently performed for the Worker's Compensation insurance policy. He said although the Worker's Compensation line item is slightly over budget by a few hundred dollars this fiscal year, he expects the overall premium to be lower following the results of the payroll audit.

Gregory Olander reported that the DEP inspector signed off on the 2008 WWTP Upgrade Project on Friday, January 21, 2017. He said both he and Rachel Govelovich finalized the closeout in the Pennvest system for the borrower and engineer. He stated that Pennvest should be releasing the final holdback of \$1,680,000 in the near future.

The Director of Operations asked the Board to move into executive session to discuss personnel issues.

**Grink & Fayock** moved to enter executive session to discuss personnel issues.

Passed: Aye-8, Nay-0, Absent-0

After the Board moved out of executive session, **Chairman George** instructed the Assistant Secretary to add a motion to the agenda as Item #13 to hire Ismeli DePena as a permanent employee in the Clerical Office. Ms. DePena is bilingual and has worked as a temporary employee in the Clerical Office since November 28, 2016.

**Fayock & Grink** 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-0

**Engineer's Report** – Rachel Govelovich reported that the design work is continuing on the Plant Water System Upgrade. She said a PA Small Water and Sewer System Program grant application was submitted for this project and reviewed by DCED staff. She said her firm is addressing questions and a request for additional information. She noted that the CFA meeting is scheduled for March 23, 2017, which would be the earliest a decision would be made for this grant. She then informed the Board that the two LSA Grant applications were hand delivered to DCED on December 22, 2016. She said they are behind schedule to make a decision on the grant awards by the March 23, 2017 meeting. She said the decision may shift to the May 2017 meeting. Rachel then reported that Authority staff and Gannett Fleming responded to questions from DEP concerning the NPDES Permit renewal.

Rachel informed the Board that a final time extension change order was completed and sent to DEP for the 2008 WWTP Upgrade Project Contract Four (Electrical). Rachel then stated that a completion certificate form was also submitted to DEP to close the Part II Water Quality Management Permit for this project.

Rachel reported that design work continues on the Incinerator Installation Project. She said there has been ongoing coordination with the Ash Vacuum Filter and Centrifuge manufacturers. She said a 3D model was received from Suez, which is being used as background for the design

drawings. She stated that the GAC Adsorber Building layout was reviewed by Authority staff and their comments and changes have been made to the new concept layout. She also noted that the ash thickener was moved inside the building as requested by the Board. She said there have been ongoing discussions with staff concerning placement of equipment in the basement of the Control Building due to space constraints, which will cause some of the equipment to be relocated. She said as soon as the concept layout and site plan is finalized, the engineering disciplines will move quickly to finish the design.

Rachel then reported that Nick Sahd of Gannett Fleming is currently working on several annual reports for the Authority including the Chapter 94 Wasteload Management Report, Industrial Pretreatment Report, and the Biosolids/Sludge Report. Christopher Carsia noted that Nick was also added as a Preparer for the Authority in the new electronic reporting software for submission of annual biosolids reports to EPA. Gregory Olander then stated that Nick has also been coordinating with Martz Technologies and himself to modify reports generated by the VZRScada system so the pump station data is in a usable format for annual reporting to DEP and EPA going forward. Rachel then informed the Board that the average salary increase for Gannett Fleming employees is 2.8% for 2017 and there is no change to the payroll burden, which remains at 52.5%.

Robert Dougherty reported that his firm is working on the As-Built drawings for the Button Bock CSO West Separation Project. He said the roof drain removal process is continuing throughout that drainage basin. He said to date, 310 notices were sent, 245 properties were inspected, and 149 disconnections were verified. He noted that 22 notices were returned due to property vacancy and he said a list of properties would be given to the Authority to complete the removals.

**Fay & Grink** moved to accept the Engineer's report. Passed: Aye-8, Nay-0, Absent-0

**Solicitor's Report** – Attorney Ustynoski thanked the Board Members for reappointing his firm. He then reported that in addition to what was reported in executive session at the Work Session, he and Andy Nowak reviewed the Joyce litigation discovery and a written response was sent back. He also reported that he and Gregory Olander reviewed the contract with 360° Water regarding EPA mandated training for the Incinerator. He said the training was discussed with John Decker, P.E. at Gannett Fleming and bid specifications were provided to him so this training requirement would be incorporated into the construction contract. He clarified that the training agreement would be between 360° Water and the Authority because training is an ongoing issue that must remain in place after the construction contract has been fully completed.

**Milot & Grink** moved to accept the Solicitor's report. Passed: Aye-8, Nay-0, Absent-0

**Fayoock & Boyarski** moved to accept the Investment Consultant's Report as presented.

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

**BILLS AND CREDITS**

**Fayock & Cuozzo** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from October 29, 2016 through November 25, 2016, totaling \$68,449.92 as listed in the following table:

<u>Requisition #</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*27558	Annual Service Work	\$ 5,988.76
Operating Fund	051153.B*27560	Attending Authority Meetings	\$ 610.14
Operating Fund	051153.AG*27559	Financing & Grants	\$ 1,762.30
Operating Fund	051153.01*27557	Plant Water Service & SCADA	\$ 561.36
Operating Fund	048847.B*27556	PENNVEST Administration	\$ 1,248.82
Operating Fund	048847.CO*28028	Incinerator Design**	\$ 58,278.54
Total			\$ 68,449.92

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

**Cuozzo & Grink** moved to authorize payment from the Operating Fund in the amount of \$735,533.81 for Operating and Administrative Expenses (\$555,159.03); Construction in Progress (\$16,807.63); Pennvest Loan #27769 (\$158,666.52); Pennvest Loan #74119 (\$1,473.64); and Pennvest Loan #58103 (\$3,426.99) from the month of December 2016.

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

**Fay & Milot** moved to approve issued credits totaling \$2,442.85 from month of December 2016.

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

**NEW BUSINESS**

**Fayock & Milot** moved to hire Ismeli DePena for a Clerk III position in the Clerical Office at a probationary rate of \$17.00 per hour for 90 days. Upon satisfactory completion of the probationary period, the rate will increase to the union Clerk III rate, which is currently \$19.85 per hour. The hiring is conditioned upon Ms. DePena passing a background check and a satisfactory drug screening.

Roll Call: Boyarski-yes, Cuozzo-no, Fay-yes, Fayock-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes

**APPOINTMENTS BY THE CHAIRMAN**

**Chairman George** appointed Board Members Cuozzo, Grink (Chair), and Fay to the Negotiating Committee with Milot serving as the alternate.

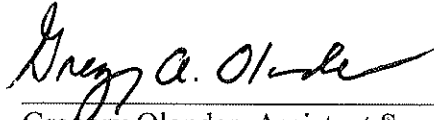
**Chairman George** appointed Board Member Sherrock to the Building & Grounds Committee to fill the vacant seat formerly held by Mr. Carsia.

**Chairman George** appointed Board Members Boyarski, Cuozzo, and Fay to the Grievance Committee.

Milot & Fayock moved to adjourn. Passed: Aye-8, Nay-0, Absent-0  
The meeting was adjourned at 8:23 PM

The next regularly scheduled Work Session will be Wednesday, February 22, 2017 at 7:00 PM.  
The next regularly scheduled monthly meeting will be Monday, February 27, 2017 at 7:30 PM.

Respectfully submitted,  
**Greater Hazleton Joint Sewer Authority**



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Gregory Olander, Assistant Secretary