

The April 24, 2017 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Vice-Chairman Grink at 7:30 PM. All in attendance gave a pledge of allegiance.

Roll Call:

Ammon – Present	Boyarski – Present	Cuozzo – Present
Fayock – Present	*George – Absent	Grink – Present
*Milot – Absent	Sherrock – Present	Zola - Absent

Also in Attendance:

Christopher Carsia – Director of Operations	Gregory Olander – Operations Manager
Andy Nowak – Field Operations Manager	Attorney Joseph D. Ustynoski – Solicitor
Rachel Govelovich, P.E. – Gannett Fleming	*Robert Dougherty, P.E. – RJD Engineering

*In attendance during the Work Session

PUBLIC COMMENT

There was no public comment.

Boyarski & Sherrock moved to approve the minutes of the March 27, 2017 Regular Monthly Meeting.

Passed: Aye-6, Nay-0, Absent-3

Negotiating Committee Report -

Boyarski & Sherrock moved to enter executive session to discuss Union contract negotiations.

Passed: Aye-6, Nay-0, Absent-3

After the Board moved out of executive session, **Fayock & Boyarski** moved to accept the Negotiating Committee report.

Passed: Aye-6, Nay-0, Absent-3

Director of Operations Report - MONTHLY FLOW REPORT

	<u>March 2017</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	<u>344,008,502</u>	Gallons	<u>847,552,499</u>	Gallon	xxxxx
Total Flow Bypassed	<u>11,689,122</u>	Gallons	<u>15,586,685</u>	Gallon	xxxxx
Days Flow Bypassed	<u>7</u>	Days	<u>14</u>	Days	xxxxx
Total Flow Treated	<u>332,319,380</u>	Gallons	<u>831,965,814</u>	Gallon	xxxxx
Average Minimum	<u>8.2</u>	MGD	xxxxxx	xxxxxx	<u>6.7</u> MGD
Average Maximum	<u>15.3</u>	MGD	xxxxxx	xxxxxx	<u>13.3</u> MGD
Average Daily Flow	<u>10.7</u>	MGD	xxxxxx	xxxxxx	<u>9.2</u> MGD

Christopher Carsia, the Director of Operations, reported on the wastewater flows for March 2017. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 12.996 million gallons with approximately 11.689 million gallons of treated outflow diverted at the treatment plant. He said approximately 1.307 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 344 million gallons with about 332.3 million gallons fully

treated. He also stated that the average daily flow to the treatment plant for the month was 10.7 MGD.

The Director of Operations then reported that the revenues for March 2017 were \$962,450.75 which is an increase of 7.1% from the prior year and the bills for hauled waste received in March totaled \$138,139.84, which was a decrease of 3.4% from the prior year. He stated that the Authority is on-pace to meet or exceed hauled waste revenue projections for this fiscal year. He noted that revenue from the new FOG receiving station is now averaging about \$10,000 per month.

The Director of Operations reported on a spring that continues to produce water from the floor of the Primary Pump Station Building. He said the Road Crew excavated in the past, but were unable to locate the spring. Board Member Cuozzo asked how long the spring was present in the pump station. Christopher responded that the spring has been present for several years, but it appears to have worsened recently. Andy Nowak commented on a plan to dig test pits to hopefully locate the spring and if found, the water will be piped to an existing storm sewer line in that area.

The Director of Operations then reported on a breakdown to the Schwing Cake Pump over the past weekend. He said the auger screws that were recently changed by the maintenance department failed again after only about 7 months of operation. He said the Schwing Company is replacing the augers with parts that are machined instead of pressed and welded. He said the parts that failed were under warrantee and the replacement machined parts should last much longer.

Gregory Olander reported that delinquent collection has begun for Section B customers. He said the delinquent notices were mailed to property owners and following a 10 day waiting period, properties that remain delinquent were posted with a water termination notice to alert any tenants of the impending shut-off. He then notified the Board that the bid for purchase of wastewater chemicals for fiscal year 2017-2018 will be advertised with a bid opening scheduled for the June Board Meeting.

Gregory then informed the Board that a LSA Grant in the amount of \$250,000 was awarded to the Authority through a joint application with Hazle Township and cooperation with Hazleton City. He said the grant award is for Phase 1 of a project to eliminate a Combined Sewer Overflow (CSO) in Area 10 as identified in the Hazleton City Corrective Action Plan (CAP).

Sherrock & Fayock 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-6, Nay-0, Absent-3

Engineer's Report – During the Work Session, Robert Dougherty reported on the roof drain disconnections associated with the Button Bock CSO Separation Project. He referenced a handout that was provided to the Board that contained a summary of properties either disconnected or noticed, copies of the first and second legal notice to property owners, and a breakdown of the suggested cost for the Authority employees to perform roof drain removals on properties that have ignored the notices. He said the cost of materials for a typical repair is

\$50.00 and the estimated time for two employees to perform the work is 1 ½ hours at a labor cost of \$35.00 per man-hour, including benefits. He said the suggested charge for non-compliance and Authority personnel performing the work is \$155.00 per property to remove the roof drains. Board Member Ammon asked what equipment the Authority has that allows their personnel to go onto someone's property. Attorney Ustynoski responded that there is no equipment owned by the Authority, but the Authority adopted a resolution based on law from the Municipal Authority's Act, which has been adopted by ordinance in Hazleton City and West Hazleton Borough. Robert Dougherty stated that the notices were created to let owners know they have an illegal connection to the sanitary sewer. Board Member Grink asked what would happen if a property owner claimed damage to the property. Robert Dougherty responded that pictures would be taken of the area and a log book would be kept of all work being performed. Board Member Ammon noted that the Hazleton City Authority (HCA) requires applications for every owner before they allow service to the property, which states the property owner authorizes HCA representatives to access their equipment located within the property.

Andy Nowak reported that about 30 properties in the Button Bock CSO Separation Project area have been identified as potential sanitary sewer cross-connections into the storm sewer. He said these properties must be dye tested to determine if their sanitary sewer lateral is properly connected. He said another notice is being developed to inform these owners of the need for dye testing of their property.

Andy then reported that the Area 10 Project is in the Northeast section of Hazleton City and a portion of Hazle Township with the CSO outfall discharging in Hazle Township. He said the grant application was submitted for approximately \$1 million, but the Authority was awarded \$250,000. He said Area 10 would need to be carved into smaller sub-sections so the project can be completed in phases due to funding constraints. He said Phase 1 would focus on the area from Vine Street to James Street between 18th Street and 22nd Street. He said 30 roof drains were identified with smoke as connected to the sanitary sewer. He said additional manholes will need to be excavated, some of which are 18" or more below grade. He said locating, uncovering, and raising the manholes to grade in this area would be time consuming, but necessary.

Rachel Govelovich reported that the design work is continuing on the Plant Water System Upgrade. She said the Authority did not receive a grant award for the PA Small Water and Sewer Grant. She stated that since the timing is now along the same track as the incinerator, there would be a cost savings in bid phase engineering to bid the project as part of the Incinerator Installation Project. She said the Authority did receive a LSA Grant in the amount of \$250,000 for a CSO separation project in Area 10 of the Hazleton City CAP. She said DCED requires a new budget and schedule since it would be Phase 1 of a larger project that was originally applied for in the grant application. She noted that all project related costs after March 29, 2017 are eligible for payment under the grant. Rachel then stated that there has been no response from DEP concerning the new NPDES Permit since comments were sent to the Department on January 31, 2017.

Rachel reported that site layout and basement floor plan for the Incinerator Installation Project is now complete. She said the electrical and instrumentation group visited the plant on April 13, 2017 for a site visit and discussions with staff to answer some outstanding questions concerning the installation. Rachel informed the Board that a meeting was held between Gannett Fleming

and Suez on March 27, 2017 to negotiate a change order that was submitted. She said it will be brought to the Board once the negotiations have been concluded. Rachel reported that she is working to schedule a planning consultation with Pennvest to determine if the project can be funded through Pennvest. She stated that the land use letters have been mailed to respective planning agencies for approval. Board Member Ammon asked if any environmental studies need to be done for the project. Rachel responded that a Categorical Exclusion will be submitted, which requires the Authority to advertise in the public newspaper and accept public comment for 30 days.

Rachel then informed the Board that the Prequalification Bid Packages were sent to Authority staff for comment prior to advertisement. She said the bid packages require a contractor to submit their specific experience with installation of this type of incineration equipment. She noted that Disadvantages Business Enterprises (DBE) would also need to be invited to bid on the project. Board Member Ammon asked if PennBid was ever used for bidding these projects. Gregory Olander stated that PennBid historically has not been used by the Authority. Rachel noted that the files are shared electronically with perspective bidders to streamline the process. Rachel then laid out a schedule for the Prequalification Bid with the documents available for the contractors on April 28, 2017 and bid packages being accepted at the Authority offices until May 19, 2017. She said by June 2, 2017, Gannett Fleming would review the submissions and make a recommendation to the Board of contractors that meet the qualifications to bid on the installation project.

Rachel then reported that draft bid documents are being prepared for the concrete repairs in the Primary Pump Station. She said they would be given to Authority staff for review when complete. She then asked the Board to advertise the bid specifications for a bid opening at the June 2017 Board Meeting. She then noted that the following annual reports were submitted to DEP and/or EPA as required: Chapter 94 Report, Annual CSO Report, and Industrial Pretreatment Report.

Board Member Sherrock asked if the Gannett Fleming hierarchy was made aware of the change order amount from Suez. He stated that the Authority is not happy about this change order. Rachel responded that they were made aware of the change order and someone from Gannett Fleming management will be accompanying her to the meeting or special meeting at which the change order is to be discussed with the Board.

Fayock & Boyarski moved to accept the Engineer's report. Passed: Aye-6, Nay-0, Absent-3

Solicitor's Report – Attorney Ustynoski reported that a reimbursement resolution was drafted in the event the Authority secures a loan through Pennvest. He said it is on the agenda for the Board's consideration as Resolution 004 of 2017 with a reimbursement value of \$10 million inserted as a maximum amount. He stated that a Letter of No Prejudice would also be needed. Board Member Ammon asked who does the Pennvest loan applications for the Authority. Gregory Olander responded that the Engineer administers Pennvest for the Authority. Board Member Ammon stated that the HCA applies for Pennvest Loans in-house and he suggested the Authority could also apply on their own since most of the financial and narrative information is being provided to the engineer to be input in the system.

Attorney Ustynoski then reported that the property and casualty insurance Underwriter, Eastern Insurance, is putting the Authority’s package out to other insurance companies besides the Authority’s current carrier, Travelers. Board Member Ammon asked if the Authority has cyber insurance. Attorney Ustynoski responded that cyber insurance is part of the package. He then noted that the Authority would accept bids from any insurance underwriter as long as the coverage is the same or better than the current coverage.

Sherrock & Boyarski moved to accept the Solicitor’s report. Passed: Aye-6, Nay-0, Absent-3

Ammon & Cuozzo moved to accept the Investment Consultant’s Report as presented.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

BILLS AND CREDITS

Cuozzo & Fayock moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from February 4, 2017 through March 3, 2017, totaling \$73,887.94 as listed in the following table:

<u>Requisition #</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*32607	Annual Service Work	\$ 4,531.82
Operating Fund	051153.B*32609	Attending Authority Meetings	\$ 574.01
Operating Fund	051153.C*32610	Chapter 94 Report	\$ 252.54
Operating Fund	051153.D*32611	Pretreatment Program	\$ 246.88
Operating Fund	051153.E*32612	CSO Work	\$ 126.27
Operating Fund	051153.AG*32608	Financing & Grants	\$ 1,058.96
Operating Fund	048847.B*32603	PENNVEST Administration	\$ 605.12
Operating Fund	048847.CO*32604	Incinerator Design	\$ 66,492.34
Total			\$ 73,887.94

Roll Call: Ammon-abstain, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Cuozzo & Ammon moved to authorize payment from the Operating Fund in the amount of \$833,162.17 for Operating and Administrative Expenses (\$600,406.15); Construction in Progress (\$69,188.87); Pennvest Loan #27769 (\$158,666.52); Pennvest Loan #74119 (\$1,473.64); and Pennvest Loan #58103 (\$3,426.99) from the month of March 2017.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Cuozzo & Fayock moved to approve issued credits totaling \$4,357.96 from month of March 2017.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

NEW BUSINESS

Boyarski & Cuozzo moved to adopt Resolution 004 or 2017, which is a Reimbursement Resolution declaring the Authority’s official intent to reimburse Authority Funds or other appropriate Fund, including short-term borrowed funds held in an interim project account, used

to construct improvements and additions to the Sewage Disposal System with funds received from the Pennsylvania Infrastructure Investment Authority (PENNVEST).

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-no, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Boyarski & Fayock moved to approve a cost of \$155.00 as recommended by RJD Engineering, Inc., for materials and Authority labor associated with removal of residential roof drains from the sewer system at properties that have not complied with the disconnection requirement as contained in Resolution 002 of 2015 (Stormwater Resolution) conditioned on Solicitor review of the notice to the property owner. The flat rate charge shall be applied to the account balance of the property.

Roll Call: Ammon-no, Boyarski-yes, Cuozzo-no, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Cuozzo & Boyarski moved to approve the advertisement of bids for the Primary Pump Station Concrete Repair Project with a bid opening scheduled for the June 26, 2017 Board Meeting.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Cuozzo & Ammon moved to approve the advertisement of bids for Wastewater Chemicals for the period August 1, 2017 through July 31, 2018 with a bid opening scheduled for the June 26, 2017 Board Meeting.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Sherrock & Ammon moved to approve the amended Clerk 1, Clerk 2, and Clerk 3 job descriptions in the Clerical Collective Bargaining Agreement (CBA) dated May 2017.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes, Fayock-yes, George-absent, Grink-yes, Milot-absent, Sherrock-yes, Zola-absent

Boyarski & Sherrock moved to adjourn. Passed: Aye-6, Nay-0, Absent-3

The meeting was adjourned at 9:00 PM

The next regularly scheduled Work Session will be Wednesday, May 17, 2017 at 7:00 PM.

The next regularly scheduled monthly meeting will be Monday, May 22, 2017 at 7:30 PM.

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary