

The September 25, 2017 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman George at 6:30 PM. All in attendance gave a pledge of allegiance. Roll Call:

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

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.

**Milot & Ammon** moved to approve the minutes of the August 28, 2017 Regular Monthly Meeting. Passed: Aye-6, Nay-0, Absent-3

**Sherrock & Milot** moved to approve the minutes of the August 23, 2017 Pension Meeting. Passed: Aye-6, Nay-0, Absent-3

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

	<u>August 2017</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	212,553,345	Gallons	2,115,606,454	Gallon	xxxxx
Total Flow Bypassed	3,987,148	Gallons	57,941,560	Gallon	xxxxx
Days Flow Bypassed	2	Days	37	Days	xxxxx
Total Flow Treated	208,566,197	Gallons	2,058,313,894	Gallon	xxxxx
Average Minimum	4.4	MGD	xxxxx	xxxxx	6.0 MGD
Average Maximum	10.9	MGD	xxxxx	xxxxx	13.7 MGD
Average Daily Flow	6.7	MGD	xxxxx	xxxxx	8.5 MGD

Christopher Carsia, the Director of Operations, reported on the wastewater flows for August 2017. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 49.623 million gallons with approximately 3.987 million gallons of treated outflow diverted at the treatment plant. He said approximately 3.560 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 212.5 million gallons with about 208.6 million gallons fully treated. He also stated that the average daily flow to the treatment plant for the month was 6.7 MGD, which was the same as the previous month; however, the year to date average daily flow decreased to 8.5 MGD. Christopher then stated that although the average daily flow decreased to 8.5 MGD, it is still relatively high for the year to date average flow. He said an overall reduction of flow to the plant is anticipated when the Button Bock CSO Separation Project is completed. He also reported that the treatment plant continues to operate very well and is within compliance for conventional and nutrient pollutants. He then stated that a meeting was held at the DEP

Regional Office in Wilkes-Barre to discuss corrective measures needed to close the Part II Permit for the Sixth (Autumn) & Ridge CSO Separation Project. He said the vortex separator that was installed to partially treat wet weather flows coming from West Hazleton Borough has been periodically overloaded during heavy rain events. He stated that the Department required the Authority to submit a Corrective Action Plan with corresponding schedule to reduce flows to the treatment unit so it operates as intended. Andy Nowak stated that a schedule for removal of six (6) storm sewer inlets (SSI) from the combined sewer system was presented to the DEP representatives including flow monitoring, investigation, and construction; however, they are requiring a more compressed schedule to complete the work. He said flow monitoring is currently being performed on the main lines upstream of the separator unit to determine the scope and size of the removal project. He said the first SSIs to be removed are on Hagelegans Street, which will require a separate stormwater pipe to be installed to drain the inlets to an existing stormwater outfall south of Ridge Avenue. He said design is scheduled for the winter 2017-2018 with construction beginning in the Summer and Fall of 2018. He noted that \$250,000 is listed in the capital budget this fiscal year for this project.

The Director of Operations then reported that the revenues for August 2017 were \$993,586.55, which was a 9.2% increase from the prior year. He said the billings for hauled waste received in August totaled \$169,836.18, which is an increase of 14.5% from the prior year. He noted that the revenues and hauled waste billing were a good start for the new fiscal year.

The Director of Operations then reported on a repair that was made to sanitary and storm sewer lines on Thirlwell Avenue in the Heights section of Hazleton City. He said during the investigative work to locate cross connections in that section of the city, a total collapse of the storm water and sanitary sewer lines was found and repaired. He said during the repair one of the illegal cross connections was corrected, so it will not need to be done by the contractor. He also stated that a repair was made on Wilson Drive and the lines were televised to locate the laterals in that area following the repair, which also identified another break in the sewer line upstream. He stated that a private sewer main located on 10<sup>th</sup> Street between Vine Street and Sherman Court was blocked and there was no access to flush the line. He said the main line would need to be excavated to clear the blockage and cleanouts or a manhole need to be installed for future access.

Gregory Olander reported that the Audit for Fiscal Year Ended July 31, 2017 began on September 18<sup>th</sup>. He said the Auditors are expected to be onsite reviewing documents and testing administrative controls over the next week or so. He said the Audit results are scheduled to be presented at the November 20, 2017 Work Session. Board Member Ammon asked if a Federal Audit was necessary due to the Authority receiving money from Pennvest in the past. Rachel Govelovich noted that she believes receiving \$750,000 or more of Federal money in a year will require a Single Audit to be performed. Gregory stated that he would check with the Auditors to see if the payment had to be incurred or released in a fiscal year to trigger the need for a Single Audit.

Andy then reported that a valve controlling the flow of differential fluid on the Vac Truck was malfunctioning. He said it is a \$1,700 part and it was already replaced once. He said a field service crew from the Freightliner Truck Company was being sent to diagnose the problem. He said if the problem is with the same valve, it should be under warrantee. He noted that a repair needs to be made on Samuels Avenue at a depth of about 10 feet near other utilities and the

hydro-excavator on the Vac Truck is needed for the repair project. He then said the job will need to be delayed until the Vac Truck is repaired.

The Director of Operations then reported that he reached out to UGI Energy Services, South Jersey Energy, and an energy broker for natural gas quotes and he received pricing for 6 month, 9 month, and 12 month terms. He reviewed the pricing with the Board and recommended approval of a 9 month term contract through South Jersey Energy at a fixed rate of \$5.1020 per dekatherm plus Gross Receipts Tax (GRT). He noted that South Jersey Energy is the Authority's current supplier at a variable default rate.

**Sherrock & Zola** moved to approve the 9 month contract with South Jersey Energy to purchase natural gas at a fixed price of \$5.1020 per dekatherm plus Gross Receipts Tax (GRT) for the period October 2017 through June 2018.

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

The Director of Operations then reported that Amendment #12 of the Deferred Benefit Pension Plan had been reviewed by Attorney Gartley and he noted that there is archaic language in the amendment that needs to be reworded or removed. He said the Authority's actuary, Beyer-Barber created the document based on the original plan created in 1975. He said Beyer-Barber was asked to review the original plan documents to ensure there is no other language that should be modified or removed.

The Director of Operations then noted that a representative of New York Life Insurance Company was at the Authority offices relative to the employee's voluntary life insurance and she requested to review the existing Authority group Short Term Disability and Life Insurance Policies to possibly give a quote for the upcoming year. He then stated that Lackawanna Insurance Company scheduled an onsite meeting to discuss the Authority's Worker's Compensation policy due to the high volume of claims recently submitted. Board Member Zola asked if the Authority had approved Safety Training for employees. Christopher responded that the Authority has a Safety Committee and that the Authority's Environmental Manager, Laura Motel, was responsible for administering the program along with a unionized employee. Board Member Zola added that the Authority should be having regular training on different aspects at the plant to develop an in-house program.

Board Member Ammon stated that the Hazleton City Authority (HCA) is interested in procuring the Bobcat that the Authority will trading-in for new equipment. He said HCA would be interested in purchasing the old Bobcat at the trade-in value. The Board Members that were present agreed to sell the Bobcat to the HCA for the quoted trade-in price.

**Bovarski & Sherrock** 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, Rachel Govelovich reported that DEP indicated that they would be releasing a draft of the Authority's new NPDES Permit in the next month. She reported that the final Erosion & Sedimentation Control plans were mailed to the Conservation District on September 6, 2017 for their approval. She stated that the Part II Water Quality Management Permit was also being reviewed by DEP. She noted that the Part II Permit

must be in hand before the Authority can apply for funding through Pennvest. She said the DEP representative indicated the Permit would be reviewed before the November 1, 2017 Pennvest Application deadline. She stated that Gannett Fleming continues to negotiate the incinerator change order with the manufacturer, Suez. Rachel then reported that seven (7) Pre-Qualification Bid Packages were received for the Incinerator Installation Project. She then reviewed the vetting process with the Board including a hand-out summarizing qualifications and reference checks. She said qualified potential bidders would be contacted to ensure their interest in bidding on the project. She noted that two (2) contractors who submitted pre-qualification packets did not have the minimum experience outlined in the packet. She said five (5) of the contractors who submitted packets are considered by them to be qualified to perform the work. Board Member Zola asked if any of these contractors built an incinerator from the ground up. Rachel responded that Industrial Furnace Company and Stone Hill Contracting Company had installed an incinerator. She noted that the main incinerator components would be installed by Suez as part of their contract. Board Member Ammon asked who would take care of inspections during construction. Rachel responded that Suez will have an inspector onsite and the Authority would have a resident inspector. She said Gannett Fleming would provide a proposal for the Construction Management Phase of the Project. Board Member Zola asked how far outside the area were contractors contacted to see if they were qualified to install the incinerator. Rachel responded that the clearinghouses were used to contact potential bidders along with a list of installers supplied by Suez. She said mainly contractors on the East Coast and some from the Midwest were contacted. Board Member Zola stated that only one contractor did a full installation and he asked if there was anyone contacted who was supremely qualified. Rachel responded that there was a contractor in the western part of the state who had built several incinerators; however, they were not interested in bidding on the project. Rachel then reviewed the Project Schedule including Pennvest Funding with the Board. She said advertisement for bids is scheduled for October 9, 2017, provided the Board authorizes the advertisement, with a bid opening at the November 20, 2017 regular monthly meeting. She said the Pennvest Application deadline is November 1, 2017 and the Pennvest Board Meeting date at which a funding decision should be made is January 31, 2018. She said Notice to Proceed is scheduled for the day after the Board Meeting. Board Member Ammon asked if Suez came to inspect the parts that have been in storage. Rachel responded that they have not been onsite and they are speculating on the amount of work that may be needed on that equipment. Rachel noted that the design was built around the equipment that was provided by Suez to integrate those components into the existing plant processes. She said several lessons were learned during the delay of the installation, which should benefit the Authority because corrections to those problems will be implemented with this installation project.

Rachel reported that the initial sections of the Pennvest application were completed by the Operations Manager, Gregory Olander, and she reviewed, provided suggestions, and a checklist for the next steps in the process. She also noted that a hard copy of the plans was sent to DEP for their review. Board Member Ammon suggested the Authority reach out to legislators for support to obtain funding for the Project.

Rachel then reported that bonds and insurances were received from Mar-Allen Concrete relative to the Primary Pump Station Concrete Repair Project. She said they were approved by the Solicitor and submittals were received and reviewed by her firm. She said Notice to Proceed will be issued following execution of the contract documents. Board Member Ammon asked if this

was an injection repair. Rachel responded that it is a mix of injection and installation of an expanding seal at the joint to allow for expansion and contraction of the concrete.

Rachel stated that Authority personnel are investigating replacement of older yard piping to be used as a new scrubber water return line. She said Gannett Fleming provided approximate existing pipe elevations that will need to be crossed between the Control Building and the Primary Pump Station.

Robert reported on the roof drain disconnections associated with the Button Bock CSO Separation Project. He referenced a handout that he provided to the Board, which summarizes properties either disconnected or provided notice to disconnect. He said 704 notices were sent and 622 properties were inspected. He said 449 roof drains have been removed from the system thus far. Robert stated that maps and updated costs were provided to Rachel for the Change of Scope submission to DCED to add contract work to remove 18 cross connections found in the Button Bock drainage basin. Robert then reported on the flow monitoring and design to correct hydraulic overflow to the Sixth (Autumn) & Ridge CSO Separator. He said by regulation, four (4) overflows are allowed per year at the unit, so the number of SSIs that need to be removed from the system can be calculated to get down to that flow amount. He said although DEP wants a tighter completion schedule, he believes the work can be done in the next construction season to be complete within DEP's timeframe. He also noted that an additional 53 units will be added to that area due because Hazle Township is installing sewer lines in the Greenridge Section. He said the new connections will be all sanitary flow, so the impact should be negligible.

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

**Solicitor's Report** – Attorney Ustynoski requested the Board move to enter executive session to discuss a legal issue.

**Milot & Sherrock** moved to enter executive session to discuss a legal issue.

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

After the Board moved out of executive session, **Sherrock & Milot** moved to accept the Solicitor's report. Passed: Aye-6, Nay-0, Absent-3

**Milot & Sherrock** moved to accept the Investment Consultant's Report as presented.

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

## **BILLS AND CREDITS**

**Sherrock & Boyarski** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from July 1, 2017 through August 4, 2017, totaling \$98,630.27 as listed in the following table:

<u>Requisition #</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*41250	Annual Service Work	\$ 7,859.78
Operating Fund	051153.B*41252	Attending Authority Meetings	\$ 619.18
Operating Fund	051153.T*41253	NPDES Permit Renewal Application	\$ 800.33
Operating Fund	051153.AG*41251	Financing & Grants	\$ 71.68
Operating Fund	051153.01*41249	Plant Water Service Upgrade	\$ 5,832.35
Operating Fund	048847.CO*41246	Incinerator Design	\$ 83,446.95
Total			\$ 98,630.27

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

**Sherrock & Ammon** moved to authorize payment from the Operating Fund in the amount of \$1,416,246.01 for Operating and Administrative Expenses (\$789,299.52); Construction in Progress (\$112,343.60); Debt Service - Series 2012-A Bond (\$165,000.00); Debt Service - Series 2012-B Bond (\$173,500.00); Pennvest Loan #27769 (\$172,675.90); and Pennvest Loan #58103 (\$3,426.99) from the month of August 2017.

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

**Ammon & Sherrock** moved to approve issued credits totaling \$4,263.07 from month of August 2017.

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

#### **NEW BUSINESS**

**Sherrock & Milot** moved to authorize advertisement of bids for the Incinerator Installation, New Ash Handling System, and Sludge Dewatering System Improvements Project with a bid opening scheduled for 6:30 pm on November 20, 2017 at the Authority's regular monthly meeting.

On the Question: Board Member Ammon expressed reluctance that the project has drag on as long as it did. He said although he has concerns, he will vote in favor of the project.

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

**Sherrock & Ammon** moved to approve purchase of one (1) 2017 Bobcat Model S770 Skid-Steer Loader, including a 24" Milling Planer attachment and 88" Snow Bucket, for the total purchase price of \$64,000.84 as listed in quotations dated August 17, 2017 and September 7, 2017 from Highway Equipment Company of Drums, PA, through DGS State Contract #4400011419 (COSTARS), for use in the collection system division.

On the Question: Board Member Zola asked if this was the only machine that was looked at for purchase. Board Member Ammon stated that this is the exact same machine the HCA is purchasing and it is the top choice of the employees. Board Member Zola asked if other quotes were secured for this machine. Andy Nowak responded that a contract price was already negotiated with the state and as a member of COSTARS, the Authority may purchase at the pre-negotiated state pricing without obtaining additional bids.

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

**Sherrock & Boyarski** moved to authorize “Notice to Proceed” to Mar-Allen Concrete of Ephrata, PA for the Primary Pump Station Concrete Repair Contract, for the base bid price of \$23,110.00, which includes a 1-year warranty on materials and workmanship.

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

**Milot & Sherrock** moved to adjourn. Passed: Aye-6, Nay-0, Absent-3  
The meeting was adjourned at 7:45 PM

The next scheduled Work Session will be Wednesday, October 18, 2017 at 6:30 PM.  
The next scheduled Regular Monthly Meeting will be Monday, October 23, 2017 at 6:30 PM.

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



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Gregory Olander, Assistant Secretary