

The October 23, 2017 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Acting Chairman Grink at 6:30 PM. All in attendance gave a pledge of allegiance.

Roll Call:

Ammon – Present	Boyarski – Present	Cuozzo – Present
Fayock – Present	George – Present	Grink – Present
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**

Anthony Parlatore, a resident of Hazle Township, addressed the Board concerning the sewer project several years ago to provide sanitary sewer service to the Southside portion of Hazle Township. He said due to the project, sewer bills in this area are high and he wanted to know how much longer it would be until the loan for this project was paid so their bills can be reduced. Mr. Palatore was informed that the sewer collection system in Hazle Township is not owned by the GHJSA, so they have no information concerning the specifics of the loan term. Mr. Palatore was then given the contact information for the Municipal Authority of Hazle Township to discuss this issue with their representatives.

**Milot & Boyarski** moved to approve the minutes of the September 25, 2017 Regular Monthly Meeting. Passed: Aye-9, Nay-0, Abstain-1(Cuozzo), Absent-0

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

	<u>September 2017</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	<u>165,465,516</u>	Gallons	<u>2,281,071,970</u>	Gallon	xxxxx
Total Flow Bypassed	<u>1,422,685</u>	Gallons	<u>59,364,245</u>	Gallon	xxxxx
Days Flow Bypassed	<u>2</u>	Days	<u>39</u>	Days	xxxxx
Total Flow Treated	<u>164,042,831</u>	Gallons	<u>2,222,356,725</u>	Gallon	xxxxx
Average Minimum	<u>3.1</u>	MGD	xxxxx	xxxxx	<u>5.7</u> MGD
Average Maximum	<u>8.9</u>	MGD	xxxxx	xxxxx	<u>13.2</u> MGD
Average Daily Flow	<u>5.5</u>	MGD	xxxxx	xxxxx	<u>8.1</u> MGD

Christopher Carsia, the Director of Operations, reported on the wastewater flows for September 2017. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 24.303 million gallons with approximately 1.423 million gallons of treated outflow diverted at the treatment plant. He said approximately 1.785 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 165.4 million gallons with about 164.0 million gallons fully treated. He also stated that the average daily flow to the treatment plant for the month was 5.5 MGD, which was a decrease from the previous month and the year to date average daily flow

also decreased to 8.1 MGD. 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 the water year just ended on September 30<sup>th</sup> and the plant was well within compliance for Total Nitrogen (TN) and Total Phosphorus (TP) mass loadings for the year. He then noted that the annual monitoring of stormwater outfalls at the treatment plant was completed and an inspection report was submitted to the state along with the other required Discharge Monitoring Reports (DMRs).

Christopher informed the Board that the odor control system for the sludge holding tank was offline and the tank was being drained of sludge to clean grit and debris that accumulated in the tank over several years. He said there was an excessive amount of fine grit found in the bottom of the tank, estimated to be about 25 tons, which must be removed to prevent ongoing problems with pumps and the sludge dewatering equipment. He said periodic cleaning of the tank needs to be performed or if vast amounts of grit continue to accumulate in the tank, a grit removal mechanism may need to be installed to reduce the amount of grit in the sludge before it is pumped into the tank.

The Director of Operations reported that the revenues for September 2017 were \$882,220.04, which was a 1.3% increase from the prior year. He said the billings for hauled waste received in September totaled \$128,759.71, which is an increase of 5.4% from the prior year.

The Director of Operations reported that he set a date of November 20, 2017 to receive quotes for Short Term Disability (STD), Life and Worker's Compensation for calendar year 2018. He noted that the premiums doubled for STD and Life over the past few years due to high incident and claim rates and he expects a premium increase in the Worker's Compensation Policy as well. He said the loss runs were provided to NY Life and a Pennsylvania Municipal Authorities Association endorsed broker for STD and Life Insurance coverage. He then reported that he met with a representative of the Authority's Worker's Compensation insurer to review the loss runs for the past few years. He said the representative noted an increase in claims activity; especially in the operations department of the treatment plant. Christopher then noted that the Authority's Safety Committee met and scheduled increased training for the plant operators with documentation of each training event. He said the insurance company encourages implementation of a light duty policy and he discussed this issue with the Authority's Labor Law Attorney, Scott Gartley. He said although a light duty policy is acceptable for Worker's Compensation claims, Attorney Gartley does not recommend implementing a light duty policy for short term disability claimants. Christopher noted that he would work with the Union Representatives and Attorney Gartley to implement a light duty policy.

The Director of Operations then reported that he was contacted by the US Census Bureau to complete a survey regarding the Authority's pension plan. He said the form was completed online and sent out with details of the plan and funding ratio. Christopher also reported that the fuel used during the bypass pumping at Gashouse Pump Station when the Chicago pumps were not operable was slightly less than \$50,000. He said the savings in electricity over that timeframe is about half of the diesel fuel cost. He noted that the flows to the treatment plant during that period were about 4 billion gallons for the year, which is much higher than normal.

Gregory Olander reported that the application for financing through PENNVEST was in the process of being completed. He said data has been generated and input into the online application

and required documents have been uploaded. He stated that he and Rachel would be working to complete the submission prior to the November 1, 2017 deadline. Board Member Ammon asked if the Trust Indenture was uploaded to the PENNVEST system. Gregory confirmed that the Trust Indenture had been uploaded. Gregory informed the Board that Resolution 006 of 2017 was on the agenda for Board consideration. He said it is a resolution to apply for PENNVEST funding, which needs to be uploaded as part of the application. Attorney Ustynoski then stated that the Letter of Responsibility was modified to include the updated funding amount and it will be signed before it is uploaded as part of the PENNVEST application.

Gregory then noted that the financial audit for fiscal year 2017 was also progressing well and it is anticipated that the audit presentation would be made at the November work session meeting. He stated that the auditors were contacted concerning Mr. Ammon's question about a single audit being needed due to the PENNVEST financing. He said the auditors checked into the request and a single audit was not required for any of the Authority's PENNVEST loans. Gregory also reported that a startup took place at the Gashouse Pump Station for the new wet well screening system. He said after a day in operation, leaks were noticed with the hydraulic system and it needed to be temporarily shut down. He said the equipment manufacturer will be dispatching a service crew to the site to assess the problem. He said they have been a good vendor and he is confident they will be able to soon correct the problem with the hydraulic oil leaks. Gregory then informed the Board that he received notification that the health insurance premiums through the Pennsylvania Municipality Health Insurance Cooperative (PMHIC) would be increasing by 6.3% for calendar year 2018.

Andy Nowak reported that two private main lines were found on 10<sup>th</sup> Street between Vine and Church Streets. He said the lines are on both sides of the street and they needed to be accessed for cleaning and flushing. Andy stated that a sewer line repair project was started on Alter Street between 3<sup>rd</sup> and 4<sup>th</sup> Streets to stay ahead of the City of Hazleton street paving project. He said another 150 foot repair section was on Alter between 14<sup>th</sup> and 15<sup>th</sup> Streets. He said the sewer line repair to that section would be done in late spring or summer when school is out of session. Andy then reported on another project on Vine Street between 17<sup>th</sup> and 2<sup>nd</sup> Streets that requires investigative work including dye testing and camera work prior to the construction project. He said this project is in Area 10, which is to be funded by LSA Grant money.

The Director of Operations then reported on Amendment #12 of the Deferred Benefit Pension Plan. He said the union members were looking for the contracts and they were told to go to their union representatives because the documents were not returned yet because they still needed to be signed by the union representatives.

The Director of Operations then informed the Board that he was contacted by the Mayor of Hazleton to schedule a "due diligence" walkthrough of the treatment plant by a private company interested in purchasing the Authority.

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

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

After the Board moved out of executive session, **Fayock & Boyarski** 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-9, Nay-0, Absent-0

**Engineer's Report** – During the Work Session, Rachel Govelovich reported that the Authority still did not receive its draft NPDES Permit; however, it is expected to be released by the end of the year. She then reported that the contractor for the Primary Pump Station Concrete Repair Project, Mar-Allen Concrete, was issued Notice to Proceed on September 26, 2017 and they were scheduling a site visit to measure the width of the expansion joint so the proper size joint seal could be purchased. Rachel also reported that the LSA Grants are available again this upcoming year. She noted that two applications were submitted last year and one of the projects was partially funded. She stated that if the Board is interested in applying again this year, resolutions are needed to authorize the application. She said the application only requires cost estimates and preliminary information and most of the background work has already been done. The Board acknowledged that the LSA Grant Applications should be put in again this year.

Rachel then reported on the Incinerator Project. She said the approval for the Erosion and Sedimentation Plan was received on October 4, 2017 from the Luzerne County Conservation District. She then stated that the Water Quality Management Part II Permit and the Solid Waste Permit Minor Amendment were under review by the state. She said the change order from Suez is still in negotiations with Gannett Fleming. She then confirmed that all five (5) Pre-qualified bidders for the project were contacted to verify that they intend to bid on the project. She said they all responded positively, so all five are expected to bid. Rachel then informed the Board that the initial sections of the PENNVEST Application were submitted and the remaining application was opened for completion. She said Authority staff drafted the majority of the information and she is assisting by reviewing, and revising as needed for the final submission. She said supporting documentation was submitted to DEP for review, but comments have not yet been received. She stated that a Resolution to Apply and a Letter of Responsibility were drafted for the Authority as required for submission with the application. Rachel stated that the project was advertised on October 9, 2017 and a pre-bid meeting is scheduled for November 2, 2017. She noted that the bids are due at 4:00 pm on November 16, 2017 and the bids will be opened at the regular monthly meeting on November 20, 2017. Rachel then gave the Board a presentation on updated construction and related costs for the Incinerator Project and how they relate to the PENNVEST Application in executive session 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 he provided to the Board, which summarizes properties either disconnected or provided notice to disconnect. He said 37 additional notices were sent during the past month and 120 properties were inspected. He said 75 roof drains were disconnected during the month, which is a total of 522 removed from the system thus far. Robert noted that more dye testing must be performed to determine if the roof drains are connected. Robert then stated that plans and specifications were nearly complete for the Change of Scope submission to DCED to add contract work to remove 18 cross connections found in the Button Bock drainage basin.

**George & Fayoek** moved to accept the Engineer's report. Passed: Aye-9, Nay-0, Absent-0

**Solicitor's Report** – In addition to what was reported in executive session at the Work Session, Attorney Ustynoski reported in the executive session during the Director of Operations Report.  
**Boyarski & George** moved to accept the Solicitor's report. Passed: Aye-9, Nay-0, Absent-0

**Cuozzo & Fayock** moved to accept the Investment Consultant's Report as presented.

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

### **BILLS AND CREDITS**

**Ammon & Sherrock** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from August 5, 2017 through September 1, 2017, totaling \$65,515.17 as listed in the following table:

<u>Requisition #</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*42688	Annual Service Work	\$ 2,123.73
Operating Fund	051153.B*42690	Attending Authority Meetings	\$ 562.92
Operating Fund	051153.AI*42689	ODMS Program Update	\$ 183.46
Operating Fund	051153.01*42686	Plant Water Service Upgrade	\$ 2,552.85
Operating Fund	051153.02*42687	Primary Pump Station Concrete Repair	\$ 255.29
Operating Fund	048847.B*42682	Construction Phase	\$ 143.35
Operating Fund	048847.CO*42683	Incinerator Design	\$ 59,693.57
		Total	\$ 65,515.17

On the question: Board Member Boyarski asked why there were still bills for the Incinerator Design. Gregory Olander responded that they bill in arrears and the bills on this agenda were for work done through September 1, 2017 when the design work was not yet completed.

Roll Call: Ammon-yes, Boyarski-yes, Cuozzo-yes for all except Invoice 048847.CO\*42683 for Incinerator Design, Fayock-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Zola- yes for all except Invoice 048847.CO\*42683 for Incinerator Design

**Fayock & George** 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.

On the Question: Board Member Ammon asked why there were payments to Gannett Fleming on the agenda and there are other payments listed on the invoice list for the month. Gregory Olander responded that the Board had requested in the past to see the Gannett Fleming engineering invoices for approval at each meeting before they are paid. He said the engineering invoices listed on the September invoice list were those that were approved for payment by the Board at the last meeting. He said essentially the Gannett Fleming Invoices are approved twice. Board Member Ammon asked if the other payments listed were paid before they were approved by the Board. Gregory responded that the invoices and payments on the monthly list are paid and then approved by the Board during the next month's meeting. Board Member Ammon asked how payments could be made without the Board's prior approval. Christopher Carsia responded that the payments are within the overall budget, which is approved by the Board prior to the beginning of the fiscal year. He said management approves payments within the quarterly budget as presented and would come back to the Board to amend the budget, if necessary, before exceeding the authorized quarterly budget amount.

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

**Cuozzo & Fayock** moved to approve issued credits totaling \$2,437.25 from month of September 2017.

On the Question: Board Member Cuozzo asked why USA Pork Packers was given a large credit. Gregory Olander responded that USA Pork Packers is one of the Authority's largest customers and that is a credit of a late fee. He said there check must have come in just after the penalties were applied.

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

#### **NEW BUSINESS**

**George & Sherrock** moved to adopt Resolution 006 of 2017, a resolution to apply for funding through the Pennsylvania Infrastructure Investment Authority (PENNVEST) for the Incinerator Installation, New Ash Handling System, and Sludge Dewatering System Improvements Project and to authorize Authority officers to execute all certifications and documentation required in connection with the application.

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

**George & Cuozzo** moved to settle the Chicago Pumps, Grundfos, et al. litigation for a global settlement of \$510,000.00 (\$350,000 from Grundfos, \$100,000 from Gannett Fleming, and \$60,000 cash & credit from C.O. Falter) conditioned upon Solicitor review of all releases and conditions.

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

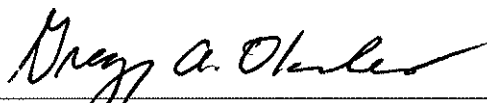
**Milot & Zola** moved to adjourn. Passed: Aye-9, Nay-0, Absent-0  
The meeting was adjourned at 7:26 PM

The next scheduled Work Session will be Wednesday, November 15, 2017 at 6:30 PM.

The next scheduled Regular Monthly Meeting will be Monday, November 20, 2017 at 6:30 PM.

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



Gregory Olander, Assistant Secretary