

The April 23, 2018 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman Sherrock at 6:30 PM. All in attendance gave a pledge of allegiance.

Roll Call:

|                  |                    |                  |
|------------------|--------------------|------------------|
| Ammon – Present  | Boyarski – Absent  | 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   | Attorney Scott Gartley – Labor Law Attorney |

\*In attendance during the Work Session

**PUBLIC COMMENT**

There was no public comment.

**Milot & Fayock** moved to approve the minutes of the March 26, 2018 Regular Monthly Meeting. Passed: Aye-8, Nay-0, Absent-1

**Grink & Milot** moved to approve the minutes of the March 28, 2018 Special Meeting. Passed: Aye-8, Nay-0, Absent-1

Chairman Sherrock called for an executive session for a report by the Authority’s Labor Law Attorney, Scott Gartley regarding union contract negotiations and personnel matters.

**Grink & Zola** moved to enter executive session to discuss negotiations and personnel issues. After the Board moved out of executive session, **Grink & Milot** moved to approve the Memorandum of Agreement (MOA) to address the light duty positions and to amend the Maintenance and Clerical Collective Bargaining Agreements as presented by Attorney Gartley. Roll Call: Ammon-yes, Boyarski-absent, Cuozzo-yes, Fayock-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Zola-yes

Attorney Gartley exited the meeting following the approval of the MOA.

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

|                     | <u>February 2018</u> |         | <u>Year to Date</u>  |        |                 |
|---------------------|----------------------|---------|----------------------|--------|-----------------|
|                     |                      |         | <u>Total</u>         |        | <u>Average</u>  |
| Total Flow          | <u>357,033,113</u>   | Gallons | <u>1,047,117,594</u> | Gallon | xxxxx           |
| Total Flow Bypassed | <u>17,030,463</u>    | Gallons | <u>79,944,983</u>    | Gallon | xxxxx           |
| Days Flow Bypassed  | <u>5</u>             | Days    | <u>20</u>            | Days   | xxxxx           |
| Total Flow Treated  | <u>340,002,670</u>   | Gallons | <u>967,172,631</u>   | Gallon | xxxxx           |
| Average Minimum     | <u>8.4</u>           | MGD     | xxxxx                | xxxxx  | <u>8.1</u> MGD  |
| Average Maximum     | <u>15.9</u>          | MGD     | xxxxx                | xxxxx  | <u>17.3</u> MGD |
| Average Daily Flow  | <u>11.0</u>          | MGD     | xxxxx                | xxxxx  | <u>10.8</u> MGD |

Christopher Carsia, the Director of Operations, reported on the wastewater flows for March 2018. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 31.688 million gallons with 17.030 million gallons of treated outflow being diverted at the treatment plant. He said approximately 1.143 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 357 million gallons with 340 million gallons being fully treated. He also stated that the average daily flow to the treatment plant for the month was 11.0 MGD, which is well above the permitted average daily flow of 8.9 MGD. He stated that at this rate, the flows for the calendar year are on pace to exceed 4 billion gallons. He then noted that the monthly PPL bills are coming in at about \$60,000 due to the higher flow, which is also causing an excessive amount of grit material to wash into the treatment plant. He then stated that in spite of the excessive flows, the treatment performance remains well below permit limits; however, higher doses of Magnesium Hydroxide and Methanol are needed to maintain this level of treatment.

The Director of Operations reported that the revenues for March 2018 were \$995,128.78, which was a 3.4% increase from the prior year. He said the billings for hauled waste received in March totaled \$147,826.26, which is an increase of 7.2% from the prior year.

The Director of Operations then reported that the natural gas contract is ending in June 2018 and he will be soliciting pricing for a future contract to supply natural gas at two pump stations and the treatment plant. He said that he may also inquire about pricing for supply of electricity through 2022. He also reported that a RFP would be issued again this year for property and casualty insurance quotes for review at the July Board meeting. Gregory Olander reported that there will be no change to the chemical bid specifications for the upcoming fiscal year. He said the bid specifications would be advertised in May with a bid opening scheduled for the regular monthly meeting on June 25, 2018. Christopher also noted that he would inquire about an extension to the cationic polymer emulsion contract for the upcoming fiscal year. Christopher then reported that there was a glitch in the DEP eDMR system. He said the problem was reported to the Authority's DEP Water Quality Supervisor and a paper copy of the February Discharge Monitoring Report (DMR) was sent to DEP via certified mail to ensure timely submission. He said another incident report was made to the state about the problem with the eDMR system not being resolved; however, there has not been a response to date. Christopher also noted that there has been no response from the DEP regarding the NPDES comments that were sent back in January 2018.

Andy Nowak reported on the Button Bock CSO Separation Project. He said 44 additional properties were disconnected since last month's report and there are 98 properties remaining to be either dye tested or disconnected from the sanitary sewer. He said one additional cross connected sanitary lateral was removed from the storm sewer system, which leaves 16 cross connections still to be corrected. Board Member Grink asked when the project would be completed. Andy responded that the remaining cross connections must be removed before the diversion chamber can be closed; hopefully, sometime this year. Board Member Grink asked how much flow would be removed when the chamber is closed. Christopher Carsia responded that the flows were previously estimated at about 500,000 gallons per day. Board Member Cuzzo asked where the flow would go once the diversion chamber is closed. Christopher responded that the flow is actually the headwaters of Hazle Creek, which would be restored flowing north of the Norfolk Southern property. Andy then reported that additional manholes are

being repaired in the system as needed and he reported that another private main blockage was reported on Woodward Court between Buttonwood Street and the adjacent PPL property.

During the Work Session, Gregory Olander reported that a conference call was held with Pennvest on April 11, 2018. He said all outstanding items were submitted prior to the call and there appear to be no outstanding issues that would prevent settlement of the loan and grant on May 1, 2018. He noted that the Chairman and Secretary are needed to e-sign the closing documents on that day. He then reported that the Post Issuance Compliance Policies and Procedures are in place for the Series 2018 Bond. He said a database was created for tracking to maintain compliance with the policy. He also reported that the three double disk pumps used for pumping sludge to the Rotary Presses have been working very well with no notable maintenance issues. He said there has been some interest in sale of the three rotary lobe pumps that were replaced by the double disk pumps. He said these pumps need to be completely rehabilitated by whoever would purchase them. There was some discussion on the method of sale for these items and it was determined that placing the items on MunicBid with a minimum reserve of \$500 each would be an acceptable method of sale. Gregory then noted that due to the passing of the Lead Man in the Maintenance Department he has been working with the other Maintenance Department employees for scheduling of jobs and to research parts and equipment that may be on order. He said a list of open projects was created and prioritized so equipment repairs and/or replacements can continue for proper operation of the treatment plant. He then stated that the collection of delinquent sewer accounts began for 2018. He said 442 properties were posted with shutoff notices for Section B with water shut-offs scheduled in late May. He also reported that the newsletter was completed in both English and Spanish as suggested by Mr. Ammon and if there are no objections, the bill printer will be instructed to include in the bills for the next three months so customers have advanced notice of the rate increase. Board Member Ammon commended that Mr. Olander did a nice job preparing the newsletter.

The Director of Operations then reported that a Hiring Committee Meeting was scheduled for April 27, 2018 with the Union and Attorney Gartley to be present. **Fayock & Ammon** moved to enter executive session to discuss personnel issues. Passed: Aye-8, Nay-0, Absent-1

After the Board moved out of executive session, **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-1

**Engineer's Report** – Rachel Govelovich reported that no response has been received from DEP regarding the draft NPDES permit comments that were provided to the Department on January 11, 2018. Rachel then reported that the Building Permit for the Incinerator Installation Project was received from West Hazleton Borough. She reported that the third settlement call with Pennvest was held on April 11, 2018 and there are no outstanding issues relative to the settlement scheduled for May 1, 2018. Rachel also reported that the materials inspection of incinerator equipment was completed on April 3<sup>rd</sup> and April 4<sup>th</sup>. She said a copy of the Suez findings were provided to the Board. She then informed the Board that a Suez invoice was submitted and is being reviewed by her firm. She stated that review of shop drawings continue for the Construction Phase of the Incinerator Installation Project.

Rachel then reported on the Primary Pump Station Concrete Repair Project. She said the project has not started yet due to higher flows coming into the treatment plant. She said Authority staff is coordinating directly with the contractor so work can begin when flow conditions at the treatment plant are low enough to bypass the primary wet well. Rachel also reported that the Annual Wasteload Management Report, CSO Status Report, and Industrial Pretreatment Report were submitted to the regulators prior to the March 31, 2018 deadline.

Rachel then reviewed the reported on the Suez Change Order #7 in the amount of \$108,249.00 for payment of an extension to the performance and payment bonds. She said the necessity for the change was included on the form and invoice backup. She said answers to proof of payment questions from the prior meeting were forwarded to Greg and then sent to the Board Members via email along with the supporting documents. Board Member Zola asked when the Bonds were set to expire and when this payment was made by Suez. Rachel responded that it was invoiced in November 2016 and paid in January 2017. Attorney Ustynoski stated that it is an extension of the original bond and there is no expiration date on the bond. Board Member Zola stated that there needs to be proof that the bond is currently in place. Rachel responded that there are emails from Suez stating that the bond has been extended. Board Member Ammon stated that there should be a copy of the bond with the extension from the bonding company. Rachel stated that she would contact Suez for documentation that the bond is in-place with no lapse and she asked if the Board would consider revising the motion on the agenda to provide for approval conditioned upon receipt of this backup documentation from Suez. Attorney Ustynoski noted that the bond is currently set to expire in June 2018. Board Member Milot asked if the bond extension had been paid already by Suez. Attorney Ustynoski responded that it was already paid.

**George & Grink** moved to accept the Engineer's report. Passed: Aye-8, Nay-0, Absent-1

**Solicitor's Report** – Attorney Ustynoski stated that in addition to what was reported in executive session, he had additional executive session material to report. **Grink & Zola** moved to enter executive session to discuss a legal issue. Passed: Aye-8, Nay-0, Absent-1

After the Board moved out of executive session, **Milot & Grink** moved to accept the Solicitor's report. Passed: Aye-8, Nay-0, Absent-1

**Grink & Zola** moved to accept the Investment Consultant's Report as provided.

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

#### **BILLS AND CREDITS**

**Grink & George** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through March 2, 2018, totaling \$7,128.79 as listed in the following table:

| <u>Payment</u> | <u>Invoice #</u> | <u>Description</u>           | <u>Amount</u> |
|----------------|------------------|------------------------------|---------------|
| Operating Fund | 051153.A*52564   | Annual Service Work          | \$ 2,908.94   |
| Operating Fund | 051153.B*52565   | Attending Authority Meetings | \$ 629.08     |
| Operating Fund | 051153.C*52566   | Chapter 94 Report            | \$ 779.58     |
| Operating Fund | 051153.D*52567   | Pretreatment Program         | \$ 1,836.71   |
| Operating Fund | 051153.E*52568   | CSO Work                     | \$ 974.48     |
| Total          |                  |                              | \$ 7,128.79   |

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

*\*Milot votes yes for all except Attending Authority Meetings*

**Fayock & Grink** moved to approve payment of Gannett Fleming, Inc. Invoice 048847.C0\*52578 through March 2, 2018, for the Incinerator Project totaling \$46,589.22.

On the Question: Board Member Grink asked for more a more detailed explanation of this invoice. Rachel responded that it is partly for the bidding documents review, partly construction management, partly for the Pennvest effort, addressing contractor requirements, review of bonds and insurances for all three contractors, issuing the Notice of Award and Notice to Proceed, recording schedules, answering requests for information (RFIs), reviewing submittals, and for construction management to set-up the project, pre-construction meeting, meeting minutes, and to correspond with DEP.

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

**George & Grink** moved to authorize payment from the Operating Fund in the amount of \$824,944.26 for Operating and Administrative Expenses (\$596,829.35); Construction in Progress Materials & Labor (\$43,013.39); Debt Service Series 2018 Note – BB&T (\$8,998.63); Pennvest Loan #27769 (\$172,675.90); and Pennvest Loan #58103 (\$3,426.99) from the month of March 2018.

On the question: Board Member Milot asked the details of the construction in progress items. Christopher Carsia responded that it is for the Karchner rental for storage of incinerator parts, Gannett Fleming’s invoices related to construction projects. Rachel said it is an accounting term for materials during construction before they become an asset. Chairman Sherrock asked when the contractors will be on-site. Rachel responded that the electrical contractor is already on-site and the general contractor is scheduled to mobilize May 1, 2018. Board Member Ammon asked if any of the bills are paid and what happens if they are not approved by the Board. Christopher responded that the items are approved under the budget and in order to make a payment beyond the budget; it would need to be approved by the Board. Board Member Zola asked why the Board couldn’t vote on approval before the payments are made. Christopher responded that bills are due at various times during the month and we would miss some due dates. He said terms are different for the various vendors and utilities such as UGI have 15 day terms. Board Member Ammon stated that the bills should be approved by the Board before payment, not afterward and he suggested having more frequent meetings. Attorney Ustynoski stated that in order to change the bill approval procedure more frequent meetings would be needed. Board Member Ammon asked if the payment system could be changed and Chris and Greg were asked to investigate other options. Christopher noted that documentation detailing each payment is attached to each bill, which is signed by two Board Members prior to payment, but possibly holding payments to

vendors until approval the Board Meeting could be an option. Board Member Fayock agreed that Chris and Greg should look at the options.

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

*\*Board Member Ammon votes no for all payments from the Operating Fund as presented except those for the Hazleton City Authority (HCA), for which he abstains.*

*\*\* Board Members Cuozzo votes yes for all Operating and Administrative Expense items and no for all other items.*

*\*\*\*Board Member Zola votes yes for all except items associated with the Incinerator.*

**Cuozzo & Fayock** moved to approve issued credits totaling \$2,084.32 from month of March 2018.

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

**NEW BUSINESS**

**Grink & George** moved to approve Change Order #7 for the Incinerator Procurement Contract in the amount of \$108,249.00, for the extension of the contract Performance and Payment Bonds through January 2020 which is the month following the scheduled December 1, 2019 final completion date of the installation contracts as recommended by the Authority’s engineer and conditioned upon receiving written confirmation from the bonding company that the original performance and payment bonds are in-place and have remained in-force at all times, and shall continue in-force until January 2020, and further conditioned upon review and approval by the Solicitor of the same.

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

(Yes-4, No-4, Absent-1 – Motion does not carry)

**Milot & George** moved to adjourn. Passed: Aye-8, Nay-0, Absent-1

The meeting was adjourned at 8:05 PM

The next scheduled Work Session will be Wednesday, May 16, 2018 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, May 21, 2018 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**

  
\_\_\_\_\_  
Gregory Olander, Assistant Secretary

  
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Andrew Nowak, Field Operations Manager