

The March 23, 2020 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.

March 23, 2020 Regular Meeting Roll Call:

Ammon – Present*	Fayock – Present*	Gallagher – Present
George – Present*	Grink – Present*	Milot – Present*
Sherrock – Present	Sullivan – Present*	Zola – Present*

Also in Attendance during Regular Meeting:

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

\* via Telephone Conference Call

**PUBLIC COMMENT**

There was no public comment.

Milot & Gallagher moved to approve the minutes of the February 24, 2020 Regular Monthly Meeting. Passed: Aye-9, Nay-0, Absent-0

Milot & Gallagher moved to approve the minutes of the February 19, 2020 Pension Meeting. Passed: Aye-9, Nay-0, Absent-0

**Hiring Committee Report**

Board Member Zola reported that the committee reviewed several applications for an Electromechanical Technician to be hired in the Maintenance Department. He said the top five (5) candidates were selected for interviews, which took place on March 21, 2020. He said the committee unanimously selected Eric VanBlargan as the top candidate following the interviews and he stated that the committee recommends hiring Mr. VanBlargan as the most qualified candidate.

George & Milot moved to hire Eric VanBlargan for the position of Electromechanical Technician as recommended by the Hiring Committee, conditioned upon his passing a physical examination and drug screening, at an hourly rate of \$27.79, which is the current rate for the position in the Collective Bargaining Agreement (CBA) with a start date to be determined by Authority Management.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

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

	<u>February 2020</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	253,819,717	Gallons	494,101,796	Gallon	xxxxx
Total Flow Bypassed	3,305,096	Gallons	11,539,348	Gallon	xxxxx
Days Flow Bypassed	2	Days	4	Days	xxxxx
Total Flow Treated	250,514,621	Gallons	482,562,448	Gallon	xxxxx
Average Minimum	6.1	MGD	xxxxx	xxxxx	5.6 MGD
Average Maximum	12.6	MGD	xxxxx	xxxxx	11.8 MGD
Average Daily Flow	8.6	MGD	xxxxx	xxxxx	8.1 MGD

The Director of Administration, Gregory Olander, reported on the wastewater flows for February 2020. He said the total volume of wastewater diverted from all point sources for the month was estimated to be 12.446 million gallons with 3.305 million gallons of treated outflow diverted at the treatment plant. He said approximately 0.815 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 253.8 million gallons with approximately 250.5 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 8.6 MGD.

Gregory reported that the revenues for February 2020 were \$969,029.32, which was a 6.1% decrease from the prior year. He said the billing for hauled waste received in February totaled \$163,494.38, which is a decrease of 6.1% from the same month in the prior year. Gregory then reported that the PENNVEST monthly interest payment remains at \$1,615.84 for the April ACH payment. He also reported that the 2020 Bond closing was completed on March 17, 2020 and the final debt service payments on the Series of 2012-A and Series of 2012-B Bonds were made on March 2, 2020 in the amounts of \$152,647.91 and \$154,849.02 respectively.

Gregory then reported that due to the elevated concerns surrounding the Coronavirus outbreak, several measures were put in place at the treatment plant and Authority office. He said the business office was closed to walk in customers effective March 16, 2020 and more in-depth cleaning and disinfection procedures were initiated at that time. He stated that he would continue to keep the Board apprised of the situation via email as it develops. Gregory noted that several industry organizations such as PMAA, PWEA, etc. recommend suspending water shutoffs for non-payment until further notice. He said they are also recommending not to add penalties or late fees onto customer bills because of the economic hardship that will be faced by many.

**Gallagher & Grink** moved to suspend penalties for late payment from being added to customer bills until further notice and to suspend water terminations for the 2020 delinquent collection season, which normally begins in April and completes in July each year, due to the Coronavirus and subsequent Emergency Disaster Declaration enacted for the State of Pennsylvania.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

Gregory then reviewed a staffing plan with the Board for a reduction of on-site staffing levels to separate employees and decrease the likelihood of them coming in contact with each other while at work. He said due to the Plant Operators working swing shifts 356 days per year, the staffing reduction would be difficult to develop and implement for that department. He said the other departments would not be as difficult to split time because they are all dayshift employees. After some discussion, the Board stated to split the operators so they work from different offices and if the situation continues to degrade, look toward reducing the on-site workforce as a second step. Board Member Ammon commented that the HCA employees are now working alternate days and he suggested doing anything that can be done to keep the employees safe while continuing operation of the plant. Board Member Zola stated that there also needs to be a contingency for management in the event a manager is infected, so there is still someone available to run the Authority. Gregory stated that although both he and Andy are coming into the office daily, we both have the ability to work remotely, if needed. Gregory said right now it is taking both he and Andy to keep the operation running. Board Member Ammon stated that any staffing changes should be discussed with the Solicitor and approved by the union prior to implementation. Gregory clarified that under the recommended staffing reduction, the employee would still be paid while sheltering at home if requested by the Company. Chairman Sherrock reiterated that the consensus of the Board is to have

the operational and staffing adjustments necessary to protect the employees and operation of the treatment plant be at the discretion of Authority Management with periodic updates to the Board as needed.

**Sullivan & Gallagher** moved to accept the Director of Operations Report and to have the written report on diverted flows made a permanent part of the record.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Engineer's Report** – Robert Dougherty provided a written report to the Board. He stated that the roof drain removal phase of the West Hazleton Area #2 Stormwater Separation Project is complete now that there are less than 10 disconnections remaining. He said post-construction flow metering can begin in the area. Andy Nowak stated that the Road Crew employees can assist in installing the meters, if needed, now that the project is complete. Robert then stated that flow monitoring continues at the Mill Street Diversion Chamber closure and Locust Street Pump Station from Areas 2A and 2B in the City of Hazleton.

Rachel Govelovich distributed a written Engineer's Report. She reported on the construction progress of the incinerator and noted that there is a change order in the amount of \$7,487.00 for the electrical portion of the GAC quench system installation on the agenda for the Board's consideration. Rachel reported that Hayden Payment Estimate #14 in the amount of \$51,212.90 is also on the agenda and recommended for Board approval. Rachel said she sent the Board a written status update via email on the incinerator reactor paint discoloration issue. She said additional skin temperatures need to be taken once sludge is being burned again. She said once opinions on a course of action is received from coatings experts, the information will be brought back to the Board. She stated that since Governor Wolf's closure of all non-life sustaining businesses, the incinerator contractors have not been on-site to continue work. She said in order to resume construction work, a waiver is needed from the State that the construction project is essential. She also stated that she contacted PENNVEST to see if PENNVEST had any direction for borrowers or a position regarding ability to resume the construction project while the Governor's order is in place. She said PENNVEST indicated it is not taking a position at this time and said to follow the State's/DCED guidance and directions regarding essential business. Rachel then reported that the weekly incinerator team conference call is scheduled for March 24, 2020 and the issue will be discussed. She stated that in order to resume work she recommends the Authority request a waiver from the state.

Rachel then reported on the 2020 WWTP Improvements Project and stated that the agenda item is for authorization to advertise the bid opening. Gregory Olander stated that the clarifier and thickener mechanism equipment manufacturer is currently on schedule to go into production with a July ship date. He said that a call was made to the manufacturer's representative to request a delay of the equipment delivery due to the coronavirus concerns. He said the Authority needs to have contractor on-site to accept delivery of materials, so he requested the production delay and is waiting to receive a response from the manufacturer.

**Grink & George** moved to accept the Engineer's report.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

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

**Milot & Gallagher** 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, **George & Grink** moved to accept the Solicitor’s report. Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**BILLS AND CREDITS**

**Gallagher & Fayock** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through February 28, 2020, totaling \$33,812.03 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*91589	Annual Service Work	3,196.71
Operating Fund	051153.B*91592	Attending Authority Meetings	929.64
Operating Fund	051153.C*91593	Chapter 94 Report	381.70
Operating Fund	051153.D*91594	Pretreatment Program	1,096.32
Operating Fund	051153.E*91595	CSO Work	350.14
Operating Fund	051153.AG*91590	Financing & Grants	154.94
Operating Fund	051153.AJ*91591	Wastewater Capacity Issues	3,191.57
Operating Fund	051153.04*91587	SCADA Server Upgrade	3,591.68
Operating Fund	051153.39*91588	2020 WWTP Improvement Project	20,919.33
Total			33,812.03

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Fayock** moved to approve payment of Gannett Fleming, Inc. Invoice #048847.C0\*91586, in the amount of \$34,499.26, from professional services rendered through February 28, 2020 relative to the following Incinerator Project items: PENNVEST Administration (\$700.16), Air Permitting during Construction (\$4,120.50), Construction Administration (\$10,261.08), and Resident Observation (\$19,417.52).

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-no, Zola-yes (Passed 8-1-0)

**Gallagher & Sullivan** moved to approve Requisition #C219, payment to Westech Engineering, Inc., totaling \$338,500.00, for Payment #1, Invoice #76100, which represents 50% payment of PO #1976 for two (2) Model COPC1G 75’ Clarified Mechanisms and two (2) Model THS10B 28’ Thickener Mechanisms following submittal approval and release for fabrication.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Fayock & George** moved to approve Requisition #C220, payment to George J. Hayden, Inc., totaling \$51,212.90, for Payment Estimate #14 of the Incinerator Installation Project – Contract Three (Electrical). The original contract price was \$794,400.00, add for Change Orders #1 to #7 (\$21,472.00) for a total contract price of \$815,872.00. The total of payments made to date including this payment is \$775,078.40, which leaves a balance of \$40,793.60.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Sullivan** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$543,569.53); Construction in Progress (\$85,518.73); Transfers to Authority Accounts (\$307,132.48); Debt Service Series 2012-A Bond (\$165,000.00); Debt Service

Series 2012-B Bond (\$174,000.00); Debt Service Series 2018 Bond - BB&T (\$8,998.63); Interest Expense Pennvest Loan #27906 (\$1,359.51); Debt Service Pennvest Loan #27769 (\$172,675.90); and Debt Service Pennvest Loan #58103 (\$3,426.99) from the month of February 2020.

Roll Call: Ammon-no\*, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 8-1-0)

*\*Board Member Ammon votes no for all payments except those for the Hazleton City Authority (HCA) for which he abstains.*

**George & Fayock** moved to approve issued credits totaling \$481.94 from the month of February 2020.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

#### **NEW BUSINESS**

**George & Fayock** moved to approve Change Order #8 of the Incinerator Installation Project - Contract Three (Electrical) as recommended by the Engineer, in the amount of \$7,487.00 for labor and materials to provide electrical power to the GAC Quench System.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & George** moved to authorize advertisement of bid specifications for the 2020 Wastewater Treatment Plant Improvements Project for installation of two (2) WesTech Engineering, Inc. Final Clarifier Mechanisms (Model COPC1G) and two (2) WesTech Engineering, Inc. Gravity Thickener Mechanisms (Model THS10B), roof replacements, primary pump station stair replacement, and various concrete repairs throughout the treatment plant.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & George** moved to authorize the Solicitor to draft a Service Agreement (Intermunicipal Agreement) between the Greater Hazleton Joint Sewer Authority and Butler Township as required by the Pennsylvania Department of Environmental Protection.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Milot & Gallagher** moved to adjourn.

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

The regular meeting was adjourned at 7:28 PM

The next scheduled Work Session will be Wednesday, April 22, 2020 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, April 27, 2020 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



Gregory Olander, Assistant Secretary