

The May 18, 2020 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman Sherrock at 6:30 PM via videoconference. All participating in the videoconference gave a pledge of allegiance.

May 13, 2020 Work Session Roll Call:

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

Also in Attendance during Work Session:

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

May 18, 2020 Regular Meeting Roll Call:

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

Also in Attendance during Regular Meeting:

*Gregory Olander – Director of Administration	*Andy Nowak – Field Operations Manager
*Attorney Joseph D. Ustynoski – Solicitor	

* via Videoconference

PUBLIC COMMENT

There was no public comment received prior to the meeting to be presented.

George & Gallagher moved to approve the minutes of the April 27, 2020 Regular Monthly Meeting. Passed: Aye-8, Nay-0, Absent-1

Pension Committee Report -

Board Member Grink reported that the pension plan portfolio hit a low point for the year in March 2020, but a partial recovery in April increased the year to date yield to -10%. He said the Authority’s investment advisor expects the impact of the coronavirus on the financial markets to ease and the Authority he could see gaining back what was lost by the end of the calendar year amid some choppiness in the markets. He said the Authority had gains of 18% for calendar year 2019. Gregory Olander noted that the Actuarial Consultant must complete the GASB 68 Report relative to the pension plan and the GASB 75 Report relative to the Other Post Employment Benefits (OPEB) for inclusion in the fiscal year 2020 audited financial statements. He said the actuary would be preparing the reports and they would be sent to the auditors once complete. Gregory also stated that the Minimum Municipal Obligation (MMO) for 2020, in the amount of \$223,000, would be paid in May 2020 due to the low balance in the account to pay pensioners. He said the payment was historically made in June or July of each year.

George & Milot moved to accept the Pension Committee Report.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Director of Operations Report - MONTHLY FLOW REPORT

	<u>April 2020</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	303,734,392	Gallons	1,027,161,664	Gallon	xxxxx
Total Flow Bypassed	19,873,343	Gallons	32,615,129	Gallon	xxxxx
Days Flow Bypassed	7	Days	15	Days	xxxxx
Total Flow Treated	283,861,049	Gallons	994,546,535	Gallon	xxxxx
Average Minimum	6.6	MGD	xxxxx	xxxxx	5.7 MGD
Average Maximum	16.5	MGD	xxxxx	xxxxx	12.9 MGD
Average Daily Flow	9.5	MGD	xxxxx	xxxxx	8.3 MGD

The Director of Administration, Gregory Olander, reviewed the wastewater flows for April 2020 as presented in the monthly flow report. He also reported that the total volume of wastewater diverted from all point sources for the month was estimated to be 85.824 million gallons with 19.873 million gallons of treated outflow diverted at the treatment plant. He said approximately 5.879 million gallons of the total diverted flow was treated outflow from the Autumn & Ridge CSO Separator. He stated that the treatment plant was operating well and meeting permit compliance with no reportable issue to note.

Gregory reported that the revenues for April 2020 were \$1,137,616.44, which was a 14.6% decrease from the prior year. He said the billing for hauled waste received in April totaled \$142,368.95, which is a decrease of 23.4% from the same month in the prior year. He reported that the fiscal year to date customer collections through April remained constant at 93.4%. He said due to the COVID-19 pandemic and suspension of delinquent collections this year, he expects the customer collections to remain steady or decline from current collection rates. Gregory then reported that the PENNVEST monthly interest payment remains at \$1,615.84 for the June ACH payment because no additional drawdown was received.

Gregory then reported there was no major maintenance issues to note, however, he recommends the purchase of a second rock trap to be installed before the Raptor #2 Hauled Waste Receiving Station. He said the rock trap that was installed on the Raptor #1 has been operational since September 2019 and it is working very well to remove grit from entering the system during tanker truck unloading. He said the rock trap purchase on the agenda is a mirror image of the same unit that was purchased and installed last year. He then noted that the automatic entry gates to the treatment plant are now operational and remain closed during off hours. He said the maintenance department continues routine maintenance, smaller repairs, and clean-up/removal of decommissioned electrical/mechanical gear on an ongoing basis.

Gregory then reported on the 2020 WWTP Improvements Project. He said the manufacturer's representative for the clarifier and gravity thickener mechanisms provided a written acceptance of delaying the delivery of equipment until March 2021 due to the COVID-19 pandemic. He said the bid specifications for the project are completed and a bid opening would be scheduled for September

or October 2020 so the contractor is onsite in enough time to accept delivery of the mechanisms in Spring 2021.

Gregory then gave an update on management and safety practices being implemented by the Authority due to the COVID-19 pandemic. He said the Incinerator contractors returned to site on May 11, 2020 and have been working toward a re-start of the incinerator. He said a Pandemic Safety Protocol was required by the State for construction to resume, so a plan was developed and is being implemented at the treatment plant for the Authority's employees and the contractors. He said the reduced staffing plan remains in effect; however, unless there are any objections from the Board, he is recommending a phased return to normal staffing levels with all departments back to full staffing by June 1, 2020. There were no objections, so he stated that return to full staffing would be completed by June 1, 2020.

Gregory also reported that the annual chemical bid specifications were advertised and sent to prior bidders with a June 22, 2020 bid opening scheduled.

Andy Nowak reported that the annual diesel fuel bid would also be advertised with a bid opening scheduled for June 22, 2020. He said the Road Crew has been performing maintenance on the machinery and repairs in the collection system as needed.

Milot & Sullivan moved to accept the Director of Operation's 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-absent (Passed 8-0-1)

Engineer's Report – Andy Nowak reported on behalf of Robert Dougherty and noted that there was not much collection system engineering work for projects during April 2020. He said the flow loggers were removed from the locations near Locust Street Pump Station and they were installed at Ridge Avenue in West Hazleton.

Rachel Govelovich referenced a written Engineer's Report that was issued to the Board. She reported that there has been no change regarding the Authority's NPDES Permit renewal. She then reported on the Incinerator Project. She said a submission for the next PENNVEST reimbursement was in QAQC and would be sent to PENNVEST early next month. She reported on the construction progress of the incinerator and noted that contractors returned to work on May 11, 2020 following the Governor's order to lift construction restrictions effective May 1, 2020. She said a letter was sent to contractors to memorialize the re-start of construction activities and a letter notifying the DEP and EPA of the construction re-start was also sent. She noted that the initial startup lasted for only a few hours, so a letter was sent to DEP and EPA requesting an extension of the incineration shakedown period. She then reported that stack testing protocol was submitted to DEP, but noted that it could take several months for their review, which would result in stack testing in the late fall of 2020. Rachel then reported that Hayden Payment Estimate #15 in the amount of \$30,687.92, and 360water, Inc. Payment #5 in the amount of \$23,250.00 are on the agenda and recommended for Board approval.

Rachel reported that the SCADA Upgrade Project bid documents were being finalized for a bid opening next month. She then reported that there was no change to the CFA Grant application status,

which is expected to be reviewed by DCED and awarded in July 2020. Rachel then reported that the equipment manufacturer for the 2020 WWTP Upgrade Project would hold delivery of equipment until Spring 2021 with no additional cost to the Authority. She said the Authority’s comments were discussed and the project is ready for a bid opening in September of 2020. She also reported that ACT 537 Update meetings that were being held with municipalities have been postponed until the social distancing restriction are lifted. She said the Authority met with all municipalities except Butler Township and Penn State University regarding the Act 537 Plan Update.

Board Member Sullivan commented on the electrical portion of the 2020 WWTP Upgrade. He said there was a very small amount of electrical work and he believes the work could be done by Authority staff. Gregory Olander responded that he spoke with the maintenance department and they are capable of doing the work with no issue other than issues that may arise coordinating the work with the contractor. He said the electrical work can be bid as an alternate, which can then be rejected if the Authority decides to do the work in-house.

Gallagher & Milot 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-absent (Passed 8-0-1)

Solicitor’s Report – Attorney Ustynoski requested the Board move to executive session to discuss a personnel issue.

George & Milot moved to enter executive session to discuss a personnel issue. Passed: Aye-8, Nay-0, Absent-1

After the Board moved out of executive session, **George & Gallagher** 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-absent (Passed 8-0-1)

BILLS AND CREDITS

George & Milot moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through April 24, 2020, totaling \$18,719.31 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*95130	Annual Service Work	3,759.58
Operating Fund	051153.B*95131	Attending Authority Meetings	116.21
Operating Fund	051153.D*95132	Pretreatment Program	1,171.81
Operating Fund	051153.E*95133	CSO Work	68.93
Operating Fund	051153.04*95128	SCADA Server Upgrade	1,567.24
Operating Fund	051153.39*92129	2020 WWTP Improvement Project	12,035.54
Total			18,719.31

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Fayock & Grink moved to approve payment of Gannett Fleming, Inc. Invoice #048847.C0*95127, in the amount of \$16,897.05, from professional services rendered through April 24, 2020 relative to the following Incinerator Project items: PENNVEST Administration (\$1,764.35), Air Permitting

during Construction (\$3,125.59), Construction Administration (\$7,680.38), and Resident Observation (\$4,326.73).

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

George & Gallagher moved to approve Requisition #C224, payment to George J. Hayden, Inc., totaling \$30,687.92, for Payment Estimate #15 of the Incinerator Installation Project – Contract Three (Electrical) as recommended by the Engineer. The original contract price was \$794,400.00. Add for Change Orders #1 to #9 (\$32,027.00) for a total contract of \$826,427.00. The total of payments made to date including this payment is \$805,766.32, which leaves a balance of \$20,660.68.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Gallagher & Fayock moved to approve Requisition #C225, payment to 360water, Inc., totaling \$23,250.00, for Payment #5 for the development and hosting of interactive online training modules for the Fluidized Bed Incinerator as recommended by the Engineer. Original Contract price was \$148,000.00. Total of payments made to date including this payment is \$59,350.00, which leaves a balance of \$88,650.00.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Sullivan & Fayock moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$586,177.96); Construction in Progress (\$7,045.55); Equipment and/or Office Equipment (\$5,980.00); Debt Service Series 2018 Bond - BB&T (\$18,362.29); Interest Expense Pennvest Loan #27906 (\$1,615.84); Debt Service Pennvest Loan #27769 (\$172,675.90); and Debt Service Pennvest Loan #58103 (\$3,426.99) from the month of April 2020.

Roll Call: Ammon-no*, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 7-1-1)

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

Gallagher & Milot moved to approve issued credits totaling \$301.90 from the month of April 2020.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

NEW BUSINESS

Gallagher & Milot moved to approve purchase of one (1) Model RTP 30C Enclosed Rock Trap from JWC Environmental as listed in Proposal #20200510-R, including 304 stainless steel rock tray, for the purchase price of \$32,550.00 plus \$1,300.00 shipping and handling through PA COSTARS Program (COSTARS #391243), for installation before Raptor #2 hauled waste receiving station, as recommended by the Authority Management and Maintenance Department. This motion is conditioned upon Solicitor review and approval of the proposal terms and conditions.

Roll Call: Ammon-yes, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Gallagher & Milot moved to adjourn.

Passed: Aye-8, Nay-0, Absent-1

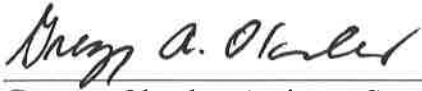
The regular meeting was adjourned at 6:50 PM

The next scheduled Work Session will be Wednesday, June 17, 2020 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, June 22, 2020 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary