

The August 24, 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.

August 19, 2020 Work Session Roll Call:

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

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
*Robert Dougherty, P.E. – RJD Engineering	

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* via Videoconference

** via Telephone

PUBLIC COMMENT

There was public comment received on the website from Nahder Zomorrodian, who is a member of PMAA and AWWA. Gregory Olander stated that Mr. Zomorrodian requested to quote on the Authority’s property & casualty insurance for the upcoming year. He said since the property & casualty insurance was awarded in July for the upcoming fiscal year, he suggested responding to Mr. Zomorrodian and adding his company to the RFP list next year. The Board agreed and instructed Authority Management to send Mr. Zomorrodian the RFP for next year’s insurance quote.

Sullivan & Fayock moved to approve the minutes of the July 27, 2020 Regular Monthly Meeting. Passed: Aye-8, Nay-0, Absent-1

Pension Committee Report

Board Member Grink gave a report on behalf of the Pension Committee. He said the actuary calculated the MMO for 2021 to be \$201,705.00, which needs to be reported to the Board and certified by the Plan Administrator before September 30, 2020. He then reported that a monthly pension payment to James Montone in the amount of \$683.41 was approved by the committee effective October 1, 2020 due to his retirement on September 30, 2020. Board Member Grink also reported that the investment advisor at Morgan Stanley recommended shifting money from the MLP and multi strategy sectors representing about 6% of the portfolio and reallocating those monies equally into small cap and precious metal sectors, which was approved by the committee.

George & Sullivan moved to approve 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>July 2020</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	<u>274,466,971</u>	Gallons	<u>1,834,458,872</u>	Gallon	xxxxx
Total Flow Bypassed	<u>22,201,334</u>	Gallons	<u>84,779,481</u>	Gallon	xxxxx
Days Flow Bypassed	<u>4</u>	Days	<u>30</u>	Days	xxxxx
Total Flow Treated	<u>252,265,637</u>	Gallons	<u>1,749,679,391</u>	Gallon	xxxxx
Average Minimum	<u>5.7</u>	MGD	xxxxx	xxxxx	<u>5.8</u> MGD
Average Maximum	<u>13.0</u>	MGD	xxxxx	xxxxx	<u>13.4</u> MGD
Average Daily Flow	<u>8.2</u>	MGD	xxxxx	xxxxx	<u>8.3</u> MGD

The Director of Administration, Gregory Olander, reviewed the wastewater flows for July 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 97.038 million gallons with 22.201 million gallons of treated outflow diverted at the treatment plant. He said approximately 6.671 million gallons of the total diverted flow was treated outflow from the Autumn & Ridge CSO Separator.

Gregory reported that the revenues for July 2020 were \$1,107,045.55, which was a 12.9% decrease from the prior year and the fiscal year revenues totaled \$12,785,553.00, which was about \$320,000 below the projected \$13,105,000.00 primarily due to the inability to collect on delinquent accounts during the COVID-19 pandemic. He said the billing for hauled waste received in May totaled \$159,931.80, which is a decrease of 31.4% from the same month in the prior year. He said the hauled waste revenues for the fiscal year exceeded projections by about \$110,000. He then reported that the fiscal year to date customer collections were 95.02% due to the COVID-19 pandemic and suspension of delinquent collections this year. He said the hauler collections remained consistent at 99.88% for the fiscal year. Gregory then reported that beginning August 1, 2020, the monthly PENNVEST payment for Loan #27906 increased to \$11,152.44, which includes both principal and interest.

Gregory then reported that the two rock traps were received from JWC Environmental and they would be installed by the Maintenance Department following the incinerator shutdown. He also noted that a Gashouse Pump was being rebuilt and the staff is currently waiting for a split seat to be installed by the seal manufacturer. He also stated that the Maintenance Lead Man is going through O&M manuals for the incinerator equipment to gather spare parts needed for routine maintenance. He said the spare parts inventory would be increased moving forward to expedite repairs on the incinerator equipment. He said the maintenance department also continues routine maintenance and smaller repairs throughout the treatment plant and pump station. Gregory reported that the Final Maintenance Performance Test was completed for the incinerator over the 5-day period beginning August 9, 2020 during which time the incinerator and ancillary systems operated continuously with no issues. He said the incinerator operation is being fine-tuned and has been improving. He said additional issues are being solved as they arise; however, a shut-down is planned for September 1st to address problems that cannot be corrected while the unit is burning sludge. He said the air quality stack testing would be completed later in the year and two (2) Requests for Determination were approved by DEP relative

to changes the Air Quality Permit and reporting to the State. He then informed the Board that the dewatered ash being produced is dryer than originally anticipated due to operational optimization which is yielding an average saving of approximately \$9,500 per month. He said the ash is so dry the inclined screw conveyor that was installed cannot effectively move the ash out of the building to the dumpster. He said a permanent belt conveyor is being specified to allow for removal of the drier ash moving forward. The Board asked for an explanation of the estimated savings to be emailed to the entire Board.

Gregory then gave another update on management and safety practices being implemented by the Authority due to the COVID-19 pandemic. He said the Authority staff returned to their regular operational schedule on June 1, 2020. He said the billing office remains closed to walk-in and he asked the Board for input on whether to reopen the billing office. The Board agreed that the office should remain closed to walk-in customer traffic until further notice. He also noted that the office staff continues to express their concerns about accepting cash as a form of payment once the office reopens. He said that he would revisit whether to accept cash upon reopening with the Board once the office is set to re-open for in-person customer payments. He also reminded the Board that penalties were still not being applied to delinquent customer accounts and he asked the Board if they wanted to reinstate penalties. After some discussion, the Board decided to continue waiving penalties until further notice.

Gregory also reported that the new employee hired as a Plant Operator is working out well so far.

Andy Nowak reported that a minor repair was made on Allen Street caused by a faulty connection to the stone arch in that area. He said repairs were made in West Hazleton to a manhole on Ridge Avenue and Yuknis Street where a stormwater line was re-routed and the manhole was raised to grade. He reported that root removal work was completed on about 1 ½ miles of pipe through a COSTARS participating service contractor. He said the root treatment needs to be done every few years on the lines that were treated. Andy also reported that through cooperation with PennDOT and their contractor, six (6) buried manholes were raised to grade on 15th Street prior to the State completing the paving of that road.

Gallagher & Fayock 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. Passed: Aye-8, Nay-0, Absent-1

Engineer's Report – During the Work Session, 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 PENNVEST submission #8 was being worked on and would be submitted once additional costs were accumulated and Authority staff has been corresponding with the PENNVEST representative from DEP on the project status. She reported on the construction progress of the incinerator and noted that the incinerator Final Mechanical Performance Test was performed successfully during the 5-day period between August 8th and August 14th. She noted that a few issues need to be resolved during the planned maintenance shutdown scheduled to begin September 1, 2020 and a list of those items are contained in the written report and have been circulated to the responsible parties for completion during the shutdown, which includes recoating of the incinerator reactor and high temperature components. Rachel then reported on the Air Quality activities noting that the stack testing protocol

was conditionally approved by DEP. She said some of the DEP conditions were being clarified by her firm’s Air Quality engineers because some of the DEP comments do not apply to the Authority’s incinerator. She said her firm is also coordinating with Air Quality vendors to complete monitoring and reporting requirements. She stated that two Requests for Determination (RFD) were approved by DEP to allow a few operational flexibilities for the Authority staff as detailed in the written report. Rachel also reported that there were no contractor payments or change orders on the agenda for consideration this month.

Rachel then reported that her firm reviewed the bids for the SCADA Upgrade Project with the apparent low bidder, Optimum Controls Corporation (OCC) at a bid price of \$187,049.00 and following approval of the bonds and insurances by the Authority’s Solicitor, she would be issuing the Notice of Award letter to OCC. Rachel also reported that the 2020 WWTP Improvements Project should be ready to be advertised with a bid opening in early Fall 2020. She informed the Board that the CFA grant application for the Locust Street Sewer Separation Project was not approved for funding at the August 17, 2020 Board Meeting. She also stated that the Annual Operating Report and Engineer’s Certificate were provided to the Trustee prior to August 1st as required in the Trust Indenture.

Robert Dougherty reported at the Work Session. He said post construction flow monitoring is continuing after the West Hazleton Area 2 Sewer Separation Project. He also reported that he is working on project design and base mapping for Phase 1 of the Hazleton Area 10 Project to remove inflow and infiltration (I/I) from the system. He said smoke testing and televising of lines was previously performed and the project would entail dye testing, removal of cross connections, and removal of roof drains connected to the sanitary sewer system.

George & Milot 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 during the work session, he has nothing additional to report.

Gallagher & Milot moved to accept the Solicitor’s report.

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

BILLS AND CREDITS

George & Gallagher moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through July 31, 2020, totaling \$14,009.96 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*99310	Annual Service Work	5,479.63
Operating Fund	051153.B*99312	Attending Authority Meetings	426.09
Operating Fund	051153.AI*99311	ODMS Program Update	2,497.95
Operating Fund	051153.04*99308	SCADA Server Upgrade	2,833.60
Operating Fund	051153.39*99309	WWTP Improvements	2,772.69
		Total	14,009.96

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 payment of Gannett Fleming, Inc. Invoice #048847.C0*99307, in the amount of \$53,059.78, from professional services rendered through July 31, 2020 relative to the following Incinerator Project items: PENNVEST Administration (\$1,313.67), Air Permitting during Construction (\$16,433.74), Construction Administration (\$15,894.85), and Resident Observation (\$19,417.52).

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 & Sullivan moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$688,149.57); Construction in Progress (\$35,517.60); Transfers to Other Authority Accounts (\$222,892.14); Debt Service Series 2018 Bond - BB&T (\$18,362.29); Interest Expense Pennvest Loan #27906 (\$1,640.29); Debt Service Pennvest Loan #27769 (\$172,675.90); and Debt Service Pennvest Loan #58103 (\$3,426.99) from the month of July 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 & Grink moved to approve issued credits totaling \$2,453.42 from the month of July 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)

Milot & Sullivan moved to adjourn.

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

The regular meeting was adjourned at 6:38 PM

The next scheduled Work Session will be Wednesday, September 23, 2020 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, September 28, 2020 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary