

The September 28, 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.

September 23, 2020 Work Session Roll Call:

| | | |
|---------------------------------|---------------------------------|----------------------------------|
| Ammon – Absent ² | Fayock – Present ¹ | Gallagher – Present ¹ |
| George – Present ¹ | Grink – Present ¹ | Milot – Present ¹ |
| Sherrock – Present ¹ | Sullivan – Present ¹ | Zola – Present ¹ |

Also in Attendance during Work Session:

| | |
|---|---|
| ¹ Gregory Olander – Director of Administration | ¹ Andy Nowak – Field Operations Manager |
| ¹ Christopher Carsia – Director of Operations | ¹ Attorney Joseph D. Ustynoski – Solicitor |
| ¹ Rachel Govelovich, P.E. – Gannett Fleming | |

September 28, 2020 Regular Meeting Roll Call:

| | | |
|---------------------------------|--------------------------------|----------------------------------|
| Ammon – Present ¹ | Fayock – Present ¹ | Gallagher – Present ¹ |
| George – Present ¹ | Grink – Present ¹ | Milot – Present ¹ |
| Sherrock – Present ¹ | Sullivan – Absent ³ | Zola – Absent ³ |

Also in Attendance during Regular Meeting:

| | |
|---|---|
| ¹ Gregory Olander – Director of Administration | ¹ Andy Nowak – Field Operations Manager |
| ¹ Christopher Carsia – Director of Operations | ¹ Attorney Joseph D. Ustynoski – Solicitor |
| ¹ Rachel Govelovich, P.E. – Gannett Fleming | |

¹ via Videoconference

²Board Member Ammon entered the Work Session during the Director of Operations Report

³Board Member Zola entered Regular Meeting during Director of Operations Report and Board Member Sullivan entered during New Business

PUBLIC COMMENT

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

George & Milot moved to approve the minutes of the August 19, 2020 Pension Meeting. Passed: Aye-7, Nay-0, Absent-2

Milot & Fayock moved to approve the minutes of the August 19, 2020 Regular Monthly Meeting. Passed: Aye-7, Nay-0, Absent-2

Director of Operations Report - MONTHLY FLOW REPORT

| | <u>August 2020</u> | | <u>Year to Date</u> | | |
|---------------------|--------------------|---------|----------------------|----------------|---------|
| | | | <u>Total</u> | <u>Average</u> | |
| Total Flow | <u>204,578,534</u> | Gallons | <u>2,039,037,406</u> | Gallon | xxxxx |
| Total Flow Bypassed | <u>6,504,019</u> | Gallons | <u>91,283,500</u> | Gallon | xxxxx |
| Days Flow Bypassed | <u>3</u> | Days | <u>33</u> | Days | xxxxx |
| Total Flow Treated | <u>198,074,515</u> | Gallons | <u>1,947,753,906</u> | Gallon | xxxxx |
| Average Minimum | <u>4.0</u> | MGD | xxxxx | xxxxx | 5.5 MGD |

| | | | | |
|---------------------------|----------------|--------------|--------------|-----------------|
| Average Maximum | 0.8 MGD | xxxxx | xxxxx | 13.1 MGD |
| Average Daily Flow | 6.4 MGD | xxxxx | xxxxx | 8.0 MGD |

During the Work Session, the Director of Operations, Christopher Carsia, reviewed the wastewater flows for August 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 70.379 million gallons with 6.504 million gallons of treated outflow diverted at the treatment plant. He said approximately 5.694 million gallons of the total diverted flow was treated outflow from the Autumn & Ridge CSO Separator.

Christopher reported that the revenues for August 2020 were \$982,041.53, which was an 8.5% decrease from the prior year. He said the billing for hauled waste received in August totaled \$149,837.74, which is a decrease of 27.5% from the same month in the prior year. He then reported that the sewer customer collections were 99.5% for the month and the hauler collections came in at 107.21%.

Christopher then reported that DEP received an odor complaint in early August and an Air Quality Specialist was dispatched to the treatment plant for verification. He said although there was no verified odor onsite, the DEP representative began investigation on the Methanol storage tanks that are used for a section of the treatment process. He said after multiple correspondences during the month, the representative determined that the Authority should have an air quality permit for the Methanol tanks given that there is a potential for a small amount of product to escape through the vapor lock system on the tanks. He said DEP is issuing a Notice of Violation (NOV) for not having an air quality permit for the tanks. He said when the NOV is received, the Authority will be responding that the Methanol tanks would be included in the overall site operating permit once it is issued.

Christopher also reported that the incinerator natural gas consumption is well below the projected levels contained in the contract with UGI Energy Services. He said the incinerator has been operating most times with an autogenous burn since startup and the need for supplemental fuel is de minimus so the natural gas consumption projections are well above actual usage. He said the Authority would need to sell back the unused reserve amount of natural gas purchased under contract at the current market monthly price when it is time to sell.

Christopher then gave the Board an update on the previous Act 537 Plan discussions. He said it would be prudent for the Board to soon reach out to other engineering firms that may be interested in doing the Act 537 Plan investigative work for sewer infrastructure improvements and planning to the collection systems in Hazleton City and West Hazleton Borough. He said last August he and Board Member Sullivan suggested having firms present their qualifications and pricing for performing the tasks required for the Plan. He then informed the Board that most, if not all of the estimated 1,800 storm sewer inlets in the City and Borough would need to be cleaned and inspected prior to flow modeling to obtain accurate flow results for the plan. Christopher reported that he estimates the cost of cleaning the storm sewer inlets to be a few hundred thousand dollars. He said Gannett Fleming could oversee the overall project and compile information from all municipalities for inclusion in the plan and submission to DEP. He said Gannett Fleming has been working on a month to month basis and Rachel indicated her firm would remain at the same rate structure as the Authority's consulting engineer for calendar year 2021 if the Board so desires. He said plan components would need to be

included from all municipalities discharging to the Authority's WWTP including Hazle Township and Sugarloaf Township. There was a discussion of planning in Sugarloaf Township that may have been completed under the Conyngham Sugarloaf Joint Municipal Authority (CSJMA) Act 537 Plan. Gregory Olander noted that the CSJMA plan did not include the portion of Sugarloaf Township that discharges to the GHJSA. He said that work would need to be collected for submission in the GHJSA plan and he believes some of the work pertaining to on-lot systems and township demographics could be pulled from the CSJMA plan for re-use in the GHJSA plan. He said any information needed for the Township lines connected to the GHJSA system would still need to be completed. Board Member Zola asked if Conyngham Borough and Sugarloaf Township distribute EDUs for connection to their system. Gregory responded that the CSJMA is responsible for allocation of the EDUs since they own and operate the sanitary sewer system.

During the Work Session, Gregory Olander reported that the monthly debt service payment amount for PENNVEST Loan 27906 increased to \$11,152.44 beginning with the August 1, 2020 payment, which includes principal and interest. He said this would be the monthly payment automatically debited from the Authority's account going forward unless he reports otherwise.

Gregory then reported that the Maintenance Department is scheduling installation of the rock trap for the Raptor #2 hauled waste receiving station in the next week. He said Gashouse Pump #4 is rebuilt and waiting for the seal manufacturer to install a new split-seal. He said once the new seal is installed the pump would be put back into service. He noted that the Maintenance staff completed several routine maintenance items and system checks on the incinerator systems over the past few weeks during the incinerator shutdown. He said in addition to several minor repairs, they replaced the rake and comb on one of the Raptor units and ordered a new gearbox for one of the Raptor screw conveyors.

Gregory reported on the Incinerator Project. He said the planned maintenance shutdown began September 1st and several outstanding issues were addressed over the past few weeks. He said the sand was removed, the refractory was inspected and found to be in good condition, welding of the dome lifting holes and seams were completed, and other outstanding equipment issues were addressed. He said the reactor, crossover ducts, and heat exchanger were repainted with a coating to withstand higher temperatures without discoloring. He also noted that five (5) of the five (5) air quality Requests for Determination (RFD) were approved by the DEP and Stack Testing for the air quality permit has been scheduled for the week of December 14, 2020. He said sand was re-loaded into the incinerator, noting the Authority is switching from olivine to silica sand, and it is expected to begin burning sludge again on September 29th. Gregory also reported that quotes were received for a permanent ash belt conveyor and they were forwarded to the Board along with proposed change order #18, which is on the agenda for the board's consideration. He said the operator training modules for the incinerator were sent to the Authority and Gene Zynel is currently reviewing/correcting the modules for final release and use by plant personnel.

Gregory then reported that the 2020 WWTP Improvements Project was advertised on September 16th for a bid opening at the regular monthly meeting on October 26, 2020. He also asked the Board to consider a request from the Operations Department to purchase another Utility Terrain Vehicle (UTV) for use by the department transporting personnel and equipment for projects at the treatment plant. He said reviewed quotes received through COSTARS. Board Member Zola asked if it would be

beneficial to look into a UTV that has an option to seat more than two people, which was then agreed upon by the rest of the Board and was placed on the agenda for the Board's consideration. Gregory also noted that ½ truckload of R6 stone and concrete were provided to West Hazleton to support an Authority industrial line as part of a repair being made to the West Hazleton storm water pipe that runs adjacent to the Authority's line on Rotary Drive.

Gregory then gave another update on management and safety practices being implemented by the Authority due to the COVID-19 pandemic. 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 still remain closed to walk-in customers. He also reminded the Board that penalties were still not being applied to delinquent customer accounts and he informed the Board that the revenues from schools are expected to drop significantly for the upcoming fiscal year since school students are learning from home instead of in the classrooms.

Andy Nowak reported that repairs continue throughout the Authority's collection system including raising of manholes to street level and repairing a damaged section of sewer line on Alter Street. He said a section of main sewer line on Route 93 in West Hazleton had to be flushed, which required traffic control. He also said the Road Crew completed replacement of the final section of ash slurry drain line between the Chemical Building and the Parshall Flume while the incinerator was shut down.

Gallagher & Milot 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 said Change Order #18 would be submitted to DEP for technical review and PENNVEST pre-approval because the cost is over the \$25,000 threshold. She said in addition to the information on the incinerator Project that Greg provided, the Authority is waiting for written verification for the five (5) approvals for the Continuous Emissions Monitoring System (CEMS) Phase III. Rachel also reported that there were no contractor payments on the agenda for consideration this month; however, she is recommending approval of Change Order #18 at a cost of \$75,897.59 to purchase and install a permanent belt conveyor to transport fly-ash from the new building addition to the dumpsters.

Rachel then reported that Notice of Award and Notice to Proceed letters for the SCADA Upgrade Project were sent to Optimum Controls Corporation (OCC) following review of their bonds and insurance submission. She said Greg has set-up for display screen resizing/re-rendering with the original SCADA developer, Kruger, Inc., which should be completed before OCC begins their work. She also noted that there are currently 13 plan holders for the 2020 WWTP Improvements Project.

Andy Nowak reported for Robert Dougherty during the Work Session. He said post construction flow monitoring is continuing after the West Hazleton Area 2 Sewer Separation Project. He also reported

that project design and base mapping for Phase 1 of the Hazleton Area 10 Project was about 90% complete.

Zola & Gallagher 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 & Fayock 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 August 28, 2020, totaling \$3,386.21 as listed in the following table:

| <u>Requisition#</u> | <u>Invoice #</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|------------------|---------------------------------|---------------|
| Operating Fund | 051153.A*100942 | Annual Service Work | 2,124.42 |
| Operating Fund | 051153.B*100943 | Attending Authority Meetings | 77.47 |
| Operating Fund | 051153.D*100944 | Industrial Pretreatment Program | 275.72 |
| Operating Fund | 051153.04*100940 | 2020 SCADA Server Upgrade | 658.50 |
| Operating Fund | 051153.39*100941 | 2020 WWTP Improvements | 250.10 |
| Total | | | 3,386.21 |

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

Gallagher & George moved to approve payment of Gannett Fleming, Inc. Invoice #048847.C0*100939, in the amount of \$17,376.86, from professional services rendered through August 28, 2020 relative to the following Incinerator Project items: PENNVEST Administration (\$232.41), Air Permitting during Construction (\$7,505.24), and Construction Administration (\$9,639.21).

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

Gallagher & Milot moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$581,555.30); Construction in Progress (\$67,650.54); Transfers to Other Authority Accounts (\$122,200.00); Debt Service Series 2018 Bond - BB&T (\$18,362.29); Debt Service Pennvest Loan #27906 (\$11,152.44); Debt Service Pennvest Loan #27769 (\$172,675.90); and Debt Service Pennvest Loan #58103 (\$3,426.99) from the month of August 2020.

Roll Call: Ammon-no*, Fayock-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-absent, Zola-yes (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 & Fayock moved to approve issued credits totaling \$371.60 from the month of August 2020.

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

NEW BUSINESS

Gallagher & George moved to approve Change Order #18 of the Incinerator Installation Project - Contract One (General Construction) as recommended by the Engineer, in the amount of \$75,897.59 for the purchase and installation of a 18" wide by 22' long Airmatic belt conveyor including hopper, covers, scrapers, and VFD as outlined in quotation 091669B to convey dry flyash from the vacuum filter discharge to dumpsters for removal.

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

George & Zola moved to approve the purchase of one (1) 2021 Polaris Ranger Model 1000 Ultra-Terrain Vehicle, for the total purchase price of \$17,918.19 from Best Line Equipment Company of Pennsdale, PA, through DGS State Contract #4400020042 (COSTARS), as listed in the quotation dated September 27, 2020 for use by the Operations Department in transporting equipment and materials for projects 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)

Attorney Ustynoski requested the Board move to executive session to discuss a legal issue and personnel issues.

Gallagher & Ammon moved to enter executive session to discuss a legal issue and personnel issues.
Passed: Aye-9, Nay-0, Absent-0

After the Board moved out of executive session, Board Member Gallagher stated that he spoke with the Chief of the West Hazleton Fire Department regarding scheduling visits to the treatment plant by the local Fire Departments to get a first-hand view of the incinerator and surrounding facilities in the event a fire or other emergency were to occur.

Milot & Gallagher moved to adjourn.

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

The regular meeting was adjourned at 7:30 PM

The next scheduled Work Session will be Wednesday, October 21, 2020 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, October 26, 2020 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary