

The December 21, 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.

December 16, 2020 Work Session Roll Call:

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

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 | ¹ Robert Dougherty, P.E. – RJD Engineering |
| ¹ Gene Zynel – Plant Operations Manager | |

December 21, 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 – Present ¹ | Zola – Absent |

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 via Videoconference

PUBLIC COMMENT

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

George & Milot moved to approve the minutes of the November 23, 2020 Regular Monthly Meeting. Passed: Aye-8, Nay-0, Absent-1

George & Milot moved to approve the minutes of the November 18, 2020 Pension Meeting. Passed: Aye-8, Nay-0, Absent-1

Director of Operations Report - MONTHLY FLOW REPORT

| | <u>November 2020</u> | | <u>Year to Date</u> | | |
|----------------------------|----------------------|---------|----------------------|--------|-----------------|
| | | | <u>Total</u> | | <u>Average</u> |
| Total Flow | <u>201,155,557</u> | Gallons | <u>2,574,027,069</u> | Gallon | xxxxx |
| Total Flow Bypassed | <u>4,260,444</u> | Gallons | <u>104,514,514</u> | Gallon | xxxxx |
| Days Flow Bypassed | <u>4</u> | Days | <u>41</u> | Days | xxxxx |
| Total Flow Treated | <u>196,895,113</u> | Gallons | <u>2,469,511,987</u> | Gallon | xxxxx |
| Average Minimum | <u>4.0</u> | MGD | xxxxx | xxxxx | <u>4.9</u> MGD |
| Average Maximum | <u>11.3</u> | MGD | xxxxx | xxxxx | <u>12.3</u> MGD |
| Average Daily Flow | <u>6.6</u> | MGD | xxxxx | xxxxx | <u>7.4</u> MGD |

During the Work Session, the Director of Operations, Christopher Carsia, reviewed the wastewater flows for November 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 30.869 million gallons with 4.260 million gallons of treated outflow diverted at the treatment plant. He said approximately 2.372 million gallons of the total diverted flow was treated outflow from the Autumn & Ridge CSO Separator.

Christopher reported that the revenues for November 2020 were \$916,436,.77, which was a 7.2% decrease from the prior year. He said the billing for hauled waste received in November totaled \$128,051.84, which is a decrease of 32.2% from the same month in the prior year. He noted that there has been a steep drop in the hauled waste revenue most likely due to the ongoing COVID-19 Pandemic and being more selected on the types of hauled waste being accepted for treatment now that the Sewage Sludge Incinerator is in operation.

Christopher then reported that natural gas usage for the sludge incineration has been a fraction of what was originally anticipated because the incinerator is burning autogenously (without the need for supplemental fuel) most of the operating time. He said UGI sent bills for the past 2 months that were very high at about \$9,000 each are being disputed and it was discussed with the UGI large account representative and was told that it could possibly be a billing error. He said the UGI representative will be getting back in touch with him concerning the billing discrepancy after he investigates the billings with his supervisor.

Christopher then reported that he received a call from representatives at Can Do regarding staffing through the recent COVID-19 surge in positive cases in our area. He said a reciprocal sharing of certified operators was recommended to keep the treatment plants operational through the surge. He stated that he would confirm the Authority's participation for staffing, if needed, provided there were no objections from the Board. There were no objections from the Board Members.

Christopher then reported that an apparent sinkhole depression was noticed near the Northwest corner of the Hazleton Area High School, which is in the vicinity of an Authority owned 60-inch CSO outfall sewer pipe. He also stated that Andy Nowak was informed of the depression by a representative of the school district. He said the road crew filled the depression and began investigation to find the most likely cause of the depression. He said a portion of the corrugated metal overflow pipe is over 50 years old in that location and the section downstream was already replaced 25 years ago. Andy reported that a new type of polymer lined corrugated metal pipe is now available for the pending replacement and repair. He said the new pipe is rated to take 75 feet of cover on top of it and it is expected to last 75 to 100 years before replacement is needed. Andy then reported that the lead time to get shipment is about 6 weeks, so due to the urgency of this matter he already ordered 200 feet of this pipe so the repair can be made in the winter months while the school students are learning remotely due to the COVID-19 Pandemic.

Gregory Olander reported that the new online bill pay portal went live on December 4, 2020. He said customers can now access their accounts to view balances and payment history through the portal, which may be accessed through the bill pay portion of the Authority's website. He said customers can also pay their bills using credit card or electronic check using the portal and sign up for automatic recurring credit card payments. He also noted that the pages can be viewed in English or Spanish.

Gregory Olander reported that the incinerator stack test that was scheduled for December 14th had to be postponed and is tentatively scheduled for the week of January 25, 2021 because of a breakdown with the centrifuge that dewateres the sludge prior to incineration. He said the centrifuge had to be stopped due to a high temperature and high vibration in the inner bearings. He said a representative of the company identified that the bearing was being over-greased by the automatic system and it appears the bearing issue will be covered under their warrantee. He said unfortunately, without the centrifuge, the Authority cannot incinerate efficiently, which is required during stack testing to set the air quality parameters in the Authority's operating permit. He said the centrifuge company has been contacted to schedule a service technician to be onsite as soon as possible to assist with the centrifuge repair, but there has been no confirmation of availability so far. Gregory stated that while the centrifuge is out of service and the incineration process is on standby, the maintenance staff is working to change parts on the sludge cake pumps for better control of sludge output along with assistance from the pump representatives. He said while the ash processing is also not in use, Ronca employees will be installing the new belt conveyor to remove fly-ash to the dumpsters. Gregory then asked Gene Zynel to update the Board on progress with training modules being developed for recurring incinerator and ancillary equipment operator training and certification.

Gene reported that there will be 8 or 9 training modules once completed by 360water, Inc. He stated that they have been sending him the modules for a first review and following recommended changes due to his comments, they'll send for a final review before submitting to DEP to have the course certified for continuing education credits for Pennsylvania wastewater operators. He said right now, there is one course approved by DEP and they are reviewing two more courses at this time. He said that 360water, Inc. has two other courses being corrected for final review and he was just sent an additional two courses to undergo the first review stage. He said next month, the operators should be able to begin taking some of the completed courses, which they will need to complete annually as part of EPA's recertification requirements to operate a sewage sludge incinerator.

Gregory then reported the Optimum Controls Corporation (OCC) has been onsite doing work to complete the SCADA Server Upgrade Project. He said they are making good progress on setting up computers in the operator's room and control building locations. He said they are waiting for delivery of the new fault tolerant server, which was delayed due to the COVID-19 pandemic. He said it is expected to be delivered by the end of this week and their technicians will then work to complete the installation.

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-ins and asked the Board for their input on whether to reopen the billing office. The Board agreed that the office should remain closed to walk-in customers. Gregory also reported that the Families First Coronavirus Response Act (FFCRA) was being followed to allow for extended sick leave under the act.

Andy Nowak reported that two proposals were received for the Workers Compensation Insurance for calendar year 2021. He said proposals were received through Assured Partners for an annual premium of \$81,217.00 and Brown & Brown Insurance at an annual premium of \$146,546.00. He said the

recommendation is to renew coverage with Authority's current provider, Lackawanna Insurance Group, through Assured Partners. He said the proposals were being reviewed by the Solicitor.

Milot & 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.

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 – During the Work Session, Robert Dougherty referenced a written report that was sent to the Board. He reported that dye testing of storm drains to identify illegal connections in Ares 10 is ongoing. He said mapping is also being prepared for an upcoming construction project. He reported that GIS location information was received from Gannett Fleming for development of construction plans in Hazleton Area 2 & 3. He then stated that post construction flow monitoring is being reviewed for the Button Bock Sewer Separation Project to identify the flow removed from the sewer system following closure of the Mill Street diversion chamber. He said a report will then be sent to DEP.

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 when completed. Rachel reported on the few remaining construction related issues. She said the issue with operation of the sand fill system has been resolved by changing programming in the system and a solution to the roof spray system operation is still being investigated by SUEZ. Rachel stated that the stack testing is still scheduled to take place the week of January 25, 2021; however, a few items must be completed before the stack testing can begin. She said the centrifuge repair must be completed and the WESP equipment must be tuned by the manufacturer before stack testing. She said the stack testing company issued an invoice for \$12,153.75, which is 25% of the total cost for stack testing, due to the Authority postponing the test within two weeks of the original December 14th date. She said this additional charge is contained in the contract documents between the stack tester and Gannett Fleming; therefore, she is requesting the Board approve Amendment #5 of the engineering contract to cover this extra charge. Rachel then reported on the air quality status for the incinerator. She said there is one remaining item in the CEMS Phase III approval process, which is the reporting format. She said changes have been made by the Authority staff to install additional wiring and have programming completed to allow additional communications to the CEMS system. She said the contractor, CEMTEK, will complete their programming to incorporate the additions required by DEP. Once the new report is produced, it will be checked by her firm for accuracy and sent to DEP for their approval. She then stated that DEP extended the shakedown period to May 30, 2021 so the operating permit application must be submitted before that time. Rachel then recommended approval of 360water, Inc. Payment #7 in the amount of \$22,000.00.

Rachel also noted that DEP requested an additional form relative to permitting of the Methanol tanks at the treatment plant. She said the form was drafted and will be submitted once reviewed and signed by an Authority representative.

Rachel then reported on the SCADA Upgrade Project. She said the contractor completed programming of the incinerator PCs with an upgrade to Wonderware 2020. She said they are working on the main SCADA workstations to upgrade to the most recent version of Wonderware, but there is a compatibility issue with the SCADA programming and the 2020 version of Wonderware. She said the contractor is reviewing options for the upgrade, but it is likely the workstations will be upgraded to Wonderware 2017. She said it is likely the system will need to run on the 2017 version until either Wonderware provides a fix to the compatibility issue or the entire SCADA program is rewritten by the Authority. She said there is no issue with the incinerator being on Wonderware 2020 and the main SCADA running on 2017. She said due to the delay of the new fault tolerant server, the contractor is requesting a no cost time extension, which is recommended for approval on the agenda as Change Order #1 of the SCADA Server Upgrade Project.

Rachel then reported that a LSA Grant Application was submitted for the Locust Street CSO Separation – Area 3 in the amount of \$1,900,000 with a total project cost of \$3,500,000. She said there was no timeframe set for review by CFA.

Rachel also reported on the 2020 WWTP Improvements Project. She said Notice of Intent to Award was sent to LB Industries and Notice of Award was issued on December 7th. She said agreements are being distributed for signatures. She also reported that a request for information was answered for the manufacturer relative to the WAS and RAS piping lines in the final clarifies, which will need to be addressed as a change order during installation.

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 stated that in addition to what was reported in executive session during the work session, he reviewed the Worker's Compensation proposals and he recommended the Board award to the low bidder, Assured Partners for calendar year 2021.

Sullivan & Gallagher moved to accept the Solicitor's report.

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

BILLS AND CREDITS

George & Fayock moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through November 27, 2020, totaling \$15,300.68 as listed in the following table:

| <u>Requisition#</u> | <u>Invoice #</u> | <u>Description</u> | <u>Amount</u> |
|---------------------|------------------|------------------------------|---------------|
| Operating Fund | 051153.A*105388 | Annual Service Work | 1,345.05 |
| Operating Fund | 051153.B*105390 | Attending Authority Meetings | 348.62 |
| Operating Fund | 051153.E*105391 | CSO Work | 387.35 |
| Operating Fund | 051153.AG*105389 | 2020 LSA Grant Locust St CSO | 5,074.68 |
| Operating Fund | 051153.04*105385 | 2020 SCADA Upgrade | 1,009.09 |
| Operating Fund | 051153.39*105386 | 2020 WWTP Improvements | 2,058.14 |
| Operating Fund | 051153.40*105387 | Locust Street CSO - GIS Data | 5,077.75 |
| Total | | | 15,300.68 |

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

Fayock & George moved to approve payment of Gannett Fleming, Inc. Invoice #048847.C0*105384, in the amount of \$11,593.41, from professional services rendered through November 27, 2020 relative to the following Incinerator Project items: Incinerator-PENNVEST (\$2,561.85), Air Permitting during Construction (\$2,785.26), and Construction Administration (\$6,246.30).

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 & Fayock moved to approve Requisition #C232, payment to 360water, Inc., totaling \$22,000.00, for Payment #7 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 \$105,000.00, which leaves a balance of \$43,000.00.

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

Gallagher & George moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$742,217.54); Construction in Progress (\$32,493.50); Transfer to Other Authority Accounts (\$602,791.10); Debt Service - Series 2020 Bond (\$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 November 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 bills except those for the HCA for which he abstains.*

Gallagher & Fayock moved to approve issued credits report totaling \$78,785.72 from the month of November 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 & Grink moved to approve the Lackawanna Insurance Group Worker's Compensation Insurance Proposal for calendar year 2021 through Assured Partners (Worker's Compensation Insurance underwriter) for a premium of \$81,217.00 using projected payroll amounts of \$2,514,000 for Waterworks Classification and \$173,000 for Clerical Classification.

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 approve Amendment #5 of the 2008 WWTP Upgrade/Incinerator Project Engineering Services Agreement with Gannett Fleming, which increases the contract amount by \$12,153.75 to cover additional costs imposed by Montrose Air Quality Services, LLC due to postponement of the Incinerator stack test.

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 Change Order #1 of the SCADA Server Upgrades Project with Optimum Controls Corporation (OCC) to extend the Substantial Completion date to January 15, 2021 and the Final Completion Date to January 29, 2021, due to additional programming requirements upgrading Wonderware to version 2020 and COVID-19 related delays with the delivery of the fault tolerant server as recommended by the Engineer. This is a no cost change order.

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

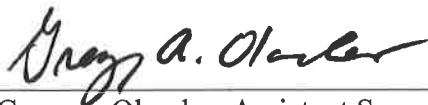
The regular meeting was adjourned at 6:41 PM

The next scheduled Work Session will be Wednesday, January 20, 2021 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, January 25, 2021 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary