

The January 25, 2021 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.

January 20, 2021 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 – 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

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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 Engineer's Report

PUBLIC COMMENT

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

Fayock & Milot nominated Christopher Carsia as Temporary Chairman for Reorganization.
Passed: Aye-8, Nay-0, Absent-1

NOMINATION OF OFFICERS

George & Fayock moved to retain the same officers as in 2020 as follows:

Theodore Sherrock as Chairman
Frank George as Vice-Chairman
William Gallagher as Secretary
John Milot as Treasurer
John Sullivan as Assistant Treasurer

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 & Grink moved to close the nominations. Passed: Aye-8, Nay-0, Absent-1

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

APPOINTMENTS BY THE BOARD

George & Milot moved that the Ustynoski & Marusak law firm with representation by Attorney Joseph D. Ustynoski be reappointed as Solicitor for the Authority.

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 & Grink moved to appoint Morgan Stanley as the Investment Consultant for the Authority with representation by Howard Willard III and Stephen Kepchar.

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

Grink & Sullivan moved that Snyder & Clemente, CPA with representation by John Nonnemacher, CPA be reappointed as Auditor for the Authority.

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

During the Work Session, Christopher Carsia reported that he discussed the rate for engineering services in 2021 with Rachel Govelovich. He said Gannett Fleming would be holding the same rate as 2020 until the employees get their cost of living adjustments later in the year. He said they did not have an increase in 2020, so the initial 2021 rates are the same as the rates charged in 2019. Christopher also noted that he contacted a few other engineering firms regarding Request for Proposals (RFP) for the Act 537 Plan Update. He said they were on-hold until COVID-19 conditions allow for in-person presentations with their Statement of Qualifications to the Board.

Gallagher & Fayock moved that Gannett Fleming, Inc. with representation by Rachel Govelovich, P.E. be reappointed as Consulting Engineer for the Authority.

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 that RJD Engineering, Inc. with representation by Robert Dougherty, P.E. be reappointed as Special Projects Engineer for the Collection System Division as per the rate proposal presented for calendar year 2021.

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 & Gallagher moved to approve the minutes of the December 21, 2020 Regular Monthly Meeting. Passed: Aye-8, Nay-0, Absent-1

Director of Operations Report - MONTHLY FLOW REPORT

	<u>December 2020</u>		<u>Year to Date</u>		
			<u>Total</u>	<u>Average</u>	
Total Flow	<u>292,012,160</u>	Gallons	<u>2,866,038,661</u>	Gallon	xxxxx
Total Flow Bypassed	<u>33,410,496</u>	Gallons	<u>137,925,010</u>	Gallon	xxxxx
Days Flow Bypassed	<u>4</u>	Days	<u>45</u>	Days	xxxxx
Total Flow Treated	<u>258,601,664</u>	Gallons	<u>2,728,113,651</u>	Gallon	xxxxx
Average Minimum	<u>5.7</u>	MGD	<u>xxxxx</u>	xxxxx	5.0 MGD

Average Maximum	12.6 MGD	xxxxx	xxxxx	12.3 MGD
Average Daily Flow	8.3 MGD	xxxxx	xxxxx	7.5 MGD

During the Work Session, the Director of Operations, Christopher Carsia, reviewed the wastewater flows for December 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 81.328 million gallons with 33.410 million gallons of treated outflow diverted at the treatment plant. He said approximately 4.271 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 292 million gallons with approximately 258.6 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 8.3 MGD and the average daily flow for calendar year 2020 was 7.5 MGD, which is well below the permit limit of 8.9 MGD.

Gregory Olander reported that the revenues for December 2020 were \$926,942.33, which was a 7.0% decrease from the prior year. He said the billing for hauled waste received in December totaled \$134,980.87, which is a decrease of 11.1% from the same month in the prior year. He noted that customer revenues remain depressed due to the ongoing COVID-19 Pandemic and he reminded the Board that penalties were still not being applied to customer accounts for paying after the due date.

Christopher then reported that natural gas usage for the sludge incineration has been significantly less than what was originally anticipated because the incinerator is burning autogenously (without the need for supplemental fuel) most of the operating time. He said the billing discrepancy with UGI as previously reported to the Board has not been resolved. He said the UGI representative was contacted several times to correct the bills, but now there is a balance due of over \$50,000 on the Authority’s account that they claim has been billed in error. He said that he continues to correspond with the UGI representatives to get the issue corrected. Gregory Olander then commented that the Plant Operations Manager, Gene Zynel, tested the incinerator’s ability to burn sludge dewatered through the Rotary Presses while the Centrifuge was out of service for repair. He said the incinerator’s reactor is able to burn the rotary press sludge, but it is much less efficient. He said the throughput is about 66% of the centrifuge sludge due to the additional water contained in the sludge cake, which causes the need for supplemental natural gas fuel at about \$350.00 per day. He said incinerating the rotary press sludge is still more cost effective than hauling dewatered sludge to a landfill, but the autogenous burn achieved with centrifuge sludge is much more desirable.

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 throughout the pandemic. 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 stated that due to Environmental Manager, Laura Motel’s extended leave, he contacted Nick Sahd at Gannett Fleming to review the Industrial Pretreatment Program’s status to make sure EPA reporting requirements were being met. He also reported that the IRS 1099 Forms were being worked on and would be mailed before the January 31, 2020 deadline. Christopher also noted that he would be working with Nick on the annual Biosolids Report that is due in mid-February and he

said the Federal and State liquid fuels refund paperwork would be completed and submitted before the due date.

Andy Nowak then reported on the replacement of a portion of 60-inch pipe near the Hazleton Area High School. He said the initial pipe order is expected for delivery next month; however, a second sinkhole developed about 300 feet south of the first sinkhole. He said additional pipe was ordered for the second repair project.

Gregory Olander reported that the centrifuge rebuild was completed by the maintenance department with assistance from the manufacturer's technician on January 6th and 7th. He said the repair was successful and the equipment is operating with low vibration and low temperature in the bearings. He said since the centrifuge is back online and the incinerator has been optimized, the WESP will be tuned by the maintenance staff under remote direction of the equipment manufacturer prior to the stack test that is scheduled to begin during the week of January 25, 2021. Gregory also reported that the new flyash conveyor was installed while the incinerator was not in service. He said the installation went well and the flyash is being removed with a new belt conveyor. He also noted that the high chrome suction covers for the three (3) Locust Street pumps were delivered and would be installed by the maintenance staff when the incinerator stack testing is completed.

Gregory then reported the Optimum Controls Corporation (OCC) has continued their work to complete the SCADA Server Upgrade Project. He said they continue to make progress and the new fault tolerant server is now installed. He also said there was an issue with the software running on the existing main server, which Rachel will expand on during her report. Gregory then reported on the 2020 WWTP Upgrade Project. He said the agreements have been signed by the contractor and Authority and a pre-construction meeting would be scheduled for mid-February. He said the contractor is expected to begin sometime in March and the final clarifier mechanisms are scheduled to be delivered on or about April 1, 2021.

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 for in person payments. The Board agreed that the office should remain closed to walk-in customers. Gregory then informed the Board that the representative of the insurance broker used to enroll the Authority in PMHIC through Benecon for group health insurance has moved to a new company and requests the Authority name the new company as broker of record. There was a discussion by the Board and Gregory responded to questions concerning the broker's role and the fee that is being paid to them. He said the Authority is being charged a broker fee of \$25 per enrolled employee per month by Benecon, which is then paid to the broker of record. Gregory stated that he generally works directly with Benecon and he noted that many municipalities and authorities do not use a broker. The Board instructed Mr. Olander to notify the insurance broker that the Authority would no longer be using their services and to notify Benecon of their decision.

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 – During the Work Session, Robert Dougherty referenced a written report that was sent to the Board. He reported that flow monitoring at the Sixth & Ridge CSO separator is ongoing following the West Hazleton Area 2 Stormwater Separation Project. He said base mapping of Hazleton City Area 2 & 3 is ongoing and Gannett Fleming completed the GIS field coordinates and provided them to his firm as specified. He stated that the Hazleton Area 10 project has been expanded to include areas East of North Church Street to locate illegal connections and cross-connections using dye testing. Bob then reported that he is preparing a report of flows removed from the sewer system due to the completion of the Button Bock CSO Separation Project and subsequent closure of the Mill Street Diversion Chamber. He said a conference call was held with the Authority, DEP, Senator Yudichak and potential developers of land in the Locust Street CSO discharge location. He said that he was working on the report for submission to DEP, which should show enough removal of flow to allow additional allocation of EDUs for the two (2) industrial developments on the South side of Hazleton City.

During the Work Session, Rachel Govelovich referenced a written Engineer's Report that was distributed 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 and prior approval for the Ash Conveyor change order was received from PENNVEST in December. Rachel reported on the few remaining construction related issues. She said the issues with the roof spray system operation is being worked on by SUEZ engineering staff. She said the new belt conveyor for ash handling has been delivered and installed by Ronca. Rachel stated that the stack testing is still scheduled to take place the week of January 25, 2021 and the WESP tuning is set to take place the week prior to the stack testing. 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 a corrected sample report will be submitted to DEP as soon as CEMTEK prepares the report to show uncorrected data during start-up and shut down of the reactor. She said the Air Quality Division of her firm is preparing reports as required by DEP and EPA as listed on the written engineer's report. Rachel said there were no payment estimates on the agenda for approval this month relative to the incinerator project.

Rachel reported that the General Permit (GP2) for the Methanol tanks at the treatment plant was approved by DEP on January 19, 2021 and is valid for five (5) years from the date of approval.

Rachel then reported on the SCADA Upgrade Project. She said the contractor completed programming of the incinerator PCs with an upgrade to Wonderware 2020 and the plantwide SCADA workstations upgrade to Wonderware 2017. She said the new fault tolerant Primary Server has been installed and is operational and the next step is to program the repurposed back-up server, which is currently running Windows Server 2012 and Microsoft SQL 2012. She said in order for the back-up server to run Wonderware 2017 it requires an operating system and SQL software upgrade, which is estimated to cost \$5,483.00 for purchase, installation, and programming. She said the software upgrade is recommended for approval along with a 21-day time extension, which are on the agenda as Change Order #2 of the SCADA Server Upgrade Project. She also recommended the Board approve Payment Estimate #1 of the SCADA Server Upgrade Project in the amount of \$150,165.55.

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 Commonwealth Financing Authority. She also noted that she participated on the conference call with DEP and legislators regarding EDU sewer allocations for industrial developments in the south side of Hazleton City.

Rachel also reported on the 2020 WWTP Improvements Project. She said agreements were reviewed and discussed with the Solicitor and they are being coordinated 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 clarifiers, which will need to be addressed as a change order during installation.

Rachel then reported that the annual reports were being worked on for submission prior to the deadlines as listed in the written engineer's report.

George & Fayock 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 thanked the Board for reappointing his firm and then reported on the conference call with the developer requesting 100,000 gallons of flow for a five building industrial development in the south side of Hazleton City. He said in addition to Authority Management, and Gannett Fleming, representatives of DEP and Senator Yudichak were on the call. He said DEP is waiting for the flow report showing reductions achieved from completion of the Button Bock CSO Separation Project, which RJD Engineering is currently compiling. He said the main focus of the flow reductions would be through the plant influent meter, which is calibrated every six months and is more accurate than temporary meters in the collection system. He said the developer indicated that all flow from the project would be through the Authority's collection lines, but plans showing the sewer lines have not been received yet. He also reported that the developer is requesting not to pay the tapping fee for EDUs until each building permit is issued, which is not recommended. He said they also requested changing the language in Section 4 of the Developer's Agreement extending the construction completion time from one year to two years. He said due to the size of the project, he has no objection to this extension request with an option to add an additional year if needed. There were no objections by the Board on changing Section 4 to two (2) years with an option for an additional year.

He then reported that Blue Creek, a developer who had received a conditional approval from DEP for a 440,000 gallon planning module, was asked to rescind the planning module before the Authority could issue a new will serve letter for 50,000 gallons of flow, which is what they are now requesting. He said the Board would also need to rescind the conditional allocation of 440,000 gallons before allocating any other flow to this developer.

He then reported on a webinar relative to COVID-19 Pandemic protocols for municipal entities. He said most of the priority items and suggestions were already implemented by Authority Management during the onset of the pandemic.

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

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

BILLS AND CREDITS

Gallagher & Fayock moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through January 1, 2021, totaling \$7,141.64 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*107372	Annual Service Work	4,040.95
Operating Fund	051153.B*107374	Attending Authority Meetings	154.94
Operating Fund	051153.AG*107373	2020 LSA Grant Locust St CSO	470.92
Operating Fund	051153.04*107369	2020 SCADA Upgrade	1,439.45
Operating Fund	051153.39*107370	2020 WWTP Improvements	707.91
Operating Fund	051153.40*107371	Locust Street CSO - GIS Data	327.47
Total			7,141.64

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 approve payment of Gannett Fleming, Inc. Invoice #048847.C0*107368, in the amount of \$6,678.75, from professional services rendered through January 1, 2021 relative to the following Incinerator Project items: Incinerator-PENNVEST (\$232.41), Air Permitting during Construction (\$2,914.50), and Construction Administration (\$3,531.84).

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 approve Requisition B006 payable to Optimum Controls Corporation, in the amount of \$150,165.55 for Payment Estimate #1, Invoice #043582, which represents 84.5% completion of the 2020 SCADA Upgrade Project as recommended by the Engineer. 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 (\$667,083.98); Construction in Progress (\$28,117.45); Transfer to Other Authority Accounts (\$78,712.88); 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 January 2021.

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 & Grink moved to approve issued credits report totaling \$10,064.44 from the month of January 2021.

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 & Sullivan moved to approve Change Order #2 of the 2020 SCADA Upgrade Project in the amount of \$5,483.00 as recommended by the Engineer, for software upgrades needed for the current HMI Server (Virtual Machine) Operating System and SQL Server to be compatible with the newer version of Wonderware being installed on the server and for a 21-day time extension to the contract.

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 & Gallagher moved to adjourn.

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

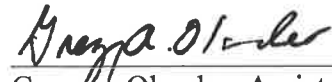
The regular meeting was adjourned at 6:55 PM

The next scheduled Work Session will be Wednesday, February 17, 2021 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, February 22, 2021 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary