

The May 24, 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.

May 19, 2021 Work Session Roll Call:

Ammon – Present <sup>1</sup>	Formica – Present <sup>1</sup>	Gallagher – Present <sup>1</sup>
George – Present <sup>1</sup>	Grink – Present <sup>1</sup>	Milot – Present <sup>1</sup>
Sherrock – Present <sup>1</sup>	Sullivan – Present <sup>1</sup>	Zola – Present <sup>1</sup>

Also in Attendance during Work Session:

<sup>1</sup> Gregory Olander – Director of Administration	<sup>1</sup> Andy Nowak – Field Operations Manager
<sup>1</sup> Christopher Carsia – Director of Operations	<sup>1</sup> Attorney Joseph D. Ustynoski – Solicitor
<sup>1</sup> Rachel Govelovich, P.E. – Gannett Fleming	<sup>1</sup> Robert Dougherty, P.E. – RJD Engineering

May 24, 2021 Regular Meeting Roll Call:

Ammon – Present <sup>1</sup>	Formica – Present <sup>1</sup>	Gallagher – Present <sup>1</sup>
George – Present <sup>1</sup>	Grink – Present <sup>1</sup>	Milot – Present <sup>1</sup>
Sherrock – Present <sup>1</sup>	Sullivan – Absent	Zola – Present <sup>1</sup>

Also in Attendance during Regular Meeting:

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

<sup>1</sup> via Videoconference

**PUBLIC COMMENT**

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

**Milot & Grink** moved to approve the minutes of the April 26, 2021 Regular Monthly Meeting.  
Passed: Aye-8, Nay-0, Absent-1

**Pension Committee Report -**

During the Work Session, Committee Chairman Grink reported on behalf of the committee. He stated that the actuarial consultant, Peter Karapelou, reported that the mortality tables used to calculate pension liability were being updated as recommended by the Society of Actuaries because individuals are living longer than they did in the past. He said the net effect of the revision is an anticipated liability increase of approximately \$150,000. He stated that the budgeted Minimum Municipal Obligation for 2021 is \$223,000; however, if there is money remaining in the budget at the end of the fiscal year, the committee recommends approving an additional payment to the pension fund of approximately \$150,000. Committee Chairman Grink then stated that the representative from Morgan Stanley has been doing a good job with the pension portfolio investment returns over the past two years and so far in 2021 the portfolio rate of return is approximately 5%.

**Grink & George** moved to accept the Pension Committee Report.

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

**Restructuring Committee Report -**

During the Work Session, Committee Chairman Sullivan reported on behalf of the committee. He said meetings were held for succession planning purposes and to discuss the impending employee retirements. He said the remainder of the report will be given in executive session because it relates to personnel issues.

**Grink & Formica** moved to enter executive session for personnel issues. Passed: Aye-8, Nay-0, Absent-1

After the Board moved out of executive session, **George & Gallagher** moved to accept the Restructuring Committee Report.

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

**Director of Operations Report - MONTHLY FLOW REPORT**

	<u>April 2021</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
<b>Total Flow</b>	<b>223,978,029</b>	<b>Gallons</b>	<b>997,768,510</b>	<b>Gallon</b>	<b>xxxxx</b>
<b>Total Flow Bypassed</b>	<b>608,548</b>	<b>Gallons</b>	<b>15,128,014</b>	<b>Gallon</b>	<b>xxxxx</b>
<b>Days Flow Bypassed</b>	<b>1</b>	<b>Days</b>	<b>8</b>	<b>Days</b>	<b>xxxxx</b>
<b>Total Flow Treated</b>	<b>223,369,481</b>	<b>Gallons</b>	<b>982,640,496</b>	<b>Gallon</b>	<b>xxxxx</b>
<b>Average Minimum</b>	<b>5.2</b>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<b>5.7 MGD</b>
<b>Average Maximum</b>	<b>10.2</b>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<b>11.2 MGD</b>
<b>Average Daily Flow</b>	<b>7.4</b>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<b>8.1 MGD</b>

During the Work Session, the Director of Operations, Christopher Carsia, reviewed the wastewater flows for April 2021 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 8.511 million gallons with 0.609 million gallons of treated outflow diverted at the treatment plant. He said approximately 0.704 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 224 million gallons with approximately 223.4 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month decreased to 7.4 MGD, which decreased the year-to-date average daily flow to 8.1 MGD.

Christopher reported that the revenues for April 2021 were \$1,142,570.09, which was a 0.4% increase from the prior year. He said the billing for hauled waste received in April totaled \$183,890.64, which is an increase of 29.2% from the same month in the prior year. He also reported that hauler collections are slightly over 100% for the fiscal year and sewer customer collections is at 98.6%, which is low given the fact that last fiscal year's collection rate was impacted due to COVID-19.

Christopher informed the Board that the Act 537 engineering qualification presentations were scheduled for Tuesday June 8, 2021 and Tuesday, June 15, 2021 beginning at 6:00 PM. He said the meetings would be at the Administration Building, but would also be able to be viewed online through

videoconference. Rachel Govelovich stated that she would be available to attend the meetings and ask questions of the presenters relative to their Act 537 experience since Gannett Fleming will be overseeing the planning effort.

Christopher then reported on a flooding issue at the dialysis center drainage line inlet near the Hazleton Beltway boundary. He said if there are no objections, the Road Crew would install a storm sewer inlet (SSI) in the parking lot to alleviate the flooding issue quickly. He said the property owner has a private force main that runs perpendicular over top of the storm sewer line. He said the city was contacted to perform the paving once the installation work is complete. There were no objections from the Board.

Christopher also reported that a camera was installed on the Stacie Manor Pump Station by the non-profit organization representing Rails to Trails, He said as previously reported, they made the request due to vandalism and thievery occurring at the trail head near Route 93. He said the President of that organization, Mr. Joseph Yannuzzi, offered thanks to the entire Board for their cooperation to setup monitoring of the storage shed at the trail entrance.

Christopher then reported that there was a non-compliance generated by the DEP system due to a “greater than” value reported for fecal coliform bacteria that occurred one day in April. He said although the sample result was well within permit limits, the use of a “greater than” symbol in conjunction with any value now triggers a non-compliance in DEP’s online reporting program. He stated that in his opinion, which was expressed to a DEP representative in Harrisburg, the non-compliance is not valid since the Authority operated within permit limits at all times during the month. He said that he is hopeful this reporting issue can be resolved by changing to a new laboratory procedure for fecal coliform testing.

Andy Nowak then reported on the repair work on the 60-inch CSO overflow line at the rear of the Hazleton Area High School. He said restoration work is ongoing at the site and asphalt paving will be completed on the roadway construction area in the next few weeks. He also reported that the Road Crew has been working on repairing and raising manholes in the west section of Hazleton Heights ahead of the City’s planned paving projects.

Gregory Olander reported that the Maintenance Department staff has been working on wiring for the 2020 WWTP Improvement Project along with several other repair and routine maintenance items. He also reported that seven (7) of the nine (9) incinerator related training modules are now complete and Plant Operations Manager, Gene Zynel, is finalizing the last two modules (inspection/maintenance and regulations) currently in development with the 360water, Inc. training company. He informed the Board that SUEZ requested to have the 2022 Incinerator Networking Event at the Authority’s treatment plant so the operation may be showcased for other treatment plant personnel and engineers.

Gregory then reported that Optimum Controls Corporation (OCC) is in the final stages of the SCADA Server Upgrade Project. He said they still are fine tuning time synchronization of the network with the PLCs and working to correct remaining issues with incinerator reports. He said the project should be ready to close-out next month. Gregory then reported on the 2020 WWTP Upgrade Project stating that the new gate valves were installed on April 27<sup>th</sup> and installation of new Gravity Thickener #1 mechanism was completed and a start-up is scheduled for May 25, 2021. He said the contractor will

begin work on Gravity Thickener #2 once the other thickener is started and tested. He said Gannett Fleming Construction Management has been corresponding with the contractor and will be onsite for the start-up.

Gregory then stated that the billing office remains closed to walk-in customers due to the COVID-19 Pandemic and he 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 at this time. Gregory informed the Board that letters were sent to customers informing them that penalties for late payment will begin to be applied effective with the May 2021 bill. He then noted that since the online bill payment portal went live on December 4, 2020, nearly 1,100 customers have enrolled in the portal. Gregory said Resolution 002 of 2021 was prepared and sent to the Board for review concerning discontinuing acceptance of cash payments at the Authority's Offices. He said customers can still pay cash at any CheckFreePay location.

Gregory also reported that a comment letter was sent to DEP on May 5, 2021 prior to the expiration of the 30-day comment period to express the Authority's concerns with the draft NPDES Permit.

**George & Formica** 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, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Milot-yes, Sherrock-yes, Sullivan-absent, Zola-yes (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 in Hazleton CAP Area 10 has been completed and the plans are currently being field tested and marked up to be ready for bid spec advertisement in June 2021 with a July 2021 bid opening. He also said base mapping continues in Hazleton CAP Area 2 & 3 for the design of the Locust Street CSO Separation Project.

During the Work Session, Rachel Govelovich referenced a written Engineer's Report that was distributed to the Board. She reported that DEP has released a new draft NPDES Permit to the Authority and it was published in the PA Bulletin, which starts the 30-day time period to submit comments. She said the summary of changes and recommendations provided to the Board last month were the basis for the comments that were submitted to DEP prior to the May 10 deadline. Rachel reported on one remaining construction related issue relative to the Incinerator Installation Project, which is operation of the roof spray system. She said replacement valves were installed and tested on two of the four roof sprays and it was reported by staff that they operated correctly over the past few weeks. She said as soon as staff completed the changes on the other two roof sprays and final O&Ms are received, the SUEZ contract is ready for final closeout.

Rachel then reported that the Stack Re-Test began on May 17<sup>th</sup> as contained in the written report. She said the testing company did not seal one of the sample ports on day 1, so they will be retesting Runs 1 & 2 later the same week. She then said the required CEMS quarterly report for the first quarter of 2021 was sent to DEP on April 26, 2021. She then informed the Board that the annual RATA Test is scheduled to be performed in the third quarter of 2021 as required. She said before the RATA test can be scheduled, the quarterly linearity test and gas inventory must be completed by CEMTEK. Rachel stated that an extension of the Shakedown Period to November 30, 2021 was received from DEP and

the Operating Permit Application must be submitted prior to that date. Rachel stated that the other items in her written report such as the SCADA Upgrade and the 2020 WWTP Improvement Project were already reported on in the Directors’ Report. She also stated that 2020 WWTP Improvement Project Payment Estimate #1 to LB Industries, Inc., in the amount of \$46,175.40, was on the agenda and recommended for payment. Rachel then stated that the Annual Operations Report will be completed prior to the July 31, 2021 deadline for submission to the Trustee as required by the Bond Trust Indenture.

**Gallagher & Milot** moved to accept the Engineer’s Report.

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

**Solicitor’s Report** – In addition to what was reported in executive session at the Work Session, Attorney Ustynoski stated that the revised Sewer Permit Application, Application Addendum, and Developer’s Agreement were sent to the developer for the Hazleton Logistics Park property in the City of Hazleton. He said they had an issue with the time allotment for the second phase of their development, but following a phone conversation, the issue was worked out between both parties. He said the developer returned the signed documents and paid the tapping fee in its entirety to the Authority, so there are no remaining issues preventing the Board from approving the requested connection allocations for this project, which are on the agenda for consideration.

**Formica & George** moved to accept the Solicitor’s report.

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

**BILLS AND CREDITS**

**Formica & Gallagher** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through May 7, 2021, totaling \$10,242.22 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*114582	Annual Service Work	1,950.07
Operating Fund	051153.B*114583	Attending Authority Meetings	242.48
Operating Fund	051153.T*114584	NPDES Permit Application	2,634.44
Operating Fund	051153.39*114581	2020 WWTP Improvements	5,415.23
Total			10,242.22

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

**George & Formica** moved to approve payment of Gannett Fleming, Inc. Invoice #048847.C0\*114580, in the amount of \$49,947.35, for professional services rendered through May 7, 2021 relative to the following Incinerator Project items: PENNVEST Administration (\$48.04), Air Permitting during Construction (\$42,116.59), Construction Administration (\$1,293.20) and Air Permitting-1<sup>st</sup> Year after Startup (\$6,489.52).

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

**Gallagher & Milot** moved to approve Requisition #C234, payment to LB Industries, Inc., totaling \$46,175.40, for Payment Estimate #1 of the 2020 WWTP Improvements Project as recommended by the Engineer. The original contract price was \$549,510.00. The total of payments made to date including this payment is \$46,175.40, which leaves a balance of \$503,334.60.

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

**George & Gallagher** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$786,196.40); Construction in Progress (\$44,485.23); 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 April 2021.

Roll Call: Ammon-no\*, Formica-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 bills except those for the HCA for which he abstains.*

**Gallagher & Grink** moved to approve issued credits report totaling \$5,364.64 from the month of April 2021.

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

#### **NEW BUSINESS**

**George & Formica** moved to authorize an additional payment to the Pension Fund in the amount of \$152,000.00 as recommended by the Pension Committee and Actuarial Consultant to offset the anticipated increases to the unfunded liability due to a change in the mortality tables required to be used by the actuaries for calculation of the Pension Minimum Municipal Obligation amount, which will increase the liability by approximately 4%, conditioned upon surplus funds being available in the 2020-2021 fiscal year budget.

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

**George & Formica** moved to adopt Resolution 002 of 2021 changing the method of payment for sewer bills, specifying that cash payments shall no longer be accepted as a direct form of payment at the Authority Administrative Offices, and acknowledging that cash may still be used as a form of payment of an Authority sewer bill through any CheckFreePay location.

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

**Gallagher & Formica** moved to authorize advertisement of a bid opening on July 21, 2021 for the Hazleton City/Hazle Township Sewer Project to remove cross connections in the Hazleton City CAP Area 10 drainage basin as recommended by RJD Engineering.

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

**Gallagher & George** moved to approve a sewage connection allocation for one hundred thirty-one (131) EDUs, at 230 gallons per EDU, in the City of Hazleton to NEPA 309 Building, LLC, for

Hazleton Logistics Park Lot #1, located at 705 South Church Street as described in the executed Developer's Agreement.

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

Gallagher & George moved to approve a sewage connection allocation for eighty-seven (87) EDUs, at 230 gallons per EDU, in the City of Hazleton to NEPA 309 Building, LLC, for Hazleton Logistics Park Lot #2, located at PA Route 424 & North Conahan Drive as described in the executed Developer's Agreement

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

Milot & Formica moved to adjourn.

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

The regular meeting was adjourned at 7:02 PM

The next scheduled Work Session will be Monday, June 28, 2021 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Wednesday, June 30, 2021 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



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Gregory Olander, Assistant Secretary