

The November 21, 2022 regular monthly meeting of the Greater Hazleton Joint Sewer Authority was called to order by Chairman Sullivan at 6:30 PM. All participating in the meeting gave a pledge of allegiance.

November 16, 2022 Work Session Roll Call:

Eyerly – Present	Formica – Present	Gallagher – Present
George – Present	Grink – Present	Pacelli – Present
Sherrock – Present	Sullivan – Present	Zola – Absent <sup>2</sup>

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

November 21, 2022 Regular Meeting Roll Call:

Eyerly – Present	Formica – Present	Gallagher – Present
George – Present <sup>1</sup>	Grink – Present	Pacelli – Present
Sherrock – Present	Sullivan – Present	Zola – Present <sup>1</sup>

Also in Attendance during Regular Meeting:

Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
Attorney Joseph D. Ustynoski – Solicitor	Robert Dougherty, P.E. – RJD Engineering
Gene Zynel – Plant Operations Manager	

<sup>1</sup> via Videoconference

<sup>2</sup>Board Member Zola entered the Work Session virtually during the Directors' Report

**PUBLIC COMMENT**

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

**Formica & Gallagher** moved to approve the minutes of the October 13, 2022 Special Meeting.  
Passed: Aye-9, Nay-0, Absent-0

**Formica & Sherrock** moved to approve the minutes of the October 24, 2022 Regular Monthly Meeting.  
Passed: Aye-9, Nay-0, Absent-0

**Pension Committee Report**

During the Work Session, Committee Chairman Grink reported that the Actuarial Consultant reviewed the 2022 GASB 68 Report for Pension Liability and the 2022 GASB 75 Report for liability related to Other Post Employment Benefits (OPEB) with the committee. He said the pension liability increased due to the unfavorable market conditions over the past year. He noted that the Authority's Pension is considered a score of 1, which is minimally distressed. He then reported that the Committee approved the Election of Pension Benefits for an employee who was recently separated from employment with the Authority. He then reported that the Investment Advisor reviewed performance of the investment portfolio with the committee, which showed a loss of the year to date; however, he said the past quarter has shown a slight improvement from earlier in the year. He noted that the recommendation was not to change the investment allocation at this time.

**Grink & Formica** moved to approve the Pension Committee Report.  
Passed: Aye-9, Nay-0, Absent-0

**Hiring Committee Report**

During the Regular Meeting, Committee Chairman Zola reported that the Committee met to review resumes and then interviewed candidates for the position of Plant Operator. He requested the Board move to executive session to discuss a personnel issue.

**George & Zola** moved to enter executive session to discuss a personnel issue.

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

After the Board moved out of executive session, Board Member Zola stated that three candidates were interviewed and the Committee recommends hiring Raymond Trevorah for the position pending the outcome of a background check, physical and drug screening. He said the hiring is item #17 on the agenda.

**Gallagher & Formica** moved to approve the Hiring Committee Report.

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

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

	<u>October 2022</u>		<u>Year to Date</u>		<u>Average</u>
			<u>Total</u>		
<b>Total Flow</b>	<u>242,168,200</u>	<b>Gallons</b>	<u>2,534,316,329</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Total Flow Bypassed</b>	<u>15,216,460</u>	<b>Gallons</b>	<u>116,774,563</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Days Flow Bypassed</b>	<u>4</u>	<b>Days</b>	<u>54</u>	<b>Days</b>	<b>xxxxx</b>
<b>Total Flow Treated</b>	<u>226,951,740</u>	<b>Gallons</b>	<u>2,417,541,766</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Average Minimum</b>	<u>4.7</u>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<u>5.5</u> <b>MGD</b>
<b>Average Maximum</b>	<u>12.6</u>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<u>13.4</u> <b>MGD</b>
<b>Average Daily Flow</b>	<u>7.3</u>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<u>8.0</u> <b>MGD</b>

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for October 2022 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 242.1 million gallons with approximately 226.9 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 7.3 MGD lowering the year-to-date total to 8.0 MGD, which is continues to be below the permitted annual average daily flow of 8.9 MGD.

Gregory Olander then reported that the revenues for October 2022 were \$1,158,280.13 and the billing for hauled waste received in October totaled \$158,975.70. He then stated that the overall customer collection rate for the month of October was 91.31% and 95.44% for the fiscal year to date. He reported that the LIHWAP program to assist low-income residents pay past due sewer and water bills is scheduled to expire on October 28, 2022. He noted that over 163 residents were helped by the program by the State paying over \$160,000 directly to the Authority. He then stated that a new assistance program is being offered through the Pennsylvania Homeowner Assistance Fund (PAHAF), which pays up to \$8,000 toward past due utility bills. He said the program guidelines were posted on the Authority's website along with links to the appropriate websites to begin the application process. He then reported that during a conversation with the Authority's IT service company, he became aware that the operating system and software running the Authority's main business server will no longer be supported and updated as of October 2023. He said the IT

company is providing a quote through the COSTARS Program to upgrade the hardware and software to the latest version.

Gregory then reported that Gene Zynel negotiated the purchase of the onsite double wall tank and pumping equipment for Hydrogen Peroxide from the equipment and product provider, USP Technologies for a “nominal fee”. He said the purchase documents have not been received, but he will report to the Board once a cost is provided. He said going forward, the Authority would purchase a 27% solution rather than the 50% solution being purchased currently so the product is no longer considered hazardous, which will enable our staff to work on the equipment inhouse. Gregory then reported that he received notice from PADEP that the clock in the Continuous Emissions Monitoring System (CEMS) DAHS unit is not keeping time and after investigation it was realized that the clock is losing about 20 seconds per day. He said that he has been working with the CEMS equipment provider to fix the issue; however, they are not able to correct their equipment from losing time. He said one of the Authority’s SCADA programmers was called, came onsite, and corrected the problem by instituting an ongoing synchronization of the DAHS clock with the world clock. He said PADEP was notified that the problem was corrected and that it would be documented in the next quarterly report.

Gregory also reported that he was able to sell some nitrogen credits through Material Matters for the 2022 Compliance Year. He said the sale was for a total of 1,132 credits at a price of \$2.75 per credit. He said that he would contact Material Matters earlier in 2023 to secure sale of more credits if the Authority has them available.

Gregory then reported that Resolution 005 of 2022 is on the agenda to approve an application for a PA Small Water and Sewer Grant in the amount of \$400,000 through the Commonwealth Financing Authority (CFA) for the Area 10 – Phase 2 Separation Project. He said it is item #13 on the agenda. Greg also reported that a reimbursement in the amount of \$250,000 was received from CFA through Hazle Township for the 2016 LSA Grant to partially fund the Area 10 Phase 1 Separation Project.

Gregory also reported that a conference call was held on November 14<sup>th</sup> with the seven (7) Sewage Sludge Incineration (SSI) facilities in Pennsylvania to continue discussions regarding negotiations with PADEP for PFAS testing of air emissions from the incinerators. He said the Letter of Understanding with the Department remains on hold. He said the group is trying to steer the conversation toward a research partnership with a University to provide funding for the research through a grant. He then reported that the annual Stack Test is now scheduled for January 9, 2023, which is the latest week the test may be performed. He said this is due to PADEP still not approving the test Protocol that was submitted on September 29, 2022.

During the Work Session, Andy Nowak reported that purchase of a Stake Body Truck and a new Crew Cab Utility Truck were on the agenda for the Board’s consideration. He said the crew cab utility is on the lot at a Chrysler dealership in Quakertown, but it is white rather than the normal blue or grey. He said both purchases are through the COSTARS Program. Andy then notified the Board that he received a preliminary inquiry for a development in the terrace area of Hazleton City behind Hilltop Road. He said they are planning to build 227 townhouses in that development. Andy noted that a Reservation of Capacity Agreement (ROCA) would be used if the project moves into planning. He also stated that another 5 buildings are planned on the south side of Rt 424 that are estimated at 131 EDUs and an apartment building is planned in an existing building on Wyoming

Street, which would require 29 EDUs. Lastly, Andy reported that there was an incident at the Road Crew Garage during the early hours of the morning on November 13<sup>th</sup> when someone took the Authority's Bobcat and mini-excavator for a ride around the front of the property. He said cameras could see the movement, but could not identify the person. He said that he spoke with the property owner's representative to inform them that the Authority would be installing a fence across the yard opening to prevent this in the future. Board Member Gallagher suggested installing a disabling feature on all our equipment. Andy noted that those were the only two pieces of equipment that did not have a disabling function and he would have them installed.

**Gallagher & Grink** 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-9, Nay-0, Absent-0

**Engineer's Report** – During the Work Session, Rachel Govelovich referenced a written Engineer's Report that was distributed to the Board. Rachel reported on the Incinerator Installation Project, noting that the operating permit application for the incinerator was submitted to PADEP on September 29, 2022 along with the Stack Test Protocol for the 2022 test. She said the civil penalty that was discussed several months ago was received and is on the agenda for Board approval. She then reported that the RATA Test report for 2022 was approved by PADEP on November 10<sup>th</sup>. She stated that the Stack Test is now scheduled for the week of January 9, 2023. Rachel said her firm also continues to prepare the required air quality reports as listed in this month's written Engineer's Report.

Rachel also reported that all change orders have been submitted to PENNVEST for the incinerator project via the website and DEP was provided hard copies of the change orders as requested. She also noted that she is working on a PENNVEST payment request submission for the Incinerator Installation Project. She said PENNVEST closeout is currently awaiting review of change orders by DEP.

Rachel then reported on several funding applications that were previously submitted or being worked on currently for the Locust Street CSO Separation Project as listed in the written report and previously reported. She said the Authority will be applying for PENNVEST funding by the February 3, 2023 application deadline, which would be awarded at the April 13, 2023 PENNVEST Board Meeting. Rachel then reported that she is working on a PA Small Water and Sewer Grant application in the amount of \$400,000 for the Area 10 – Phase 2 Separation Project, which must be submitted by December 21, 2022.

Rachel then gave an update on the Act 537 Plan. She said there have been no comments received on the draft Plan of Study from the municipal engineers or other stakeholders, so her firm will be submitting the Plan of Study to PADEP for their approval.

During the regular meeting, Robert Dougherty referenced a written report that was distributed to the Board and reported that the preliminary work for Area 10 (Phase 2) to identify roof drain locations has begun. He also said Area 3 design work is ongoing.

**Gallagher & Formica** moved to accept the Engineer's Report.

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

**Solicitor's Report** – In addition to what was reported in executive session during the Work Session, Attorney Ustynoski stated that he had nothing additional to report.

**Gallagher & Grink** moved to accept the Solicitor's report. Passed: Aye-9, Nay-0, Absent-0

### **BILLS AND CREDITS**

**Formica & Gallagher** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from October 1, 2022 through November 4, 2022, totaling \$15,345.75 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*15556	Annual Service Work	\$ 1,216.95
Operating Fund	051153.B*15564	Attending Authority Meetings	\$ 641.19
Operating Fund	051153.AG*15559	Financing & Grants	\$ 478.09
Operating Fund	051153.AI*15560	ODMS Program Update	\$ 4,279.15
Operating Fund	051153.42*15553	2022-2023 Air Compliance	\$ 4,204.12
Operating Fund	051153.43*15554	Act 537 Plan	\$ 808.25
Operating Fund	051153.44*15555	2022 Locust Street CSO PV	\$ 3,433.54
Operating Fund	048847.C0*15528	Incinerator Project	\$ 284.46
Total			\$ 15,345.75

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**George & Formica** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$780,580.51); Construction in Progress (\$14,100.95); Vehicles (\$59,213.00); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service Pennvest Loan #27906 (\$11,152.44) from the month of October 2022.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Formica** moved to approve issued credits report totaling \$981.74 from the month of October.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Gallagher & Sherrock** moved to adopt Resolution 004 of 2022, which authorizes the Chairman and Secretary to enter into a Consent Assessment of Civil Penalty (CACP) with the Pennsylvania Department of Environmental Protection for violations as outlined in the CACP and payment of \$43,500.00 payable to the "Commonwealth of PA Clean Air Fund".

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Pacelli** moved to adopt Resolution 005 of 2022 to request PA Small Water and Sewer Grant from the Commonwealth Financing Authority in the amount of \$400,000.00 for the

Area 10 – Phase 2 CSO Separation Project and to designate Authority officials to execute documents and agreements related to the grant.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Formica & Sherrock** moved to approve the purchase of one (1) 2023 Chevrolet Silverado 3500 Stake Body Truck for the purchase price of \$59,598.00 from Bonner Chevrolet Inc. of Kingston, PA, through DGS State Contract #025-E22-527 (COSTARS), as listed in the quotation dated November 7, 2022.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Formica** moved to approve the purchase of one (1) 2022 Dodge Ram 3500 Crew Cab Utility Body Truck for the purchase price of \$75,556.00 from Sands Chrysler Jeep Dodge of Quakertown, PA, through DGS State Contract #025-E22-424 (COSTARS), as listed in the quotation dated November 7, 2022.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Sherrock & Formica** moved to hire Raymond Trevorah for the position of Plant Operator, conditioned upon the candidate passing a background check, physical examination and drug screening, at an hourly rate of \$24.00, which is 80% of the current Certified Plant Operator rate with a start date determined by Authority Management. As stated in the Union Contract, a Plant Operator is a certified position and requires Mr. Trevorah to pass the PA State certification exam for a Class “A” Wastewater Operator within twenty-four (24) months from the date of hire. Upon passing the State Examination, the rate of pay will increase to the Certified Plant Operator rate.

Roll Call: Eyerly-yes, Formica-yes, Gallagher-yes, George-yes, Grink-yes, Pacelli-yes, Sherrock-yes, Sullivan-yes, Zola-yes (Passed 9-0-0)

**Gallagher & Grink** moved to adjourn.

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

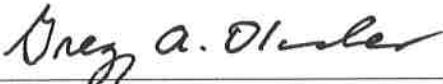
The regular meeting was adjourned at 6:57 PM

The next scheduled Work Session will be Wednesday, December 14, 2022 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, December 19, 2022 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**

  
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Gregory Olander, Assistant Secretary