

The January 23, 2023 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.

January 18, 2023 Work Session Roll Call:

Eyerly – Present	Formica – Present	Gallagher – Present
George – Present	Grink – Present	Pacelli – Present
Sherrock – Present	Sullivan – Present	Zola – Present <sup>1</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
Robert Dougherty, P.E. – RJD Engineering	

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Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
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.

**Grink & Pacelli** nominated Christopher Carsia as Temporary Chairman for Reorganization.

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

**NOMINATION OF OFFICERS**

**George & Gallagher** moved to retain the same officers for 2023 as they were in 2022 as follows:

- John Sullivan** as Chairman
- Frank George** as Vice-Chairman
- William Gallagher** as Secretary
- Theodore Sherrock** as Treasurer
- Rocco Formica** as Assistant Treasurer

The motion also includes reappointments of the following professional service providers for calendar year 2023:

- Solicitor – Ustynoski Law Firm with representation by Attorney Joseph D. Ustynoski
- Investment Firm – Morgan Stanley with representation by Howard Williard III and Stephen Kepchar
- Auditor – Snyder & Clemente CPA with representation by John M. Nonnemacher, CPA
- Engineer – Gannett Fleming, Inc. with representation by Rachel Govelovich, P.E.
- Special Projects Engineer – RJD Engineering, Inc. with representation by Robert Dougherty, P.E.

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 & Grink** moved to approve the minutes of the December 19, 2022 Regular Monthly Meeting.  
 Passed: Aye-9, Nay-0, Absent-0

**George & Gallagher** moved to approve the minutes of the December 28, 2022 Special Meeting.  
 Passed: Aye-9, Nay-0, Absent-0

**Hiring Committee Report**

*During the Work Session, Committee Chairman Zola reported in executive session on personnel issues related to hiring for a new Plant Operator.*

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

**Directors' Report -**

**MONTHLY FLOW REPORT**

	<u>December 2022</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
<b>Total Flow</b>	<u>304,006,459</u>	<b>Gallons</b>	<u>8,052,056,075</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Total Flow Bypassed</b>	<u>23,629,692</u>	<b>Gallons</b>	<u>142,062,066</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Days Flow Bypassed</b>	<u>4</u>	<b>Days</b>	<u>60</u>	<b>Days</b>	<b>xxxxx</b>
<b>Total Flow Treated</b>	<u>280,376,767</u>	<b>Gallons</b>	<u>2,909,994,009</u>	<b>Gallon</b>	<b>xxxxx</b>
<b>Average Minimum</b>	<u>6.7</u>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<u>5.5</u> <b>MGD</b>
<b>Average Maximum</b>	<u>13.6</u>	<b>MGD</b>	<b>xxxxx</b>	<b>xxxxx</b>	<u>13.2</u> <b>MGD</b>
<b>Average Daily Flow</b>	<u>9.0</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 December 2022 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 304 million gallons with approximately 280.4 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 9.0 MGD, which slightly raised the year to date annual average daily flow to 8.0 MGD. He said 8.0 MGD is well below the Authority's permitted annual average flow of 8.9 MGD.

Gregory Olander then reported that the revenues for December 2022 were \$1,039,630.17 and the billing for hauled waste received in December totaled \$152,751.62. He then stated that the overall customer collection rate for the month of December was 90.17% and collections for the fiscal year to date was also 95.49%. Board Member Eyerly asked if the Hauler on a payment plan was making the required weekly payments. Gregory responded that the hauler was current with weekly payments as of the past week. He then reported that the 1099 and 1095B forms for calendar year 2022 were sent to employees and vendors as required and the corresponding 1096 and 1094B forms were filed with the IRS. He also stated that all required health insurance notices were distributed to employees for 2023.

Gregory reported on several maintenance issues. He said a new variable frequency drive (VFD) was received for Cranberry Pump Station, but it cannot be installed until the wiring and installation specs are received from the manufacturer. He said two other VFDs were being sourced and ordered as spares due to intermittent operational problems for both the small and large main sewage pumps in the Primary

Pump Station. He said another retrofit may be needed if spare drives of the same model and configuration cannot be located. Gregory then reported that the price for a second hydraulic unit to power the Schwing Cake Pumps was revised to include an AC unit on each control panel due to the panel's proximity to the incinerator. He said addition of this hydraulic unit for one of the cake pumps and a VFD driven electric motor for the twin augers in the cake hopper will allow one of the cake pumps to be operated when the other pump is out of service. He and the operations staff recommend this change to full redundancy in cake processing operations. He said the revised price of \$224,200.00, which is for the equipment only, is on the agenda for the Board's consideration due to the 30 week lead time.

Gregory then reported that a High Flow Management Plan was submitted to PADEP on January 16, 2023 prior to the deadline as required in the new NPDES Permit. He said that he, Gene Zynel, and Nick Sahd created the plan to comply with the PADEP requirement. He said the next required report is the Autumn & Ridge CSO Separator Project final report, which will require the flow data from the West Hazleton Area 2 Separation Project to be included to document the flow reduction to the separator following removal of the 21 storm sewer inlets (SSI) that previously discharged into the separator.

Gregory also reported on the Incinerator Project noting that the annual Stack Test was performed on January 11<sup>th</sup> and 12<sup>th</sup>, 2023. He noted that Gene Zynel indicated that the tests went well with no operational issues while the test was in progress. He said it would be several weeks before the results are available from the testing company. Gregory then informed the Board that there was an impromptu visit from a PADEP Air Quality Supervisor to inspect all aspects of the incineration process to ensure all air permit requirements were being met. He stated that the inspection was very detailed and lasted several hours, but everything the inspector requested was able to be provided. He stated that the hard work put in by Gene Zynel, the operations staff, and the Gannett Fleming Air Quality experts to get the facility ready and in compliance with extensive air permit requirements was the difference in having the Operating Permit recommended for issuance. He said the PADEP inspection report noted that the inspector recommends the Operating Permit be issued. He then said Andy has a few items to report.

During the Work Session, Andy Nowak reported on repair of the force main break at the Stacie Manor Pump Station. He said MF Ronca has been onsite and installed a bypass port on the ductile iron portion of the force main. He said tanker trucks were used to transport the wastewater to the WWTP for approximately two hours while the valves and bypass connection was being installed. He said the repair was extremely difficult due to the swampy ground and 17 foot depth where the pipe exits the pump station. He said, in order to complete the connection to the new bypass port, Ronca had to abandon a portion of the existing force main that was too deep and under the building housing the generator. He said they had to install the new section of pipe vertically through the top of the dry well manhole then use mechanical fittings to route the pipe to the bypass port. He said the repair has been completed and the fence is being erected today. Andy noted that the remainder of the site restoration work will be completed in the warmer weather.

Andy then reported on a break that occurred to the Locust Street Force Main on Vine Street in Hazleton City on Saturday, January 7, 2023. He said the Road Crew personnel were dispatched immediately after learning that it was not a water main break. He said the pump station was out of service from approximately 2:30 PM to 7:30 PM while the crew installed a new 8-foot section using pipe and couplers borrowed from the Hazleton City Authority. Andy stated that PADEP was notified verbally of the break that afternoon and a written notice was sent within five days, as required. He said a crack was found running along the invert of the pipe for about eight feet. He informed the Board that the condition of that pipe is worn at the invert to a degree that warrants replacement of the entire force main from the pump

station to the valve chamber on Vine and Maple Streets, which is approximately 3,000 linear feet. He said there is one railroad crossing above that line but it may be possible to go through the boring where the existing line is located. He said it is recommended that the entire force main replacement be included with the Locust Street CSO Separation Project for funding through PENNVEST.

Andy then reported that the new Dodge Utility Truck was delivered to replace the Crew Cab Utility Truck in the Maintenance Department. He said the final invoices were coming in from the lightning strike and those invoices have been sent to the insurance carrier as part of the claim along with approximately \$4,000 of in-house labor needed to make repairs. He also said a one-year sewer permit extension was on the agenda for Hazle Creek Commerce Center Holdings, LLC and is recommended for approval. He then reviewed a list of conferences for 2023 with the Board.

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

**Formica & Grink** moved to enter executive session to discuss personnel issues. Passed: Aye-9, Nay-0, Absent-0

After the Board moved out of executive session, **Gallagher & 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. 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 Stack Test was done on January 11<sup>th</sup> and 12<sup>th</sup> and the inspection for the operating permit was performed on January 18, 2023. She said several reports that are due in January and February will be submitted prior to the due dates as listed in the written 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 Project. She said PENNVEST closeout cannot take place until the new Title V Operating Permit is issued and PADEP completes review of the submitted change orders.

Rachel then gave an update on the multiple grant applications submitted for the Locust Street CSO Separation Project as listed in the written report. She said the application for PENNVEST funding for the project is being worked on with the intention of submitting before the May 3, 2023 cutoff date. She reviewed an outline of the schedule for the project as listed in the written report and said funding would be determined by PENNVEST at their July meeting. Rachel then reported that a PA Small Water and Sewer Grant application in the amount of \$400,000 for the Area 10 – Phase 2 Separation Project and a H2O Grant for the Locust Street CSO Separation and Force Main Replacement Project in the amount of \$3,900,000 were submitted before the December 21, 2022 deadline.

Rachel then gave an update on the Act 537 Plan. She said the updated Plan of Study circulated to all parties for comment and any comments received were included in the final version to be submitted to PADEP. She said internal discussions have begun with their hydraulics group and GIS Mapping group to prepare for a meeting with Authority Staff in January or early February. She also stated that a High Flow Management Plan was prepared by Authority staff and Gannett Fleming and it will be submitted to PADEP prior to the February 1, 2023 deadline. She then reported that the EPA mandated Local Limits

Reevaluation is being conducted. She said all sampling has been completed and data is being compiled for review before submitting to EPA.

During the Work Session, Robert Dougherty referenced a written report that was distributed to the Board and noted that he submitted a proposal for Area 10 (Phase 2) separation work for the Board's consideration. He said roof drain identification would be done so notices may be sent and the next step would be to televise lines and dye test to identify roof and lateral cross connections. He said design for that project has not yet started. He then reported that Hazleton CAP Area 2A design work is complete and Area 3 design is ongoing to prepare materials needed for a PENNVEST funding submission.

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

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

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

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

## BILLS AND CREDITS

**George & Formica** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from December 3, 2022 through December 30 2022, totaling \$18,335.78 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*18011	Annual Service Work	\$ 1,477.73
Operating Fund	051153.B*18022	Attending Authority Meetings	\$ 739.02
Operating Fund	051153.D*18013	Pretreatment Program	\$ 634.40
Operating Fund	051153.T*18021	NPDES Permit Renewal	\$ 1,110.20
Operating Fund	051153.AG*18007	Financing & Grants	\$ 6,873.18
Operating Fund	051153.AI*18012	ODMS Program Update	\$ 210.45
Operating Fund	051153.42*18005	2022-2023 Air Compliance	\$ 5,616.35
Operating Fund	051153.43*18009	Act 537 Plan	\$ 1,674.45
Total			\$ 18,335.78

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 & Grink** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$711,897.55); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of December 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 & Grink** moved to approve issued credits report totaling \$172.73 from the month of December 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)

## OLD BUSINESS

None

**NEW BUSINESS**

**Formica & Grink** moved to approve a one-year extension for connection to the sewage collection system, as allowed by the approved sewage connection permit documents, to Hazleton Creek Commerce Center Holdings, LLC, for buildings #4 & #5 on property located at State Route 309 & State Route 924 in the City of Hazleton. The permit and connection expiration date will be extended from January 28, 2023 to January 28, 2024. All remaining Terms and Conditions of the Permit and Developer's Agreement dated January 28, 2022 shall remain in effect.

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 & Gallagher** moved to adopt Resolution 001 of 2023 to apply for PENNVEST funding for the Locust Street CSO Separation and Force Main Replacement Project and to name authorized signers for documents required to complete the application.

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

**Grink & Gallagher** moved to hire Michael Malencore for the position of Plant Operator, conditioned upon his passing a 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. Malencore 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)

**George & Formica** moved to approve the proposal for engineering services from RJD Engineering, Inc., in the amount of \$80,000.00 (design and bid phase services) and \$42,000.00 (inspection/construction management services per 3 month period) on a time and materials basis for Hazleton City Sewer Investigation and Design in the Corrective Action Plan (CAP) Areas 10 – Phase 2 as outlined in the proposal date January 13, 2023.

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 approve the purchase of one (1) Schwing Bioset Model 440L 50HP Hydraulic Power Unit and all ancillary equipment and modifications as listed in Quotation No. 2022440rev-A for the price of \$224,200.00, to enable the existing dual cake pumps to be powered and controlled separately for redundancy with sludge cake injection into the incinerator or dumpster load out. This motion is for equipment purchase only and installation would be handled under a separate proposal.

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

Chairman Sullivan asked that the Restructuring Committee comprised of Board Members Eyerly, Gallagher, and George meet with Greg and Andy to begin discussions for an Office Administrator position.

Gallagher & Grink moved to adjourn.

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

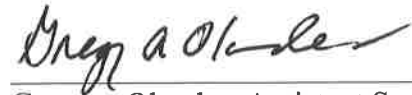
The regular meeting was adjourned at 6:52 PM

The next scheduled Work Session will be Wednesday, February 22, 2023 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, February 27, 2023 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



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Gregory Olander, Assistant Secretary