

The February 27, 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.

February 22, 2023 Work Session Roll Call:

Eyerly – Present	Formica – Present	Gallagher – Present
George – Present ¹	Grink – Present	Pacelli – Present
Sherrock – Present	Sullivan – Present	Zola – Absent

Also in Attendance during Work Session:

Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
¹ Rachel Govelovich, P.E. – Gannett Fleming	Attorney Joseph D. Ustynoski – Solicitor
Gene Zynel – Plant Operations Manager	Christopher Carsia – Director of Operations

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Also in Attendance during Regular Meeting:

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

¹ via Videoconference

PUBLIC COMMENT

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

Formica & Sherrock moved to approve the minutes of the January 23, 2023 Regular Monthly Meeting.
Passed: Aye-9, Nay-0, Absent-0

Formica & Pacelli moved to approve the minutes of the January 31, 2023 Special Meeting.
Passed: Aye-9, Nay-0, Absent-0

Pension Committee Report

During the Work Session, Committee Chairman Grink reported on the performance of the pension fund. He said much of the money lost during the market downturn in the 4th quarter of 2022 is coming back this quarter. He also noted that the Committee approved transfer of \$175,000 or about 5% of the portfolio from stocks to fixed income due to the higher interest payments now being realized.

George & Gallagher moved to approve the Pension Committee Report.
Passed: Aye-9, Nay-0, Absent-0

Restructuring Committee Report

During the Work Session, Committee Chairman Gallagher reported that the committee reviewed a job description for a new position titled “Office Manager” to be responsible for managing the business office and performing other assigned administrative and human resource tasks. He said following approval of the position, it would be advertised to begin accepting applications.

Formica & Gallagher moved to approve the Restructuring Committee Report.
Passed: Aye-9, Nay-0, Absent-0

Directors' Report -

MONTHLY FLOW REPORT

	<u>January 2023</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	326,623,149	Gallons	326,623,149	Gallon	xxxxx
Total Flow Bypassed	7,979,767	Gallons	7,979,767	Gallon	xxxxx
Days Flow Bypassed	5	Days	5	Days	xxxxx
Total Flow Treated	318,643,382	Gallons	318,643,382	Gallon	xxxxx
Average Minimum	7.7	MGD	xxxxx	xxxxx	7.7 MGD
Average Maximum	14.3	MGD	xxxxx	xxxxx	14.3 MGD
Average Daily Flow	10.7	MGD	xxxxx	xxxxx	10.7 MGD

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for January 2023 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 326.6 million gallons with approximately 318.6 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 7.7 MGD.

Gregory Olander then reported that the revenues for January 2023 were \$1,150,777.02 and the billing for hauled waste received in January totaled \$172,175.90. He then stated that the overall customer collection rate for the month of January was 92.98% and collections for the fiscal year to date was 94.98%. Gregory reported that the delinquent collections schedule was set for the year with the first notices being mailed at the end of March and shutoffs beginning in late May. He reported that the liquid waste hauler on a payment plan was further behind with payments than they were at January's meeting. The Board said to do what was necessary to keep them current with the payment plan to get their balance paid.

Gregory then reported that he and Andy Nowak met with the Worker's Compensation representative and the MOD rate for 2023 went from 1.858 in 2022 to 1.76. He said one of the worst years for claims should be coming off next year and unless 2023 is a high claim year, the MOD rate should decline further. Gregory then reported that he recently reviewed bank interest rates for the Authority's deposits and noted that since the Federal rate hikes in late 2022, the PA INVEST Program rates are yielding higher than the current depository's money market rates. He said there were motions on the agenda to transfer money to the INVEST accounts to take advantage of the higher interest rate yield. He then reported that he and Attorney Ustynoski are reviewing the rate resolutions with Bond Counsel and a recommendation to change the rate resolution would be forthcoming.

Gregory reported on several maintenance issues. He said the Maintenance Department staff fully rehabbed the main grit classifier by installing a new screw, new ceramic liners, and a new gear box. He said it was in service over 11 years before needing these repairs. He said a second hydraulic power unit was ordered from the sludge cake pump manufacturer as previously reported and generator maintenance is scheduled. He then reported that Kruger (Veolia) representatives will be onsite February 23rd to investigate what is needed to place Denitrification Cell #5 in service. He said they also will do a complete overview of the WWTP to see if their optimization program would be able to save the Authority money by using predictive modeling and AI control.

Gregory then reported that a report to DEP on the Autumn & Ridge CSO Separator is due to PADEP in about 6 months. He said flows from the West Hazleton pre and post flow monitoring is needed from RJD Engineering to compile the report.

Gregory also reported on the Incinerator Project noting that the annual Stack Test was performed on January 11th and 12th, 2023. He said the test data has still not been returned from the testing company. He stated that the draft Title V Operating Permit was received from DEP and it needs to be reviewed in detail by the Gannett Fleming Air Quality division to develop a response to PADEP. He then said Rachel will be reporting on Grant Applications status and submission of the Act 537 Plan of Study to PADEP. Board Member Eyerly asked about the radiation detection article that was in the newspaper. Gregory responded that the Authority has radiation detection monitors at the front gate to check every hauled waste load that comes for discharge. He said one of the loads set off the alarm and staff followed the Radiation Detection Action Plan by identifying the isotope with a handheld device the Authority purchased for this type of event. He said the radiation was determined to be Iodine 131, which is a common medical treatment with a half-life of 8 days. He said a special PennDOT form was completed and permission was given from the State to release the load back to the generating site for further decomposition.

During the Work Session, Andy Nowak reported that an invoice was received from the contractor, MF Ronca, for the emergency repairs to the force main the Stacie Manor Pump Station. He said invoice for \$187,000 is on the agenda for the Board's consideration. Andy then reported that a letter was received from a developer who is requesting a will serve letter from the Authority for a proposed warehouse along the Tomhicken Road in Sugarloaf Township. Andy said the developer was informed that Authority needs more information including a full set of plans and the connection point to the public sewer system before a will serve letter can be issued. He also reported that the Road Crew is inspecting storm water lines in Hazleton CAP Area 2B and dye testing to confirm there are no cross connections. He said the investigative work is needed to complete the plans before bidding.

Gallagher & Pacelli 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 PADEP issued a draft Title V Operating Permit. She said it is being reviewed and a response will be developed in the next few weeks. Rachel noted that the PENNVEST closeout should be completed by the end of the year provided the Operating Permit is released by PADEP no later than October and PADEP approves all change orders on the Project. She said several reports that were due in February were submitted prior to the due dates as listed in the written report.

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 PADEP review items for PENNVEST funding for the project are nearly complete and will be submitted early in March with the intention of submitting to PENNVEST 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 and awaiting review by the Commonwealth Financing Authority (CFA).

Rachel then reported that the Act 537 Plan. She said the updated Plan of Study was provided to PADEP for review and comment. She said internal discussions have been held with their hydraulics group and GIS Mapping group to prepare for a meeting with Authority Staff. She then reported that the EPA mandated Local Limits Reevaluation was prepared and submitted to EPA on February 3, 2023. Rachel also reported that the annual Chapter 94 Report, Industrial Pretreatment Report, and CSO Report were being worked on for submission prior to the March 31, 2023 deadline.

During the Work Session, Robert Dougherty referenced a written report that was distributed to the Board and noted that Hazleton CAP Area 10 (Phase 2) field work has started and roof drain identification and mapping has been completed. He said the door tag notification for dye testing and roof drain removal will begin next week. He said the next step would then be to televise storm lines to locate cross connections. He said design for that project has not yet started. He then reported that Hazleton CAP Area 2A and 3 design work is complete for the gravity system and design of the force main will be completed this week. He said the Water Quality Part II General Permit Application, plans and specifications have been submitted to PADEP and PENNVEST legal language requirements have been added to the plans and specifications. He then reported that the PennDOT permit application to cross route 309 is being prepared along with the Norfolk Southern application to cross the railroad.

Gallagher & Pacelli moved to accept the Engineer’s Report.

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

Solicitor’s Report – Attorney Ustynoski stated that in addition to what was reported in executive session during the Work Session, 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

Formica & Gallagher moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from December 31, 2022 through January 27, 2023 totaling \$25,777.02 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*19300	Annual Service Work	\$ 1,130.03
Operating Fund	051153.B*19327	Attending Authority Meetings	\$ 766.57
Operating Fund	051153.C*19331	Chapter 94 Report	\$ 907.38
Operating Fund	051153.D*19289	Pretreatment Program	\$ 6,771.00
Operating Fund	051153.T*19332	NPDES Permit Renewal	\$ 381.52
Operating Fund	051153.AI*19325	ODMS Program Update	\$ 1,403.00
Operating Fund	051153.42*19288	2022-2023 Air Compliance	\$ 7,392.60
Operating Fund	051153.43*19302	Act 537 Plan	\$ 542.90
Operating Fund	051153.44*19287	2022 Locust Street CSO PV	\$ 6,482.02
Total			\$ 25,777.02

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 (\$671,611.73); Vehicles (\$75,556.00); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of January 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)

Formica & Gallagher moved to approve issued credits report totaling \$838.69 from the month of January 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)

OLD BUSINESS

None

NEW BUSINESS

George & Gallagher moved to authorize the advertisement of bid specifications for the Locust Street CSO Separation and Force Main Replacement Project with the bid opening scheduled to take place during the Work Session at 6:30 PM on May 17, 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)

Formica & Pacelli moved to open an account with the Pennsylvania Treasury's INVEST Program designated as "Collection System Reserve".

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 & Gallagher moved to transfer the fund balance as of January 31, 2023 in the amount of \$2,844,917.76 from the Authority's FNB – "Collection System Reserve" Account to the Authority's PA INVEST "Collection System Reserve" Account.

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 & Pacelli moved to transfer the fund balance as of January 31, 2023 in the amount of \$1,738,977.47 from the Authority's FNB – "Public Funds Money Market" Account to the Authority's PA INVEST "General Fund" Account

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 Organizational Chart dated February 2023 as proposed by the Restructuring Committee.

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 Office Manager job description dated February 2023 as recommended by the Restructuring Committee.

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 & George moved to terminate the employment of Employee #1039 prior to the expiration of the probationary period.

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 approve payment of Invoice #389-001, in the amount of \$187,353.68, to Michael F. Ronca & Sons, Inc. for the Stacie Manor Pump Station Emergency Force Main Repair.

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

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

Formica & Eyerly moved to enter executive session to discuss a personnel issue and a legal issue.

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

After the Board moved out of executive session, **Gallagher & Formica** moved to adjourn.

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

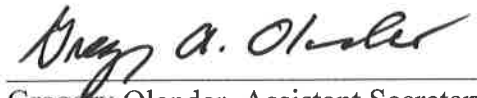
The regular meeting was adjourned at 6:50 PM

The next scheduled Work Session will be Monday, March 20, 2023 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Wednesday, March 22, 2023 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary