

The August 28, 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.

August 23, 2023 Work Session Roll Call:

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

Also in Attendance during Work Session:

Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
Attorney Joseph D. Ustynoski – Solicitor	Nick Sahd – Gannett Fleming
Attorney Jennifer Caron – Special Counsel	Gene Zynel – Plant Operations Manager

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George – Absent	Grink – Present	Pacelli – Present
Sherrock – Present	Sullivan – Present	Zola – Present

Also in Attendance during Regular Meeting:

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

¹ via phone or Videoconference

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 July 25, 2023 Special Meeting.

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

Formica & Gallagher moved to approve the minutes of the July 31, 2023 Regular Monthly Meeting.

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

During the Work Session, the Authority’s Bond Counsel, Attorney Jennifer Caron of Eckert Seamans, informed the Board that she prepared two resolutions to borrow authorizing loans through PENNVEST to partially fund the Locust Street CSO Separation and Force Main Replacement Project. She said the first loan is for up to \$6,116,000 for construction related items and the second loan is for up to \$611,000 for engineering and design. She noted that the PENNVEST loans would be subordinate to the Bonds, which means that the PENNVEST lien position is lower than that of the Bond holders. She stated that the resolutions also approve and ratify all documents related to the funding offers from PENNVEST. Attorney Caron informed the Board that the PENNVEST closing has been scheduled for October 24, 2023. She also noted that the approved funding offer was less than originally proposed due to a favorable project bid amount, so the fee for services from her firm are being offer at a reduced rate as listed in the new engagement letter. Attorney Caron exited the Work Session at this time.

Pension Committee Report –

Board Member Grink reported on behalf of the Pension Committee. He stated that the Actuarial Consultant, Peter Karapelou, reviewed several reports with the committee including the Actuarial Valuation of the Plan at January 1, 2023, an actuarial cost study of the impact of the recent increase to \$61 per month per year of service based on the new CBA, and the 2024 MMO certification document. He then reported that the Investment Advisor, Howard Williard, from Morgan Stanley gave a presentation on the Pension Plan investments. He said the plan yielded a 10.6% rate of return so far this calendar year and 7.07% over the past twelve (12) months. He stated that there were no recommended changes to the investment portfolio recommended at this time.

Gallagher & Formica moved to approve Pension Committee Report as presented.

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

Hiring Committee Report –

Board Member Zola reported on behalf of the Hiring Committee. He stated that the committee met to review resumes for the position of Plant Operator. He said interviews are being scheduled for August 30th and the committee would report back to the Board when there is a recommendation to hire.

Gallagher & Formica moved to approve Pension Committee Report as presented.

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

Directors' Report -

MONTHLY FLOW REPORT

	<u>July 2023</u>		<u>Year to Date</u>		
			<u>Total</u>	<u>Average</u>	
Total Flow	<u>282,875,125</u>	Gallons	<u>1,686,969,011</u>	Gallon	xxxxx
Total Flow Bypassed	<u>15,450,526</u>	Gallons	<u>72,528,057</u>	Gallon	xxxxx
Days Flow Bypassed	<u>10</u>	Days	<u>27</u>	Days	xxxxx
Total Flow Treated	<u>267,469,599</u>	Gallons	<u>1,614,386,954</u>	Gallon	xxxxx
Average Minimum	<u>6.3</u>	MGD	xxxxx	xxxxx	<u>5.4</u> MGD
Average Maximum	<u>19.7</u>	MGD	xxxxx	xxxxx	<u>12.8</u> MGD
Average Daily Flow	<u>8.6</u>	MGD	xxxxx	xxxxx	<u>7.6</u> MGD

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for July 2023 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 282.9 million gallons with 267.5 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month increased to 8.6 MGD and the year to date average daily flow increased to 7.6 MGD. He noted that the Discharge Monitoring Reports (DMR) were submitted to PADEP for July with no violations recorded. Gregory reported that a bi-annual onsite assessment of the Authority's in-house lab was conducted by PADEP. He said there were a few minor deficiencies noted; however, John Ratchko, the Laboratory Director, responded with corrective actions and the laboratory accreditation has been extended successfully.

Gregory Olander then reported that the revenues for July 2023 were \$1,245,617.71 and the billing for hauled waste received in June totaled \$214,818.42. He then stated that the overall customer collection rate for the month of July was 97.88% and overall collections for the fiscal year 2023 were 101.15% due to the annual delinquent processing and water shutoffs, which are now completed for this year. He then reported that the signatures were being collected for the new CBAs as agreed upon in negotiations. Gregory then reported that there was another instance of banking fraud. He said one of the Authority's checks was counterfeited and made payable to a fraudulent party. He noted that the bank was suspicious and did not honor the falsified check. He then recommended a change to the banking operations to include a positive pay service on the main checking account to verify the check number, amount, payee, and date before the check can be cashed. He said it is more work internally by Authority staff, but it should prevent repeat occurrences of this type of banking fraud. He recommended the Board approve the shift to a positive pay system, which is on the agenda for approval.

He then stated that work is continuing on the Autumn & Ridge CSO Separator Final Report, which Nick Sahd is finalizing for submission to PADEP prior to September 1st as required in the NPDES Permit. Gregory then reported on several projects that are underway or have been recommended for the Board's consideration. He said a contractor was onsite to view the work to replace the link seals in the Nitrification and Denitrification pipe galleries that are out of tolerance. He said once a price is received, he will report to the Board for approval. He stated that the contractor was also asked to provide pricing for placement of the 2nd cake pump Hydraulic Power Unit (HPU) and also swapping placement of Rotary Press #1 with Press #3 that is currently in storage. He then stated that Gannett Fleming staff will schedule to come onsite to review plans with Authority staff so a Scope of Work for installation of a third hauled waste dump site may be developed for presentation to the Board. He said a purchase order was placed for the flow meters approved at the last meeting, which are needed to capture flows at all CSO discharge locations to complete the CSO Flow Study required in the Authority's NPDES Permit. He said staff is also considering installation of a 24" flow meter (mag meter) on the Gashouse Force Main to record flow coming from the west side of Hazleton as part of the study.

Gregory also reported on the Incinerator Project noting that the annual Relative Accuracy Test Audit (RATA) was completed by the testing company on July 25, 2023 and the test report was uploaded to the PADEP Greenport site on August 22, 2023. He said there has been no response from PADEP on the second draft Title V Operating Permit comments that were submitted by Rob Basanta of Gannett Fleming.

Gregory then stated that the Grant funding applications and PENNVEST Loan will be reported under the Engineer's Report.

Gene Zynel commented on the request for Board approval of new training modules to be developed within the existing 360water, Inc. platform that has been in use since 2020. He said the solids handling and incineration modules that are in place have been instrumental in educating current and new plant operators in the proper operation of these systems. He said it would be beneficial to have formal training on the "Wet End" or "A" side of the plant, especially with so many new hires in the past 2 years. Board Member Zola asked for a demonstration of the Training platform currently in place. During the Regular Meeting Mr. Zynel and Mr. Olander gave a 30 minute live presentation on operation and tracking in the 360water, Inc. training platform that is specific to GHJSA operations and equipment.

During the Work Session, Andy Nowak reported that the Road Crew is completed replacement of the 60-inch corrugated pipe alongside the Hazleton Area High School (HAHS) up to 22nd Street. He said they are now working on restoration of the disturbed area. He said the Road Crew also continues dye testing in Area 10 (Phase 2) to locate cross connections as part of the Area 10 Separation Project. He said so far twelve (12) sanitary sewer to storm sewer cross connections and over eighty (80) roof drains connected to the sanitary sewer system have been identified. He reported that flow meters have been installed in the Area 10 for pre-construction flow monitoring. He said they are also working to stay ahead of the milling and asphalt paving projects throughout the City of Hazleton to raise manholes to grade and to repair damaged manhole frames.

Gallagher & Grink moved to accept the Directors' Report and to have the written report on diverted flows made a permanent part of the record.

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

Engineer's Report – During the Work Session, Gregory Olander referenced a written Engineer's Report that was distributed to the Board. He stated that in addition to items reported in the Directors' Report, he reported that the next Commonwealth Financing Authority (CFA) meeting is on September 19, 2023 and hopefully the ARPA grant awards will be announced at that meeting. He said if the grant awards are delayed again, the Authority may be forced to issue Notice to Proceed on the Locust Street CSO Separation Project, which has received funding through a low interest PENNVEST Loan. He also reported that the Annual Operations Report and Engineering Certificate was submitted to the Trustee on August 1, 2023 as required by the Trust Indenture.

During the Work Session, Robert Dougherty referenced a written report that was distributed to the Board. He said work was done to estimate removal flows from the West Hazleton Area 2 Separation Project so they can be included in the Autumn & Ridge Final Report. He reported that field investigation and dye testing, and televising of sewer lines have been completed in Area 10 for preliminary evaluation for Phase 2 of the Project. He said twenty (25) sanitary to storm connection have been identified, which will be addressed as part of the Project construction. He said seventy (70) storm to sanitary roof drain connections have been identified and tagged for removal. He said disconnections and inspections are ongoing.

Gallagher & Zola moved to accept the Engineer's Report.

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

Solicitor's Report – Attorney Ustynoski stated that in addition to what was reported in executive session during the Work Session, he had a legal issue to discuss in executive session.

Gallagher & Zola moved to enter executive session for a legal issue.

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

After the Board moved out of executive session, **Gallagher & Grink** moved to accept the Solicitor's Report. Passed: Aye-8, Nay-0, Absent-1

BILLS AND CREDITS

Formica & Gallagher moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from July 1, 2023 through July 28, 2023 totaling \$16,898.54 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*25775	Annual Service Work	\$ 5,914.64
Operating Fund	051153.B*25776	Attending Authority Meetings	\$ 567.30
Operating Fund	051153.E*25777	CSO Work	\$ 521.55
Operating Fund	051153.CO*25770	Incinerator Project	\$ 292.19
Operating Fund	051153.40*25771	Locust St CSO Project	\$ 661.85
Operating Fund	051153.42*25772	2022-2023 Air Compliance	\$ 4,060.17
Operating Fund	051153.43*25773	Act 537 Plan	\$ 219.60
Operating Fund	051153.44*25774	Locust St CSO - PENNVEST	\$ 4,661.24
Total			\$ 16,898.54

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

Sherrock & Formica moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$833,404.27); Construction in Progress (\$19,361.16); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of July 2023.

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

Gallagher & Formica moved to approve issued credits report totaling \$1,648.93 from the month of July 2023.

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

OLD BUSINESS

None

NEW BUSINESS

Gallagher & Grink moved to a ~~one-year~~ *six-month* extension for connection to the sewage collection system, as allowed by the approved sewage connection permit documents, to John Correia for property located at 1501 Terrace Boulevard in the City of Hazleton. The permit and connection expiration date shall be extended from August 26, 2023 to ~~August 26, 2024~~ *February 28, 2024*. All remaining Terms and Conditions of the Permit and Developer’s Agreement dated August 26, 2021 shall remain in effect. On the question: Board Member Zola asked why the property owner was requesting another extension. The Solicitor requested the Board move to Executive Session for a legal issue relative to this request.

Zola & Grink moved to enter executive session for a legal issue.

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

After the Board moved out of executive session, the motion was modified to reflect a six-month extension to February 28, 2024.

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

Formica & Gallagher moved to adopt Resolution 005 of 2023, a Resolution to Borrow up to a maximum aggregate principal amount of \$6,116,000 to provide funds for the purchase, acquisition,

construction, installation, and equipping of the Locust St CSO Separation and Force Main Replacement Project.

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

Gallagher & Pacelli moved to adopt Resolution 006 of 2023, a Resolution to Borrow up to a maximum aggregate principal amount of \$611,000.00 to provide funds for the planning, development, design, and permitting of the Locust St CSO Separation and Force Main Replacement Project.

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

Formica & Gallagher moved to implement a “Positive Pay” system for check verification and an ACH Debit Filter through the Authority’s depository, First National Bank of Pennsylvania (FNB), as a measure to counteract banking fraud as recommended by the Director of Administration.

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

Formica & Gallagher moved to approve additional training modules for Plant Process Training to expand on the platform already in use by the Authority through 360water, Inc. for a cost of \$49,100.00 as outlined in the quotation dated March 13, 2023 and as explained by the Plant Operations Manager.

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

Gallagher & Grink moved to adjourn.

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

The regular meeting was adjourned at 7:26 PM

The next scheduled Work Session will be Monday, September 25, 2023 at 6:30 PM

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

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary