

The September 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.

September 25, 2023 Work Session Roll Call:

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

Also in Attendance during Work Session:

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

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<sup>1</sup> via phone or Videoconference

**PUBLIC COMMENT**

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

**George & Formica** moved to approve the minutes of the August 23, 2023 Pension Meeting.

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

**Formica & Sherrock** moved to approve the minutes of the August 28, 2023 Regular Monthly Meeting.

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

**Directors' Report -**

**MONTHLY FLOW REPORT**

	<u>August 2023</u>		<u>Year to Date</u>		<u>Average</u>
			<u>Total</u>		
Total Flow	<u>261,402,621</u>	Gallons	<u>1,948,371,632</u>	Gallon	xxxxx
Total Flow Bypassed	<u>14,227,197</u>	Gallons	<u>86,809,254</u>	Gallon	xxxxx
Days Flow Bypassed	<u>10</u>	Days	<u>37</u>	Days	xxxxx
Total Flow Treated	<u>247,175,424</u>	Gallons	<u>1,861,562,378</u>	Gallon	xxxxx
Average Minimum	<u>5.6</u>	MGD	xxxxx	xxxxx	<u>5.4</u> MGD
Average Maximum	<u>18.2</u>	MGD	xxxxx	xxxxx	<u>13.5</u> MGD
Average Daily Flow	<u>8.0</u>	MGD	xxxxx	xxxxx	<u>7.7</u> MGD

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for August 2023 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 261.4 million gallons with 247.1 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 8.0 MGD and the year to date average daily flow increased to 7.7 MGD. He noted that the Discharge Monitoring Reports (DMR) were submitted to PADEP for August with two violations recorded and reported to PADEP.

Gregory Olander then reported that the revenues for August 2023 were \$1,093,787.00 and the billing for hauled waste received in August totaled \$231,818.81. He then stated that the overall customer collection rate for the month of August was 96.45%, which is normal for the beginning of a fiscal year. He then reported that a "Positive Pay" system and an ACH Debit Filter were implemented with the Authority's depository to combat fraud as discussed and approved at the last meeting. He reported that the installation of a new business server began on September 26<sup>th</sup> and the financial audit of the Authority's operations began on September 25<sup>th</sup>.

Gregory reported that he is still waiting for a price from a contractor for the link seal replacement in the Nitrification and Denitrification pipe galleries and the other work as previously reported. He said the muffin monster in the Diamond Avenue Pump Station was replaced by the maintenance department staff. He said they erected a permanent I-beam above the wet well to safely remove the old unit, which will also be used for future maintenance activities. He then noted that the flow meters for the CSO Flow Modeling Project were ordered; however, they have not yet been received. He also stated that installation of a 24-inch Mag Meter in the bypass chamber outside the pump station may not be feasible due to space constraints inside the chamber.

Gregory also reported that a Notice of Violation (NOV) was received for an exceedance during the January 2023 Stack Test. He said staff was aware of the exceedance as listed in the test reports and immediate action was taken to adjust operating parameters of the air quality equipment to increase removal efficiency. He said the corrective actions were successful as verified during the re-test that occurred in May 2023. He said a response to the NOV was submitted to PADEP on September 21, 2023, which outlined the corrective actions. He said the next Stack Test is scheduled for early December 2023 and the protocol was sent to PADEP for their review and approval before the end of August. He stated that a second draft of the Title V Operating Permit was received from PADEP on June 9<sup>th</sup> and a response was submitted with another round of comments for their review. He then stated that staff is preparing for the annual incinerator maintenance shutdown scheduled to begin in about two weeks.

Gregory reported that the Authority continues to receive requests from developers for allocation of sewer service. He said the Act 537 Plan of Study has not been approved by PADEP yet, so we are still waiting to begin the process of determining projected sewer needs for the municipalities. He said that he would be speaking with Nick Sahd at Gannett Fleming about any other ways to gain capacity at the plant, which may involve meeting with the PADEP representatives. He also reported that EPA has requested Industrial Pretreatment Program information from the Authority for use during design of the Valmont TCE Spill treatment equipment. He stated that he instructed Laura Motel to contact Nick Sahd at Gannett Fleming to make sure all possible pollutants are identified so a discharge permit can be developed. He said accepting a discharge of this type would need to be approved by the Board as an agreement with EPA as has been done in the past.

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

During the Work Session, Andy Nowak reported that on August 30, 2023 there was another break to the invert of the 12-inch Locust Street Force Main several yards toward the pump station from the last break. He said the repair was made in about 5 hours the same day using materials on-hand and that PADEP was notified verbally at the time of the break and it was followed-up with a five day written notice as required. He said the Locust Street Force Main is scheduled to be replaced in its entirety as part of the CSO Separation Project. Andy then reported that a developer requested 227 residential EDUs for a development below Hilltop Road in the Terrace section of Hazleton City. He said the motion would be on the agenda for the Board's consideration provided all ROCA documents and payment are received.

**George & Gallagher** 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, Robert Dougherty referenced a written report that was distributed to the Board. He said investigative work was being done in the Northgate Area and other than a section on Church Street, the investigative work for this Project, including televising and dye testing, has been completed. He said twenty (25) sanitary to storm connections have been identified, which will be addressed as part of the Project construction. He said seventy (70) storm sewer to sanitary sewer roof drain connections have been identified and tagged for removal. He said preparations have begun for base mapping. Bob also reported on the Locust Street CSO Separation Project (Area 2 & 3) noting that engineering plans were approved by Norfolk Southern Railroad for two borings that need to be done as part of the Project and the agreements are now in place. He said the two PennDOT Permits have been submitted and one has been approved to date. He said review questions are being responded to for the second permit application. He said Notice of Award was issued to the contractor on August 31, 2023 and materials submittals are being reviewed. He said as per the contract documents, the Notice to Proceed (NTP) must be issued within 60 days of issuing Notice of Award, which would expire on October 30, 2023. He said that date may be extended by 30 days with the agreement of both parties. He noted that the contractor is ready to start the project as soon as NTP is issued.

During the Work Session, Rachel Govelovich referenced a written Engineer's Report that was distributed to the Board. She reported on financing for the Locust Street CSO Separation and Force Main Replacement Project noting that the Authority secured a \$2,000,000 ARPA Grant through Luzerne County, funding offers (20 year loans at 1%) from PENNVEST for \$6,116,000 (Construction) and \$611,000 (Engineering) have been awarded, and there is a pending H2O Grant Application in the amount of \$3,900,000. She said in order to be eligible for the H2O Grant, the Authority cannot issue Notice to Proceed prior to grant award; however, given the cancelled September 19<sup>th</sup> CFA meeting the date they may award grants is unknown. She then reported that the PA Small Water & Sewer Grant for Area 10 (Phase 2) in the amount of \$400,000 is also on hold until the next CFA meeting or beyond. She said there is no issue with waiting for that grant offer since the project is not yet ready for bid. She also noted that the Authority is still waiting for a response from PADEP on the Act 537 Plan of Study that was submitted in February 2023. She then reported that the Autumn & Ridge CSO Closeout Report was submitted to PADEP by the September 1, 2023 deadline.

**Gallagher & Formica** 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.

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

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

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

**BILLS AND CREDITS**

**Formica & Sherrock** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from July 29, 2023 through August 25, 2023 totaling \$5,235.11 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*27447	Annual Service Work	\$ 1,792.49
Operating Fund	051153.B*27448	Attending Authority Meetings	\$ 260.78
Operating Fund	051153.E*27449	CSO Work	\$ 2,260.05
Operating Fund	051153.42*27446	2022-2023 Air Compliance	\$ 401.76
Operating Fund	051153.44*27450	Locust St CSO - PENNVEST	\$ 520.03
Total			\$ 5,235.11

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

**George & Formica** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$900,500.09); Construction in Progress (\$18,803.28); Equipment/Office Equipment (\$38,181.57); Debt Service Series 2020 Bond (\$336,000.00); Debt Service Series 2021 Bond (\$502,500.00); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of August 2023.

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

**Formica & Gallagher** moved to approve issued credits report totaling \$2,582.50 from the month of August 2023.

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

**OLD BUSINESS**

None

**NEW BUSINESS**

**George & Formica** moved to authorize issuance of Notice to Proceed to Michael F. Ronca & Sons, Inc. for the Locust Street CSO Separation and Force Main Replacement Project.

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

**Gallagher & Formica** moved to approve a Reservation of Sewage Capacity of two hundred twenty-seven (227) EDUs, at 230 gallons per EDU, to Allen Ridge Associates, LLC, for property located between North Wilson Street, Lori Lane, and Allen Drive in the City of Hazleton, for the reservation of capacity fee of \$210,837.60, as detailed in the executed Reservation of Capacity Application and Agreement (ROCA) documents. The Reservation of Capacity Fee shall be held in escrow until all or a portion is either refunded to the developer or transferred to the Authority's Operating Accounts as specified in the ROCA.

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

**Gallagher & Grink** moved to adjourn.

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

The regular meeting was adjourned at 6:43 PM

The next scheduled Work Session will be Wednesday, October 18, 2023 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, October 23, 2023 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



Gregory Olander, Assistant Secretary