

The December 18, 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.

December 13, 2023 Work Session Roll Call:

|                               |                                |                     |
|-------------------------------|--------------------------------|---------------------|
| Eyerly – Present              | Formica – Present <sup>1</sup> | Gallagher – Present |
| George – Present <sup>1</sup> | 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 |
| Attorney Joseph D. Ustynoski – Solicitor     | Gene Zynel – Plant Operations Manager |
| Rachel Govelovich, P.E. – Gannett Fleming    |                                       |

December 18, 2023 Regular Meeting Roll Call:

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

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 |

<sup>1</sup> via phone or 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 November 15, 2023 Pension Meeting.

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

**Formica & George** moved to approve the minutes of the November 20, 2023 Regular Monthly Meeting.

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

**Directors’ Report -**

**MONTHLY FLOW REPORT**

|                     | <u>November 2023</u> |         | <u>Year to Date</u> |        |                |
|---------------------|----------------------|---------|---------------------|--------|----------------|
|                     |                      |         | <u>Total</u>        |        | <u>Average</u> |
| Total Flow          | 201,898,178          | Gallons | 2,754,939,393       | Gallon | xxxxx          |
| Total Flow Bypassed | 7,904,135            | Gallons | 141,311,933         | Gallon | xxxxx          |
| Days Flow Bypassed  | 2                    | Days    | 50                  | Days   | xxxxx          |
| Total Flow Treated  | 193,994,043          | Gallons | 2,613,627,460       | Gallon | xxxxx          |
| Average Minimum     | 4.3                  | MGD     | xxxxx               | xxxxx  | 5.6 MGD        |
| Average Maximum     | 10.5                 | MGD     | xxxxx               | xxxxx  | 13.8 MGD       |
| Average Daily Flow  | 6.5                  | MGD     | xxxxx               | xxxxx  | 7.8 MGD        |

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for November 2023 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 201.9 million gallons with 194 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 6.5 MGD, which decreased the year-to-date average daily flow to 7.8 MGD. He noted that the Discharge Monitoring Reports (DMR) were submitted to PADEP for November with no effluent violations recorded. He said the unauthorized bypass due to breaks in the 12-inch Locust Street Force Main on November 29<sup>th</sup> and November 30<sup>th</sup> were reported to PADEP as an attachment to the DMR. He said the two breaks were verbally reported within 24-hours and a written report was sent to PADEP within the 5-days of the event as required.

Gregory Olander then reported that the revenues for November 2023 were \$1,020,109.27 and the billing for hauled waste received in November totaled \$192,018.44. He then stated that the overall customer collection rate for the month of November was 93.38% and the overall customer collections for the fiscal year are 94.29%. He then reported that migration of financial and utility billing software to the new business server is now complete. He said the antivirus software previously in use was upgraded to endpoint detection response (EDR), which is an improved method of combating malware attacks. He then reported that he has a meeting scheduled to begin implementation of the cyber security training and testing platform that was previously approved by the Board. Gregory then reported that the UGI Utilities customer support representative is recommending the Authority switch from its current Rate IS to a non-residential delivery rate, Rate NT. He said with the incinerator using far less natural gas than originally anticipated, the Authority is having difficulty meeting the minimum usage requirements under Rate IS. He also noted that currently Rate IS is \$4.45/Mcf and the Rate NT is \$3.84/Mcf. He said unless there were any objections by the Board, he would complete the switch to Rate NT as recommended.

Gregory reported that one of the link seals (left) in Denitrification Cell #6 was reported to be leaking more aggressively during a recent high flow event. He said this seal was not slated for replacement with a custom manufactured seal, so he ordered a replacement link seal to have on-hand when the maintenance department assesses the issue. He said luckily the bolts under the pipe were found to be loose and once they were tightened it stopped the leak. He said a contractor was previously onsite to look over the link seal replacement to develop a price through COSTARS, but they still have not sent a quote to the Authority. He said as soon as it is received, he will report to the Board. He noted that submittals are still under review for installation of the second Hydraulic Power unit (HPU) needed to fully segregate the two cake pumps for independent operation. He also reported that the maintenance department personnel is working on replacement of a compressor in the basement of the Control Building to replace a malfunctioning unit. He reported that they will also be changing failed valves in the Locust Street Pump Station during the time when the station is out of service so the contractor can connect the new 12-inch force main to the manifold inside the pump station.

Gregory then reported that the final version of the Title V Operating Permit has not been received from PADEP. He said the 2023 Stack Test was performed on December 6<sup>th</sup> and 7<sup>th</sup>. He stated that Gene Zynel was present to give a presentation to the Board on the Incinerator maintenance activities during the shutdown in October. Gene reported that the incinerator was taken offline on October 9<sup>th</sup> for the annual maintenance shutdown and restarted on November 7, 2023. He said there was extensive work done this year including but not limited to replacing two sand fill valves, replacing the actuator on the venturi scrubber, replacement of three damaged tuyeres, rehabilitation of several doors and hatches, fabrication

of several parts, and refractory repairs throughout the reactor and heat exchanger. Gene reviewed the report from McNeil on condition and repairs of the refractory. He referenced pictures that were taken prior to and following repairs and a log of work performed that was developed by his assistant, Shane Boyer, for detailed tracking of all repairs, inspections, and maintenance on the incinerator and ancillary components. Gene also listed work that is expected in the next year or two and some of the spare parts that will be ordered to address upcoming repairs. He noted that samples were taken in the granulated activated carbon (GAC) unit, which showed 12.6% sulfur remaining in the carbon after two years of operation, which indicates the carbon may last another 5 years. Gene stated that other than the refractory repairs and instrumentation calibrations, the Authority's maintenance department staff performed all repairs and equipment replacements in-house.

During the Work Session, Andy Nowak reported that an extension request was received from One Trinity Real Estate to reserve the seven (7) EDUs for development of the property behind Valmont Plaza. He said the request is on the agenda for the Board's consideration. Andy also reported that the developer of the Allen Ridge Property in the Terrace Section of Hazleton City is requesting to reserve an additional 32 EDUs due to a change in their building plans to accommodate more units. He said the request could be acted upon once all documentation and payment of Reservation of Capacity Fees are received. Andy then reported that the Authority's current Worker's Compensation carrier Lackawanna Insurance Group has been bought by another company, Clear Spring Property & Casualty. He said the quotation for the upcoming calendar year is on the agenda for the Board's consideration.

During the regular meeting, Gregory reported that Authority personnel and Gannett Fleming representatives met with representatives of PADEP Planning and Permitting departments following a tour of the Authority's treatment plant on December 14, 2023. He said that he would report on the meeting in executive session since it pertains to potential legal issues and negotiations relative to plant capacity.

**Grink & Formica** moved to enter executive session for a legal issue and personnel issues.

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

After the Board moved out of executive session, **Formica & 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, Rachel Govelovich referenced a written Engineer's Report that was distributed to the Board. She reported that the air quality Title V Operating Permit was in the final stages of review for agency signoffs. She noted that Stack Testing coordination call was held on November 9<sup>th</sup> to prepare for the December 6<sup>th</sup> and 7<sup>th</sup> tests. She reported that a letter was sent to PADEP on the timing of Stack Test Protocol reviews because although the Authority submitted the Protocol in advance of the scheduled test and well before the 60-day requirement, PADEP did not review and approve the Protocol before the test was performed. She noted that the Authority had to move forward with the scheduled test without an approved Protocol or risk being out of compliance with federal and state regulations.

She referenced the list of air quality reports and their due dates on the written report, noting that there are several air quality reports due in January and February. She then reported on funding for the Locust

Street CSO Separation Project. She referenced the written report and reviewed the funding options noting that there was not much change from the previous month. She stated that once the second highway Occupancy Permit (HOP) is received from PennDOT, the Authority can schedule closing on the PENNVEST Loan for the Locust Street CSO Separation and Force Main Replacement Project.

Rachel then reported on the Act 537 Plan and Long Term Control Plan (LTCP). She said flow metering is the first step in developing an updated LTCP and the flow meters are currently being installed to begin collecting the necessary data. She said the first step in the Act 537 Plan is to begin GIS Mapping of the sewer system. She said a meeting was held with staff on October 9<sup>th</sup> regarding the GIS Mapping project as part of the Act 537 Plan. She said a draft scope of work is being reviewed for the GIS Mapping, which will be provided to the Board. She said the Act 537 Plan of Study is expected to be discussed with DEP at the scheduled December 14<sup>th</sup> meeting along with the capacity restrictions being imposed on the system and the numerous developments proposed in the service area.

She then reported that an engineer's estimate was distributed to the Board for installation of a third hauled waste dump site at the treatment plant, including a building to house the equipment. She reviewed the estimate with the Board, which totaled \$2.443 million. After some discussion, the Board members instructed Rachel to put together a scope of work for approval to move forward with the third hauled waste dump site. Gregory Olander then stated that during the discussions with PADEP on plant capacity, activation of Denitrification Cell #5 was recommended to gain additional hydraulic capacity for nitrogen removal and the upcoming ammonia limits that are effective in 2025. The PADEP Water Section Chief stated that the Authority could do the third hauled waste site, activation of Denitrification Cell #5 and possibly increasing the 16-inch pipe across Black Creek to a 24-inch pipe under one Part II Permit application. He said this could be done as one project rather than developing multiple bid specifications and bidding separate projects.

During the Regular Meeting, Robert Dougherty referenced a written report that was distributed to the Board. He said that dye testing and investigation for roof drain connections was nearly complete in Area 10 (Phase 2) except for about one day of work on Church Street. He said the new Locust Street Force Main has been installed from the pump station to Broad Street except for the boring under the railroad. He said the boring pits were dug, but they flooded due to the heavy rains. He said the next step is to make the temporary connection into the stone arch on Broad Street then connect to the pump station manifold. He said the contractor will begin installation of the new gravity sanitary sewer system once the force main is complete.

**George & Grink** moved to accept the Engineer's Report.

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

**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.

**Formica & Grink** moved to accept the Solicitor's Report. Passed: Aye-8, Nay-0, Absent-1

## **BILLS AND CREDITS**

**Formica & Pacelli** moved to approve payment of Gannett Fleming, Inc. invoices and requisitions through December 1, 2023 totaling \$7,519.22 as listed in the following table:

| <u>Requisition#</u> | <u>Invoice #</u> | <u>Description</u>           | <u>Amount</u> |
|---------------------|------------------|------------------------------|---------------|
| Operating Fund      | 051153.A*29923   | Annual Service Work          | \$ 3,845.62   |
| Operating Fund      | 051153.B*29924   | Attending Authority Meetings | \$ 685.20     |
| Operating Fund      | 051153.42*29922  | 2023-2024 Air Compliance     | \$ 2,546.15   |
| Operating Fund      | 051153.43*29925  | Act 537 Plan                 | \$ 442.25     |
| Total               |                  |                              | \$ 7,519.22   |

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 & Pacelli** moved to approve payment of RJD Engineering, Inc. invoices from November 2023 totaling \$18,555.50 as listed in the following table:

|                | <u>Invoice Date</u> | <u>Project Description</u>    | <u>Amount</u> |
|----------------|---------------------|-------------------------------|---------------|
| Operating Fund | 11/30/2023          | Area 2/3 - Locust St CSO      | \$ 11,415.50  |
| Operating Fund | 11/30/2023          | Area 10 (Phase 2)             | \$ 5,638.50   |
| Operating Fund | 11/30/2023          | Collection System Engineering | \$ 1,501.50   |
| Total          |                     |                               | \$ 18,555.50  |

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 & Pacelli** moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$809,424.72); Construction in Progress (\$15,196.59); Equipment/Office Equipment (\$147,172.40); 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 November 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 & Grink** moved to approve issued credits report totaling \$512.54 from the month of November 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**

**Formica & Pacelli** moved to approve a one-year extension for connection to the sewage collection system, as allowed by the approved sewage connection permit documents, to One Trinity Real Estate Investment for property located at 290 Susquehanna Boulevard in West Hazleton Borough. The permit and connection expiration date shall be extended from December 21, 2023 to December 21, 2024. All remaining Terms and Conditions of the Permit and Developer’s Agreement shall remain in effect.

On the Question: Board Member Eyerly asked if there were any additional fees associated with approving the extension request. Andy Nowak responded that there were no additional fees and the developer has already paid the tapping fee for the development.

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

*Agenda Item #13 was not acted upon during the meeting due to no motion for approval.*

**George & Formica** moved to approve the Clear Spring Property and Casualty Group Worker's Compensation Insurance Proposal for calendar year 2024 through Assured Partners (Worker's Compensation Insurance underwriter) for a premium of \$94,456.00 using projected payroll amounts of \$3,025,000 for Waterworks Classification and \$193,000 for Clerical Classification.

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

**Pacelli & Eyerly** moved to adjourn.

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

The regular meeting was adjourned at 6:55 PM

The next scheduled Work Session will be Wednesday, January 24, 2024 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Monday, January 29, 2023 at 6:30 PM

Respectfully submitted,

**Greater Hazleton Joint Sewer Authority**



Gregory Olander, Assistant Secretary