

The January 29, 2024 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 24, 2024 Work Session Roll Call:

Eyerly – Absent	Formica – Present	Gallagher – Present
George – Present ¹	Grink – Present	Sharkey – Present
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	Robert Dougherty, P.E. – RJD Engineering
Rachel Govelovich, P.E. – Gannett Fleming	

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Attorney Joseph D. Ustynoski – Solicitor	*Rachel Govelovich, P.E. – Gannett Fleming

¹ via phone or Videoconference

PUBLIC COMMENT

In attendance during the Work Session was BJ Cryder of Beaver Meadows, PA, a Business Agent for the Boilermaker’s Union. He addressed the Board and gave a brief description of the work done by union members in his Local. He noted that much of the repair work at the treatment plant, particularly with the incinerator, is performed by worker’s in the Boilermaker’s Union. He said that he would be happy to look at any upcoming work to provide pricing. *He then exited the meeting at this time.*

During the Work Session, Chairman Sullivan welcomed Bill Sharkey as a new member of the Board appointed by the West Hazleton Borough.

Gallagher & George nominated Andy Nowak as Temporary Chairman for Reorganization.

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

NOMINATION OF OFFICERS

George & Grink moved to retain the same officers for 2024 as they were in 2023 as follows:

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

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

After being reappointed as Chairman, John Sullivan continued the regular meeting.

APPOINTMENTS BY THE BOARD

George & Formica moved to reappointments the following professional service providers for calendar year 2024:

- 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, Sharkey-yes, Sherrock-yes, Sullivan-yes, Zola-absent (Passed 8-0-1)

Formica & Gallagher moved to approve the minutes of the December 18, 2023 Regular Monthly Meeting.

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

Hiring Committee Report –

During the Work Session, Board Member Zola reported on behalf of the Hiring Committee. He stated that the committee reviewed resumes and conducted interviews for the positions of Plant Operator and Truck Driver. He noted that the positions were posted with the union and there were no internal bidders for either position. He stated that following the interviews, the Committee is unanimous in its recommendation to hire William Cooper for the Plant Operator position and Jesse Huff for the Truck Driver position. He said the motions are on the agenda for consideration. He also reported that two of the candidates interviewed for the Plant Operator position were asked to tour the treatment plant so Gene can spend some time with them to learn more about their qualifications and knowledge.

Formica & Gallagher moved to approve the Hiring Committee Report as presented during the Work Session.

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

Directors’ Report -

MONTHLY FLOW REPORT

	<u>December 2023</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	387,710,109	Gallons	3,142,649,502	Gallon	xxxxx
Total Flow Bypassed	52,564,116	Gallons	193,876,049	Gallon	xxxxx
Days Flow Bypassed	9	Days	59	Days	xxxxx
Total Flow Treated	335,145,993	Gallons	2,948,773,453	Gallon	xxxxx
Average Minimum	8.1	MGD	xxxxx	xxxxx	5.8 MGD
Average Maximum	17.9	MGD	xxxxx	xxxxx	14.1 MGD
Average Daily Flow	10.8	MGD	xxxxx	xxxxx	8.1 MGD

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for December 2023 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 387.7 million gallons with 335.1 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was 10.8 MGD due to the heavy rains that increased the year-to-date average daily flow to 8.1 MGD. He said the treatment plant average daily flow was below the permitted 8.9 MGD limit for calendar year 2023. He noted that the Discharge Monitoring Reports (DMR) were submitted to PADEP for December with no effluent violations recorded.

Gregory Olander then reported that the revenues for December 2023 were \$1,056,857.17 and the billing for hauled waste received in December totaled \$200,721.70. He then stated that the overall customer collection rate for the month of December was 91.91% 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 then reported that he has had regularly scheduled virtual meetings with the company to assist with setup and implementation of the cyber security training and testing platform that was previously approved by the Board. Gregory then reported that all IRS 1095 forms were mailed to employees and electronically filed the forms with the IRS. He said this was the first year for mandatory electronic filing of IRS Form 1099, so he completed enrollment for a TCC number and completed the e-filing of IRS Form 1099s.

Gregory reported that the maintenance department will be changing failed valves in the Locust Street Pump Station next week when the station is out of service so a contractor can connect the new 12-inch force main to the manifold inside the pump station. He reported that there was an incident at the Cranberry Pump Station on Saturday January 17th that caused the dry side of the station to flood. He said an alarm contacted one of the maintenance staff who assessed the situation. He said a mega-lug on a spool piece after Pump #1 came apart allowing the wet well to flow into the dry side of the station. He said luckily the pumps are dry pit submersibles and at least one pump remained running. He said after several hours, the crew was able to reduce the amount of plow into the dry side to stabilize the station until Monday. He said on Monday they got all three pumps operational and completed repairs to prevent a reoccurrence. He recommended the Authority consider installation of a bypass chamber outside the Cranberry Pump Station so the station may be isolated in the future so repairs may more easily made to equipment inside the station. He also said a price was requested for a spare pump at Cranberry Pump Station. He then reported that the maintenance department is recommending purchase of one (1) spare VFD in the Primary Pump Station and two (2) spare VFDs for the Nitrification blowers. He said newer model VFDs will need to be retrofit into the existing electrical cabinets, which takes engineering work, planning, and contracting with the equipment manufacturer for commissioning. He said they recommend doing this work now before a VFD failure so the older model VFDs may be inventoried as spares. He also stated that the maintenance and operations continue to work on submittals for the second HPU for the sludge cake pump.

Gregory then reported that the final version of the Title V Operating Permit has not been received from PADEP; however, the DEP representative emailed that EPA had no comments on the Permit, so it was published in the PA Bulletin on January 12, 2024. He said there is a 30-day comment period before the final permit may be issued. He said the 2023 Stack Test was performed on December 6th and 7th. He then reported that the Solid Waste Management Permit for the Incinerator is due to expire on July 17, 2024. He said there is quite a bit of work that must be done to renew the permit. He said Gannett Fleming will

be working with Authority staff to get the renewal application to PADEP as soon as possible. He also noted that Authority staff met with Gannett Fleming to compile language for the Chapter 94 Reports to request that the Corrective Action Plans (CAPs) for Hazle Township and Sugarloaf Township be lifted. He said the Hazleton City and West Hazleton Borough CAPs could be updated to reflect work that has been done and anticipated work to continue reduction of inflow & infiltration in the collection systems to possible have more EDUs granted from PADEP.

During the Work Session, Andy Nowak informed the Board that their Statement of Financial interest forms were available for review and signature. He also read the list of wastewater conferences available in 2024. Andy then reported that an extension request was received from Hazleton Creek Commerce Center Holdings for Buildings #4 and #5 on the property located between State Route 309 and State Route 924, which is on the agenda. He then reported that the required documentation and ROCF payment was received from Allen Ridge Associates to reserve an additional 32 EDUS for their proposed development in the Terrace Section of Hazleton City. Andy then reported that he spoke with representatives at Northpoint Development about Buildings #2 and #3 to be located south of the Route 424 Beltway. He said a Roc Agreement would be for 27 EDUs for the buildings. Andy stated that the flow meters were deployed in the CSOs throughout the system to begin recording flows to develop a flow study and report to PADEP as required in the NPDES Permit. Andy said there were personnel issues to report to the Board in executive session during the Solicitor's report.

Gallagher & George 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 thanked the Board for the reappointment and then reported that issuance of the air quality Title V Operating Permit was posted in the PA Bulletin on January 12, 2024 so the permit release is expected following the 30-day comment period. She noted that Stack Testing was completed the week of December 5th and her air quality staff has been in contact with the testing company to obtain the test results. She referenced the list of air quality reports and stated that the reports due in January 2024 and February 2024 were all submitted. She said Authority staff and representatives at her firm are coordinating responsibilities to prepare the Solid Waste Management Permit renewal application. She said the permit expires July 17, 2024.

She then reported on funding for the Locust Street CSO Separation Project. She referenced the written report and reviewed the funding options noting that the Luzerne County ARPA Grant for \$2,000,000 was in place, but the grant application for \$3.9 million through the COVID-19 H2O PA Grant was not funded. 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 that the Area 10 (Phase2) Sewer Separation Project was awarded funding in the amount of \$370,000 through the COVID-19 PA Small Water & Sewer Grant. She said the Grant agreement will be executed and returned to DCED.

Rachel then reviewed a written scope and budget proposal with the Board for GIS Mapping Services. She said the GIS mapping proposal contains options for the Authority to purchase or rent the necessary equipment, hardware, and software. She said the proposal was reviewed and discussed with Authority

management to determine an approximate amount of staff resources that may be dedicated to collection of data in the field and based on that the proposal assumes a 6-months duration for fieldwork. She said the proposal budget would need to be adjusted if the effort extends beyond the 6-month timeframe and is based on actual billing for time and materials. She stated that the Authority data collection would be for its sanitary sewer lines in the City of Hazleton and Borough of West Hazleton; however, data from the other municipalities would be the responsibility of that municipality to collect their data in a format provided by Gannett Fleming so the entire system can be mapped. After some discussion, the Board agreed to put the purchase of equipment (rather than rental) and the Gannett Service on the agenda for consideration. She also reported that she would follow-up with a scope and proposal for the Act 537 Planning and the CSO Flow Study that is required by PADEP as part of the Long Term Control Plan (LTCP).

Rachel then reported on the meeting that was held with representatives of PADEP on December 14, 2023. She said it was a productive meeting and following extensive discussion, the PADEP representatives agreed that development may not continue to be restricted for certain areas of the system because they do not flow through the main line at the head of the treatment plant. She said language is being developed to be included in the Chapter 94 Plan submission for Hazle Township and Sugarloaf Township as a method of requesting that the CAPs be lifted. Rachel also informed the Board that the average annual payroll increases for her firm for calendar year 2024 are 4%, but they would not take effect until April. Rachel also reported that her design group is working on a scope and proposal for the Activation of Denitrification Cell #5 and addition of a third hauled waste dump site. She said the proposal would be provided to the Board once available.

During the Work Session, Robert Dougherty referenced a written report that was distributed to the Board. He said that the new 12-inch force main is installed from the Locust Street Pump Station not the stone arch on Broad Street. He said the boring under the railroad is complete, the line is currently being pressure tested, and the contractor is scheduled to make the connection into the pump station next week in the evening during low flow conditions. He said once the new lower section of force main is operational, the contractor will begin replacing the force main from the valve chamber on Maple and Vine Streets working their way South to Broad Street for the final connection at the stone arch. He reported that the contractor began installation of a new storm sewer on Laurel Street and the existing line will become a dedicated sanitary sewer line. He said the gravity installation began and a conflict was found with a privately owned gas line on Beech and Filmore. He said the gas line must be relocated and a contractor was called to provide pricing to do the work. He then reported that PennDOT returned the Highway Occupancy Permit (HOP) application for a third time with another round of questions, comments and requests for information. He said because this HOP permit is on a third review, the amount of work in the budget has been exceeded. He asked the Board to approve a proposal to increase the budget amount by \$9,000 to cover the additional costs. Robert then reported that the Area 10 (Phase 2) Separation Project is in design. He asked the Board if they wanted to have the project bid this year. He estimated that the construction would be only two to three months because the work is mainly correction of cross connections.

Formica & Sherrock moved to accept the Engineer's Report.

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

Solicitor’s Report – Attorney Ustynoski thanked the Board for reappointing his firm. He then said in addition to what was reported in executive session during the Work Session, he had nothing additional to report.

Gallagher & George moved to accept the Solicitor’s Report. Passed: Aye-8, Nay-0, Absent-1

BILLS AND CREDITS

George & Formica moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from December 2, 2023 through December 29, 2023, totaling \$12,719.47 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*31162	Annual Service Work	\$ 5,649.65
Operating Fund	051153.B*31172	Attending Authority Meetings	\$ 881.66
Operating Fund	051153.D*31173	Pretreatment Program	\$ 176.90
Operating Fund	048847.CO*31269	Incinerator (PENNVEST)	\$ 2,074.00
Operating Fund	051153.40*31167	Locust St CSO GIS Data Collection	\$ 141.83
Operating Fund	051153.42*31168	2023-2024 Air Compliance	\$ 2,337.52
Operating Fund	051153.43*31169	Act 537 Plan	\$ 1,221.53
Operating Fund	051153.44*31170	Locust St CSO Project PENNVEST	\$ 236.38
Total			\$ 12,719.47

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

Formica & Grink moved to approve payment of RJD Engineering, Inc. invoices from December 2023 totaling \$17,146.50 as listed in the following table:

	<u>Invoice Date</u>	<u>Project Description</u>	<u>Amount</u>
Operating Fund	12/31/2023	Area 2/3 - Locust St CSO	\$ 10,741.50
Operating Fund	12/31/2023	Area 10 (Phase 2)	\$ 6,090.00
Operating Fund	12/31/2023	Collection System Engineering	\$ 315.00
Total			\$ 17,146.50

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

Formica & Sharkey moved to approve Requisition No. C256, payable to Michael F. Ronca & Sons, Inc., totaling \$400,365.90, for Payment Estimate #1 of the Locust St CSO Separation & Force Main Replacement Project as recommended by the engineer. The original contract price was \$5,271,000.00. The total of payments made to date including this payment is \$400,365.90, which leaves a balance of \$4,870,634.10.

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

Formica & Grink moved to approve Requisition No. C257, payable to Michael F. Ronca & Sons, Inc., totaling \$304,087.50, for Payment Estimate #2 of the Locust St CSO Separation & Force Main

Replacement Project as recommended by the engineer. The original contract price was \$5,271,000.00. The total of payments made to date including this payment is \$704,453.40, which leaves a balance of \$4,566,546.60.

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

Sherrock & Gallagher moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$819,029.30); Construction in Progress (\$17,054.00); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of December 2023.

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

Formica & Gallagher moved to approve issued credits report totaling \$306.16 from the month of December 2023.

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

OLD BUSINESS

Gallagher & Formica moved to approve an amended Reservation of Sewage Capacity for an additional thirty-two (32) EDUs, at 230 gallons per EDU, bringing the total number of EDUs issued to Allen Ridge Associates, LLC, for property located between North Wilson Street, Lori Lane, and Allen Drive in the City of Hazleton to two hundred fifty-nine (259) EDUs. The additional reservation of capacity fee is \$29,721.60, as detailed in the executed Amended Reservation of Capacity Application and Agreement (ROCA) documents.

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

NEW BUSINESS

Formica & Sharkey 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 the property located at State Route 309 & State Route 924 in the City of Hazleton. The permit and connection expiration date shall be extended from January 28, 2024 to January 28, 2025. All remaining Terms and Conditions of the Permit and Developer's Agreement shall remain in effect.

On the Question: Board Member Sherrock asked how many extensions a developer was allowed to receive. Andy Nowak responded that it is at the Board's discretion.

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

George & Grink moved to hire William J. Cooper for the position of Plant Operator, conditioned upon his passing a physical examination and drug screening, at an hourly rate of \$31.35, which is the current Certified Plant Operator rate of pay, with a start date to be determined by Authority Management.

On the Question: Board Member Formica asked when we would know if he passed the physical and drug screening. Gregory Olander responded that we already received the paperwork that he passed.

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

George & Grink moved to hire Jesse J. Huff for the position of Truck Driver as recommended by the Hiring Committee, at an hourly rate of \$31.50, which is the current Truck Driver rate of pay, with a start date to be determined by Authority Management.

On the Question: Board Member Eyerly asked why Mr. Huff wasn't required to pass a physical and drug screening as part of his hiring motion. Andy Nowak responded that Mr. Huff has a Commercial Driver's License, which requires an annual physical and drug screening, which is also accepted in lieu of a pre-employment screening.

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

Formica & Gallagher moved to approve the proposal from Gannett Fleming, Inc. dated January 24, 2024 for Engineering Services for GHJSA Combined Sanitary Sewer System Inventory and GIS Mapping at a not to exceed cost of \$101,950.00 for program management costs using a 6-month duration for field data collection.

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

Gallagher & Formica moved to approve the purchase of hardware and subscriptions as listed in the Gannett Fleming, Inc. proposal dated January 24, 2024 that are needed for GIS Mapping implementation and data collection at a cost of \$10,447.75 for hardware, \$3,622.50 for subscriptions, and annual software costs for ArcGIS Online, which are currently \$1,454.75.

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

Gallagher & Formica moved to approve the proposal addendum dated January 22, 2024 from RJD Engineering, Inc. with a cost not to exceed \$9,000.00 for additional engineering services required to provide plan information, field measurements, and surveys requested in an unanticipated third review letter received from PennDOT relative to the Church Street Highway Occupancy Permit application.

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

George & Gallagher moved to approve the GHJSA Wastewater Treatment Plant Fluidized Bed Incinerator Preparedness, Prevention, and Contingency Plan dated January 2024 as required by PADEP Solid Waste Permit #603456.

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

Board Member Gallagher requested management get quotes for installation of a split heating/cooling system for the Board room due to the drastic temperature swings being realized in the room. Several other Board members agreed. Andy Nowak said he would get prices for the Board's consideration.

Formica & Grink moved to adjourn.

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

The regular meeting was adjourned at 6:51 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