

The February 26, 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.

February 21, 2024 Work Session Roll Call:

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

Also in Attendance during Work Session:

Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
†Rachel Govelovich, P.E. – Gannett Fleming	Robert Dougherty, P.E. – RJD Engineering

February 26, 2024 Regular Meeting Roll Call:

Eyerly – Present	Formica – Present	Gallagher – Present
George – Present [†]	Grink – Present	Sharkey – Present
Sherrock – Present	Sullivan – Present	Zola – Present

Also in Attendance during Regular Meeting:

Gregory Olander – Director of Administration	Andy Nowak – Field Operations Manager
Attorney Joseph D. Ustynoski – Solicitor	

[†] 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 January 29, 2024 Regular Monthly Meeting.
 Passed: Aye-9, Nay-0, Absent-0

Pension Committee Report –

During the Work Session, Board Member Grink reported on behalf of the Pension Committee. He stated that the pension fund achieved a 13.6% rate of return for calendar year 2023. He said the asset allocation as of January 31, 2024 is 58% equities, which will be increased within the approved asset allocation model once the 2024 MMO is received. He said the Investment Advisor did not recommend any changes at this month’s Pension Meeting.

Gallagher & George moved to approve the Hiring Committee Report as presented during the Work Session.
 Passed: Aye-9, Nay-0, Absent-0

Directors’ Report -

MONTHLY FLOW REPORT

	<u>January 2024</u>		<u>Year to Date</u>		
			<u>Total</u>		<u>Average</u>
Total Flow	<u>427,397,444</u>	Gallons	<u>427,397,444</u>	Gallon	xxxxx
Total Flow Bypassed	<u>66,556,828</u>	Gallons	<u>66,556,828</u>	Gallon	xxxxx

Days Flow Bypassed	11	Days	11	Days	xxxxx
Total Flow Treated	360,840,616	Gallons	360,840,616	Gallon	xxxxx
Average Minimum	9.4	MGD	xxxxx	xxxxx	9.4 MGD
Average Maximum	19.3	MGD	xxxxx	xxxxx	19.3 MGD
Average Daily Flow	11.6	MGD	xxxxx	xxxxx	11.6 MGD

During the Work Session, the Director of Administration, Gregory Olander, reviewed the wastewater flows for January 2024 as presented in the monthly flow report. He said the flow to the treatment plant was recorded at approximately 427.4 million gallons with 360.8 million gallons being treated. He also stated that the average daily flow to the treatment plant for the month was very high at 11.6 MGD due to the heavy rains. He noted that the Discharge Monitoring Reports (DMR) were submitted to PADEP for January with no effluent violations recorded. He informed the Board that the radiation monitors detected a low-level radiation in a hauled waste load on February 20, 2024. He said the load was quarantined and PADEP was notified. He said the documentation for a special PennDOT permit was obtained and the load was ultimately released back to the generating site the same day.

Gregory Olander then reported that the revenues for January 2024 were \$1,191,761.67 and the billing for hauled waste received in January totaled \$209,362.98. He then stated that the overall customer collection rate for the month of January was 92.57% and the overall customer collections for the fiscal year are 94.19%. He then reported that annual delinquent shutoff procedures will begin in April and continue through July. He said revenues generally spike over the four (4) month period when collections are being performed. He also reported that the newly hired Plant Operator began work on February 5th and will be in training for 6-8 weeks. He said the new truck Driver began work earlier this week.

Gregory reported that the maintenance department was able to source a current model VFD for the Primary Pump Station and a Nitrification blower. He said since there will be a spare VFD inventoried onsite for each, it won't be necessary to retrofit a new style VFD into the existing electrical cabinets at this time. He said that will be something we will need to do in the future once the spare VFDs are put in service. 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 Title V Operating Permit was received from PADEP with an effective date of February 20, 2024. He said it is being reviewed by Gannett Fleming Air Quality staff and if there are any inconsistencies the Authority has 30 days to appeal the permit. He then reported that there was an exceedance for Hydrogen Chloride during the 2023 Stack Test that was performed on December 6th and 7th. He said a retest for just that parameter was scheduled for March 5, 2024. He also noted that the exceedance was believed to be from an additive used to raise pH in the holding tank, which was identified by the Assistant Plant Operations Manager, Shane Boyer. He said all haulers were instructed to use an alternate additive for raising pH that does not contain chlorides. He then reported that Gannett Flenming and Authority staff have had regular meetings to continue working toward submission of a Solid Waste Management Permit Renewal Application for the Incinerator. He said there has been quite a bit of work that was done to complete the application and a public notice will be advertised three times in the local newspaper as required to allow for a 30-day public comment period. He said the Radiation Protection Action Plan and the Preparedness, Prevention, and Contingency (PPC) Plan were both updated as part of this 10-year permit renewal. He said Gannett Fleming will continue to work with Authority staff to get the renewal application to PADEP as soon as possible.

During the Work Session, Andy Nowak informed the Board that 21 flow meters have been deployed in the collection system to monitor flow into and out of the CSO diversion chambers for development of a CSO Flow Study, which must be submitted to PADEP by February 28, 2025. He said one of the meters needed adjustment and the manufacturer's representative is happy with the data now being recorded. He then reported that he was contacted by the UGI Energy Services representative concerning the supply of natural gas to the Authority. He said because the Authority switched from a Rate IS to a Rate NT, the remainder of the supply contract had to be voided. He said the current default rate is \$4.45/Dth and alternate rates the representative proposed are \$4.441 for 24 months, \$4.038 for 12 months, or \$3.441 for 6 months. After some discussion, the Board instructed management to lock in the 6-month rate. Andy then said there were personnel issues to report to the Board in executive session during the Solicitor's report. During the Regular Meeting, Andy reported that he received quotes for installation of a ductless heating and air conditioning system in the Board Room. He said they were both for 18,000 BTU units; one was \$5,200 without electrical and the other was \$5,870 including electrical.

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-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. She reported on the recent issuance of the air quality Title V Operating Permit for the incinerator, which is a 5-year permit that expires on February 20, 2029. She said there will be a few operational changes including submission of an annual operations report by June 30 each year, payment of an annual permit fee of \$8,000, and payment of annual emissions fees, which will equate to approximately \$500 depending on the amount of emissions. She said sludge sampling and testing were reduced from a 60-day interval to once per quarter so they may be processed along with the regular quarterly WWTP sampling events. She reported that the stack retest for HCl will be done on March 5th and that the Annual Compliance Report and Annual Emissions Statement were both submitted to PADEP in February.

Rachel then reported on preparation of the Solid Waste Management Permit renewal application. She said the current permit expires July 17, 2024 and the team has been working on various components of the renewal application. She said the Form 37 was submitted to PADEP, which is a certification by the engineer that construction activities have been completed and the incinerator is operating in accordance with the design. She said the application was pretty far along and there is a public notice requirement to notify the public of the renewal application. She said letters were also sent the Borough of West Hazleton, Luzerne County, and all owners of property adjoining the WWTP for their comment. She said the bonding calculations need to be updated to ensure there is enough money available to shut down and clean the facility in the event of a complete shutdown of the incinerator. She said the PPC and Radiation Protection Action Plan were also being updated as part of the permit renewal.

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 now in place, but the PENNVEST closing has not yet been scheduled due to the outstanding Highway Occupancy Permit (HOP) that still has not been received from PennDOT. Rachel also 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 has been executed and returned to DCED.

Rachel then reported on the Act 537 and LTCP activities noting that the flow study is underway with meters installed and recording flow at all CSO outfall locations. She said once enough data has been collected collection system modeling will be performed. She also reported that the GIS system mapping project that was authorized in January 2024 is now underway. Rachel also noted that a meeting was held with Municipal Authority of Hazle Township to review draft language to be included in the municipal Chapter 94 Reports to eliminate CAP restriction in designated areas to allow for development without the need for issuing EDU allocations. Rachel also reported that her design group is working on a scope and proposal for the Activation of Denitrification Cell #5, addition of a third hauled waste dump site, and upgrade of the section of ductile iron pipe traversing the Black Creek coming into the WWTP. 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 to the stone arch on Broad Street. He said the upper section from Broad Street to Maple Street has also been installed and it is being pressure tested next week. He said provided the pressure test is passed, the contractor will schedule to connect the upper and lower sections of new force main shortly thereafter. He reported that 2 crews are working; one crew is working on the force main and the other crew is working on installation of the new gravity sanitary sewer mains. He said so far 800 feet of new storm sewer has been installed on Laurel Street and approximately 600 feet of new sanitary gravity sewer mains have been installed. He said the third contractor payment request is on the agenda and recommended for approval. He then reported that work continues to provide revisions and answer questions for the third Highway Occupancy Permit (HOP) application. He then stated that the roof drain removals in Areas 2 & 3 are about 40% completed. Robert then reported that the Area 10 (Phase 2) Separation Project is in design and, with the exception of Church Street, all roof drains removals and cross connections have been identified.

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

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

Solicitor's Report – Attorney Ustynoski requested the Board enter executive session to discuss a personnel issue and a legal issue relative to an agreement.

Grink & Formica moved to enter executive session of personnel issues and a legal issue relative to an agreement. Passed: Aye-9, Nay-0, Absent-0

After the Board moved out of executive session, **Gallagher & Grink** moved to accept the Solicitor's Report. Passed: Aye-9, Nay-0, Absent-0

BILLS AND CREDITS

Gallagher & Formica moved to approve payment of Gannett Fleming, Inc. invoices and requisitions from December 30, 2023 through January 26, 2024, totaling \$14,969.73 as listed in the following table:

<u>Requisition#</u>	<u>Invoice #</u>	<u>Description</u>	<u>Amount</u>
Operating Fund	051153.A*32545	Annual Service Work	\$ 1,460.65
Operating Fund	051153.B*32546	Attending Authority Meetings	\$ 567.30
Operating Fund	051153.C*32549	Chapter 94 Report	\$ 1,515.09
Operating Fund	048847.CO*32555	Incinerator (Air Permit)	\$ 438.29
Operating Fund	051153.42*32544	2023-2024 Air Compliance	\$ 8,389.80
Operating Fund	051153.43*32547	Act 537 Plan	\$ 707.60
Operating Fund	051153.45*32548	Solid Waste Mgmt Permit Renewal	\$ 1,891.00
Total			\$ 14,969.73

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

Formica & Sherrock moved to approve payment of RJD Engineering, Inc. invoices from January 2024 totaling \$19,414.50 as listed in the following table:

	<u>Invoice Date</u>	<u>Project Description</u>	<u>Amount</u>
Operating Fund	1/31/2024	Area 2/3 - Locust St CSO	\$ 15,330.00
Operating Fund	1/31/2024	Area 10 (Phase 2)	\$ 3,559.50
Operating Fund	1/31/2024	Collection System Engineering	\$ 525.00
Total			\$ 19,414.50

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

Formica & Sharkey moved to approve Requisition No. C258, payable to Michael F. Ronca & Sons, Inc., totaling \$262,989.00, for Payment Estimate #3 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 \$967,442.40, which leaves a balance of \$4,303,557.60.

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

Formica & Gallagher moved to authorize payment from the Operating Fund for Operating and Administrative Expenses (\$699,104.84); Construction in Progress (\$19,283.71); Equipment/Office Equipment (\$15,625.97); Debt Service Series 2018 Bond – BB&T (\$18,362.29); Debt Service PENNVEST Loan #27906 (\$11,152.44) from the month of January 2024.

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

Grink & Gallagher moved to approve issued credits report totaling \$229.00 from the month of January 2024.

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

OLD BUSINESS

None

NEW BUSINESS

George & Formica moved to approve a Leave of Absence (LOA) extension for Employee 1004, as agreed upon with the Union, for a period of 90 days, with an end date of June 14, 2024.

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

Gallagher & Formica moved to approve the use of a Developer's Sewer System Extension Agreement for Owners and/or Developers to install a sanitary sewer system extension to serve the new development and connect to the Authority's existing collection system.

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

Chairman Sullivan appointed Board Member Formica to the Pension Committee to fill a vacant seat and he appointed Board Member Sharkey to the Building & Grounds Committee to fill the seat vacated by Board Member Formica. He said all other committee appointments remain as previously appointed.

Zola & Formica moved to adjourn.

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

The regular meeting was adjourned at 7:13 PM

The next scheduled Work Session will be Monday, March 25, 2024 at 6:30 PM

The next scheduled Regular Monthly Meeting will be Wednesday, March 27, 2024 at 6:30 PM

Respectfully submitted,

Greater Hazleton Joint Sewer Authority



Gregory Olander, Assistant Secretary