

THE REGULAR MONTHLY MEETING WAS HELD BY THE VIRTUAL MEETING ZOOM PLATFORM AND IN PERSON ON TUESDAY, AUGUST 16, 2022, IN THE CONFERENCE ROOM AT 711 BIRKBECK STREET, FREELAND, PA. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. THOMAS, MR. TIERNEY II, MR. CLYMER, THE TECHNICAL MANAGER (Via ZOOM), THE ENGINEER, THE ATTORNEY, AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

For the people killed in Berwick.

RYAN McFADDEN & BOBBY KLINE OF GARLAND COMMUNICATION SYSTEMS, INC.

Mr. Kavitski explained to the Board the current IT company are having a substantial changeover of staff and this has created delayed response time when we need support. Carlene and I met with Garland Communications, and they are here to present their findings along with a proposal for their services. Mr. Kavitski also explained to the Board, Matt Heffner is a current employee of Garland Communications, Inc. and he is a very capable IT person, along with other staff from our current provider.

Mr. Tierney did inquire about why some employees moved to Garland Communications and Mr. Kline said Lynx has been around for approximately 25 years and it was a family atmosphere. Three owners decided to sell Lynx and Stratix Systems purchased. This changed the whole dynamics of the company. Mr. Kline explained Garland Communications is in business 27 years. Kendall put together the IT department along with Matt Heffner, the most senior IT person, hence Garland Communications IT Division with networks started. Garland Communications did IT services prior but now server network with structure.

Mr. McFadden introduced the proposals they put together for the Authority. A complete site survey was done of the Authority system. Garland arranges solutions for prospect customers, so they obtain the most out of their IT company. Garland did a findings aspect first and gave recommendations for improved services. The server is fine and has a 7 1/2-month warranty, and it can be renewed. Datto backup has no pending issues with a warranty expiration of March 2023. Sonic walls, the Authority has two, office and WWTP, which are new. They are working well, except the office and WWTP are no longer communicating together, firewall needs to be reconfigured. EDR, end point detection and response, has anti-virus and artificial intelligence in the system, which can determine a threat. Web filter installed on all computers and anything that is accessing the network. Spam filter, which is Proofpoint, all emails are to go into a filter first, records reflect spam filter was not setup, but the Authority is paying for this filter. Remote software for all updating and patch networking. Two-factor authentication is not being utilized and is recommended.

Option 1 - Required Solutions and Option 2 - Business Secure Endpoint Plus.

There is also a page in the proposal for recommended upgrades. Discussion on a Virtual Appliance costs \$150.00 per month, which would block things trying to get into the firewall repeatedly.

The current IT vendor with the Authority would require a 30-day notice to change IT companies. Garland Communications would take a day to convert to their IT company.

Mr. McFadden and Mr. Kline thanked the Board for the opportunity to present their company and services to the Board of Directors. Mr. Kavitski stated the Authority will be in touch later.

CITIZENS PARTICIPATION

No citizens were present.

APPROVE JULY MINUTES

Mr. Tierney made the motion to approve the July minutes and Mr. Clymer second. Vote 5-0.

APPROVE JULY PAID INVOICES

Mr. Thomas made a motion to approve the July paid invoices for the Water Division totaling \$151,900.01 and the Sewer Division invoices totaling \$132,271.88 and Mr. Fisher second. Vote 5-0. (Reference 2380-A).

CURRENT INVOICES

Mr. Thomas made a motion to approve payment of the current Water Division invoices totaling \$72,084.77, the Sewer Division invoices totaling \$69,884.68, and the Sandy Run invoices totaling \$6,503.20 and Mr. Kavitski second. Vote 5-0. (Reference 2381-A).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2381-B.

SEWER DIVISION

Mr. Josh Fox of HRG, Inc. presented the Engineering Report. (Reference 2381-C).

Sewer Area

-SIUA and sampling stations – EPA Region 3 has formally accepted the local limits proposed in the Authority's Local Limits/Headworks Analysis submission. The Authority needs to adopt the local limits as well as all contributing municipalities, completion by December 8, 2022.

HRG, Inc. will work with Attorney Fagan to complete this resolution for the Authority and every municipality needs to adopt the local limits by ordinance per Josh Fox.

Mr. Tierney inquired if this is completed with PA American Water and Mr. Kavitski explained it would have to be adopted by Foster Township.

-Sewer Rules & Regulations – updating the rules & regulations continues.

-NPDES Permit Renewal Work – Waiting for the adoption of the local limits from all municipalities first.

-WWTP Final Clarifier Distribution Box – Linde Corporation mobilization is scheduled for September 9, 2022, rebar drawings were approved. November 2nd is substantial completion date barring any significant weather events. Linde submitted first payment request and HRG requested mobilization prior to any disbursements.

-Sludge Dewatering Upgrade Project – WQM Part II Permit issued by PA DEP. HRG completed a final design site visit with Authority staff to review equipment layout and finalize design flows and loadings for the project. September meeting should have the finalize terms for the purchase agreement through COSTARS for the screw press.

-Headworks Evaluation – PA DEP is finalizing determination on whether a permit application will be required for the proposed improvements. Hopefully, a response will be by end of month.

-PA DEP Chapter 102 (Construction Stormwater) – Construction from the sewer plant in 2010, permit should terminate at the end of construction, this was not completed. HRG is working through the process right now. HRG is working on a Declaration of Restrictions and Covenants and as-built drawings which will be filed with the property at the Recorder of Deeds in Luzerne County. Once submitted the Luzerne Conservation District (LCD) with schedule/conduct an onsite inspection to verify the project completion and permanent stabilization.

Mr. Fisher inquired about the stormwater process and Mr. Fox explained any type of construction project has stormwater permits, due to moving earth. NPDES permit given during construction and is supposed to be closed out after construction is completed.

-ACT 537 Special Study – No new activities since the grant application submitted.

Water Area

-ARPA Grant – Mr. Kavitski stated the county is moving ahead with the grant application and asked for HRG to stay on top of this situation.

-LSA Grant – Centre St Water Main Replacement – No activity since submission.

-UL Tank & Water Improvements – HRG prepared a new 2023 Water System Improvement Proposal, which separated the cost of the Pagnotti Water Storage Tank and Upper Lehigh Water Main Replacement. The cost has increased by \$2000 due to extra permitting and engineering services for two separate projects per Josh Fox.

Mr. Kavitski asked the Board for a decision on the Water System Improvement Project – together or separate projects. The Board of Directors made the decision of the Water Tank being priority.

Mr. Thomas made the motion to approve the Pagnotti Water Storage Tank for the Professional Engineering Services Proposal for \$148,000.00 and Mr. Fisher second. Vote 5-0. (Reference 2381-D).

-Well 6 & Well 10 Treatment System – FMA is collecting the water quality data for the wells. Well 6 area will require a new building and Well 10 building will require expansion, including the fenced in area. Treating of Well 6 prior to the water coming to the Reservoir is more cost effective.

Northeast Technical Sales, Inc. – Mr. Fisher made the motion to approve the quote #1190 for pH probes, cables, mounting hardware for \$ 3157.00 and quote #1236 for installation of HACH flow meters and calibration of four additional meters for \$1750.00 and Mr. Tierney second. Vote 5-0. (Reference 2382-A).

Black Birch Engineering – Sensor additions to PLC System proposal FS2022001 for a not to exceed \$6000 Mr. Fisher made the motion for approval and Mr. Kavitski second. Vote 5-0. (Reference 2382-B).

WATER DIVISION

Theft of Services – The Board of Directors went into Executive Session to discuss two addresses. The Board came back from Executive Session, and a unanimous decision to charge both addresses with Theft of Service charge and bill for lost revenue from the time of meter removal.

DEP Inspection Report Follow Up – HRG and FMA met after the DEP inspection to go over all the findings. UL Tank repairs DEP wants a 2-to-3-month timeframe. FMA wants to eliminate the UL tank and build new tank in Oak Street area. Josh Fox recommends telling DEP no due to time constraints. The negotiations can give the Authority a better ranking for PennVest for obtaining funding. The Authority would need a Consent Order Agreement with DEP. The Authority would be under timeline constraints which need to be adhered. The Authority approved the 2023 Water Improvement Proposal for the New Tank and are in negotiation for the land area from Pagnotti which are all in place now. Brittany Caskey plotted all the land into a map and will send to HRG for approval. The Board of Directors were all in agreement with Mr. Josh Fox's recommendation. Mr. Fox will prepare a written response to DEP regarding the inspection findings and with Board approval, HRG will mail to DEP.

Fiber Optics – Mr. Kavitski recommends if the Authority cannot obtain a grant, it should still pursue the project. Waiting on word from the APRA Grant pre-application submission.

Foster Township Letter Sandy Run Village – The Authority will send a letter to the residents of Sandy Run. There was no response or acknowledgement from Foster Township. Mr. Clymer said he would contact Mr. Wilson Malloy, the Chairman of Foster Township for help regarding this matter. Mr. Kavitski stated if they receive ARPA funds, the Authority is asking for monies to help with Sandy Run. The Board all agreed for the Sandy Run letter to be mailed to all people and send a copy of the Sandy Run Residents letter to Foster Township Supervisors.

Jay Lynch of Meiser & Earl Permanent Capping of Test Wells – Mr. Lynch sent a quote to decommission GHD Test Wells 1, 2, & 3 in the Upper Lehigh Area. Mr. Fisher made the motion to approve the work per quote and Mr. Kavitski second. Vote 5-0. (Reference 2382-C).

Attorney Fagan will follow-up with Mr. Balas regarding the Graham Street Well property. Mr. Kavitski asked Mr. Smith to follow-up regarding the water meter situation with Mr. Balas too.

MANAGERS REPORT

Ryan Smith presented the Technical Manager Report. (Reference 2382-D).
SOC bottles not received from laboratory for second quarter, sampling tomorrow. Also, lead & copper samples twenty samples given but laboratory only reported nineteen samples to DEP.
Mr. Josh Fox inquired with Mr. Smith if the Authority has ever tried to obtain waivers for the SOC sampling. The Authority can certainly consider this option.
The Annual Wett Testing is underway at the WWTP.

ENGINEERING INVOICES

Mr. Thomas made the motion to approve the following HRG invoices: #162185 \$2,109.40, #162351 \$1,662.50, #162352 \$4,331.00, #162353 \$7,388.09, #162354 \$1,896.00, #162355 \$4,292.19 and #162356 \$1,729.50 and Mr. Clymer second. Vote 5-0. (Reference 2382-E).

ATTORNEY REPORT

Attorney Fagan regarding the Birkbeck & Johnson Streets property, the realtor reached out to him about an Environmental Phase Study which will be completed. The results will be supplied to the Authority. The Midlantic report has not been given to the Authority even with multiple requests. The Authority wants the Environmental Phase Study done first and share the report prior to contract. FIDC will remove the tanks at their expense.

PGA Lawsuit, the plaintiff received an extension until the end of August, to submit their final documentation. The Authority turned their documentation over to the court. Attorney Fagan will provide the Authority documentation to plaintiff counsel on August 26th.

OPEN/OTHER ACTIONS

John Braddock had resigned his position at the WWTP. (Reference 2383-A).

Ad with Indeed.com placed. Had an ad placed with Ziprecruiter for the trial period but this company wanted large amount of money for customized ad. Canceled ad during the trial period. There are a large number of resumes from Indeed.com, the Board of Directors are to look through them to decide who will be interviewed. The Secretary looked through them, there are approximately ten potential candidates.

Mr. Kavitski asked for comments from the Board on Garland Communications proposal. Server could have extended warranty which can save money. Garland is more expensive, but more services are offered. The Authority may consider an agreement for 1 year with set amount for that timeframe. Mr. Fisher was asking with no support hours used, can the support hours be rolled into the next month. The Secretary will call and ask the question. Mr. Fisher stated if they can guarantee pricing for entire year at the same amount every month, I make a motion for approval of Option 2 package at \$1962.70 per month and Mr. Thomas second. Vote 5-0. (Reference 2383-B).

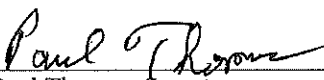
Mr. Kavitski stated if Garland would be willing to do a 2-year contract for the same monthly fee the Authority would sign for that timeframe.

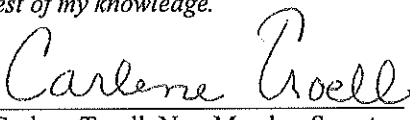
Mr. Kavitski asked Attorney Fagan about people caught with Theft of Services. Can the Authority force them to install their own service line at their expense. Attorney Fagan will check.

ADJOURN

Mr. Tierney made the motion to adjourn the meeting and Mr. Clymer second. Vote 5-0.

These minutes are certified true and correct to the best of my knowledge.


Paul Thomas, Secretary


Carlene Troell, Non-Member Secretary