

THE REGULAR MONTHLY MEETING WAS HELD BY THE VIRTUAL MEETING ZOOM PLATFORM ON WEDNESDAY, SEPTEMBER 16, 2020. PRESENT WERE MR. KAVITSKI, MR. FISHER, MR. LINDSEY, MR. CLYMER JR., CHUCK MADISON, RYAN SMITH, THE ENGINEER AND THE SECRETARY.

SALUTE TO THE FLAG AND MOMENT OF SILENCE

Moment of silence for all the people still suffering with COVID, the ones who are helping taking care the people suffering with COVID, the people affected by the fires in the West and hurricanes in the South.

CITIZENS PARTICIPATION

No citizens participated in the meeting.

JOHN NONNEMACHER & CHRISTOPHER HETKOWSKI - SNYDER & CLEMENTE - 2019 AUDIT

Mr. Nonnemacher thanked the Board Members for the continued support in handling of the financials here at the Authority. There are many professional standards that need to be adhered to for the audit. At times, the audit needs to be more extensive due to the fact of receiving USDA Federal monies. Single audit was not needed this year due to being under the threshold amount. (Reference 2268-A).

Mr. Hetkowski presented the audit report under the guidance of Mr. Nonnemacher. The auditors opinion is the financial statements are presented fairly in all material respects, the respective financial position of the business-type activities and each major fund of the Authority.

There is no management letter, reportable conditions, or internal control weakness to report, which means all compliance and record keeping are sound.

Mr. Kavitski stated the Office Manager is doing a good job. He is happy there are no management letters or discrepancies to report per the Auditors. Mr. Kavitski stated the Authority has a good group of employees who all work together.

Mr. Nonnemacher discussed Pennsylvania Municipal Retirement System (PMRS) which the Authority has a pension asset at this time. This Authority is one of very few Authorities that have a pension asset. The pension asset is starting to decline due to the number of employees that have retired and are drawing from the fund.

(Reference 2268-A).

APPROVE AUGUST MINUTES

Mr. Clymer made the motion and Mr. Fisher second. Vote 4-0.

APPROVE AUGUST PAID INVOICES

Mr. Fisher made a motion to approve the August paid invoices for the Water Division totaling \$ 117,805.67 and the Sewer Division invoices totaling \$ 80,728.83 and Mr. Lindsey second. Vote 4-0. (Reference 2268-B).

CURRENT INVOICES

Mr. Lindsey made a motion to approve payment of the current Water Division invoices totaling \$ 76,432.67, the Sewer Division invoices totaling \$ 54,768.24 and the Sandy Run invoices totaling \$ 63.33 and Mr. Clymer second. Vote 4-0. (Reference 2268-C).

FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2268-D.

Mr. Fisher made the motion to approve the 2021 Minimum Municipal Obligation contribution and Mr. Lindsey second. Vote 4-0. (Reference 2268-E).

SEWER DIVISION

See Engineering Report Reference 2269-A.

The Water Project is 99% complete. Ms. Albert stated Borton Lawson Engineering needs to review all red line and as-built drawings.

Generator at Well 12 installed – Need to make sure temperature exhaust is being monitored.

Final payment to Hayden is pending the review of all documents. Ms. Albert recommends conditional approval for payment of \$41,175.36.

Mr. Fisher made the motion for conditional approval for Hayden and Mr. Kavitski second. Vote 4-0.

Mr. Kavitski stated things are to be done completely. The purpose of redoing all well houses was to have a “new” system in place. There are many things that need to be added to the punch lists. The Well Projects should have included all these things. FMA employees are completing certain things that should have been written into the contracts.

Mr. Kavitski stressed the importance of receiving all documents prior to payment being released to Hayden.

PADEP Act 537 Special Study – Ms. Albert emailed the flow metering graphs to Tom Barna, Foster Township Engineer from Penn Eastern.

Industrial Pretreatment – Ms. Albert emailed Citterio waste surcharge and PGA’s BOD was below surcharge level for July 2020.

POTW Pretreatment Program Development & Implementation – Ms. Albert inquired about PGA, should the survey be resent to them? Mr. Kavitski stated send one survey one more time to PGA. If no response, turn them into the EPA. Ms. Albert is to email Brittany and the office will send to PGA certified mail.

Sludge Press Evaluation – FMA had two vendors come to the treatment plant. Ms. Albert inquired if she should provide a report with the two vendors now or wait until the third vendor demo is completed. Mr. Kavitski stated he wants to wait until all three vendors are done and then provide a comparison chart with a report.

Chuck Madison stated he was happier with the results of the demo sludge press from GEA Westfalia, but the Authority has not received their report yet. Ms. Albert of Borton Lawson will reach out to GEA Westfalia for the results of the sludge press demo.

Mr. Fisher inquired about background checks on companies the Authority does business with and Mr. Kavitski informed Mr. Fisher background checks and financials are always done on companies with big projects.

Ms. Albert stated Chuck Madison obtained an updated quote for the Motor Guards through Meg-Alert which would include transducers, which does not prevent damage to the motors, but would provide the Authority with a warning of potential damage to the insulation of the wiring. Ms. Albert will be calling Martin Auman of Keystone Engineering tomorrow to ask questions regarding putting the alarms through SCADA system.

Mr. Kavitski said all the information needs to go through SCADA for record keeping purposes and to trend all the data real time. There will be two set points in SCADA – 1st will be measurement and the 2nd will be high point alarm. The Authority will be able to correct issues before major problems occur.

Sampling Stations for Citterio & PGA – Ms. Albert of Borton Lawson Engineering looked at sites for installation areas. Sampling station for Citterio would have to be put on their property due to the other area is in PennDOT right of way according to GIS maps from Luzerne County. The sampling station would have a flume with an ultrasonic sensor flow meter along with a composite sampling station.

Ms. Albert stated before doing the design of the sampling station need to speak with Attorney Fagan about the Industrial Waste Ordinance, is The Authority allowed onto properties to obtain sampling.

Mr. Kavitski stated the Authority would need to design a 5-foot square building along with a manhole to obtain the samples. Mr. Kavitski said Ms. Albert and Chuck Madison need to contact Citterio to see where

a sampling station can be installed on their property. The Authority needs "true" samples not just grab samples at Citterio.

Ms. Albert discussed PGA installation site for their sampling station using the GIS mapping from Luzerne County in their loading dock area. The Authority needs to investigate all discharge areas from PGA, possibly with dye.

First thing that needs to be discussed with Attorney Fagan is about the ordinance language and sampling stations and is there proper language in the ordinance, then the Authority will contact Citterio regarding a sampling station. The Authority needs to address this issue because the EPA is requiring the sampling stations. Maybe the Authority should contact the EPA and ask for them to come here for a visit. The Authority could show the issues they are having with installation of sampling stations for the industrial users. The Authority is asking for a directive from the EPA.

Regarding PGA, possibly contact with Welbourn, who owned the Garland Building, to see if the Authority can obtain maps for all the discharge pipes in the building. There is also the issue of the empty drums piled along the back side of PGA building. Some of these barrels have cross bones marked on the outside of them. Mr. Anthony of PGA should be made aware his building is across the street from a well field.

Secondary Clarifier Flow Balancing – Ms. Albert was asked to investigate how to balance the flow for the clarifier. The recommendation is a flow splitter box with weirs after the aeration basins. Mr. Kavitski inquired why this was not taken care of during the upgrade of the treatment plant. Chuck Madison said treatment plant employees will monitor flows and sludge judge every hour to obtain information to see which course of action should be taken.

Foster Township Supervisors Deferment – The Authority and Foster Township Supervisor, Gerald Brogan along with Attorneys Peter J. Fagan and Donald Karpowich, Foster Township Engineer, Tom Barna met and discussed issues with the Foster Township sewer. Deferment discussion was around \$2000 for their bill. Agreement would need to be written up and signed. Foster Township wanted a deferment of \$2000 per month since the pandemic hit. Mr. Fisher suggested a one-time deferment of \$2000 but not a cumulative deferment due to the fact no one has any idea how long this pandemic is going to last. Mr. Fisher also stated Foster Township should inform the Authority what their plan would be to pay back the deferment. Mr. Clymer is in total agreement with Mr. Fisher, a plan needs to be put into place. Mr. Fisher is suggesting two-month deferment and no more. The Authority will send a letter to Foster asking for answers in the handling of a potential deferment.

The Board Members discussed the Foster Township Pretreatment Ordinance, which needs to be changed to mirror Freeland Borough, Foster has not completed this task yet.

Foster Township is also requesting refund for 108 Centre Street. Hazleton City Authority removed the water meter at the above property. No one informed FMA of this, so the billing for this EDU continued. The Authority removed this EDU from their billing when FMA was notified in August, but Foster wants credit back from January when meter was removed. The Authority is questioning when exactly Foster Township was notified about this address from Hazleton City Authority. Mr. Lindsey suggested maybe Foster Township should ask Hazleton City Authority for a refund. That way, Hazleton City would inform Foster Township in a timely manner in the future. (Reference 2270-A).

Mr. Kavitski stated next week is a month since meeting with Foster Township Officials and they have not completed anything that was discussed in the meeting from August 24th of 2020. Foster Township did state they want to collect the permit fees for an industrial user, but the regulations will be changed to reflect just like Freeland Borough Pretreatment Ordinance. The Authority will write a letter to Foster Township asking for progress on the items discussed at the meeting.

WATER DIVISION

Mr. Fisher made the motion to approve the purchase of a pipe locator with GIS capabilities and Mr. Kavitski second. Vote 4-0. (Reference 2270-B).

Chuck Madison led a discussion on the Upper Lehigh Main Street explaining to the Board Members some customers experience low to no water pressure when flushing hydrants. Investigating how the pipework is run from the Upper Lehigh Tank to Main Street connection needs to be done. The pipe locator will be

very handy for this investigation. The Upper Lehigh tank is developing another leak currently. Employees are monitoring the leak closely and it has increased slightly.

MANAGER REPORT

Fence project complete.
HVAC system complete.
Will be seeking generator service proposals.
Well House painting – New color needs to be chosen.
New employee doing well.

BORTON LAWSON INVOICES

No invoices currently.

ATTORNEY REPORT

Attorney Fagan was not present. The Board Secretary said a letter was sent to 1030 Birkbeck Street owner for illegal floor drains and Attorney Fagan has placed liens on 12 properties.

OPEN/OTHER ACTIONS

Mr. Kavitski recommended backup and disaster recovery for Office 365 through Lynx Computer Technologies, a monthly fee of \$33.00 with a one-time setup fee of \$195.00 and the Board all agreed. (Reference 2271-A).


Lynx will also be here tomorrow to introduce staff to Microsoft Teams if anyone is interested in attending.

12.7 acres of land located in the woods near Schwabe Street, there is a well on this property. Possibility of a new well if water quality is adequate. The Authority will investigate further. The number of acres would protect our water shed.

ADJOURN

Mr. Clymer made the motion to adjourn the meeting and Mr. Kavitski second. Vote 4-0.

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



Paul Thomas, Secretary



Carlene Troell, Non-Member Secretary