

THE REGULAR MONTHLY MEETING WAS HELD BY THE VIRTUAL MEETING ZOOM PLATFORM AND IN PERSON ON WEDNESDAY, DECEMBER 15, 2021, 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, THE ENGINEER, THE ATTORNEY AND THE SECRETARY.

#### SALUTE TO THE FLAG AND MOMENT OF SILENCE

Wishing everyone a Merry Christmas & a Happy New Year. Help all people who are suffering through it.

#### CITIZENS PARTICIPATION

No citizens were present.

#### APPROVE NOVEMBER MINUTES

Mr. Tierney made the motion to approve the November minutes and Mr. Fisher second. Vote 5-0. The Board asked to receive the monthly minutes along with the paid invoices prior to the meeting every month for review.

#### APPROVE NOVEMBER PAID INVOICES

Mr. Thomas made a motion to approve the November paid invoices for the Water Division totaling \$ 212,844.34 and the Sewer Division invoices totaling \$ 188,730.99 and Mr. Clymer second. Vote 5-0. (Reference 2333-A).

#### CURRENT INVOICES

Mr. Thomas made a motion to approve payment of the current Water Division invoices totaling \$ 109,898.70, the Sewer Division invoices totaling \$ 85,683.04 & Maryland Biochemical Company Invoice totaling \$1,565.26, and the Sandy Run invoices totaling \$ 180.49, and Mr. Tierney second. Vote 5-0. The Board tabled Salnick Enterprises invoice until an itemized bill with a breakdown of the manpower hours is received. The Board stated if they received the itemized invoice and if acceptable, they would vote by phone or email to approve payment at that time. (Reference 2333-B).

#### FINANCIAL STATUS

The Secretary reviewed the Financial Status as outlined in Reference 2333-C.

Mr. Kavitski passed out a few spreadsheets. A Major Goals for 2022 and FMA Projects looking ahead 2022 and Beyond and the Monthly Well Production for 2021. (Reference 2333-D).

Valve exerciser has been ordered. There are 330 main water valves in the system with available time starting in April through November start exercising all valves. Mr. Fisher asked if there is a chance for any of the valves to break and Mr. Kavitski explained the machine has a torque limiter in the system and the machine will stop prior to breaking any valves. This machine has many safety features built into it. This is a tow behind truck unit with a vacuum and jack hammer included. It could also be used for the curb stops which should be exercised too.

Next big item is looking at a new tank to replace the Upper Lehigh one. Josh Fox will present information in his report. This is a priority due to the fact the tank is leaking. Water lines will need to be completed in Upper Lehigh area.

Locate and reduce the unaccounted water by 5% next year and the goal is to reduce the percentage another 5% the following year. This will be an in-house project.

Looking at the 2022 and Beyond spreadsheet to see what else the Board felt could be moved into projects for the upcoming year.

Mr. Kavitski wants to set aside the rehabilitation of Well #11 currently. Mr. Fisher did inquire if the rehabilitation of the other wells were a benefit or not. Mr. Kavitski stated the last spreadsheet is

information that came from the SCADA system reports which Brittany Caskey compiled. This shows all the wells for every month with total gallons pumped per well over the past year. Looking at the spreadsheet Well 10 was down half of the year and the Authority cannot afford to have a well offline for that length of time. Well 10 the data cannot be compared to see if the rehabbing worked and Well 4 the history would need to be looked over. This data will be automated for every month and will be reviewed so the Authority can see what is going on. Each well pumps at different capacities and Well 4, 6, and 11 pump waters into Birkbeck Street and Birkbeck Street fills the Harding St tank. Well 9, 10, 12 and 17 all pump water into the system, which they will keep pumping until the Harding St tank is satisfied and then they shut off if there is no demand for water.

Mr. Kavitski stated Ryan Smith is the new Technical Manager and he will be very busy catching up.

There are runtimes in the SCADA system. Each well will pump approximately 7 hours a day. The goal is to maintain the same amount of pressure throughout the system.

Mr. Thomas also questioned why Well 9 monthly gallons pumped dropped off in September, October and November. Ryan Smith stated there were VFD issues that have been resolved, which was the problem with the decrease.

Mr. Kavitski stated he has scheduled 1-hour meetings with the guys every Friday to discuss things and see how things can be corrected.

Well 17 will not be rehabilitated at this time but the control panel needs to be replaced. Martin Auman from Keystone Engineering reached out to the previous company, which stated the old control panel is obsolete and needs to be replaced. This well is the greatest producer.

Mr. Kavitski asked the Board to review the spreadsheets for next month to get input for which projects to be prioritized and set goals.

Mr. Fisher asked how all of this will tie into the budget and Mr. Kavitski explained these are projects which would be funded by the additional monies. Or take additional loans by revising the budgets in January.

Mr. Thomas asked Josh Fox if the infrastructure monies could be applied and used here, and Josh Fox said absolutely. Josh Fox said a priority list needs to be developed and the Authority would go off that list. The monies are possible PennVest and CFA with possible match funds.

Brittany Caskey is inputting information in an Asset Management Program with inventory items. Josh Fox stated PMAA informed Engineers that an Asset Management Plan will need to be put in place with every Authority. PMAA wants to know from legislators, who will have access to these plans. PMAA is against the PUC having access to anyone's information.

## SEWER DIVISION

Mr. Josh Fox of HRG, Inc. presented the Engineering Report. (Reference 2334-A).

### Sewer Area

-Josh Fox is working with special counsel on the PGA litigation report. He shared all information and correspondence with the attorney.

Attorney Fagan explained to the Board there will be depositions for both sides held here at the Authority office on Monday December 20<sup>th</sup>.

-Reviewed the sampling for the NPDES permit renewal.

-SIUA and sampling stations have been focusing on this with special counsel and getting everyone updated. Weekly conference calls will be scheduled to keep everyone up to speed. Chris Ferdik is working closely with the EPA Region 3.

-Adrienne finished the Surcharge Analysis Study on November 24<sup>th</sup>. Methodology which will hold up in court has been developed to provide a surcharge fee to industrial users should they exceed their capacity for BOD and TSS. There will be an information spreadsheet which you input the numbers and it figures the surcharge. This spreadsheet will need to be looked at each year, the color-coded cells may need to be adjusted every year to match budget numbers.

-Adopt Resolutions for the surcharge analysis after Ordinances are put into place and industrial users sign their permits.

-WWTP Final Clarified Distribution Box - Kappe Associates will provide a quote through COSTARS with Linde Construction for precast and cast in place. Costs will be obtained for next monthly meeting which a

decision would need to be made to go with COSTARS quote or publicly bid the project. Looking at early Spring construction.

-Sludge Dewatering Pilot Assistance on work has been done. Date set up for Jim Thorpe tour to see equipment working and ask questions about maintenance and performance.

Mr. Kavitski stated this item is number 2 on the Major Goals for 2022 Sewer System.

#### Water Area

-Upper Lehigh Tank/Water System Improvements & Modeling - Water model looks at all the wells, the age of the water, chlorine age, how the system floats off the tanks, give alternatives to water looping.

Phase 3 for the Water Distribution System/Evaluation will give alternatives development, review and recommendations with focus in Upper Lehigh Area. Possible new tank which will need to be in place prior to getting the Harding St tank painted. Josh Fox will come up with cost estimates for projects to consider possibly for the February meeting. Mr. Thomas suggested about possible new customers in the Charwood & Hi-Tor area for water service.

Mr. Fisher made the motion to approve Phase 3 at the cost of \$7,900.00 and Mr. Tierney second. Vote 5-0. (Reference 2335-A).

Mr. Kavitski inquired about the Upper Lehigh property survey will it be done by end of 2021. Josh Fox stated he spoke with Matt Warner of Honor Engineering previously who said it will be done by year end. The Authority would like all descriptions and mapping along with the blazing of the trees. Josh Fox stated concrete monuments should be in place for corner markers of the property, but he will confirm this with Honor Engineering.

Refrigerated Sampler needs to be replaced. Ryan Smith said Bob Hassler may be able to get a price to repair the sampler, which he can obtain quote. May be able to place on MunicibiBid after repairs are completed.

Mr. Thomas made the motion to purchase a new refrigerated sampler from Hartco for \$7363.00 and Mr. Kavitski second. Vote 5-0. (Reference 2335-B).

Hach Data Logger Software Renewal for obtaining information from the flowmeters for \$2675.00, Mr. Tierney made the motion for approval and Mr. Fisher second. Vote 5-0. (Reference 2335-C).

North East Technical Sales for ORP probes which will give early warning at the WWTP for possible problems and they will be installed after clarifier completed. The quote is for items 2 through 5 for a total of \$6352.00, Mr. Fisher made the motion for approval and Mr. Kavitski second. Vote 5-0. (Reference 2335-D).

#### ENGINEERING INVOICES

Mr. Thomas made the motion to approve the following invoices from HRG, Inc., Invoice #156034 \$4,083.81, Invoice #156406 \$5,899.40, Invoice #156407 \$458.00, and Invoice #156410 \$1,192.50, and Mr. Tierney second. Vote 5-0. (Reference 2335-E).

Mr. Kavitski stated Chris Ferdik is very thorough with the Pre-Treatment Program and the Authority has grown by leaps and bounds since HRG has come on board.

#### ATTORNEY REPORT

Attorney Fagan stated the Authority has discovered that Butler Township did not adopt a Pre-Treatment Ordinance either. Butler Township has their own sewage system, their own Authority and their own industrial customers down the hill, we serve Butler's residential customers on the mountain. Attorney Fagan assumed Butler had a Pre-Treatment Ordinance in place but after the Office Manager checked with Butler Township Authorities, they could not produce one. Attorney Fagan stated this is not crucial since Butler Township does not have any industrial customers in our service area currently.

Mr. Kavitski asked Attorney Fagan or Josh Fox to follow-up with the EPA to see if we need a Pre-Treatment Plan from Butler now.

Josh Fox did inform Mr. Kavitski that in the past the EPA wanted to see all Townships or Boroughs have a Pre-Treatment Ordinance in place for the full-service area.

Attorney Fagan stated with Butler Township having a Can-Do Park in their service area they may not want to give control to the Authority. Josh Fox and Mr. Kavitski both agree that language in the Ordinance should state the Authority would only have control over what goes to the Authority's treatment plant.

Mr. Kavitski asked for Attorney Fagan to prepare an Ordinance for Butler Township with the restrictive language for the specific enforcement area which the Authority treats that wastewater. Mr. Kavitski asked if Foster Township has a copy of the Ordinance that Authority wants them to adopt. Attorney Fagan stated he sent a copy by email to Attorney Donald Karpowich on December 3<sup>rd</sup>. At the Foster Township meeting Attorney Karpowich stated he did not receive a copy.

Mr. Tierney inquired when will the Authority start charging Foster Township for enforcement of rules and Mr. Kavitski stated once everything is in place, the Authority will at that time. Foster Township at one point did not want to give up the control of enforcement of the pre-treatment plan and now they do.

Attorney Fagan asked where PA American stands with buying the Foster Township West End Sewer System and Mr. Kavitski said the letter that Authority sent to the PUC seems to have put a halt to the sale at this time. Attorney Fagan also stated he informed Attorney Karpowich that once they adopt the Pre-Treatment Ordinance the Authority will be happy to look at the agreement they want signed. Mr. Kavitski informed Attorney Fagan to let Attorney Karpowich know the Ordinance needs to be adopted at the Foster Township January meeting.

Attorney Fagan discussed the proposed suggestions regarding I & I to customers from Chuck Madison and Attorney Fagan will modify the letter and return it back to the Authority. Mr. Kavitski did state the Authority does not want to issue any certificates in this matter.

Attorney Fagan discussed the settlement conference regarding PGA on the 6<sup>th</sup> of December and Attorney Fagan thought it went extremely well and beneficial for the Authority. The attitude of the mediator was obvious that are a lot of holes in PGA's case. The mediator did state if he had to rule in the case, he would favor the Authority. The agreement the Authority has with Mr. Anthony states he needs to comply with the Federal, State and Local rules which he has not done.

Mr. Kavitski asked Josh Fox about the hydrofluorocarbons found during the Foster Township Sewer line installation by Greenland Construction. Mr. Fox stated he tried to contact Mary from Entech, Foster Township Engineer, without results. Mr. Fox stated he sent an email to Foster Township's general email account, Mary from Entech, the Authority's sanitarian, and DEP informing them what was found, and the Authority does not have the contractor documents. The documents should have a clean fill law and a claim about finding of hazardous material the contractor would be responsible for it. The owner is responsible for payment of clean up. This usually runs into a very large change order on the project. The first and second time of sending the email with no responses except from Foster Township's general email box which sent back a blank email, not sure if Foster Township was trying to forward the email or just didn't respond in writing. Left a voicemail message for Mary at Entech with no response. And nothing from DEP. The Authority's concern is the well field area. Josh Fox wants to try and follow-up one more time, if no results, Attorney Fagan should draft a letter to Foster Township regarding this matter, so they address it. Mr. Kavitski stated this needs to be cleaned up before it creates a bad situation.

#### OPEN/OTHER ACTIONS

Ryan Smith, Technical Manager, went over his report. (Reference 2336-A).

Mr. Kavitski stated a backflow preventor needs to be installed at the yard hydrant at Mr. Walton's address or the yard hydrant will need to be removed.

Mr. Kavitski suggested to obtain a maintenance contract for all generators. One that will take care of the annual maintenance i.e., change out filters etc. Call several contractors for quotes.

Mr. Fisher asked about the orthophosphate for the corrosion control and Mr. Kavitski answered all questions. Mr. Kavitski would like to see a H2S test done on Well 6.

Mr. Kavitski asked if as-built plans were received from Greenland Construction. Chuck Madison said he was informed Greenland would supply the Authority with a copy of the plans. Ryan Smith said he will follow up on this matter.

Old screw press motor possible rebuild from Albarell Electric and requesting a replacement press pump motor for a spare, Ryan Smith will obtain quotes for next months meeting.

Alarm Call Out from Exele for the WWTP, Mr. Tierney made the motion to approve the renewal for \$344.25 and Mr. Clymer second. Vote 5-0. (Reference 2337-A).

Mr. Kavitski inquired if the employees gave any input to which type of Rammer/Wacker/Tamper they would like to use, and employees are leaning toward the 2-stroke. The Authority currently has a 2-stroke machine, but it has been repaired twice now. Mr. Tierney made the motion to approve the purchase of a machine with cost up to \$2500.00 and Mr. Thomas second. Vote 5-0.

2022 Meeting Calendar will be changed to the third Tuesday of the month for the Authority meetings for the 2022 calendar year at 6 PM, motion made by Mr. Kavitski and second by Mr. Thomas. Vote 5-0. (Reference 2337-B)


The Board congratulated Ryan Smith on his appointment to Technical Manager.

ADJOURN

Mr. Tierney made the motion to adjourn the meeting and Mr. Kavitski 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