

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MARCH 18, 2010

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, March 18, 2010 at 7:00 P.M. in the Authority conference room, duly advertised, as required, and with the following persons in attendance:

1. Roll Call:

Board Members in Attendance:

Mr. Stan Caroline	Mr. Larry Chrzan	Mr. Charles Konkus
Mr. Anthony Marks	Mr. Robert Pioth	Mr. Leonard Santimyer
Mr. Jared Squires	Mr. Tim Watson	Mr. Mark Wolinsky

Absent:

Mr. John Nabuda

Others in Attendance:

Mr. John Campfield, Solicitor
Mr. Mark Poole, Consulting Engineer
Mr. Kevin Fisher, General Manager
Mrs. Johanna Wtorkowski, Assistant Secretary-Treasurer/Recording Secretary

2. Mr. Pioth led the Pledge of Allegiance, and moment of silence for our troops.

3. Public Comments: None – There were no visitors in attendance.

4. Communications:

- A. Mr. Pioth referred to a letter received from Hempfield Township Supervisors regarding Robert Davidson's resignation from and Mark Wolinsky's appointment to the WWMA Board. Mr. Pioth welcomed Mr. Wolinsky to the Authority Board.
- B. Mr. Pioth referred to the 2010 PMAA Spring Management Workshops Scheduled for Tuesday, April 20, 2010, at Nemacolin Woodlands, stating that anyone who is interested in attending should contact Mrs. Wtorkowski.
- C. Mr. Pioth reminded those Board Members who have not yet submitted their 2009 Pennsylvania State Ethics Statements of Financial Interests to do so.

5. Secretary's Report – Mr. Santimyer presented the minutes of the February 18, 2010 minutes for approval.

- A. A motion was made by Mr. Chrzan, and seconded by Mr. Watson, to approve, as presented, the minutes of the February 18, 2010 regular meeting. The motion passed, 8-0, with an abstention by Mr. Wolinsky, who stated that he did not attend the meeting.

This concluded Mr. Santimyer's report.

6. Treasurer's Report – Mr. Watson – Mr. Watson presented the following Revenue Fund requisitions for approval:

- A. A motion to approve for payment Revenue Fund Requisition No. 119, in the amount of \$1,043.56, payable to Scott Electric was made by Mr. Chrzan, and seconded by Mr. Squires. The motion passed 8-0, with one abstention from Mr. Konkus, who stated that there is a possible conflict due to his employment with Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
- B. A motion to approve for payment Revenue Fund Requisition No. 120, in the amount of \$300,393.61 was made by Mr. Chrzan, and seconded by Mr. Watson. The motion passed unanimously.
- C. Mr. Watson deferred to Mrs. Wtorkowski for the discussion regarding the preparation of an actuarial report for post-employment benefits other than pension. Mrs. Wtorkowski stated that the Governmental Accounting Standards Board (GASB) Statement No. 45 requires an actuarial report for post-employment benefits that are provided to Authority employees. The Authority is required to complete a report every three years. Mrs. Wtorkowski stated that there are few actuarial who perform this valuation in

Pennsylvania. Mrs. Wtorkowski reported that she received two prices. Cowden & Associates, of Pittsburgh, PA, would charge a minimum of \$6,000.00. Mrs. Wtorkowski stated that Cowden's representative stated that the Authority would most likely receive a lower quote from another actuary. A proposal was submitted by Mockenhaupt Benefits Group, of Pittsburgh, who is the broker for the Municipal Employers Insurance Trust (MEIT). The cost for the actuarial report is \$3,500.00 for either a funded or non-funded (pay-as-you-go) basis, or \$3,650.00 for both options. Mrs. Wtorkowski stated that John Sarp recommends having the report prepared using both options, in order to give the Board an opportunity to compare the valuations. Mrs. Wtorkowski reported that Mr. Sarp feels that the valuation amount will be immaterial. Mrs. Wtorkowski stated that Mr. Sarp can submit the audit report at the April 15, 2010 regular meeting, but he recommended waiting for the May 20, 2010 regular meeting, in order to include the valuation report in the audit report. A motion was made by Mr. Squires, and seconded by Mr. Chrzan, to authorize Mockenhaupt Benefits Group to prepare an actuarial report for post-employment benefits other than pension, in accordance with GASB Statement No. 45, including funded and non-funded methods in the valuation report, at a cost of \$3,650.00. The motion passed unanimously. The audit report will be presented at the May 20, 2010 Regular Board Meeting.

This concluded Mr. Watson's report.

7. General Manager's Report – Kevin Fisher – Mr. Fisher added the following to the written report that was previously distributed.
 - A. Mr. Fisher requested Board approval to reimburse a capacity tapping fee to T&M, Inc. for Lot #205 in the Oak Farm Estates Plan, in Penn Township. The reimbursement is being requested due to the ill health of the developer. Mr. Fisher stated that this property is located in an existing plan, and the capacity fee was not paid at the time the plan was being submitted to Penn Township for approval. Mr. Fisher stated that a building permit was not issued for this lot. Mr. Fisher stated that this property is also located in the Penn Township Extended Service Area, so a reimbursement in the amount of \$1,250.00 is being requested for Penn Township, as well. A motion was made by Mr. Chrzan, and seconded by Mr. Squires, to refund the capacity fee in the amount of \$1,500.00 to T&M, Inc., and to the Penn Township Sewage Authority in the amount of \$1,250.00. The motion passed unanimously.
 - B. Mr. Fisher reported that the flow meters have been calibrated and checked, and the Authority is collecting some excellent data. Mr. Fisher stated that there have been overflows, in both Manor Combined Sewer Overflow (CSO) stations, as well as the Irwin CSO station. Mr. Fisher stated that either the creek is rising and backing up into the Irwin CSO station, WWMA sewer line may be surcharging, or there may still be high flows coming from Irwin Borough. Mr. Fisher stated that high flows from Irwin do not appear to be the issue. Mr. Fisher stated that the outfall may be temporarily sealed in order to determine whether the flow is coming from the creek. Mr. Fisher stated that the initial CSO station flow results should be submitted by ADS Environmental next week. Mr. Fisher reported that the training has been going well.
 - C. Mr. Fisher requested Board approval to advertise for the sale of old equipment. Mr. Fisher stated that Authority employees have completing some of the preliminary demolition work that would have been required under the contract. Mr. Fisher referred to photos that have been displayed on the television during this evening's meeting. Mr. Fisher stated that piping has been sold to the scrap yard, and the proceeds have been deposited into the Operating Account. Equipment includes piping for the co-generation unit, a co-generation unit, and blower panels that have been removed from the walls. Mr. Pioth asked if there is any interest in the old equipment. Mr. Fisher stated that he has contacted several people, but he has not yet received any offers. Mr. Fisher stated that he does not want to spend a lot of money to advertise, but he could advertise on the PMAA website or speak to people at the upcoming conference that will be held at Penn State. Mr. Squires suggested contacting some smaller municipal authorities who may be interested in the equipment. Mr. Marks provided some estimates regarding the value of the old equipment. Mr. Marks asked if it was permissible for a Board Member to bid on equipment. Mr. Campfield stated that a Board Member may not be directly or indirectly interested in a contract with the Authority. After discussion, a motion was made by Mr. Marks, and seconded by Mr. Squires, to segregate the motors and the generator unit, because they may have a value, and that the rest of the material be considered for scrap where the General Manager can find the best deal. The motion passed unanimously. Mr. Marks suggested contacting scrap collectors who would bring a dumpster to

the plant site for collection of the scrap materials, stating that this is a safer way to dispose of the materials.

- D. Mr. Fisher requested Board approval to authorize Mr. Fisher to sign the Peoples Natural Gas Customer Work Request for the installation of a Mercury Mini-Max ATPT Gas Meter, which will provide 5 lbs. of pressure for each building. A motion was made by Mr. Caroline, and seconded by Mr. Squires, to authorize Kevin Fisher to sign the customer work request form and to approve the payment of the \$2,500.00 service connection fee. The motion passed unanimously.
- E. Mr. Fisher reported that the Valley Landfill 2009 leachate report summaries have been received. Mr. Fisher stated that the numbers include the leachate that flows from the landfill to the pond and from the pond to WWMA's interceptor line. Mr. Fisher stated that the numbers are fairly close to the numbers that were submitted by the Penn Township Sewage Authority. Mr. Fisher briefly reviewed the reports for the Board, noting areas for which limits were exceeded. Mr. Fisher stated that the Authority negotiated with Valley Landfill regarding some limit parameter changes, stating that Mr. Poole and he were able to include some limits that are of importance to the Authority, such as BODs and solids analysis, as well as relaxing some parameters that were of concern to Valley Landfill, such as iron. Mr. Caroline asked who set the limits. Mr. Fisher stated that the limits were specified in the original permit, but they are somewhat in line with our permit limits. Mr. Fisher suggested that Mr. Wolinsky would be able to assist in the completion of the pre-treatment resolution, due to his expertise in the area of pre-treatment.
- F. Mr. Fisher reported that the new truck has been delivered to the Authority.

This concluded Mr. Fisher's General Manager's report. The complete report is attached to these minutes.

8. Consulting Engineer – Mark Poole, Wade Trim, Inc.:

Mr. Poole reviewed his written report dated March 18, 2010, which was distributed this evening.

A. Solids Processing Project:

- 1. Mr. Poole reported that he spoke last week with Mr. Don Leone, of the PaDEP, who stated that the permit application had not yet been reviewed. On March 12, 2010, the PaDEP issued the Administrative Review letter indicating that the permit is administratively complete and will be forwarded to the technical staff for review. A copy of the letter was included with Mr. Poole's report. Mr. Poole stated that the PaDEP has suffered cutbacks, and, as a result, he does not anticipate a quick technical review.
- 2. Mr. Poole reported that Kevin Fisher and he met with Larry Gasparato, of Pennvest, and Dale Mills, of the PaDEP offices in Greensburg, to discuss possible Pennvest funding for the project. Mr. Gasparato stated that the Authority is eligible for funding, but, because the project covers only solids processing and has nothing to do with health and human welfare, he ranked the priority 10-15 points out of a possible 160. Therefore, Pennvest funding for this project is not likely.

B. Wet Weather Issues:

- 1. Long-Term Control Plan: The Authority has finally received a letter and compliance schedule regarding the Long-Term Control Plan from the PaDEP. A copy of the letter and compliance schedule was included with Mr. Poole's report. Mr. Poole explained that the approval includes a ten-year schedule that tracks with the NPDES Permit schedule. The compliance schedule will become a part of the NPDES Permit, which, he stated, is as close to having a consent order without actually having a consent order. The first five years will include flow monitoring, as part of the planning process, and the second five years will include schedule implementation. Mr. Poole stated that, as part of the Long-Term Control Plans, an Act 537 Planning Study and a Facilities Plan will be required. Mr. Poole stated that public meetings will need to be held.
- 2. NPDES Permit: Mr. Poole stated that, if the EPA forces the issue of closing the Authority's emergency plant bypass, the Long-Term Control Plan implementation schedule that is to be included in the NPDES Permit will be moved up.
- 3. ALCOSAN Basing Planning: Mr. Poole reported that a hydraulic modeling orientation meeting was held at ALCOSAN on March 18, 2010. A Basin Manager/Engineer meeting will be held on April 20, 2010, at 1:00 P.M., at the Forest Hills Recreation Center.
- 4. Flow Metering: Mr. Poole reported that Wade Trim Inc. has offered to present a "brown bag" presentation on flow metering and analysis and how it fits in with the current Consent Order and

Agreement requirements and Long-Term Control Plan compliance schedule. Mr. Poole will inform the Authority Board once an agenda and schedule are developed.

5. Chapter 94: Mr. Poole reported that a draft of the Chapter 94 Municipal Wasteload Management Report has been reviewed by the Manager and will be completed and submitted to the PaDEP by the March 31, 2010 deadline. Copies will be made available for the Board Members and Member Municipalities before the April 15, 2010 Regular Meeting.
6. Penn Township Tap Fee Adjustment: Mr. Poole reported that the Penn Township quarterly tap fee adjustment for the extended service area has been calculated and provided to Mrs. Wtorkowski for distribution to the Penn Township Sewage Authority.

Mr. Marks asked if the computerized scans for the Solids Processing Improvements Project have been completed. Mr. Poole stated that they are currently working on them, but they are not yet complete. Mr. Marks questioned why, if in their presentation, Wade Trim stated that the scans were integral to the design in order to eliminate any crashes or contradictions and obstructions in the design, the scans are not completed, yet the Authority is about to advertise for bids. Mr. Marks stated that one can deduce that either the report was deficient, or the importance of the computerized scans was misrepresented. Mr. Poole explained that the biggest piece of the computer scans was the sludge processing building. Mr. Poole stated that, in the course of the design engineering, it was decided that most of the equipment in the sludge processing building will be removed, and the Authority will be starting over, again. Mr. Poole explained that the scans that were taken were utilized in the preparation of the new model. Mr. Poole stated that he will have something for the April 15, 2010 Regular Board Meeting.

Mr. Marks stated that he was very impressed with the Part II Permit Application, and that there was a lot of engineering in the report for \$400,000.00.

This concluded Mr. Poole's Engineer's report. The complete report is attached to these minutes.

9. Solicitor's Report – John Campfield –

- A. North Huntingdon Township Municipal Authority: Mr. Campfield stated that the Authority needs to comment on the North Huntingdon Township Act 537 amendment.
 1. The map that is included in their report shows the areas that are in great contention between the North Huntingdon Township Municipal Authority and the Western Westmoreland Municipal Authority as being in North Huntingdon Township's watershed. Mr. Campfield stated that the Authority needs to comment on the inaccuracies.
 2. Mr. Campfield stated that there has been no response from ALCOSAN regarding the letter that he sent to them apprising them of the litigation between the Western Westmoreland Municipal Authority and the North Huntingdon Township Municipal Authority.
- B. Trafford Borough: Mr. Campfield reported that he will be meeting next week with Mr. Fisher and Mrs. Wtorkowski to put together documentation to send to Trafford Borough, pursuant to their request for information. Mr. Campfield stated that Mr. Poole will be meeting with ALCOSAN to discuss a particular map that was included in information that was requested by WWMA of Trafford Borough. Mr. Campfield feels that Trafford Borough is misreading the map's description of the "Trafford Line". Mr. Campfield stated that he believes the map refers to ALCOSAN's line, and not WWMA's line. Mr. Campfield stated that Trafford Borough is reading the reference as a note indicating permission from WWMA for Trafford to connect to the line, when the map is actually a map of ALCOSAN's connection to WWMA's line, and ALCOSAN just happens to refer to the line as the "Trafford Line".
- C. Solids Processing & Improvements Project: Mr. Campfield reported that he spoke with Ms. Marcia Rojcewicz, of Financial Services, Inc., regarding the bond issue for the Solids Processing & Improvements Project. Mr. Campfield reported that the market is remaining stable as was previously reported, and representatives of Financial Services Inc. are planning to come to the Authority's May meeting, unless there is a negative change in the market, to update the Board. Mr. Caroline asked when the Authority would receive the bids. Mr. Poole stated that the current schedule is to open bids at the beginning of July, to present the bids to the Board at the July meeting, to close on the bonds in July, and to award the bids in August. Mr. Poole stated that the timing is contingent upon the PaDEP's approval of the Part II Permit, because the project cannot be bid without receipt of the permit.

This concluded Mr. Campfield's report.

10. Reports of Committees:

- A. Grounds and Maintenance Committee – Mr. Caroline – There was no report.
- B. Personnel Committee – Due to Mr. Nabuda’s absence, there was no report.
- C. Finance and Budget Committee – Larry Chrzan:
 - 1. Mr. Chrzan reported that the Authority received \$14,545.20 in interest in February, for a year-to-date total of \$26,437.81.
 - 2. Mr. Chrzan reported that the Authority purchased the following public certificates of deposit:
 - a. A six-month certificate of deposit in the amount of \$621,927.65 from the Capital Improvement Fund was purchased from S&T Bank, at a rate of 0.75%.
 - b. A one-year certificate of deposit in the amount of \$331,694.74 from the Escrow Account-Mid-American Waste Fund was purchased from S&T Bank, at a rate of 0.85%.
 - c. A one-year certificate of deposit in the amount of \$307,854.18 from the Penn Township Expansion-Project Area II Fund was purchased from S&T Bank, at a rate of 0.85%.

This concluded Mr. Chrzan’s report.

- D. Insurance Committee – Mr. Squires:
 - 1. Mr. Squires reported that the appraisal of the property will be conducted before the end of March.
- E. Sludge Committee – There was nothing to add to the report that was previously distributed.
- F. Legal and Engineering Services Committee – Mr. Marks: Mr. Marks reported that he and Mr. Caroline gave their annual report to the Penn Township Commissioners. Mr. Marks stated that while the rate increase was a big issue for the Commissioners, the report was well-received.

Mr. Marks asked if the Board should wait until the appraisal is complete before scrapping the material. Mr. Fisher stated that the appraisers know that the equipment was going to be demolished, so they were not going to include the equipment in the appraisal.

11. Change Orders and Pay Estimates – NONE

12. Requisitions:

Mr. Pioth presented the following requisition with the motion to approve as follows:

- A. Capital Improvement Fund Requisition No. 88 in the amount of \$3,461.73, payable to Scott Electric. Motion to approve was made by Mr. Chrzan, and seconded by Mr. Caroline. The motion passed 8-0, with one abstention from Mr. Konkus, who stated that there is a possible conflict due to his employment with Scott Electric. A memorandum, signed by Mr. Konkus, is attached to these minutes.
- B. 2005 Construction Fund Requisition No. 2005-59 in the amount of \$33,454.84. Motion to approve was made by Mr. Konkus, and seconded by Mr. Chrzan. The motion passed unanimously.

13. Board Member Comments: There were no Board comments.

14. A motion to adjourn the meeting was made by Mr. Squires, and seconded by Mr. Watson. The motion carried unanimously. The time was 8:18 P.M.

Leonard L. Santimyer
Secretary