

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – MAY 15, 2008

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, May 15, 2008 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:

Ms. Pat Altman	Mr. Larry Chrzan	Mr. Dan Hall
Mr. Anthony Marks	Mr. Robert Pioth	Mr. Sam Testa
Mr. Tim Watson		

Absent:

Mr. Charles Konkus	Mr. John Shepherd	Mr. Robert Zentner
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Others in Attendance:

Mr. John Campfield, Solicitor
Mr. Mark Poole, Consulting Engineer
Mr. Dan Goodwin, 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 troops overseas.
3. Public Comments: None – Mr. Norm Vargo, of the Pittsburgh Post Gazette; visitor, was in attendance.
4. Communications:
 - a. Mr. Pioth advised the Board of the PMAA Region 9 & 10 Spring Dinner, which is scheduled for Saturday, June 28, 2008.
 - b. Letter from Bruce Light to Anthony Marks, regarding questions submitted by Penn Township Commissioners to WWMA:
Mr. Fisher presented to the Board a draft response to the Penn Township Commissioners. After discussion, a motion was made by Mr. Testa, and seconded by Ms. Altman, to table sending the response to the Penn Township Commissioners until next month, to allow each member of the Board to review the response. The motion passed unanimously. Mr. Pioth instructed the Board Members that the draft response is to be kept confidential until it is approved by the Board.
 - c. Mr. Pioth referred to the Management Letter dated April 15, 2008 from the Authority's auditor, Sarp and Company.
 - d. Mr. Pioth referred to an e-mail that was received by the Authority on May 14, 2008 from PMAA, which referred to upcoming meetings regarding water and sewer infrastructure.

5. Secretary's Report – Mr. Marks – A motion was made by Mr. Marks, and seconded by Mr. Chrzan, to approve, as presented, the minutes of the April 17, 2008 Regular Meeting. The motion passed unanimously.
6. Treasurer's Report – Due to Mr. Zentner's absence, there was no Treasurer's Report. A motion to approve for payment Revenue Fund Requisition No. 89, in the amount of \$138,259.34 was made by Ms. Altman, and seconded by Mr. Chrzan. The motion passed unanimously.
7. General Manager's Report – Kevin Fisher:
 - A. Mr. Fisher requested a motion to approve the purchase of a replacement influent Channel Monster (sewage grinder) core unit, which is manufactured by JWC Environmental, at a cost of \$32,500.00, plus estimated shipping costs of \$2,250.00. Mr. Fisher explained that the Authority has two units, and one had to be taken out of service because of a broken spring. The spring on the other unit is beginning to fail, as well. Mr. Fisher explained that, while rebuilding the existing core unit would cost \$25,510.00, the unit would have to be shipped to JWC's factory in Georgia, and the unit would be out of service until the rebuilt core unit is returned, which could be eight to ten weeks. He stated that the replacement core unit is an upgraded model, with improved features, such as additional spacers on the cutter bars, which holds in place the cutter bars and prevents them from spreading out. Mr. Fisher explained that the plant staff will install the replacement core unit. After discussion, a motion was made by Mr. Chrzan, and seconded by Ms. Altman, to purchase a replacement influent Channel Monster (sewage grinder) core unit, at a cost of \$32,500.00, plus estimated shipping of \$2,250.00. Mr. Campfield stated that this is a "Sole Source Procurement" item, since there is only one manufacturer who makes the part that is needed for our existing unit. The motion passed unanimously.
 - B. Mr. Fisher reported that he received a bid from Biss Nuss Inc. for a halogen automatic shut-off system, consisting of a Simplex Model 2 control panel, actuator cable, and interface relay module, at a price of \$8,775.00. This unit provides safety shut-off capabilities for the one-ton chlorine cylinder. With this unit, if a leak is detected, the chlorine valve is shut-off in less than one second. The unit has a battery backup system. Mr. Fisher stated that he has asked Biss Nuss Inc. for a list of customers in our area who have purchased this unit, so that he can ask if they are satisfied with the unit. He is also checking with the Authority's insurance carrier to see if the Authority could receive a discount on the general liability insurance premium. Mr. Fisher recommended that the Board table approval, so that he can obtain more information.
 - C. Mr. Fisher presented quotes for replacement chairs for the conference room. Two vendors each brought a sample chair. Hampton Office Products submitted a quote of \$3,360.00. The Office Connection submitted two quotes: a company-discount price of \$5,586.00, and a government contract price of \$4,954.46 + delivery and installation. Mr. Fisher explained that, according to the sales representative from Hampton Office, repairing the existing chairs would be more expensive than purchasing new chairs. A

motion was made by Ms. Altman, and seconded by Mr. Chrzan, to purchase from Hampton Office Products fourteen (14) chairs for the conference room, at a price of \$3,360.00. The motion passed unanimously.

- D. A motion was made by Mr. Hall, and seconded by Mr. Chrzan, to purchase from Hampton Office Products a 34" x 48" extension in black laminate for the conference table, at a price of \$200.00, installed. The motion passed unanimously.

This concluded Mr. Fisher's report of plant operations. The complete report is attached to these minutes.

- 8. Consulting Engineer – Mark Poole, HDR Engineering Co., Inc. (HDR): Mr. Poole reviewed his written report dated May 15, 2008, which was presented to those in attendance. The complete report is attached to these minutes.

- A. Wet Weather Improvements Project:

- 1. The electrical contractor completed the final items on his punch list. Mr. Poole hopes to close out this contract, however, there is an outstanding delay claim. HDR is reviewing this claim with the Solicitor and General Manager. HDR received a letter from Westmoreland Electric Inc.'s solicitor this morning, and Mr. Poole is currently reviewing the letter.
- 2. The general contractor is still trying to resolve issues with some butterfly valves that were installed. The Authority must obtain an exception to the Steel Products Procurement Act with Pennvest, which should not be difficult.
- 3. There is no pay estimate for Contract #1-General. There is a periodic estimate for Contract #2-Electrical, in the amount of \$18,000.00 for the period ending March 30, 2008, for Westmoreland Electric, Inc. This is included in the 2005 Construction Fund Requisition No. 2005-37.

- B. Long-Term Control Plan/COA/NPDES Compliance Schedule:

- 1. There have been no comments received from PaDEP since submission of the Final Long-Term Control Plan in October 2007.
- 2. ALCOSAN requested additional system information for the portion of WWMA's system that is tributary to ALCOSAN's system, which is Ardara. HDR submitted to ALCOSAN information including hard copies of the CCTV reports and a digital disk of CCTV tapes.
- 3. The ALCOSAN planning efforts are ramping up for the Thompson Run/Turtle Creek basin, which includes the WWMA service area. Mr. Poole distributed to the Board handouts from the Elected Officials meeting, which was held on April 28, 2008, and from the Eastern Engineers and Managers meeting, which was held on May 13, 2008. Mr. Poole suggested that a Board Member be selected to represent WWMA at future Elected Official meetings. Mr. Poole and Mr. Fisher will be attending the Engineers and Managers meetings. A motion was made by Mr. Chrzan, and seconded by Ms. Altman, to appoint Mr. Marks as the Authority's Board representative to attend ALCOSAN's Elected Officials meetings. The motion passed unanimously.
- 4. The Plant's NPDES Permit Renewal Application must be submitted to PaDEP within 180 days from the date of expiration (January 18, 2009). Therefore, the permit

application must be submitted to PaDEP by July 23, 2008. HDR has received copies of the sampling data and will be working with the General Manager to prepare the Permit Renewal Application. The Act 14 Notifications were sent to Westmoreland County and North Huntingdon Township, as required.

5. Outfall 002 Meter: The Plant staff has completed the installation of the new outfall meter. Mr. Fisher needs to have Mr. Reynolds to do some programming work on the meter. HDR will work with the General Manager and Solicitor to prepare the NPDES Permit Minor Amendment letter as requested by PaDEP.
6. System Meter Location Plan: This item should be a topic for the next Legal and Engineering Services Committee meeting.

C. WWTP Facilities Planning Study: The centrifuge (sludge dewatering) pilot test was held at the Plant between April 28, 2008 and May 7, 2008. The equipment performed well. Mr. Poole expects to receive the pilot test report within the next two weeks, the results of which will be incorporated into the Planning Study. HDR has completed an initial draft of the report and will finalize it upon receipt of the pilot test information. He hopes to have a draft to Mr. Fisher within one week, and to the Board before the June meeting.

D. Trafford Borough, Ardara, and Penn Township issues will be discussed during the executive session.

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

9. Solicitor's Report – John Campfield – Mr. Campfield reported that all items that he needed to address should be discussed during the executive session.

A motion was made by Ms. Altman, and seconded by Mr. Chrzan, to enter into an executive session to discuss possible litigation with Trafford Borough and North Huntingdon Township Municipal Authority, personnel matters, and PaDEP. The motion passed unanimously. The time was 7:38 P.M.

A motion to return to the regular order of business was made by Ms. Altman, and seconded by Mr. Chrzan. The motion carried unanimously. The time was 7:50 PM.

A motion was made by Mr. Chrzan, and seconded by Ms. Altman, to approve Resolution No. 2008-03 authorizing the Chairman and Secretary of the Western Westmoreland Municipal Authority to execute for and on behalf of the Authority, a Consent Assessment of Civil Penalty Agreement between the Commonwealth of Pennsylvania Department of Environmental Protection, and the Western Westmoreland Municipal Authority, which Consent Agreement is Attached to this Resolution. The motion passed unanimously.

A motion was made by Mr. Watson, and seconded by Mr. Marks, to authorize the Personnel Committee to act as the Authority's representatives in the grievance proceedings regarding John Furlin. The motion passed unanimously.

10. Reports of Committees:

- A. Grounds and Maintenance Committee – Dan Hall – Mr. Hall reported that the clarifiers looked particularly good. He recommended that the Plant staff polish the thermometer gauges, because they are difficult to read. Mr. Fisher stated that the gauges are being replaced.
 - B. Personnel Committee – Ms. Altman reported that the Personnel Committee will be meeting with union representatives on Monday, May 19, 2008, at 8:00 A.M., regarding the grievance that was filed by Mr. Furlin.
 - C. Finance and Budget Committee – Mr. Chrzan reported that the Authority received \$20,725.55 in interest in April, resulting in a year-to-date total of \$106,583.32. He stated that the Finance and Budget Committee will make every effort to keep the sewer rates at the current level in 2009.
 - D. Insurance Committee – Mr. Watson asked Mr. Fisher to update the Board of his findings regarding pollution liability and flood insurance. Mr. Fisher explained that he has been contacting local municipal authorities to inquire whether they have flood and pollution liability insurance. He reported that the North Huntingdon Township Municipal Authority does not carry flood or pollution liability insurance. The Hempfield Township Municipal Authority carries both: pollution liability, with a \$5,000,000.00 limit for each claim, and total claims per year, and with a \$10,000.00 deductible, at a premium of \$15,760.00 per year. The flood insurance covered the plant and pump station, at a cost of \$16,000.00 per year. They have not filed any claims. Mr. Fisher reported that the Insurance Committee recommends waiting until later in the year, with the possibility of including this coverage in the 2009 budget. Mr. Marks recommended that the Authority add pollution liability insurance, because of the costs associated with asbestos removal. Mr. Fisher explained that asbestos is excluded from the pollution liability policy.
 - E. Sludge Committee – Due to Mr. Shepherd’s absence, there was no report.
 - F. Legal and Engineering Services Committee – There was no report. Mr. Testa stated that he would like to schedule a Legal and Engineering Services Committee meeting before the June 15, 2008 Board Meeting.
11. Change Orders and Pay Estimates:
- A. A motion was made by Mr. Chrzan, and seconded by Ms. Altman to approve WWTP Wet Weather Improvements Project, Contract #2-Electrical, Westmoreland Electric, Inc. Periodic Estimate No.17, in the amount of \$18,000.00. The motion passed unanimously.
12. Requisitions:
- Mr. Pioth presented the following requisition with the motion to approve as follows:
2005 Construction Fund Requisition No. 2005-37 in the amount of \$23,148.47. Motion to approve was made by Ms. Altman, and seconded by Mr. Watson. The motion passed unanimously.

11. Board Member Comments

- A. Ms. Altman reported that Irwin Borough has received a \$750,000.00 grant, and will soon begin work on the second and third phases of their sewer rehabilitation project, which will take place on Main Street. Ms. Altman stated that Irwin Borough will hold a public meeting in June at the Queen of Angels auditorium for the business owners and residents of Main Street and Pennsylvania Avenue.
- B. Mr. Marks referred to WWMA's response to the Penn Township Commissioners. He stated that he has been asked by Penn Township to report back to the Commissioners. Mr. Marks stated that he wants media coverage for WWMA's response to equal the coverage that Penn Township's questions received. Mr. Marks questioned whether there were two recent vacancies, and if so, whether they will be filled. Mr. Pioth responded that there were two recent vacancies: one Plant employee, and one Office employee. Mr. Chrzan stated that the Authority is currently making some shift changes, and, at this time, there are no plans to hire replacements. Mr. Marks mentioned his idea to use Capacity Fee money toward smaller communities, but stated that, after speaking with several people, he realized that this is not a good idea. Mr. Marks stated that Mr. Fisher had brought up a good point when he explained the temporary use of Capacity Fees for rate stabilization. Mr. Marks suggested that the Authority create a policy that limits this use to 20%-30% of the balance in the Capacity Fee Account, with the provision that the funds be reimbursed in the next budget year. Mr. Marks then questioned the current policy regarding non-residential capacity fees, and specifically, what happens if the property owner disagrees with the water consumption estimates. Mr. Campfield explained the provisions of Resolution No. 2007-04, regarding non-residential Capacity Fees and the provision for deferred payments of those fees. Mr. Marks stated that he intends to recommend to the Penn Township Commissioners that the WWMA representatives report annually to the municipality. Mr. Pioth responded that such reporting requirements is up to municipalities and their representatives, and does not involve WWMA.
- C. There was a discussion regarding sewer service for areas located along the fringe of WWMA's service area.

15. A motion to adjourn the meeting was made by Ms. Altman, and seconded by Mr. Watson. The motion carried unanimously. The time was 8:19 P.M.

Anthony Marks
Secretary