

WESTERN WESTMORELAND MUNICIPAL AUTHORITY

REGULAR MONTHLY MEETING – JUNE 19, 2008

The Board of Directors of the Western Westmoreland Municipal Authority held a regular monthly meeting on Thursday, June 19, 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:

Mr. Larry Chrzan	Mr. Dan Hall	Mr. Charles Konkus
Mr. Anthony Marks	Mr. Robert Pioth	Mr. John Shepherd
Mr. Tim Watson		

Absent:

Ms. Pat Altman	Mr. Sam Testa	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. John Thornton, visitor, was in attendance.
4. Communications:
 - a. Mr. Pioth advised the Board of the PMAA 66th Annual Conference and Trade Show, which is scheduled for September 7-10, 2008 at the Hershey Lodge & Convention Center.
 - b. Mr. Pioth referred to a memorandum received from Attorney Campfield regarding a recent prevailing wage decision. Mr. Campfield will explain this decision when he presents his report.
5. Secretary's Report – Mr. Marks presented the following meeting Minutes for approval:
 - a. A motion was made by Mr. Chrzan, and seconded by Mr. Marks, to approve, as presented, the minutes of the May 15, 2008 Regular Meeting. The motion passed 6-0, with Mr. Konkus abstaining.
 - b. A motion was made by Mr. Chrzan, and seconded by Mr. Marks, to approve, as presented, the minutes of the June 4, 2008 Special Meeting. The motion passed 6-0, with Mr. Konkus abstaining.
 - c. Mr. Marks referred to the synopsis of the May 22, 2008 meeting with representatives of North Huntingdon Township Municipal Authority (NHTMA). Approval is not required.

6. Treasurer's Report – Due to Mr. Zentner's absence, there was nothing to add to the Treasurer's Report that was previously presented. A motion to approve for payment Revenue Fund Requisition No. 90, in the amount of \$152,487.49 was made by Mr. Chrzan, and seconded by Mr. Watson. The motion passed unanimously.
7. General Manager's Report – Kevin Fisher:
 - A. Mr. Fisher distributed a draft letter written to Mr. Don Leone, of the Pennsylvania Department of Environmental Protection regarding the Part II permit process for Abby Place, located near Level Green in Penn Township, within WWMA's service area. Penn Township is requesting approval to install a pumping station and force main that would direct flow from this proposed plan to ALCOSAN. Mr. Fisher requested Board authorization to send the letter to Mr. Leone. A motion was made by Mr. Chrzan, and seconded by Mr. Hall, to authorize Mr. Fisher to send the letter to Mr. Leone. The motion passed unanimously. Mr. Hall requested that Mr. Fisher place a courtesy call to Mr. Stan Caroline, Manager of Penn Township Sewage Authority, before mailing the letter.
 - B. Mr. Fisher reported that a brief summary of the May 22, 2008 meeting between representatives of WWMA and NHTMA will be mailed tomorrow to Attorney Bill McCabe, Solicitor for NHTMA, at Mr. McCabe's request.
 - C. Mr. Fisher reported that letters were sent to Pennsylvania State Senator Robert Regola and Pennsylvania State Representatives serving the districts of member municipalities, indicating support for proposed State Bills No. SB2 and SB1341, which would provide funding for water, sewer, stormwater, and high hazard dam projects. Mr. Chrzan instructed Mr. Fisher to send a letter to Pennsylvania State Senator Sean Logan, as well.
 - D. Mr. Fisher requested a motion to appoint him as the Authority's voting delegate for the upcoming PMAA Annual Conference. A motion was made by Mr. Chrzan, and seconded by Mr. Konkus to appoint Kevin Fisher as the voting delegate for the PMAA 2008 Conference. The motion passed unanimously.
 - E. Mr. Fisher reported that he met with Mike Henry, Operations Manager of Unity Township Municipal Authority, to discuss septage treatment and obtain information regarding Unity's waste hauler agreements. He reported that current rates being charged to septic haulers average \$.05/gallon, and are similar to rates that are charged for treatment of frac water from gas wells. Mr. Fisher stated that he would like to further investigate the feasibility of accepting septage waste. He then explained to the Board the requirements of PaDEP regarding acceptance of gas well water. Mr. Marks explained the impact of Marsalis shale gas wells in Pennsylvania. A discussion followed. Mr. Fisher explained that a contractor is interested in building an on-site facility to deliver gas well water to WWMA's treatment plant. Mr. Hall suggested that the Legal and Engineering Services Committee schedule a meeting with the contractor. Mr. Campfield urged the Board to complete considerable research and to consider the potential costs before making a decision to accept gas well water. A discussion followed, regarding the possibility of a private company contributing to a plant expansion. Mr. Fisher reported that he will be visiting Unity's plant in the near future to look at their centrifuge system.

- F. Mr. Fisher presented various methods for delivery of the old comminutor core unit to the vendor, and delivery of the replacement unit to WWMA. The first option is delivery by the vendor, at a cost of \$1,920.00. The second option is to hire a local hauler, at an estimated cost of \$1,500.00. This price may go up, depending on gas prices at the time of delivery. The third option is to have an Authority employee use an Authority vehicle and a rented trailer, at an estimated cost of \$607.00. Mr. Fisher explained that renting a box truck would cost more than delivery by the vendor, due to the per-mile rate. Mr. Hall recommended that the Authority send two employees. After discussion, a motion was made by Mr. Chrzan, and seconded by Mr. Shepherd to approve Option 3 for delivery of the comminutor. 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 June 19, 2008, which was presented to those in attendance. The complete report is attached to these minutes.
 - A. Wet Weather Improvements Project:
 1. This item will be discussed during the executive session. There are no pay estimates to be submitted for approval this evening.
 - 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. Preparation of the Plant's NPDES Permit Renewal Application is underway. The 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 the final copies of the sampling data and are continuing to work with the General Manager to prepare the Permit Renewal Application. Mr. Poole requested Board approval for preparation of a check in the amount of \$500.00 for the permit renewal application fee. A motion was made by Mr. Konkus, and seconded by Mr. Hall, to authorize the Assistant Secretary-Treasurer to prepare a check in the amount of \$500.00 for the permit renewal fee. The motion passed unanimously.
 3. Outfall 002 Meter: The Plant staff has completed the installation of the new outfall meter. A NPDES Permit Minor Amendment letter was sent to the PaDEP on June 4, 2008. Comments on the letter have not been received from PaDEP.
 4. System Meter Location Plan: The topic was discussed briefly at the Legal and Engineering Services Committee meeting held on June 5th. It was agreed that additional discussions regarding this topic are warranted in future Legal and Engineering Services Committee meetings.
 5. ALCOSAN Basin Planning: Mr. Poole suggested that the Authority send a representative to two upcoming meetings. The first is the Eastern Basin Meeting (3RWWD), which will be held on Monday, June 30, 2008, at 7:00 P.M. at the Turtle Creek Municipal Building. The second is the Eastern Basin Engineers and Managers Meeting, which will be held on Tuesday, July 15, 2008, at 1:00 P.M., at the Forest Hills Westinghouse Center. Mr. Poole explained that one meeting is sponsored by Three

Rivers, and the second is sponsored by ALCOSAN. They are trying to work together; therefore, the same information will probably be presented at both meetings. He will forward to WWMA copies of information that he receives.

- C. WWTP Facilities Planning Study: A full draft of the report, including appendices, was provided to the Manager for comment on June 5th. The report was summarized and presented to the Legal and Engineering Services Committee at the June 5th meeting. HDR is awaiting comments from the Manager before the Facilities Plan is finalized and a formal presentation is made to the full Board. Mr. Hall requested that a list of required lab equipment be prepared.
- D. Valley Landfill First Quarter Leachate Analysis: Mr. Poole presented a copy of the 1st Quarter leachate analysis for the Valley Landfill. Iron and Boron are the only parameters that exceeded the limits stated in the Landfill Agreement. Neither of these parameters is on the EPA Pollutant of Concern list, nor are they inhibitory to the activated sludge or anaerobic digestion process. Mr. Fisher reported that he has requested information from Valley Landfill, but has not yet received it.
- E. Penn Township Extended Service Area Quarterly Tap Fee Calculation: The quarterly update of Penn Township's tap fee for the extended service was provided to the Assistant Secretary-Treasurer, who forwarded the information to the Penn Township Sewage Authority.
- F. Trafford Borough and Ardara 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 –

- A. Mr. Campfield explained the Youngwood Borough prevailing wage decision and its impact on maintenance work that is contracted by municipalities.
- B. Mr. Campfield explained that the Authority previously approved a resolution that sets forth procedures for the Right-to-Know Act. The new law required municipalities to designate a Records Officer. Mr. Campfield recommended that the Board appoint the Assistant Secretary-Treasurer as the Authority's Records Officer. A motion to appoint Johanna Wtorkowski as Records Officer pursuant to the Right-to-Know Law was made by Mr. Chrzan, and seconded by Mr. Watson. The motion passed unanimously. Mr. Campfield explained the Right-to-Know Law, including how the law pertains to e-mails.
- C. Mr. Campfield reported that Trafford Borough has requested information from WWMA. The information will be provided to Trafford Borough as soon as it is compiled.
- D. Mr. Campfield reported that North Huntingdon Township and Penn Township are working together to prepare a proposed amendment to the Service Agreement. Mr. Campfield has not yet received anything from either municipality regarding this issue.
- E. Mr. Campfield reported that the Federal Government has approved RUS funding for the year, and local municipalities may now apply for the funds. Communities can obtain a 40-year loan at a rate of approximately 3%.

Mr. Hall asked if there were references in Penn Township Sewage Authority's meeting Minutes that referred to discussions with North Huntingdon Township Municipal Authority regarding a proposed amendment to the Service Agreement. Mr. Fisher replied that there were references to these discussions in their Minutes.

There were discussions regarding prevailing wage limits and new changes in the Open Records Act. Mr. Campfield gave a brief overview of the changes resulting from the Right-to-Know Law.

This concluded Mr. Campfield's report.

10. Reports of Committees:

- A. Grounds and Maintenance Committee – Dan Hall – Mr. Hall reported that the Ground and Maintenance Committee has been under pressure to eliminate the crown vetch and pine trees from the plant grounds. He recommended that the Authority have a contractor remove the pine trees that are located near the exit gate. Mr. Hall will request a motion at the July meeting.
- B. Personnel Committee – Due to Ms. Altman's absence, there was no report.
- C. Finance and Budget Committee – Mr. Chrzan reported that the Authority received \$18,484.70 in interest in May, resulting in a year-to-date total of \$125,068.02.
- D. Insurance Committee – Mr. Watson reported that he received a copy of a memorandum from FWF Insurance Agency regarding potential savings of \$700.00 - \$1,000.00 in the liability insurance premiums if the Authority purchases an auto shut-off system for the chlorine tank. This savings would be offset by the cost of the system, which is approximately \$8,775.00. Mr. Watson recommended that the Board consider including this purchase in the 2009 budget. A discussion followed.
- E. Sludge Committee – Mr. Shepherd – There was nothing to add to the written report that was previously presented.
- F. Legal and Engineering Services Committee – Mr. Hall –
 - 1. Mr. Hall reported that a Legal and Engineering Services Committee was held on June 5, 2008. The proposed facilities plan was discussed. Mr. Hall reported that he has no comments until the Board has had time to review the plan. He reported that the committee members discussed potential locations for equipment. The general consensus was that the Board should go with the centrifuge system. Mr. Hall stated that he is not in agreement with the placement of the system in the basement, due to the heavy weight of the equipment. Mr. Hall reported that the committee briefly discussed the lab space requirements. Mr. Hall suggested that, since the Authority will be dealing with combined sewers indefinitely, the Board may want to consider bar screening before the comminutors.
 - 2. Mr. Fisher reported that Penn Township is reporting manhole overflows in the Paintertown portion of the township, before the flow enters the WWMA system. Mr. Fisher explained that only Penn Township contributes to this portion of WWMA's line. Penn Township's position is that North Irwin and Sheridan Terrace (North Huntingdon) contribute to this line and are causing the WWMA's interceptor to back-up, which is causing the Penn Township Sewage Authority's manholes to overflow. Mr. Fisher reported that he explained to Mr. Caroline that there is an 87-foot drop in elevation in

the line, and North Irwin and Sheridan Terrace could not be contributing to the overflows. Penn Township is currently performing analysis on this area. Mr. Fisher explained that WWMA has no intentions of doing any work on that line.

11. Change Orders and Pay Estimates – None

12. Requisitions:

Mr. Pioth presented requisitions with the motions to approve as follows:

- A. Capital Improvements Fund Requisition No. 76, in the amount of \$1,946.75. Motion to approve was made by Mr. Konkus and seconded by Mr. Chrzan. The motion passed unanimously.
- B. 2005 Construction Fund Requisition No. 2005-38 in the amount of \$5,949.52. Motion to approve was made by Mr. Konkus and seconded by Mr. Chrzan. The motion passed unanimously.

C. Board Member Comments:

- A. Mr. Pioth questioned the Authority's responsibility to report to PaDEP about the core unit being out of service and the anticipated installation of the replacement unit. Mr. Fisher explained that he will advise PaDEP via a telephone call, and will follow-up with a letter. He explained that we must report to PaDEP when the equipment is removed from service, and when it is placed in service again.

A motion was made by Mr. Chrzan, and seconded by Mr. Watson, to enter into an executive session to discuss matters of possible litigation. The motion passed unanimously. The time was 8:18 P.M.

A motion to return to the regular order of business was made by Mr. Chrzan, and seconded by Mr. Konkus. The motion carried unanimously. The time was 8:50 PM.

A motion was made by Mr. Chrzan, and seconded by Mr. Marks, to authorize Mr. Campfield and Mr. Pioth to send a letter to Trafford Borough, requiring a response by July 17, 2008. The motion passed unanimously.

A motion was made by Mr. Chrzan, and seconded by Mr. Konkus to authorize HDR Engineering Co., Inc. to send a letter to William T. Spaeder Co., advising them of the delay claim, informing them that they are in delay, that the Authority will be looking to Spaeder for delay charges, and that the Authority requests a meeting. The motion passed unanimously.

15. A motion to adjourn the meeting was made by Mr. Konkus, and seconded by Mr. Chrzan. The motion carried unanimously. The time was 8:55 P.M.

Johanna Wtorkowski
Assistant Secretary-Treasurer