

ABINGTON REGIONAL WASTEWATER AUTHORITY

June 10, 2020

The regular meeting of the Abington Regional Wastewater Authority was called to order by Chairman Rinaldi and opened with the Pledge of Allegiance. The meeting took place via Zoom conference on June 10, 2020 at 6:36 p.m.

Present:

Wayne Thorpe
Paul Lockett
Harry Jenkins
Gloria Lance
Paul Murphy
Robert Kelly

Also Present:

Lauren Elliot
David Rinaldi, Esquire
Donald Jensen, Esquire
Donald Snyder

Absent: Mike Bisignani, Engineer
Frank Besten

Motion to approve the minutes from the May 13, 2020 meeting was made by Mr. Thorpe seconded by Mr. Kelly unanimously passed.

Ms. Elliot presented her directors report including the Pension Update, Wet Well Vac, Website and Return to Work.

Ms. Elliot discussed that employees have received backout notices and mapping information regarding the movement of the current plan with John Hancock to MassMutual. The target date for the transition is July 1st. Tom Tulaney from Peoples Security Bank will meet with staff on June 17, 2020 to explain the 401 and 457 plans and provide them with guidance/advice on selecting funds. The meetings will be held individually to comply with social distancing guidelines.

Ms. Elliot discussed the semiannual wet well cleaning which took place on Tuesday June 9th at 7:00 PM. Koberlein Environmental performed the service.

Ms. Elliot reached out to Zen Design Firm to obtain an updated proposal on the new website design, email service, hosting, storage and maintenance. A zoom call will be set up with Kelly from Zen Design to discuss the proposal with the committee.

Ms. Elliot discussed the ARWA Staff returned to work at full capacity on Monday June 8th, 2020 following the Governors transition of Lackawanna County to the yellow phase. All staff will be required to wear masks and maintain social distancing measures when possible. Employees will be asked to bring a lunch and eat separately, no lunchroom seating allowed.

Ms. Elliot discussed, due to the pandemic, South Abington Township asked if ARWA was going to apply for any type of COVID-19 funding from the Federal Government Cares Act which could result in a reduction of the quarterly charges to the Member Municipalities. Ms. Elliot informed the Board at this time there is no relief available to Pennsylvania Sewer Authorities. She also noted since 2016 ARWA has been able to reduce the three (3) municipalities charges by the following amounts: Clarks Summit Borough \$149,784, South Abington Township \$255,408 and Clarks Green Borough \$47,792 for a total of \$452,984.

Mr. Jensen informed the Board he has been contacted by South Abington Township Supervisor Mark Dougherty asking what kind of COVID-19 relief ARWA has applied for to possibly assist businesses' in the municipalities. Mr. Murphy and Ms. Elliot contacted Peoples Security and also reviewed the CARES Act to see if anything was available but no relief is available. A township business owner asked for relief from South Abington Township. Mr. Murphy stated that any reduction to Municipal Users would be the Township's responsibility. Mr. Snyder added that what the public doesn't understand is ARWA only receives \$92 per EDU and any amount in excess of ARWA's municipal charge goes to the municipality. Mr. Jensen mentioned that ARWA clients are the three (3) municipalities not individual businessowners/homeowners.

It was discussed that the municipalities should use the overage charges from ARWA that reduced their bill to assist their customers.

Ms. Elliot presented the Operational Data for May 2020, reporting an average daily influent flow of 3.98 MGD.

Ms. Elliot presented the rain vs flow chart.

Ms. Elliot presented Anthony Luongo Operations and Maintenance highlighting the installation of the Biosolids Building Blower room exhaust fan and contact breaker, the inspection of the HVAC units, set up of Sodium Permanganate barrel and peristaltic pump, installation of the replacement batteries from Kappe Associates for UV sigma main power and the wet well cleaning on June 9th.

Mr. Rinaldi asked what the status of the UV Signa pricing is going. Ms. Elliot stated that it has been hard getting pricing with the COVID19 Situation. She also said she is waiting for Mr. Bisignani to do his inspection to get some insight from him.

Unpaid Bills Detail:

Mrs. Elliott directed specific attention to the Unpaid Bills Detail as follows

Unpaid Bills 6/10/2020

Abington Regional Wastewater Authority

6/11/2020 10:12 AM

Register: Fidelity Operating Expenses

From 05/14/2020 through 06/11/2020

Sorted by: Date, Type, Number/Ref

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06/10/2020	3606	WFCO	Accounts Payable	Flags	140.00			-38,396.72
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Ms. Elliot discussed she received payments from Clarks Green Borough and South Abington Township. She is still waiting for Clarks Summits Borough's payment.

Motion was made by Mr. Murphy to approve payment of bills, seconded by Mr. Jenkins unanimously passed.

Ms. Elliot presented the budget and statement of balances.

Ms. Thorpe asked about the CD's coming up. Mr. Murphy said they will be looking at the rates and will stagger the terms.

Engineers Report

Ms. Elliot presented the Engineers Report in Mr. Bisignani absence.

Mr. Bisignani discussed GHD is still waiting for background data from Gannet Fleming for work previously performed over the multiple years of service they provided.

Mr. Bisignani discussed that ARWA and GHD subsequently reviewed a Sewage Facilities Planning Module for the Saint Gabriel's Residential Subdivision (38 EDU's) from Jeff Jerome of GPI on April 21, 2020. GHD requested more information from ARWA and now has everything to complete a review by June 12, 2020.

Mr. Bisignani discussed GHD will seek to complete a comprehensive facility Inspection and subsequent completion and submission of an annual 2020 Engineering Report once COVID guidelines allow.

Personnel Committee:

Public Relations Committee:

The Treasurer's Report was presented by Mr. Murphy as follows:

Fidelity Bank as of June 10, 2020 = \$3,479.03

Money Market Account as of June 10, 2020 = \$342,906.44 (Done Quarterly)

Requisitions

#491 Payroll \$28,000

#492 Treasurers Account \$1,000

Motion was made by Ms. Lance to accept the treasurers report as presented and to approve (2) two requisitions #491 transfer to payroll for \$28,000, #492 transfer to Treasurer account for \$1,000, seconded Mr. Kelly unanimously passed.

Board Member Comments

Mr. Thorpe asked what is going on with the files from Gannet Fleming. This was discussed during the Solicitor's report.

Mr. Snyder discussed that he would devise a plan for Employee Basic Emergency Training. He said the staff will need approximately 16 hours of training, 4 per group. This would include CPR, First Aid and AED training. Mr. Murphy asked if this would result in any issues with ARWA's insurance coverage. Mr. Snyder stated not unless an Employee went beyond the training provided. Mr. Snyder will obtain AED prices. It was asked if this would be volunteer or mandatory. It was discussed if there would be any type of compensation if this would be mandatory. Mr. Rinaldi asked the Personnel Committee to discuss this and make a recommendation. It was suggested that the training be offered as voluntary.

Finance Committee: No Report

Solicitor's Report: Solicitor Jensen discussed that on May 18, 2020 he sent a letter to Audrey Daly asking about the files. As of today June 10, 2020, no response was received. Solicitor Jensen also left her a voicemail reminding her of the upcoming meeting.

Solicitor Jensen discussed that he received a letter from Audrey Daly stating Gannet Fleming received his letter and were reviewing the information. The letter also discussed Gannet Fleming may need to visit the site. Solicitor Jensen asked if the site visit could be scheduled through him by the End of May. The Solicitor also requested Gannet Fleming provide a plan to repair the Biosolids building by June 30th. Solicitor Jensen has not heard Gannet Fleming on any of the requests.

Meeting went into Executive Session at 7:23 PM
Meeting resumed at 7:37 PM

Discussion took place concerning the Biosolids Building. Mr. Rinaldi stated ARWA needs to contact the General Contractor Quandel providing notice of the need for repairs, set deadlines for responses from both Quandel and Gannet Fleming. The Board will decide at the next board meeting on July 8, 2020 if they will initiate any legal action.

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There were no members of the public present and no public comment.

Motion to adjourn was made by Mr. Jenkins seconded by Mr. Kelly and unanimously passed to adjourn the meeting at 7:43 PM, unanimously passed.

Respectfully submitted,

Robert Kelly, Secretary

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Money Market Account as of June 10, 2020 = \$342,906.44 (Done Quarterly)

Requisitions

#491 Payroll \$28,000

#492 Treasurers Account \$1,000

Motion was made by Ms. Lance to accept the treasurers report as presented and to approve (2) two requisitions #491 transfer to payroll for \$28,000, #492 transfer to Treasurer account for \$1,000, seconded Mr. Kelly unanimously passed.

Board Member Comments

Mr. Thorpe asked what is going on with the files from Gannet Fleming. This was discussed during the Solicitor's report.

Mr. Snyder discussed that he would devise a plan for Employee Basic Emergency Training. He said the staff will need approximately 16 hours of training, 4 per group. This would include CPR, First Aid and AED training. Mr. Murphy asked if this would result in any issues with ARWA's insurance coverage. Mr. Snyder stated not unless an Employee went beyond the training provided. Mr. Snyder will obtain AED prices. It was asked if this would be volunteer or mandatory. It was discussed if there would be any type of compensation if this would be mandatory. Mr. Rinaldi asked the Personnel Committee to discuss this and make a recommendation. It was suggested that the training be offered as voluntary.

Finance Committee: No Report

Solicitor's Report: Solicitor Jensen discussed that on May 18, 2020 he sent a letter to Audrey Daly asking about the files. As of today June 10, 2020, no response was received. Solicitor Jensen also left her a voicemail reminding her of the upcoming meeting.

Solicitor Jensen discussed that he received a letter from Audrey Daly stating Gannet Fleming received his letter and were reviewing the information. The letter also discussed Gannet Fleming may need to visit the site. Solicitor Jensen asked if the site visit could be scheduled through him by the End of May. The Solicitor also requested Gannet Fleming provide a plan to repair the Biosolids building by June 30th. Solicitor Jensen has not heard Gannet Fleming on any of the requests.

Meeting went into Executive Session at 7:23 PM

Meeting resumed at 7:37 PM

Discussion took place concerning the Biosolids Building. Mr. Rinaldi stated ARWA needs to contact the General Contractor Quandel providing notice of the need for repairs, set deadlines for responses from both Quandel and Gannet Fleming. The Board will decide at the next board meeting on July 8, 2020 if they will initiate any legal action.

Mr. Rinaldi asked the Board their opinions concerning returning to physically meeting in July. Ms. Elliot would have to determine if the Board Room can be configured to keep the members safe to maintain social distancing per the State Guidelines. Mr. Rinaldi will contact the members and poll them on resuming meeting in person before July's Meeting.

There were no members of the public present and no public comment.

Motion to adjourn was made by Mr. Jenkins seconded by Mr. Kelly and unanimously passed to adjourn the meeting at 7:43 PM, unanimously passed.

Respectfully submitted,

Robert Kelly, Secretary

ABINGTON REGIONAL WASTEWATER AUTHORITY

June 10, 2020

The regular meeting of the Abington Regional Wastewater Authority was called to order by Chairman Rinaldi and opened with the Pledge of Allegiance. The meeting took place via Zoom conference on June 10, 2020 at 6:36 p.m.

Present:

Wayne Thorpe
Paul Lockett
Harry Jenkins
Gloria Lance
Paul Murphy
Robert Kelly

Also Present:

Lauren Elliot
David Rinaldi, Esquire
Donald Jensen, Esquire
Donald Snyder

Absent: Mike Bisignani, Engineer
Frank Besten

Motion to approve the minutes from the May 13, 2020 meeting was made by Mr. Thorpe seconded by Mr. Kelly unanimously passed.

Ms. Elliot presented her directors report including the Pension Update, Wet Well Vac, Website and Return to Work.

Ms. Elliot discussed that employees have received backout notices and mapping information regarding the movement of the current plan with John Hancock to MassMutual. The target date for the transition is July 1st. Tom Tulaney from Peoples Security Bank will meet with staff on June 17, 2020 to explain the 401 and 457 plans and provide them with guidance/advice on selecting funds. The meetings will be held individually to comply with social distancing guidelines.

Ms. Elliot discussed the semiannual wet well cleaning which took place on Tuesday June 9th at 7:00 PM. Koberlein Environmental performed the service.

Ms. Elliot reached out to Zen Design Firm to obtain an updated proposal on the new website design, email service, hosting, storage and maintenance. A zoom call will be set up with Kelly from Zen Design to discuss the proposal with the committee.

Ms. Elliot discussed the ARWA Staff returned to work at full capacity on Monday June 8th, 2020 following the Governors transition of Lackawanna County to the yellow phase. All staff will be required to wear masks and maintain social distancing measures when possible. Employees will be asked to bring a lunch and eat separately, no lunchroom seating allowed.

Ms. Elliot discussed, due to the pandemic, South Abington Township asked if ARWA was going to apply for any type of COVID-19 funding from the Federal Government Cares Act which could result in a reduction of the quarterly charges to the Member Municipalities. Ms. Elliot informed the Board at this time there is no relief available to Pennsylvania Sewer Authorities. She also noted since 2016 ARWA has been able to reduce the three (3) municipalities charges by the following amounts: Clarks Summit Borough \$149,784, South Abington Township \$255,408 and Clarks Green Borough \$47,792 for a total of \$452,984.

Mr. Jensen informed the Board he has been contacted by South Abington Township Supervisor Mark Dougherty asking what kind of COVID-19 relief ARWA has applied for to possibly assist businesses' in the municipalities. Mr. Murphy and Ms. Elliot contacted Peoples Security and also reviewed the CARES Act to see if anything was available but no relief is available. A township business owner asked for relief from South Abington Township. Mr. Murphy stated that any reduction to Municipal Users would be the Township's responsibility. Mr. Snyder added that what the public doesn't understand is ARWA only receives \$92 per EDU and any amount in excess of ARWA's municipal charge goes to the municipality. Mr. Jensen mentioned that ARWA clients are the three (3) municipalities not individual businessowners/homeowners.

It was discussed that the municipalities should use the overage charges from ARWA that reduced their bill to assist their customers.

Ms. Elliot presented the Operational Data for May 2020, reporting an average daily influent flow of 3.98 MGD.

Ms. Elliot presented the rain vs flow chart.

Ms. Elliot presented Anthony Luongo Operations and Maintenance highlighting the installation of the Biosolids Building Blower room exhaust fan and contact breaker, the inspection of the HVAC units, set up of Sodium Permanganate barrel and peristaltic pump, installation of the replacement batteries from Kappe Associates for UV sigma main power and the wet well cleaning on June 9th.

Mr. Rinaldi asked what the status of the UV Signa pricing is going. Ms. Elliot stated that it has been hard getting pricing with the COVID19 Situation. She also said she is waiting for Mr. Bisignani to do his inspection to get some insight from him.

Unpaid Bills Detail:

Mrs. Elliott directed specific attention to the Unpaid Bills Detail as follows

Unpaid Bills 6/10/2020

Abington Regional Wastewater Authority

6/11/2020 10:12 AM

Register: Fidelity Operating Expenses

From 05/14/2020 through 06/11/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/14/2020			Fidelity Income & Inve...	Funds Transfer		X	55,754.07	155.24
06/10/2020	3585	Amy Waters	Accounts Payable	Recording Secr...	100.00			55.24
06/10/2020	3586	Atlas Copco	Accounts Payable	Compressor ser...	1,110.00			-1,054.76
06/10/2020	3587	Dailey Resources Inc.	Accounts Payable	Gloves and fac...	263.50			-1,318.26
06/10/2020	3588	Dempsey Uniform	Accounts Payable	Mud Rug Rental	34.54			-1,352.80
06/10/2020	3589	Fox Ledge, Inc.	Accounts Payable	Bottled Water	21.60			-1,374.40
06/10/2020	3590	HACH	Accounts Payable	021805-001	2,500.00			-3,874.40
06/10/2020	3591	Hawk Mountain Lab...	Accounts Payable	Contract Lab A...	1,726.00			-5,600.40
06/10/2020	3592	Highmark Blue Shield	Accounts Payable	Health Insurance	4,175.28			-9,775.68
06/10/2020	3593	Jensen & Jensen	Accounts Payable	Legal fees	906.25			-10,681.93
06/10/2020	3594	JP Mascaro & Sons	Accounts Payable		2,400.00			-13,081.93
06/10/2020	3595	Justus Home & Garden	Accounts Payable	Mulch, Trimme...	185.46			-13,267.39
06/10/2020	3596	Kappe & Associates	Accounts Payable		413.00			-13,680.39
06/10/2020	3597	Keystone Sanitary La...	Accounts Payable	Sludge disposal	8,145.29			-21,825.68
06/10/2020	3598	OnePoint	Accounts Payable	2226	349.44			-22,175.12
06/10/2020	3599	PA American Water ...	Accounts Payable	Domestic Water	282.32			-22,457.44
06/10/2020	3600	PICA HVAC	Accounts Payable	HVAC Service	100.00			-22,557.44
06/10/2020	3601	PPL	Accounts Payable	Electric	10,358.18			-32,915.62
06/10/2020	3602	The Scranton Times	Accounts Payable	230389	55.50			-32,971.12
06/10/2020	3603	UGI	Accounts Payable	2379801011-4	682.65			-33,653.77
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Ms. Elliot discussed she received payments from Clarks Green Borough and South Abington Township. She is still waiting for Clarks Summits Borough's payment.

Motion was made by Mr. Murphy to approve payment of bills, seconded by Mr. Jenkins unanimously passed.

Ms. Elliot presented the budget and statement of balances.

Ms. Thorpe asked about the CD's coming up. Mr. Murphy said they will be looking at the rates and will stagger the terms.

Engineers Report

Ms. Elliot presented the Engineers Report in Mr. Bisignani absence.

Mr. Bisignani discussed GHD is still waiting for background data from Gannet Fleming for work previously performed over the multiple years of service they provided.

Mr. Bisignani discussed that ARWA and GHD subsequently reviewed a Sewage Facilities Planning Module for the Saint Gabriel's Residential Subdivision (38 EDU's) from Jeff Jerome of GPI on April 21, 2020. GHD requested more information from ARWA and now has everything to complete a review by June 12, 2020.

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Requisitions

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Motion was made by Ms. Lance to accept the treasurers report as presented and to approve (2) two requisitions #491 transfer to payroll for \$28,000, #492 transfer to Treasurer account for \$1,000, seconded Mr. Kelly unanimously passed.

Board Member Comments

Mr. Thorpe asked what is going on with the files from Gannet Fleming. This was discussed during the Solicitor's report.

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Finance Committee: No Report

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There were no members of the public present and no public comment.

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Respectfully submitted,

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ABINGTON REGIONAL WASTEWATER AUTHORITY

June 10, 2020

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Absent: Mike Bisignani, Engineer
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Abington Regional Wastewater Authority

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Requisitions

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Board Member Comments

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Mr. Snyder discussed that he would devise a plan for Employee Basic Emergency Training. He said the staff will need approximately 16 hours of training, 4 per group. This would include CPR, First Aid and AED training. Mr. Murphy asked if this would result in any issues with ARWA's insurance coverage. Mr. Snyder stated not unless an Employee went beyond the training provided. Mr. Snyder will obtain AED prices. It was asked if this would be volunteer or mandatory. It was discussed if there would be any type of compensation if this would be mandatory. Mr. Rinaldi asked the Personnel Committee to discuss this and make a recommendation. It was suggested that the training be offered as voluntary.

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Robert Kelly, Secretary