

**ABINGTON REGIONAL WASTEWATER AUTHORITY**

May 13, 2020

The regular meeting of the Abington Regional Wastewater Authority was called to order by President Rinaldi and opened with the Pledge of Allegiance. The meeting took place via Zoom conference on May 13, 2020 at 6:30 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  
Frank Besten  
Mike Bisignani, Engineer  
Donald Snyder

**Motion to approve the minutes from the April 8, 2020 meeting was made by Ms. Lance seconded by Mr. Snyder unanimously passed.**

Ms. Elliot presented her directors report including the Pension Update, Staffing and Wet Weather Events.

Ms. Elliot discussed that she has been working on the transition from John Hancock Funds to Mass Mutual. Transfer letters were sent to John Hancock and she is awaiting the deconversion paperwork from them. The final contribution (the first quarter 2020 contribution) to John Hancock is included in this month's bills detail. The bills detail also included a payment to Ascensus for the first quarter 2020 contribution. The new pension plan is scheduled to be active July 1, 2020 and will be an ACH debit that will have to be approved at a monthly meeting.

Ms. Elliot discussed the (2) two high flow events that took place on April 13<sup>th</sup> and April 30<sup>th</sup>. On April 13 there was .88 inches of rain, resulting in a peak flow of 9.86 MDG and on April 30<sup>th</sup> there was .91 inches of rain resulting in a peak flow meter of 11.41 MGD.

Ms, Elliot presented the Operational Data for April 2020, reporting an average daily influent flow of 4.03 MGD.

Ms. Elliot presented Anthony Luongo's Operations and Maintenance Report highlighting the cleaning of all clarifiers, rotation of utility water pumps and exercise of 2-inch plant hydrants, ordering of replacement batteries from Kappe Associates Inc for UV battery backup system, landscaping and maintenance of lawn equipment.

Mr. Snyder asked Ms. Elliot about the flow meters and if the flow meters in the municipalities were also doing spikes during the wet weather events. Ms. Elliot stated that all meters evidenced spiking.

Unpaid Bills Detail:

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

## Abington Regional Wastewater Authority

5/14/2020 7:25 AM

Register: Fidelity Operating Expenses

From 04/09/2020 through 05/14/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/15/2020	3555	Cardmember Service	Accounts Payable	Credit Card	131.17			-107.10
05/13/2020	3556	Advanced Auto	Accounts Payable	6473 7020 000...	134.99			-242.09
05/13/2020	3557	Amrex Chemical Co.	Accounts Payable	Chlorine and S...	2,549.50			-2,791.59
05/13/2020	3558	Amy Waters	Accounts Payable	Recording Secr...	100.00			-2,891.59
05/13/2020	3559	Ascensus	Accounts Payable	First Quarter A...	379.50			-3,271.09
05/13/2020	3560	Atlas Copco	Accounts Payable	Compressor Fan	353.14			-3,624.23
05/13/2020	3561	Cleverfish	Accounts Payable	Trend Worry F...	90.00			-3,714.23
05/13/2020	3562	Convenient Food Mart	Accounts Payable	Gasoline	42.21			-3,756.44
05/13/2020	3563	County Waste	Accounts Payable		257.68			-4,014.12
05/13/2020	3564	Dempsey Uniform	Accounts Payable	Mud Rug Rental	34.54			-4,048.66
05/13/2020	3565	Frontier	Accounts Payable	Telephone Inte...	336.99			-4,385.65
05/13/2020	3566	Greenfield Power Eq...	Accounts Payable	Safety Toe Boo...	312.98			-4,698.63
05/13/2020	3567	HACH	Accounts Payable	021805-001	2,500.00			-7,198.63
05/13/2020	3568	Hawk Mountain Lab...	Accounts Payable	Contract Lab A...	2,811.00			-10,009.63
05/13/2020	3569	Highmark Blue Shield	Accounts Payable	Health Insurance	4,175.28			-14,184.91
05/13/2020	3570	Jensen & Jensen	Accounts Payable	Legal Fees	812.50			-14,997.41
05/13/2020	3571	John Hancock Funds	Accounts Payable	First Quarter 2...	4,750.00			-19,747.41
05/13/2020	3572	JP Mascaro & Sons	Accounts Payable		2,880.00			-22,627.41
05/13/2020	3573	Justus Home & Garden	Accounts Payable	Mulch and clea...	79.08			-22,706.49
05/13/2020	3574	Keystone Sanitary La...	Accounts Payable	Sludge Disposal	12,591.83			-35,298.32
05/13/2020	3575	Kohanski Company	Accounts Payable	Final Audit Bil...	800.00			-36,098.32
05/13/2020	3576	Main Pool & Chemic...	Accounts Payable		1,710.50			-37,808.82
05/13/2020	3577	North End Electric	Accounts Payable	NCSS02	1,424.00			-39,232.82
05/13/2020	3578	PA American Water ...	Accounts Payable	Domestic water	266.26			-39,499.08
05/13/2020	3579	Pennsylvania Paper ...	Accounts Payable	Facemasks	108.02			-39,607.10
05/13/2020	3580	Polydyne, Inc.	Accounts Payable	974180	5,380.16			-44,987.26
05/13/2020	3581	PPL	Accounts Payable	Electric	9,610.31			-54,597.57
05/13/2020	3582	The Times Leader	Accounts Payable	April Meeting ...	32.70			-54,630.27
05/13/2020	3583	UGI	Accounts Payable	2379801011-4	537.38			-55,167.65
05/13/2020	3584	United Concordia	Accounts Payable	364001819	693.52			-55,861.17
05/13/2020			Fidelity Income & Inve...	Funds Transfer		X	131.17	-55,730.00
05/13/2020			Fidelity Income & Inve...	Funds Transfer		X	131.17	-55,598.83
05/14/2020			Fidelity Income & Inve...	Funds Transfer			55,754.07	155.24

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

Ms. Elliot presented the budget and statement of balances.

### **Engineers Report**

Mr. Bisignani presented the Engineers Report

Mr. Bisignani discussed a report from Bio Solid Building roofing supplier Versico was received. It stated the saturated insulation materials needed to be removed and replaced.

Mr. Bisignani discussed his review of a sewer connection modification request for the Shops at South Abington. The report presented proposed EDU's and square footage for each building in the plans. Mr. Rinaldi asked what the difference in the number of EDUs between the Hotel and the new development is and if it was significant. Ms. Elliot and Mr. Bisignani both stated that the difference was minimal. The Board also wanted to know what the tapping fees would be and who would be responsible. Ms. Elliot stated the Developer would be responsible for taping fees if the sewer line is changed.

Mr. Bisignani discussed a planning module for the St. Gabriels subdivision between Griffin Pond Road and Simerall Road. Since this is the first time reviewing a module with a lack of information from Gannet Fleming, the finished report should be completed soon. Questioned what documents are still missing and Mr. Bisignani stated most of the requested information is still missing.

### **Personnel Committee:**

Ms. Elliot discussed her idea for the return to full time hours for staff. The plan was circulated. The staff will continue as is until May 31, 2020 then adjust to (2) two groups of (3) three employees (Lauren, Eric & Jim) (Anthony, Mike & Gary). Staff is required to wear facemasks and the employee notice was attached.

Mr. Thorpe stated the goal is keeping the staff health and safe.

Mr. Snyder asked what the working hours would be. Ms. Elliot stated that the working hours would be 7:00 AM-3:30 PM. He also suggested that staff always work in pairs. Mr. Snyder asked if masks were being worn and Ms. Elliot stated yes.

Ms. Lance asked about the supply chain for cleaning supplies. Ms. Elliot stated she has stockpiled bleach, ordered vinyl gloves and other cleaning products. Ms. Lance also if overtime was being accrued. Ms. Elliot stated there has been no overtime and all hours are during the regular work week.

Ms. Besten asked if anyone comes in to clean the bathrooms and kitchen. Ms. Elliot stated that she cleans the building several times a day and the staff are all required to clean and sanitize. Trucks and tools are cleaned at the end of the day and after each use.

**Mr. Kelly made a Motion was made to approve the change in the staffing until June 4, 2020, seconded by Mr. Lockett, unanimously passed.**

Ms. Elliot discussed the incident that took place in March where a staff member has an allergic reaction. Discussion took place. Mr. Snyder discussed protocols that paramedics would take in this case. Mr. Rinaldi asked Mr. Snyder what he recommends. Mr. Snyder stated that all staff members should be trained in CPR and First Aid. He also suggested possible water rescue training. Ms. Elliot asked if Mr. Snyder knew who might be able to, provide that type of training, and Mr. Snyder stated he conducts training classes at the Lackawanna College. Mr. Rinaldi requested Mr. Snyder work with the Personnel Committee to come up with a recommendation. Mr. Thorpe would also like to get quotes on an AED defibrillator. Mr. Snyder stated it would be prudent to purchase one with a service contract that includes battery replacement and cost starts at approx. \$1,400.

### **Public Relations Committee:**

Mr. Rinaldi discussed the website and email. Cleverfish's performance email hosting has been subpar and he and other Board Members are constantly having issues with email. The Chairman requested the Committee to research updating the website and finding another email hosting company. The Chair undated the Board on the recent State Legislation directing that meetings should be posted on the website and this isn't something the authority can do on their own without the Authority's website hosting company.

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

Fidelity Bank as of May13, 2020 = \$3,779.03

Money Market Account as of May 13, 2020 = \$172,106.91(Done Quarterly)

Requisitions

#489 Payroll \$24,000

#490 Treasurers Account \$1,000

**Motion was made by Mr. Thorpe to accept the treasurers report as presented and to approve (2) two requisitions #489 transfer to payroll for \$24,000, #490 transfer to Treasurer account for \$1,000, seconded Mr. Snyder unanimously passed.**

**Finance Committee:** No Report

**Solicitor's Report:** Solicitor Jensen discussed the opportunity he had to talk to Gannet Flemings Attorney, Audrey Daily around April 22,2020. She stated that Gannet Fleming wanted more information on what was requested. She was asking for access to the site if they needed to inspect. Solicitor Jensen stated that would be possible and could be scheduled through him. She suggested that the issues with the leak was not all on Gannet Fleming and the building had some issues with

construction. She wanted to know if ARWA would cooperate with bringing in a contractor to address the issues. Solicitor Jensen said that ARWA would cooperate. She stated that Gannet Fleming didn't have any contracts with contractors. Mr. Jensen stated that at this point ARWA was looking for Gannet Fleming to take the lead and develop a plan and deal with whoever is necessary to fix the building. Ms. Daily stated she would come back with an answer. She is working with a member of Gannet Fleming to get a plan. As of today, May 13, 2020 Solicitor Jensen didn't get a response.

Mr. Rinaldi requested that Solicitor Jensen ask Ms. Daily returning the Authority's files. Solicitor Jensen stated he would send an email to Ms. Daily to get a timeline on the files and the fix of the Biosolids Building. Mr. Rinaldi suggested that Solicitor Jensen let Gannet Fleming know that if files were not received by the next meeting then legal action would be taken to retrieve the Authority's files.

Mr. Snyder asked if ARWA has copies of the change orders that Gannet Fleming requested when the building was being built. Ms. Elliot stated she had them.

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

Mr. Rinaldi discussed a friend, Mr. Pat Williams, from Clarks Green Council who recently resigned. He wanted to recognize him for his service to his community.

Motion to adjourn was made by Mr. Murphy seconded by Mr. Thorpe and unanimously passed to adjourn the meeting at 7:51 PM, unanimously passed.

Respectfully submitted,

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Robert Kelly, Secretary