

**ABINGTON REGIONAL WASTEWATER AUTHORITY**

December 8, 2021

The regular meeting of the Abington Regional Wastewater Authority was called to order by Chairman Lockett and opened with the Pledge of Allegiance. The meeting took place via Zoom conference on December 8 2021, 2021 at 6:30 p.m.

Present:

Paul Lockett  
Gloria Lance  
Paul Murphy  
Wayne Thorpe

Lauren Elliot  
Frank Besten  
Casey Monagan  
John Pullo

Donald Jensen, Esquire  
Mike Bisignani, Engineer

Absent: David Rinaldi, Esquire  
Donald Snyder

Guests: Bob Knowles, Representative from Knowles Insurance

**Mr. Thorpe made a motion to approve the minutes from the November 10, 2021 meeting, seconded by Mr. Monagan unanimously passed.**

Bob Knowles from Knowles Insurance was present to discuss the 2022 Insurance Policy. Mr. Knowles discussed that this is the 3<sup>rd</sup> year that Knowles Insurance has been providing coverage and his proposal showed a comparison on the last page. He discussed that this comparison shows that the overall premium is down approximately \$1,000(2%) from last year. He discussed that compared to the marketplace this is low considering the average marketplace coverage is showing an approximate 5%-10% increase. Mr. Knowles discussed that he only had to shop the marketplace for the cyber risk coverage and was able to negotiate an \$1,100 reduction (40%). The proposal also shows a 13% decrease due to a decrease in payroll. The total package value increased 6% due to the 4% inflation in property values. He discussed that workman's compensation coverage is favorable with only 1 small claim in the amount of \$842. Mr. Knowles discussed that the carriers are all the same except for the cyber risk carrier. The coverage and limits are all the same. The only issue he sees coming up is due to cyber breaches. The attackers are hitting all sectors and the cost of the breaches are pricey. He discussed that he didn't believe that the return-to-work issue will affect the Authority due to the size of the work force.

Mr. Knowles took questions. Mr. Murphy asked is the large workman's compensation claim is off. Mr. Knowles stated yes it was. Mr. Pullo asked if the coverage is consistent with the replacement value of all aspects of the authority. Mr. Knowles stated that the coverage included a 22 million blanket limit and a 4 million contents limit. Mr. Pullo also asked how often the policies can be changed. Mr. Knowles stated that it's just a phone call and everything except the cyber risk can be changed.

**Mr. Thorpe made a motion to approve the 2022 Insurance Proposal as presented by Bob Knowles from Knowles Insurance as presented, seconded by Mr. Murphy, unanimously passed.**

Executive Session started at 6:50 PM- Litigation discussion

Executive Session ended at 7:04 PM

**Directors Report:**

Ms. Elliot presented her directors report including Personnel Policy Updates, and Insurance Renewal, Flowmeter move, Wet Well Cleaning, Meeting Advertisement, and electricity Contract Expiration.

Ms. Elliot presented the updated Emergency Response Procedure Pandemic Policy.

**Mr. Murphy made a motion to approve the Emergency Response Procedure Pandemic Policy as presented, seconded by Mr. Monagan, unanimously passed.**

Ms. Elliot reported that the Insurance Renewal was discussed and approved at the beginning of the meeting.

Ms. Elliot reported that the NE Technical Sales was onsite November 22<sup>nd</sup> and 23<sup>rd</sup> with HACH to remove existing flowmeters and relocate them to their new 2022 locations. Anyone interested on viewing the metering data can contact Ms. Elliot to get access.

Ms. Elliot discussed the semiannual Wet Well cleaning took place on November 18<sup>th</sup> and was successful.

Ms. Elliot discussed the ad for the annual reorganization meeting and monthly meetings will be placed this week. Ad will be placed with meeting being virtual until further notice.

**Mr. Thorpe made a motion to return to in person meeting starting in January, motion tabled.**

Ms. Elliot discussed that the Electricity Contract is expiring December 31, 2021. Provident Energy Consulting is currently solicitating energy pricing for the account. Final responses from suppliers and recommendations/agreements for signatures will be ready by December 14, 2021.

Ms. Elliot presented the Operational Data for November 2021, reporting an average daily influent flow of 3.86 MGD. There were no substantial wet weather events.

Ms. Elliot presented the rain vs flow chart.

Ms. Elliot presented Anthony Luongo Operations and Maintenance report highlighting the relocation of flowmeters, the semiannual wet well cleaning, on the UV4000 unit, and Melbourne Electric on site to replace three (3) burnt out surge protection units in the processing unit.

Unpaid Bills 12/8/2021

Abington Regional Wastewater Authority

12/9/2021 8:34 AM

Register: Fidelity Operating Expenses

From 11/11/2021 through 12/09/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/11/2021			Fidelity Income & Inve...	Funds Transfer			57,966.05	729.76
12/08/2021	4188	Cardmember Service	Accounts Payable	Credit card pay...	181.54			548.22
12/08/2021	4189	Convenient Food Mart	Accounts Payable	Gasoline	100.71			447.51
12/08/2021	4190	Advanced Auto	Accounts Payable	6473 7020 000...	40.26			407.25
12/08/2021	4191	Amy Waters	Accounts Payable	Recording Secr...	100.00			307.25
12/08/2021	4192	Dempsey Uniform	Accounts Payable	Mud Rug Rental	35.86			271.39
12/08/2021	4193	Frontier	Accounts Payable		476.74			-205.35
12/08/2021	4194	Grainger	Accounts Payable	810251959	149.25			-354.60
12/08/2021	4195	HACH	Accounts Payable	021805-001	2,400.00			-2,754.60
12/08/2021	4196	Hawk Mountain Lab...	Accounts Payable	Contract Lab A...	1,962.75			-4,717.35
12/08/2021	4197	Highmark Blue Shield	Accounts Payable	Health Insurance	4,516.47			-9,233.82
12/08/2021	4198	Jensen & Jensen	Accounts Payable	Legal Fees	968.75			-10,202.57
12/08/2021	4199	Justus Home & Garden	Accounts Payable	Cleaner, Paint	27.67			-10,230.24
12/08/2021	4200	Keystone Sanitary La...	Accounts Payable	Sludge Disposal	5,729.48			-15,959.72
12/08/2021	4201	Main Pool & Chemic...	Accounts Payable	Sodium Perma...	627.50			-16,587.22
12/08/2021	4202	McClure Company	Accounts Payable		7,242.00			-23,829.22
12/08/2021	4203	Melborne Electric	Accounts Payable	Surge Protectio...	5,366.18			-29,195.40
12/08/2021	4204	North End Electric	Accounts Payable	NCSS02	22.00			-29,217.40
12/08/2021	4205	PA American Water ...	Accounts Payable	Domestic Water	284.62			-29,502.02
12/08/2021	4206	PA Rural Water	Accounts Payable	MG Training s...	105.00			-29,607.02
12/08/2021	4207	Saul Ewing Arnstein ...	Accounts Payable	Special Counsel	2,607.00			-32,214.02
12/08/2021	4208	UGI	Accounts Payable	2379801011-4	1,199.05			-33,413.07
12/08/2021	4209	United Concordia	Accounts Payable	364001819	424.69			-33,837.76
12/08/2021	4210	United States Postal ...	Accounts Payable	Annual PO Bo...	118.00			-33,955.76
12/08/2021	4211	USA Blue Book	Accounts Payable	935510	17.35			-33,973.11
12/08/2021	4212	USALCO	Accounts Payable	Alum	4,487.02			-38,460.13
12/08/2021	4213	Waste Management .	Accounts Payable	Sludge Hauling	249.99			-38,710.12
12/08/2021	4214	Waste Management I...	Accounts Payable	821-90844	79.15			-38,789.27
12/08/2021	4215	Zen Design Firm	Accounts Payable	Web and Email...	85.00			-38,874.27
12/08/2021			Fidelity Income & Inve...	Funds Transfer			49,435.12	10,560.85

**Motion was made by Ms. Lance to approve payment of bills for 12/08/2021 in the amount of \$49,435.12, seconded by Mr. Murphy passed.**

Ms. Elliot presented the budget and statement of balances. Some money from the CD's was invested in the treasury at .75% and can be moved at any time.

### **Engineers Report**

Mr. Bisignani's report discussed GHD continues to coordinate with retained special council Mr. William Warren on an as needed basis fielding phone calls, providing descriptions and feedback as requested. The only request was request for data that took place 12/7/2021.

Mr. Bisignani's report discussed the DRAFT agreement from PA DGS associated with the sewer system consolidation and ARWA WWTP paper re-rate. GHD participated in the committee meetings on 11/24/21 and 12/1/21 to provide feedback on discussion items and have also reviewed, prepared, and submitted questions to DGS via their representatives Reilly Associates. Mr. Pullo will provide a summary during his report. The committee questions were not provided by DGS yet. The committee recommends a face-to-face meeting (roundtable discussion) with Reilly Associates and DGS to give them a fair chance and move the process along.

Mr. Bisignani's report discussed that NPDES permit renewal process should be started the beginning of 2022. Mr. Bisignani presented a Proposal for the Professional Services involved in the NPDES Permit Renewal in the amount of \$17,500 on a Cost-Plus Basis with the current fee schedule.

**Mr. Thorpe made a motion to accept the NPDES Permit Proposal in the amount of \$17,500 billed monthly according to the GHD current fee schedule, seconded by Mr. Pullo, unanimously passed.**

Mr. Bisignani and GHD presented a proposal for 2022 Retainer Services for the board's consideration. He discussed that the scope of the proposal is the same as the past and includes a small increase from \$10,500 to \$10,900 and the hourly rate schedule increased approximately 3%-5%.

**Mr. Thorpe made a motion to accept the proposal for the 2022 Retainer Services in the amount of \$10,900, seconded by Mr. Besten, unanimously passed.**

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

Fidelity Bank as of December 8, 2021 = \$3,879.03

Money Market Account as of December 8, 2021 = \$89,557.11 (Done Quarterly)

Requisitions: #528- \$28,000 to Payroll Account  
#529- \$1,000 to Treasurer's Account  
#530- \$38,488 Kappe Associates

**Mr. Murphy made a motion to approve the requisitions #528- \$28,000 to the Payroll Account and #529- \$1,000 to Treasurer's Account and #530 - \$38,488 to Kappe Associates, seconded by Mr. Pullo, unanimously passed.**

**State Hospital Committee:** Mr. Pullo discussed the committee findings following the committee meetings on November 24, 2021 and December 1, 2021. He discussed that they are at a point where they can go no further until they receive something back from the State and Reilly Associates with regards to the questions they submitted. He stated the rerate study is inaccurate in getting them to the point that is needed, a more comprehensive study needs to be done. As discussed earlier it was recommended to have an in person more direct meeting to lay the cards out on the table to make some progress moving forward. Mr. Lockett stated that it would be a good approach and believes that maybe waiting until after the holidays. Mr. Murphy suggests that the committee wait until the state provides the requested information. Mr. Besten also believes that a face to face would be a more direct approach. Mr. Pullo also suggested approaching Reilly Associates and having them set up the appointment and run the meeting. Mr. Monagan suggested that this would allow DGS to communicate their plans directly. Mr. Besten suggested accomplishing this because it would bring in a substantial amount of money into the Abington's with contracting/supplies and would be very helpful to the community. Mr. Murphy suggested that the contractors could be out of the area. Solicitor Jensen suggested that including DGS in discussions will add layers to the situation and may not be able to attend this or will send someone that still has to take information back. He also addressed that taking on another facility would require research before that route can be proposed. Mr. Pullo discussed that if they were to include a non-participating municipality if it is included in expansion.

**Public Relations Committee:** No Report

**Personnel Committee:** Mr. Thorpe reported that Creative Benefits provided a proposal that will increase the current policy by 4.09%(\$183.67/month). He discussed the following raises Anthony Luongo \$26.19 to \$27.11, Gary Sabuacak \$21.99 to \$22.65, Mike Ganz \$18.96 to \$19.53, Jim Pisa \$18.96 to \$19.53, Eric Allegrucci \$19.42 to \$20.74, and Lauren Elliot \$78,283.16 to \$81,023.07. The committee recommends the following bonuses: Lauren \$1,500, Eric Allegrucci \$1,000, Jim Pisa \$500, Mike Ganz \$500, Gary Gary Sabuacak \$500 and Anthony Luongo \$750.

Mr. Thorpe made a motion to approve the Personnel Committees recommendations for the 2022 Health Care, Raises and Bonus as presented, seconded by Mr. Murphy, unanimously passed.

**Litigation Committee:** No Report

**Finance Committee:** No Report

**Solicitor's Report** – No Report

**Board Member Comments:** None

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

**Motion to adjourn was made at 7:56 PM by Ms. Lance seconded by Mr. Murphy, unanimously passed.**

Respectfully submitted,

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Frank Besten, Assistant Secretary