

ABINGTON REGIONAL WASTEWATER AUTHORITY

December 9, 2020

The regular meeting of the Abington Regional Wastewater Authority was called to order Chairman Rinaldi and opened with the Pledge of Allegiance. The meeting took place via Zoom conference on December 9, 2020 at 6:30 p.m.

Present:

Wayne Thorpe
Frank Besten
Harry Jenkins
Gloria Lance
Donald Snyder
Paul Lockett

Also Present:

Lauren Elliot
David Rinaldi, Esquire
Donald Jensen, Esquire
Mike Bisignani, Engineer
Paul Murphy
Robert Kelly

Guests: Bob Knowles & Eileen Kelly -Representative from Knowles Insurance

Mr. Jenkins made a motion to approve the minutes from the November 11, 2020 meeting, seconded by Mr. Murphy unanimously passed.

Mr. Knowles presented the 2021-2022 Insurance Proposal. Chairman Rinaldi asked Mr. Knowles to explain why the coverage increased by approximately \$2,500. Mr. Knowles explained in general, the insurance market is hardening due to the increase in large claims (ex: cyber breach, internet fishing claims, hail, Covid-19, etc). He informed the Board that the Workman's compensation Insurance premium increased about 4% for 2021. Mr. Murphy asked when a previous Workman's Compensation claim would stop affecting the premiums. Mr. Knowles stated it is already "off the books" and is no longer affecting the premiums.

Mr. Murphy questioned what the Authority's Cyber Security risk. Mr. Knowles explained since the Authority is online that there is a risk.

A Motion was made by Ms. Lance to accept the 2021-2022 Insurance Proposal as presented by Knowles Insurance in the amount of \$48,275, seconded by Mr. Thorpe, unanimously passed.

Executive Session started at 6:47 PM

Executive Session ended at 7:18 PM

Personnel Committee: The personnel committed presented the recommendations for the 2020 raises and bonuses. The recommended the following raises: Lauren Elliot 3.5%, Anthony Luongo 3.5%, Gary Sabuacak 3%, Michael Ganz 3%, Eric Allegrucci 4% and Jim Pisa 3%. The following bonuses were recommended Lauren Elliot \$2,000, Anthony Luongo \$1,000, Gary Sabuacak \$600, Michael Ganz \$600, Eric Allegrucci \$1,000 and James Pisa \$600.

Mr. Murphy made a motion to increase employee compensation as follows: Raises- Lauren Elliot 3.5%, Anthony Luongo 3.5%, Gary Sabuacak 3%, Michael Ganz 3%, Eric Allegrucci 4% and Jim Pisa 3%. Bonuses: Lauren Elliot \$2,000, Anthony Luongo \$1,000, Gary Sabuacak \$600, Michael Ganz \$600, Eric Allegrucci \$1,000 and James Pisa \$600, seconded by Mr. Lockett, unanimously passed.

Ms. Lance made a motion to approve the 2021 Health Care Plan – Blue Care Custom Gold 24 in the amount of \$4,488.45/month, seconded by Mr. Lockett, unanimously passed.

Ms. Elliot asked for approval to order individual lunches for the staff on December 18, 2020. There will be no employee holiday luncheon this year.

Mr. Murphy made a motion to authorize Ms. Elliot to order individual lunches for staff on December 18, 2020, seconded by Mr. Thorpe, unanimously passed.

Litigation Committee:

Mr. Murphy motion was made to authorize Mr. Warren to engage Epic Global to organize and index the authority emails for the discovery phase of litigation in the amount of approximately \$3,000, seconded by Mr. Thorpe, unanimously passed.

Directors Report:

Ms. Elliot presented her directors report including the 2021 Insurance Proposal and 2020 Staff Evaluations.

Ms. Elliot discussed that the 2020 staff evaluations and healthcare renewal information which had been distributed to the Personnel Committee for review.

Ms. Elliot presented the Operational Data for November 2020, reporting an average daily influent flow of 2.59 MGD.

Ms. Elliot presented the rain vs flow chart.

Ms. Elliot and Mr. Bisignani explained the differences in the influent and effluent flows at the meter outside the plant. Over the next month those flows will be monitored using the Authority's meters to determine if the Authority's NPDES permit should be modified.

Ms. Elliot presented Anthony Luongo Operations and Maintenance explaining the result of switching to Bioreactor #2 from Bioreactor #3, routine maintenance on return pump impellers and replacing drive couplings and hydraulic fluid on the belt tensioning pump along with valve seal replacement on the gravity belt.

Unpaid Bills Detail:

Unpaid Bills 12/9/2020

Abington Regional Wastewater Authority

12/10/2020 8:26 AM

Register: Fidelity Operating Expenses

From 11/12/2020 through 12/10/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/12/2020			Fidelity Income & Inve...	Funds Transfer			45,572.76	3,155.24
11/17/2020	3774	Cardmember Service	Accounts Payable	Credit Card Pa...	536.88			2,618.36
12/09/2020	3773	Cardmember Service	Accounts Payable	VOID: Credit ...		X		2,618.36
12/09/2020	3775	Advanced Auto	Accounts Payable	6473 7020 000...	90.97			2,527.39
12/09/2020	3776	Amy Waters	Accounts Payable	Recording Secr...	100.00			2,427.39
12/09/2020	3777	Biochem	Accounts Payable	Service Call	1,319.90			1,107.49
12/09/2020	3778	Cardmember Service	Accounts Payable	Credit Card Pa...	202.46			905.03
12/09/2020	3779	Dempsey Uniform	Accounts Payable	Mud Rug Rental	35.51			869.52
12/09/2020	3780	Fisher Scientific	Accounts Payable	149198-001	1,518.30			-648.78
12/09/2020	3781	Greenfield Powder E...	Accounts Payable		183.45			-832.23
12/09/2020	3782	HACH	Accounts Payable	021805-001	2,400.00			-3,232.23
12/09/2020	3783	Hawk Mountain Lab...	Accounts Payable	Contract Lab A...	1,428.00			-4,660.23
12/09/2020	3784	Highmark Blue Shield	Accounts Payable	Health Insurance	3,452.32			-8,112.55
12/09/2020	3785	Industrial Appraisal ...	Accounts Payable	Appraisal Reva...	400.00			-8,512.55
12/09/2020	3786	JP Mascaro & Sons	Accounts Payable	Sludge Hauling	720.00			-9,232.55
12/09/2020	3787	Justus Home & Garden	Accounts Payable	Cleaners, Batte...	325.53			-9,558.08
12/09/2020	3788	Keystone Sanitary La...	Accounts Payable	Sludge Disposal	5,553.65			-15,111.73
12/09/2020	3789	Koberlein Incorporated	Accounts Payable	Vac cleaning of...	4,130.00			-19,241.73
12/09/2020	3790	Main Pool & Chemic...	Accounts Payable	Sodium Perma...	477.50			-19,719.23
12/09/2020	3791	Medicus Urgent Care	Accounts Payable	Employee CO...	375.00			-20,094.23
12/09/2020	3792	PA American Water ...	Accounts Payable	Domestic water	300.03			-20,394.26
12/09/2020	3793	PA Rural Water	Accounts Payable	Training semin...	210.00			-20,604.26
12/09/2020	3794	Pennsylvania Paper ...	Accounts Payable	Paper towels a...	276.66			-20,880.92
12/09/2020	3795	Powell's Rental	Accounts Payable	2900	9.95			-20,890.87
12/09/2020	3796	PPL	Accounts Payable	Electric	10,623.70			-31,514.57
12/09/2020	3797	Saul Ewing Arnstein ...	Accounts Payable	Special Counsel	6,280.50			-37,795.07
12/09/2020	3798	UGI	Accounts Payable	2379801011-4	1,025.15			-38,820.22
12/09/2020	3799	United Concordia	Accounts Payable	364001819	424.69			-39,244.91
12/09/2020	3800	United States Postal ...	Accounts Payable	PO Box Annua...	92.00			-39,336.91
12/09/2020	3801	USA Blue Book	Accounts Payable	935510	282.42			-39,619.33
12/09/2020	3802	USALCO	Accounts Payable	Alum	4,299.07			-43,918.40
12/09/2020	3803	Zen Design Firm	Accounts Payable	Web Hosting a...	85.00			-44,003.40
12/09/2020	3804	County Waste	Accounts Payable	Refuse Hauling...	128.84			-44,132.24
12/09/2020	3805	Fox Ledge, Inc.	Accounts Payable	Bottled Drinkin...	33.55			-44,165.79
12/09/2020	3806	Frontier	Accounts Payable	Telephone, Inte...	340.77			-44,506.56
12/09/2020	3807	Jensen & Jensen	Accounts Payable	Legal Fees	562.50			-45,069.06
12/09/2020	3808	JP Mascaro & Sons	Accounts Payable	Sludge Hauling	720.00			-45,789.06
12/09/2020	3809	Amy Waters	Accounts Payable	Reimbursement...	100.00			-45,889.06
12/09/2020	3810	Lauren Elliott	Accounts Payable	Reimbursement...	100.00			-45,989.06
12/09/2020			Fidelity Income & Inve...	Funds Transfer			48,607.42	2,618.36

Motion was made by Mr. Murphy to approve payment of bills in the amount of \$48,407.42, seconded by Mr. Rinaldi unanimously passed.

Ms. Elliot presented the budget and statement of balances. All 2020 Joint Municipal payments were received.

Engineers Report

Mr. Bisignani's report discussed GHD's 2021 Annual Retained Engineering Services Proposal, GHD's continued coordination with Special Council Mr. Warren along with current monitoring of the flow meter data with Ms. Elliot.

Mr. Bisignani discussed GHD's 2021 Annual Retained Engineering Services Proposal. The proposal included the amount of \$10,500 paid by means a lump sum. The Additional Services Fee Schedule was also provided. The proposal includes a \$500 increase from last year.

Mr. Lockett made a motion to accept the 2021 Annual Retained Engineering Services Proposal in the amount of \$10,500, seconded by Mr. Snyder, unanimously passed.

Public Relations Committee: No Report

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

Fidelity Bank as of December 9, 2020 = \$3,579.03

Money Market Account as of December 9, 2020 = \$343,820.96 (Done Quarterly)

Requisitions: #501- \$28,000 to Payroll Account
#502- \$1,000 to Treasurers Account

Motion was made by Mr. Besten to accept the Treasurers Report as presented, seconded by Mr. Rinaldi, unanimously passed.

Motion was made by Mr. Murphy to approve requisitions #501 \$28,000 to Payroll Account and #502 \$1,000 to Treasurer's Account, seconded Mr. Snyder unanimously passed.

Board Member Comments: None

Finance Committee: No Report

Solicitor's Report: Solicitor Jensen discussed that the authority should receive more files from GHD. He also completed some research for the Chairman.

Mr. Lockett asked if the authority needed to advertise for the Reorganization and the 2021 Meeting. Mr. Rinaldi stated the ad had already been published.

Mr. Lockett made a motion to ratify the advertising the meeting schedule for the year 2021, seconded by Mr. Murphy, unanimously passed.

Ms. Lance asked if anyone interested in being considered for a Board Officer position to please put your intent in writing for the Reorganization Committee.

Mr. Rinaldi proposed the Board to consider whether or not a stipend to offset the cost of Board Member's internet access and the use of private communications equipment for virtual meetings. Solicitor Jensen researched researched the issue and advised the Board nothing prevents the Authority from allowing a stipend.

Mr. Murphy made a motion to approve a stipend to the board members including the Recording Secretary and the Director in the amount of \$100 to offset the costs of Virtual Meetings during the past year, seconded by Mr. Thorpe, unanimously passed.

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

Motion to adjourn was made by Mr. Lockett seconded by Mr. Murphy and unanimously passed to adjourn the meeting at 7:47 PM, unanimously passed.

Respectfully submitted,

Robert Kelly, Assistant Secretary