

KISKI VALLEY WATER POLLUTION CONTROL AUTHORITY

November 15, 2017

CALL TO ORDER: The Regular meeting of the Kiski Valley Water Pollution Control Authority was called to order on Wednesday, November 15, 2017 at 7:00 p.m. by Authority Chairman Bione in the Administration Office with the Pledge of Allegiance.

ROLL CALL: *Present:* Members of the Board: Bione, Johnston, Kolakowski, Kotvas, Luisi, Pascal, Pinto, Riedel, Smail, Spillers, and Wilson. Polczynski – excused: Virostek – excused: Also present; Loperfito, Solicitor; Bauer, Engineer; Duryea, Plant Manager; and Knepshield, Billing Supervisor.

VISITORS: No visitors were present.

MINUTES: A motion was made by Spillers seconded by Wilson to approve the Minutes of the Regular Meeting held October 18, 2017 as printed. Motion carried.

TREASURER'S REPORT: A motion was made by Kotvas seconded by Riedel to approve the Treasurer's report. Motion carried.

The Annual Audit Report for fiscal year 2016/2017 is complete and was reviewed by the Finance Committee on November 8th. A copy has been provided to all Board Members for approval. There was some discussion concerning possibly having our Auditor present the Audit Report to the entire Board in the future.

A motion was made by Pinto seconded by Smail to approve the Audit Report. Motion Carried.

SECRETARY'S REPORT: Knepshield, by direction of Secretary Johnston, reported on the correspondence:

- A. October 30, 2017 – PMAA Executive Director – PMAA Unemployment Compensation Trustees voted to adopt a new base wage figure of \$10,000 for the UC Trust in 2018 and also a continuing base percentage rate of 2.7% per individual in the upcoming year.

A motion was made by Riedel seconded by Spillers to approve the Secretary's Report. Motion carried.

COMMITTEE REPORTS: Engineering: Duryea, by direction of Chairman Luisi, reported that the Penn Run Pump Station work has been completed, including the survey.

The installation of the mini bulk storage tank in the odor control room has been completed and will be operational in a few days.

Installation of our new security camera is almost completed and is expected to be operational in about a week.

**ENGINEER'S
REPORT:**

Bauer reported, as a reminder, that the Long Term Control Plan (LTCP) submitted to PADEP in 2008 and the NPDES Permit issued 10/2011 contain language that will require post construction monitoring. Because combined sewer overflows remain, water quality compliance monitoring of the Kiskiminetas River along with flow monitoring for billing purposes will need to be implemented. Post Construction Compliance Monitoring Plan has been submitted to DEP.

The Beaver Run Pump Station analysis is ongoing. Field work is complete and report is approximately 70% complete. Bauer anticipates submission of draft report by the end of November.

As previously stated by Duryea, the Penn Run Pump Station property survey has been completed.

Finance Committee: With the absence of Chairman Polczynski, Bione presented Requisition #31 for approval as follows:

Requisition #31	
KLH Engineers:	\$ 5,687.00
KLH Engineers:	\$ 1,751.00
TOTAL	\$ 7,438.00

Pinto motioned to approve Requisition #31. Luisi seconded the motion. Motion carried.

Billing And Collections: Chairman Polczynski phoned in to report on an issue concerning Account Refunds. Previously we have had customers who have been granted a reduction in EDU's by their municipality due to lower use of water than originally assessed. In most cases, neither the municipality, nor the customer reports the change to The Authority. This has resulted in the customer paying debt service based on the higher EDU allocation and then later calling to request a refund for prior payments that they have already made. The Committee is proposing that NO back payments be made and that moving forward the customer must complete a KVVWPCA request form (to include documentation from the municipality approving the EDU reduction) in order to allow reduction of the EDU count in the KVVWPCA system. There was some discussion as to whether each municipality is using the same standard in order to determine the amount of EDU's.

Pinto made a motion, seconded by Wilson, to adopt a Resolution (which will be prepared by Loperfito) stating that the KVVWPCA shall not refund any amount based upon a change of EDU's by a member of the municipality.

Concerning Closed Accounts, there are a few accounts that were closed prior to owner's being responsible for all sewer service charges to their property (policy became effective on February 1, 2015). There are some outstanding delinquent accounts from prior to

2/1/15 that have very little or no chance of ever being collected. The Committee is proposing that a detailed list of these cases be presented to the Committee and then ultimately to the Board for approval to write-off and then possibly submitted to a Collections Agency. The Board was in approval to have this done.

Concerning Property Liens, currently liens are being issued on past due accounts based on a dollar amount of \$250.00 as this is the approximate cost to lien a property. As some accounts could reach this amount in one (1) quarter, the Committee was asked to revise the criterion for which liens would be issued. The Committee proposes that the criterion be revised to a duration of two (2) quarterly billing periods of non-payment prior to issuing property liens and that liens can also be issued on accounts that have defaulted on payment arrangements.

Pinto made a motion, seconded by Kolakowski, to adopt a policy in which the Billing & Collections Committee shall consider for approval liens on properties where the EDU is at least two (2) quarters delinquent to the Authority.

Concerning Part-Time and Absentee Customers (Most of which are Well Customers). The Committee is proposing that from this point on Well Customers will still be billed at 10,000 gallons usage per quarter along with the debt service even if they are absent from the property and that Public Water Customers would not be billed for usage while the water is off. However, the customer would be responsible for the debt service payment during the absent period. Loperfito has advised that this would result in our customers not being treated equally and that Well Customers would be forced to pay for treatment that they were not receiving. After some discussion as to how customers are currently being billed, it was determined that no action could be taken on this issue until it was investigated more thoroughly.

Insurance: Chairwoman Wilson has no report this evening but is advising that she will be calling a meeting with her committee members within a couple of weeks.

Personnel: Chairman Pinto has no report this evening but is advising that they will be discussing healthcare costs within the next month.

Public Relations: Chairman Spillers reported that the Christmas Party is scheduled for December 10th at Flavio's and is asking that everyone send in their RSVP's as soon as possible so reservations can be finalized.

MANAGER'S REPORT:

Duryea reported that the Plant was in total compliance with all discharge parameters for the month of October 2017. Average daily flow for the month of October was 3.2766 million gallons per day with a maximum flow of 8.3552 million gallons occurring on 10/30 and a minimum flow of 1.8696 million gallons occurring on 10/04. The total rainfall for the month of October was 4.96 inches. The hydraulic design capacity of the new facility is 7.0 mgd with a peak instantaneous capacity of 31 mgd.

Duryea reported on maintenance items that were completed:

- 1). The semi-annual cleaning of the UV modules and bulbs occurred on October 17th.
- 2). The plant guard rail was painted.
- 3). Assistance was provided to KLH Engineers in performing pump tests at the Pump Stations.
- 4). Blower oil was changed in all plant blowers.
- 5). The plant was cleaned and prepared for the WPWPCA plant tour.
- 6). Regular pump station checks and maintenance are performed twice per week.

The November monthly meeting of the Safety Committee occurred on November 1st. Topics of discussion included hazard assessment, security cameras, hazard materials and confined space training and review of a hydraulic drum dolly.

Safety Training topics for November were Personal Hygiene and Housekeeping.

Employees were trained regarding hazardous materials and confined space.

During October, Two hundred fifty (250) customers utilized the on-line payment system with total payments of \$27,136.28.

The October meeting and plant tour of the Western Pennsylvania Water Pollution Control Association (WPWPCA) occurred on October 27th at KVVWPCA. The event was well attended and we received many complimentary comments on our plant.

The PA DEP inspected our facility on September 26th. The inspection went very well and the new inspector was well pleased with the condition of the facility and the quality of the effluent. A report will soon be issued by the inspector.

The gabion installation and gravel improvement of the driveway at the Penn Run Pump Station in West Leechburg has been completed.

Our NPDES permit expired January 31st, 2017. We submitted our renewal application in the required time frame in August of 2016. However, the PADEP has yet to issue the Draft Permit which allows a thirty (30) day comment period. The existing permit remains in effect until the new permit is issued. There is no indication from the PADEP when the new permit might be issued since the original prediction of June.

The engineering evaluation of the Beaver Run Pump Station is progressing along with the engineering for the upgrade of seven (7) pump stations.

Duryea is asking for approval for an employee Christmas lunch which would be held at the plant on December 14th at a cost of approximately \$300.00. He also asked for approval of gifts and gift cards for Union employees in the same amount that was approved last year which was \$75.00 each.

Pascal made a motion, seconded by Wilson, to approve having an employee Christmas lunch along with gift cards for Union Employees at the same amount as last year.

**SOLICITOR'S
REPORT:**

Loperfito reported on conference calls that he had with representatives from Allegheny Township, Washington Township and Franklin Township with regards to the (37) properties from Murrysville wanting to hook up to our sewer system. Loperfito is asking for approval from the Board to agree to take the waste from these (37) EDU's with the understanding that there could be further development in the future and that there still needs to be some discussion as to how it will get to the plant. Loperfito explained that the DEP did a study which indicated that the flow would be much easier and less expensive to come through to Kiski. After some discussion, the Board has requested that there be some stipulations applied with the approval to accept these EDU's. These stipulations would include the following:

- Subject to any treatment & debt service rates as established by KVVWPCA to be billed to Franklin Township as limited to (37) EDU's
- Subject to the ability of our collection and pumping system to handle the excess flow.
- Subject to any additional costs necessary to upgrade our collection system to be assessed to Franklin Township along with any other additional costs associated with the acceptance of the (37) EDU's.

After much discussion on the matter it was determined that there were several concerns by the Board on this matter. While there is no question as to the ability of the KVVWPCA plant to be able to handle the (37) EDU's, it is questionable as to whether or not the collection system will be able to handle the extra EDU's. There are also some concerns with regard to the actual properties in need of immediate and emergency service in this matter versus providing an open door for municipal development that could overburden our collection system as well as adversely affect Washington Township and Allegheny Township. Ultimately, the Board agreed to authorize the following:

1). KVVWPCA will accept lawful waste from two (2) failing septic systems only, located within the Franklin Township Municipal Sanitary Authority treatment area, as identified with specificity, on a temporary basis only, pending development of appropriate collection lines to the Franklin Township Municipal Sanitary Authority plant.

2). KVVWPCA cannot, at this time, provide authority to accept all (37) EDU's, especially given the fact that only 24 are developed properties and only 2 are currently failing.

Furthermore, KVVWPCA has not completed a review and evaluation of the Beaver Run Pump Station and, more importantly, because our service area has been set, for a significant period of time, without additional development, there has been no study with regard to the trunk lines that have been utilized to allow waste to flow from this affected area, to the Kiski Valley plant. As associated with the FTMSA request for 37 EDU's to provide lawful treatable waste, before Kiski Valley could agree to consider to accept waste from any further EDU in this portion of the FTMSA service area, it would be incumbent upon FTMSA to enter into an appropriate agreement with all necessary parties to pay all costs associated with inspection and flow evaluation of all

trunk lines that would provide flow, from the affected areas of the Franklin Township Municipal Sanitary Authority, to the Kiski Valley Water Pollution Control Authority. Once such an assessment is complete, with all costs to be paid by FTMSA, and once we have completed our evaluation of the Beaver Run Pump Station, we can then begin a detailed discussion with regard to the affected EDU's within the 37 EDU's only, pending determination of immediate need of some or all of the remaining EDU's (beyond the 2 emergency situations as identified by FTMSA).

Any such discussion to be held in the future, would be subject to the then current ability to accept lawful flow from FTMSA, as determined by KVVWPCA. Further, any such agreement would be subject to any and all additional costs which would be required to allow us to develop our collection system, to be paid by FTMSA. Any additional evaluation and consideration must include a necessary discussion and agreement as to rates to be charged by Kiski Valley for the treatment, debt costs and administrative costs of Kiski Valley, all of which would be subject to be billed directly to Franklin Township Municipal Sanitary Authority for this rate zone. Further, such development and discussion must be limited to the necessary number of the 37 EDU's, as it is not the intent of Kiski Valley to become involved in the property development of any municipality.

Loperfito advised that he would prepare a letter which would include the stipulations agreed upon by the Board for Dennis to circulate to the parties involved.

**EXECUTIVE
SESSION:**

A motion was made at 9:07 by Wilson to recess into an Executive Session. This was seconded by Kolakowski. Motion Carried.

The regular meeting convened at 9:22 with no official action taken.

**UNFINISHED
BUSINESS:**

No Unfinished Business to report.

**NEW
BUSINESS:**

No New Business to report.

ADJOURNMENT:

With all business taken care of for the evening, the meeting was adjourned at 9:23 by a motion of Spillers and a second by Kolakowski. Motion carried.

Brian Johnston, Secretary

