WYOMING VALLEY SANITARY AUTHORITY
BOARD MEETING MINUTES

The regularly scheduled board meeting of the Wyoming Valley Sanitary Authority (WVSA) was held on Tuesday, September 17, 2019 at 5:30 p.m. at the WVSA wastewater treatment plant located in Hanover Township, PA, 18703.

I. Call to order:
   Mr. Guesto, Chairman

II. Pledge of Allegiance.
   • Mr. Guesto apologized for the late start to the meeting.

III. Oath of office for the appointment of new board member:
   • A letter of appointment was received from Edwardsville Borough. Oath of office for appointment of David Stochla, Edwardsville Borough was administered by Atty. William T. Finnegan, Jr.

IV. Roll call:
   Mr. Latinski, Secretary

Members present:
Mike Belusko                    Samuel T. Guesto, Jr.                   John Morgan
James Blandina                 Phillip Latinski                          Russell Singer
Dante Bovani, Jr.              Bob Linskey                              John Sopp
Gerald Cross                   Joseph Mazur                             David Stochla
Anthony Glazenski              Jeff McLaughlin                        Thomas Wall
James Zarra

Members absent:
All members present.

Others present:
Jim Tomaine, P. E.             Bernie Biga                        Rob Krehely
Sandy Bartosiewicz            Atty. Bill Finnegan, Jr. (Solicitor) Jeff Colella
Jen Andes (Times Leader)      Bill Wellock (Citizens Voice)     Rick Oravic
Tim Holden (Penneastern)       Kim Bilbow
Edward A. Volack               Luella Reese
V. **Announcements:**

*Mr. Guesto, Chairman*

1) Mr. Guesto said he learned today that WVSA received $50,000 in grant funding to perform a stream bank restoration. We would like to let our local legislators know we are appreciative of that and we will put the funds to good use.

2) Atty. Finnegan announced that we had an executive session prior to this evening’s meeting to discuss some personnel issues and also to discuss the potential real estate purchase on Ferry Street in Hanover Township, PA.

VI. **Public comment period:**

- No public comments.

VII. **Approval of July 23, 2019, and September 3, 2019 minutes:**

- Motion made by Mr. Latinski.
  - Motion seconded by Mr. Mazur.
  - Motion carried unanimously.

VIII. **Combined Stormwater and Finance Committee report:**

*Mr. Cross, Chairman*

**Stormwater Committee:**

1) Mr. Cross made a motion to adopt Resolution No. 10 approving the attached Non-MS4 Member Waiver Policy.
   - Motion seconded by Mr. Sopp.
   - Mr. Zarra voted no.
   - Motion carried.

2) Mr. Cross made a motion to adopt Resolution No. 11 authorizing the proper officials to execute a Non-MS4 Member Agreement with Lehman Township (see attached agreement and Exhibit A).
   - Motion seconded by Mr. Bovani.
   - Mr. Zarra voted no.
   - Motion carried.

3) Mr. Cross made a motion to authorize proper officials to execute the application for a temporary easement with the Redevelopment Authority of Luzerne County to provide access for design services by the municipal engineer and clean up at the Spring Run Creek project in Hanover Township.
   - Motion seconded by Mr. Wall.
   - Motion carried unanimously.
4) Mr. Cross made a motion to authorize the proper officials to prepare and execute an easement agreement with the Hanover Area Fire District for access to the Spring Run Creek stormwater project in Hanover Township subject to solicitor approval.
   - Motion seconded by Mr. Sopp.
   - Motion carried unanimously.

**Finance Committee:**

1) Mr. Cross made a motion to authorize the proper officials to prepare bid specifications, advertise and authorize the Finance Committee to award a contract to the lowest responsible bidder for the outsourcing of printing and mailing of WVSA quarterly billing.
   - Motion seconded by Mr. Morgan.
   - Motion carried unanimously.

2) Mr. Cross made a motion to approve use of board signature stamps to facilitate the return of payment reimbursement checks. The signatories on them will be the board chairman, Mr. Guesto and the board treasurer, Mr. Sopp.
   - Motion seconded by Mr. Bovani.
   - Motion carried unanimously.

3) Mr. Cross made a motion to accept the Minimum Municipal Obligation Worksheet for the Wyoming Valley Sanitary Authority Pension Plan for Fiscal Year 2020. (see attached)
   - Motion seconded by Mr. Sopp.
   - Motion carried unanimously.

IX. **Operations and Infrastructure Committee report:**

*Mr. McLaughlin, Chairman*

1) Mr. McLaughlin made a motion to authorize the proper officials to award a contract to Otis Elevator Inc. in the lowest responsible bid amount of $129,999 to complete repairs to the existing elevator located at the WVSA plant site in Hanover Township.
   - Motion seconded by Mr. Mazur.
   - Motion carried unanimously.

2) Mr. McLaughlin made a motion to authorize the proper officials to enter into a six month lease in the amount of $1,800 per month to lease the building and grounds at 1280 San Souci Parkway, Hanover Township. The facility is to be used for winter storage of WVSA stormwater equipment and is part of the capital budget. The lease will also include an option to purchase for which further property evaluation and needs consideration would have to be undertaken.
   - Motion seconded by Mr. Morgan.
   - Motion carried unanimously.

3) Mr. McLaughlin made a motion to authorize the proper officials to enter into the Municipal Collection System Service Agreement with Pittston Township Sewer Authority (see attached).
4) Mr. McLaughlin made a motion to authorize the proper WVSA officials to enter into a nutrient credit purchase agreement with Guilford Mills, LLC, of Lear Corporation for the sale of 13,300 nutrient credits.
   o Motion seconded by Mr. Cross.
   o Motion carried unanimously.

5) Mr. McLaughlin made a motion to authorize the proper WVSA officials to enter into a nutrient credit purchase agreement with the Borough of Hanover for the sale of 4,000 nutrient credits.
   o Motion seconded by Mr. Mazur.
   o Motion carried unanimously.

6) Mr. McLaughlin made a motion to authorize the proper WVSA officials to sell WVSA’s remaining nitrogen and phosphorous credits for the compliance year 2019.
   o Motion seconded by Mr. Bovani.
   o Motion carried unanimously.

7) Mr. McLaughlin made a motion to execute Amendment 1 with Quad 3 Group for construction inspection oversite services at the WVSA business office in Kingston for an amount not to exceed $10,000.
   o Motion seconded by Mr. Belusko.
   o Motion carried unanimously.

X. Municipal Engineering Committee report:

Mr. Zarra, Chairman

1) Mr. Zarra made a motion to approve Service Order No. 6 (2019-04) with Pennoni Associates for the design of a rain garden project located at the Greater Nanticoke Area school campus. Design to be in accordance with the attached scope of work. Amount not to exceed $33,832.
   o Motion tabled.

2) Mr. Zarra made a motion to approve Service Order No. 7 (2019-05) with Borton Lawson Engineering for the design of a rain garden project at Korn Street Park in Kingston, PA. Design to be in accordance with the attached scope of work. Amount not to exceed $17,887.
   o Motion seconded by Mr. Mazur.
   o Motion carried unanimously.

3) Mr. Zarra made a motion to approve Service Order No. 8 (2019-06) with PennEastern Engineering for the design of a rain garden project located at Saint Anthony’s Church in Exeter, PA. Design to be in accordance with the attached scope of work. Amount not to exceed $15,712.
   o Motion seconded by Mr. Morgan.
4) Mr. Zarra made a motion to authorize the proper officials to approve service order 2-C Amendment 2 with PennEastern Engineering to assist WVSA in the location of existing MS4 municipal stormwater assets, including but not limited to stormwater Best Management Practices (BMP’s), outfalls, manholes and delineation points of combined systems. Approved standard rates will be utilized and this amendment will not exceed $20,000. These services support on-going municipal mapping efforts as required by municipal MS4 permits.
   o Motion seconded by Mr. Cross.
   o Motion carried unanimously.

XI. Personnel Committee report:

   Mr. Wall, Chairman

   1) Mr. Wall made a motion to extend an offer of employment for a full time accounts payable clerk position as discussed in executive session.
      o Motion seconded by Mr. Cross.
      o Motion carried unanimously.

   2) Mr. Wall made a motion to promote existing employees:
      o Leza Thornton to internal auditor.
      o Moderno Rossi to purchasing manager.
      o Steve Mahle to assistant purchasing manager.
      o Jim Begley to diversion chamber foreman.
      o Compensation as approved by the Personnel Committee.
      o Motion seconded by Mr. Latinski.
      o Motion carried unanimously.

   3) Mr. Wall made a motion to approve a leave of absence for an existing road crew employee.
      o Motion seconded by Mr. Belusko.
      o Motion carried unanimously.

   4) Mr. Wall made a motion to approve an agreement between a road crew employee, the union, and the medical insurance benefits subject to the union and solicitor.
      o Motion seconded by Mr. Sopp.
      o Motion carried unanimously.

XII. Payment of operating budget bills:

   Mrs. Bartosiewicz, Budget and Finance Director

   • Mr. Cross made a motion that the operating budget bills be paid.
      o Motion seconded by Mr. Morgan
      o Mr. McLaughlin abstained from bills related to his employer Golden Business Machines.
      o Motion carried.
XIII. Payment of capital budget bills:
Mrs. Bartosiewicz, Budget and Finance Director
- Mr. Cross made a motion that the capital budget bills be paid.
  - Motion seconded by Mr. Bovani.
  - Motion carried unanimously.

XIV. Payment of special project bills:
Mrs. Bartosiewicz, Budget and Finance Director
- Mr. Cross made a motion that the special project bills be paid.
  - Motion seconded by Mr. Sopp
  - Motion carried unanimously.

XV. Payment of cash refunds:
Mrs. Bartosiewicz, Budget and Finance Director
- Mr. Cross made a motion that the cash refunds be paid.
  - Motion seconded by Mr. Latinski.
  - Motion carried unanimously.

XVI. Payment of stormwater municipal savings account reimbursements:
Mrs. Bartosiewicz, Budget and Finance Director
- Mr. Cross made a motion that stormwater municipal savings acct. payment be made to Wyoming Borough.
  - Motion seconded by Mr. Blandina.
  - Motion carried unanimously.
  - Mr. Wall complimented Bernie Biga for the outstanding work done on selling nutrient credits.

XVII. Old business:
Mr. Guesto, Chairman
- No old business.

XVIII. New business – Nominating Committee recommendations:
Mr. Latinski, Mr. McLaughlin, Mr. Mazur
1) Mr. Latinski made a motion to approve Nominating Committee recommendations to fill officer vacancies as follows:
   - Mr. Mazur - 1st Vice Chairman.
   - Mr. Bovani - 2nd Vice Chairman.
   - Mr. Zarra - 2nd Asst. Secretary.
   - Mr. Sopp - Treasurer.
   - Mr. Belusko - 2nd Asst. Treasurer.
   - Motion seconded by Mr. Glazinski.
   - Motion carried unanimously.

2) Mr. Cross made a motion to authorize the executive director to negotiate and purchase the property on Ferry Street for WVSA access in an amount not to exceed
the authorized consideration discussed in executive session held prior to this
evening’s meeting.
- Motion seconded by Mr. Sopp.
- Motion carried unanimously.

3) Mr. Latinski said Mrs. Bartosiewicz and Atty. Finnegan attended the Pennsylvania
Municipal Authorities Association (PMAA) conference and would like to complement
them and WVSA on being so far ahead of the rest of the state. Mr. Guesto said John
Berti also attended the conference and said he is proud of our employees and it was
good to see the respect they got from their peers. Mr. Guesto went not knowing
anyone and Sandy introduced him to many associated members and vendors. Our
authority has good representation with PMAA. He urges board members to look into
attending some of the conferences or training opportunities.

4) Mr. Cross said let the reporters in the room recognize the statewide recognition of
the stormwater program. He was in Washington D.C. and a fellow sitting by him said
your community should be like the ones in Luzerne County where they joined
together.

XIX  Next board meeting:

Mr. Guesto, Chairman
- The next meeting of the board is Tuesday, October 15, 2019 at 5:30 p.m.

XX. Adjournment:
- Motion to adjourn by Mr. Latinski.
- Motion seconded by Mr. Morgan.