

DELAWARE COUNTY REGIONAL
WATER QUALITY CONTROL AUTHORITY
100 EAST FIFTH STREET
CHESTER, PENNSYLVANIA 19013

MINUTES

MAY 19, 2020 (VIRTUAL)

The Regular Meeting of the Delaware County Regional Water Quality Control Authority was held on Tuesday, May 19, 2020, at 3:30 P.M. The meeting was held virtually via Zoom.com. .

REGULAR
MEETING

Messrs. Boland, Knapp, Lucas, Monaghan, Mullen, Pisani, Zidek, and Madam Sage, Board Members, constituting a quorum were present.

ROLL CALL

Messrs. Cherico, DiSantis, Garner, Hurst, Lehman, Lenton, McNichol, Pileggi, Willert, Mesdames Amadio, Bonnett, Byrd, Carrero-Papi, Cummings, and Caulk were also present.

Mr. Boland, Vice Chairman, called the meeting to Order.

ORDER OF BUSINESS

COMMENTS FROM THE PUBLIC: No members of the public were present. There were no public comments submitted.

PUBLIC

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited by all parties present.

PLEDGE OF
ALLEGIANCE

APPROVAL OF MINUTES: It was moved by Ms. Sage, seconded by Mr. Pisani, and unanimously carried that the minutes of the Regular Meeting of April 21, 2020, be approved as submitted.

APPROVAL
OF MINUTES

REPORTS:

REPORTS

1. COMMITTEES:

COMMITTEES

a. Human Resources and Administration. Mr. Lucas stated that the Committee met on May 11, 2020. There were no additions to the meeting minutes.

Human Resources
and Administration

b. Strategic Planning and Goals. Mr. Boland stated that the Committee met on May 11, 2020. There were no additions to the meeting minutes.

Strategic, Planning
& Goals

c. Operations and Engineering. Mr. Mullen stated that the Committee met on May 12, 2020. He noted items requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes.

Operations and
Engineering

- d. Finance. Mr. Knapp reported that the Committee met on May 13, 2020. He items requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes. Finance
- e. Pension. Mr. Boland stated that there was no formal meeting of the Pension Committee and had nothing to report at this time. Pension
2. CHAIRMAN: In Mr. Kester's absence, Mr. Boland stated there no items to report. CHAIRMAN
3. EXECUTIVE DIRECTOR: Mr. Willert stated that there were no additions to the written report. EXECUTIVE DIRECTOR
4. DIRECTOR OF ENGINEERING: Mr. Hurst stated that there were no additions to the written report. DIRECTOR OF ENGINEERING
5. DIRECTOR OF OPERATIONS & MAINTENANCE: Mr. DiSantis stated that there were no additions to the written report. DIRECTOR OF OPERATIONS & MAINTENANCE
6. SOLICITOR: Mr. McNichol stated that Delaware County filed a lawsuit last week challenging the Irrevocable Trust with Univest that had been approved by the DELCORA Board of Directors. Also, it was learned through the Daily Times paper that the County is placing on its agenda an ordinance to dissolve the Authority. Both of these legal issues are being reviewed with legal counsel Obermayer and Mr. McNichol and Obermayer will report back to the Executive Director. Mr. McNichol had no other items to report at this time. SOLICITOR
- OPERATING FUND PAYMENTS: OPERATING FUND PAYMENTS
1. CHIEF FINANCIAL OFFICER'S REPORT: Mr. Pileggi stated that there were no additions to the written report. CHIEF FINANCIAL OFFICER
2. PAYMENT OF BILLS: PAYMENT OF BILLS
- Approval of Operating Statement, Statement of Fund Balances and List of Bills for the month of April 2020.
- It was moved by Mr. Knapp, seconded by Mr. Lucas, and unanimously carried that the statement and the list of bills in the amount of \$3,651,004.52 for the month of April 2020 contained in the Chief Financial Officer's report, be approved.

CONSTRUCTION FUND PAYMENTS:

CONSTRUCTION
FUND PAYMENTS

1. ENGINEERING ADVISOR'S REPORT: Mr. Lehman stated that there were no additions to the written report.

ENGINEERING
ADVISOR

2. CHANGE ORDERS: Mr. Boland stated that there were no contract change orders at this time.

CHANGE ORDERS

3. CONTRACT CLOSEOUT AND FINAL PAYMENT APPROVAL:

CONTRACT
CLOSEOUT

• Contract No. AC-1906-C – Administration Building Roof Replacement (Munn Roofing) (Pending Receipt Of Executed Closeout Documents). Mr. Mullen stated that this contract closeout was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
AC-1906-C
Admin. Bldg. Roof
Replacement

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to approve the contract closeout and final payment of Contract No. AC-1906-C – Administration Building Roof Replacement (Munn Roofing) pending receipt of executed closeout documents.

4. PAYMENT OF BILLS:

PAYMENT OF
BILLS

It was moved by Mr. Knapp, seconded by Mr. Monaghan, and unanimously carried as follows: (a) that the bills of contractors, engineers and others for construction costs, engineering services and related costs under the Renewal & Replacement Fund in the amount of \$927,475.86 and the Sewer Revenue Bond Series of 2016 in the amount of \$753,896.52 are hereby approved; and (b) the requisitions on the Renewal & Replacement Fund and the Sewer Revenue Bond Series of 2016 under the Trust Indenture with TD Bank, in payment of said bills, are hereby approved pending approval by the Treasurer, and the proper officers be and are hereby authorized and directed to execute same.

AUTHORIZATION TO ADVERTISE CONTRACTS:

AUTHORIZATION
TO ADVERTISE
CONTRACTS

• Contract No. TC-2005-C – Roof Replacements Project

Contract No.
TC-2005-C

Mr. Hurst stated that this contract is to repair the roofs of many of DELCORA's facilities since most of these roofs are original from the 1970's and in desperate need of repair. The Administration Building roof replacement was separated out as a stand-alone project due to having major leaks and needed immediate replacement.

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Pisani, and unanimously carried to advertise Contract No. TC-2005-C – Roof Replacements Project.

- Contract No. TC-2006-C – WRTP Plant Upgrades Project 2020

Contract No.
TC-2006-C

Mr. Hurst stated this project deals with various miscellaneous upgrades, similar to the 2018 project, such as the ash handling system needs upgrades to comply with modern air emissions standards and four sludge holding tanks are in need of repair due to corroded concrete.

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to advertise Contract No. TC-2006-C – WRTP Plant Upgrades Project 2020.

- Contract No. SEW-2007-C – CCTV Inspection And Repair Project In Edgmont, Middletown, And Rose Valley

Contract No.
SEW-2007-C

Mr. Hurst stated this project includes inspection and repair of miscellaneous pieces of three systems, each of which are in various states of disrepair. This is part of routine asset management involving inspection and repair. This project is expected to be ready for advertisement, bid and award in a month or two.

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Lucas, and unanimously carried to advertise Contract No. SEW-2007-C – CCTV Inspection And Repair Project In Edgmont, Middletown, And Rose Valley.

- Contract No. P2020-03 – Sodium Bisulfite (38%)

Contract No.
P2020-03

Mr. Hurst stated this is a supply purchase contract is used at the plant to quench the chlorine after disinfection to meet our chlorine limit and discharge to the river.

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Lucas, and unanimously carried to advertise Contract No. P2020-03 – Sodium Bisulfite (38%).

AWARD OF CONTRACTS:

AWARD OF CONTRACTS

• Contract No. PFR-2004-C – Springhill Farm Sanitary Force Main Extension. To explain the much higher bid amounts received, Mr. Hurst stated that A. J. Jurich is the contractor for the Springhill Farm pump station and a piece of the force main under another contract. For this extension, A. J. Jurich was able to offer a very competitive bid by continuing to use the same horizontal directional drilling set up from the other piece of the force main for this extension piece.

Contract No.
PFR-2004-C
Springhill Farm FM
Extension

Mr. Mullen stated that the lowest qualified bidder was A. J. Jurich, Inc. with a corrected bid amount of \$75,295.00 and was in full compliance with DELCORA's requirements. The correction was due to a math error on the bid.

It was moved by Mr. Mullen, seconded by Mr. Pisani, and unanimously carried to award Contract No. PFR-2004-C – Springhill Farm Sanitary Force Main Extension to A. J. Jurich, Inc. in the amount of \$75,295.00.

OLD BUSINESS: Mr. Boland stated that there was no Old Business at this time.

OLD BUSINESS

NEW BUSINESS:

NEW BUSINESS

1. Authorization for Professional Services: (Capital Funds)

Authorization for
Professional
Services

A. Bradford Engineering – Proposal Dated April 19, 2020 – For Professional Engineering Services To Prepare Contract Documents And Specifications For The Edgmont, Middletown, And Rose Valley CCTV Inspection And Repair Project – Total Amount Not To Exceed \$115,000.00 (Capital Funds). Mr. Hurst stated that this proposal refers to the Authorization to Advertise mentioned earlier. Bradford Engineering is the engineer for these systems and is uniquely qualified to prepare the contract documents and specifications.

Bradford Eng.
Prepare Contract
Documents &
Specs - CCTV

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Pisani, and unanimously carried to accept Bradford Engineering's Proposal dated April 19, 2020, for a total amount not to exceed \$115,000.00.

2. Authorization for Professional Services: (Operating Funds)

Authorization for
Professional
Services

A. Cityworks, Inc. – Proposal Dated April 23, 2020 – For Professional Services To Provide Annual Software Support And Mobile Licensing For CITYWORKS GIS System – Total Amount Not Exceed \$21,000.00 (Operating Funds). Mr. Hurst stated that Cityworks provides software that dovetails with our GIS system using various platforms that are unique to infrastructure systems, such as work order management, condition management, and other linear assets that DELCORA possesses.

Cityworks
Annual Support –
Cityworks GIS
System

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Ms. Sage, and unanimously carried to accept Cityworks, Inc.'s Proposal dated April 23, 2020, for a total amount not to exceed \$21,000.00.

B. Trinity Consultants – Proposal Dated December 12, 2019 – For Professional Services To Provide 2020 Title V Compliance Assistance To DELCORA – Total Amount Not To Exceed \$18,800.00 (Operating Funds). Mr. Hurst stated that Trinity assists us in managing several of our air permit related issues. This proposal is for year 2020 for Title V compliance. They will prepare and assemble a vast number of the reports required for Title V compliance.

Trinity Consultants
Provide Title V
Compliance
Assistance

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to accept Trinity Consultants' Proposal dated December 12, 2019, for a total amount not to exceed \$18,800.00.

C. Trinity Consultants – Proposal Dated December 12, 2019 – For Professional Services To Provide 2020 Odor Surveys For DELCORA – Total Amount Not To Exceed \$23,400.00 (Operating Funds). Mr. Hurst stated that Trinity provides routine odor surveys at WRTP. They randomly visit specific areas of the plant and assess odor conditions. Over time, we have been trending towards improved odor conditions.

Trinity Consultants
Provide 2020 Odor
Surveys

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to accept Trinity Consultants' Proposal dated December 12, 2019, for a total amount not to exceed \$23,400.00.

D. GHD – Proposal Dated January 16, 2020 – For Professional Engineering Services To Perform Additional Compliance Emission Testing Services On Two Multiple Hearth Furnace Sewage Sludge Incineration Systems (SSIS) – Total Additional Amount Not To Exceed \$41,349.00 (Operating Funds). Mr. Hurst stated that GHD was selected through a competitive process to perform our most recent combustion testing for the two sludge incinerators. The additional amount is for GHD having to remobilize to conduct second testings due to mechanical failures and other challenges that occurred previously.

GHD
Perform Addtnl.
Compliance
Emission Testing
Services

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Pisani, and unanimously carried to accept GHD's Proposal dated January 16, 2020, for a total additional amount not to exceed \$41,349.00.

3. Resolution No. 2020-03 – Resolution Authorizing Condemnation Of A Permanent Sanitary Sewer Access Easement And Right Of Way Over Property Located At 1500 Chester Pike, Eddystone, PA 19022 (Baldwin Tower Office Bldg.) Re: Crum Creek Bypass Force Main Project. Mr. Hurst stated this resolution approves the no cost acquisition of a large easement through the Baldwin Tower Office Complex property.

Resolution No.
2020-03

Mr. Mullen stated that this item was discussed at the Operations and Engineering Committee meetings, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Mullen, seconded by Ms. Sage, and unanimously carried to adopt Resolution No. 2020-03.

4. Edgmont Township – Trotters Court Phase V Development – Authorization To Release Escrow Funds In The Amount Of \$97,335.25 To The Developer And To Authorize The Executive Director To Execute The "Certification For Release Of Improvement Security Funds" Form. Mr. Hurst stated that funds were placed in

Edgmont Twp.
Trotters Court
Phase V – Release
Escrow Funds

escrow during construction by the developer. The development infrastructure has been inspected by Walt Fazler and completion documents were reviewed by the solicitor, who has recommended approval to release the escrow funds to the developer.

Mr. Knapp stated that this item was discussed at the Finance Committee meeting, and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Knapp, seconded by Mr. Mullen, and unanimously carried to approve the release of escrow funds in the amount of \$97,335.25 to the Developer and to authorize the Executive Director to execute the "Certification For Release Of Improvement Security Funds" form .

5. Revised Rate Resolutions For Establishing Sewer Service Charges For The Year 2020 For The Following:

Revised Rate
Resolutions for
2020

- Rate Resolution 2020-06 For Chester City Users – Adds Ridley Mills Section Of Ridley Township (Rescinds Res. No. 2019-15)
- Rate Resolution 2020-07 For Wholesale Industrial Users – Adds Monroe Process (Rescinds Res. No. 2019-24)
- Rate Resolution 2020-08 For Upland Borough Users – Adds A Portion Of Brookhaven Borough (Rescinds Res. No. 2019-16)
- Rate Resolution 2020-09 For Parkside Borough Users – Adds A Portion Of Brookhaven Borough (Rescinds Res. No. 2019-17)
- Rate Resolution 2020-10 For Trainer Borough Users – Adds A Portion Of Upper Chichester Township (Rescinds Res. No. 2019-19)
- Rate Resolution 2020-11 For Western Wholesale Users – Adds Subaru Park [Soccer Stadium] (Rescinds Res. No. 2019-21)

Mr. Pileggi stated that the original rate resolutions were approved in November 2019 and were a part of the 2020 budget. Since then, it was discovered through the PUC application process that some of the properties that we bill are beyond the areas noted in the original rate resolutions. Those rate resolutions listed above are being revised to be more inclusive of the properties that we service.

Mr. Knapp stated that the revised 2020 rate resolutions listed above were discussed at the Finance Committee meeting and it was the consensus of the committee to recommend Board approval.

It was moved by Mr. Knapp, seconded by Mr. Monaghan, and unanimously carried to adopt the revised rate resolutions listed above for establishing sewer service rates for the year 2020.

6. Customer Assistance Program. Mr. Willert stated that changes to the Customer Assistance Program were discussed at the Finance Committee meeting. The average household bill is about \$300.00 per year and the program provides \$250 per year towards that. Mr. Willert met with Mr. Garner last week to discuss expansion of the program and how to streamline the process to apply to the program. Currently, applications are received by the Community Action Agency. It was proposed that applicants be able to apply directly to DELCORA and would be required to show proof of unemployment in order to be approved.

Customer
Assistance Program

Following discussion, it was the consensus of the Board to approve the changes to the Customer Assistance Program.

It was moved by Mr. Pisani, seconded by Mr. Monaghan, and unanimously carried to approve the changes to the Customer Assistance Program.

EXECUTIVE SESSION. There was no Executive Session.

EXECUTIVE
SESSION

ADJOURNMENT: It was moved by Mr. Lucas, seconded by Mr. Knapp, and unanimously carried to adjourn the meeting at 3:57 P.M.

ADJOURNMENT

ATTEST
Secretary