

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

MINUTES

JANUARY 19, 2021 (VIRTUAL)

The Regular Meeting of the Delaware County Regional Water Quality Control Authority was held on Tuesday, January 19, 2021, at 3:30 P.M. The meeting was held virtually via Zoom.com. .

REGULAR
MEETING

Messrs. Kern, Knapp, Lucas, Monaghan, Mullen, Nagle, Pisani, and Madames Nichols and Sage, Board Members, constituting a quorum were present.

Messrs. Hurst, Lehman, Lenton, McNichol, Pileggi, Willert, and Mesdames Amadio, Bonnett, Byrd, and Caulk, were also present.

Mr. Monaghan called the meeting to Order.

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

PLEDGE OF
ALLEGIANCE

ORDER OF BUSINESS

COMMENTS FROM THE PUBLIC: No members of the public were present. Mrs. Amadio stated that there were no public comments or questions submitted.

PUBLIC

2021 REORGANIZATION:

2021
REORGANIZATION

A. Election of Temporary Chairman. Mr. Monaghan nominated Mr. Mullen as Temporary Chairman for the purposes of reorganization.

Election of
Temporary
Chairman

Mr. Knapp moved that the nominations be closed and the Secretary cast a unanimous ballot.

B. Election of Temporary Secretary. Mr. Monaghan nominated Mr. Pisani as Temporary Secretary for the purposes of reorganization.

Election of
Temporary
Secretary

Mr. Knapp moved that the nominations be closed and the Secretary cast a unanimous ballot.

C. Election of Authority Officers for 2021.

Election of Authority
Officers for 2021

1. Chairman. Mr. Mullen requested a nomination for Chairman. Mr. Monaghan nominated John Lucas as Chairman of the Authority.

Chairman

Mr. Knapp moved and Mr. Pisani seconded that the nominations be closed and the Secretary cast a unanimous ballot.

2. Vice-Chairman, Secretary, Treasurer, Assistant Secretary-Treasurer. Mr. Mullen requested a nomination for Vice Chairman. Mr. Lucas moved to re-elect Edward Monaghan III as Vice Chairman. Ms. Sage seconded and that the nominations be closed and the Secretary cast a unanimous ballot.

Vice Chairman,
Secretary,
Treasurer,
Assistant
Secretary/Treasurer

Mr. Mullen requested a nomination for Secretary. Mr. Lucas moved to elect Paul Mullen as Secretary. Mr. Monaghan seconded and that the nominations be closed and the Secretary cast a unanimous ballot.

Mr. Mullen requested a nomination for Treasurer. Mr. Lucas moved to re-elect James Knapp as Treasurer. Mr. Monaghan seconded and that the nominations be closed and the Secretary cast a unanimous ballot.

Mr. Mullen requested a nomination for Assistant Secretary/Treasurer. Mr. Lucas moved to elect Gina Sage as Assistant Secretary/Treasurer. Mr. Pisani seconded and that the nominations be closed and the Secretary cast a unanimous ballot.

Mr. Knapp moved to accept all officers as nominated. Mr. Monaghan seconded and the Secretary cast a unanimous ballot.

D. Chairman – Committee Appointments for 2021. Mr. Lucas announced the following:

Committee
Appointments for
2021

- Mr. Mullen will be Chairman of the Operations & Engineering Committee.
- Mr. Knapp will be Chairman of the Finance Committee.
- Mr. Monaghan will be Chairman of the Human Resources & Administration Committee.
- Mr. Lucas will be the Legal Liaison Chairman.
- Ms. Sage will be Chairman of the Strategic Planning and Goals Committee.
- Mr. Lucas will be Chairman of the Pension Board.

He stated that the 2021 list of Committees and members was provided to all Board members.

Mr. Willert also stated that any Board member can attend any Committee meeting.

The Committees for 2021 are as follows:

1. Operations and Engineering. Mr. Mullen, Chairman; Messrs. Nagle, Knapp, Pisani, Kern, and Madam Sage, members.

Operations &
Engineering

2. Finance. Mr. Knapp, Chairman; Messrs. Nagle, Lucas, Monaghan, Mullen, Pisani, and Madam Nichols, members. Finance
3. Human Resources and Administration. Mr. Monaghan, Chairman; Messrs. Knapp, Mullen, Kern, and Madames Nichols and Sage, members. Human Resources and Administration
4. Legal Liaison. Mr. Lucas, Chairman; Messrs. Knapp, Monaghan, Mullen, Pisani, and Madam Sage, members. Legal Liaison
5. Strategic Planning and Goals. Ms. Sage, Chairman; Messrs. Knapp, Mullen, Kern, and Madam Nichols, members. Strategic Planning and Goals
6. Pension Board. Mr. Lucas, Chairman; Messrs. Kern, Knapp, Mullen, and Madam Sage, Executive Director, Chief Financial Officer, and Business Resources Manager, members. Pension Board
- APPROVAL OF MINUTES: It was moved by Ms. Sage, seconded by Mr. Knapp, and carried, with Mr. Nagle abstaining, that the minutes of the Regular Meeting of December 15, 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 January 11, 2021. There were no additions to the meeting minutes. Human Resources and Administration
- b. Strategic Planning and Goals. Ms. Sage reported that the Committee met on January 11, 2021. There were no additions to the meeting minutes. Strategic Planning & Goals
- c. Operations and Engineering. Mr. Mullen stated that the Committee met on January 12, 2021. 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 stated that the Committee met on January 13, 2021. He noted items requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes. Finance
- e. Pension. Mr. Lucas stated that there was no formal meeting of the Pension Committee and had nothing to report at this time. Pension
2. CHAIRMAN: Mr. Lucas stated that he had no items to report at this time and thanked the Board for electing him as Chairman. 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: In Mr. DiSantis' absence, Mr. Hurst stated that there were no additions to the written report. DIRECTOR OF OPERATIONS & MAINTENANCE

6. SOLICITOR: Mr. McNichol had no items to report at this time. SOLICITOR

OPERATING FUND PAYMENTS: OPERATING FUND PAYMENTS

1. CHIEF FINANCIAL OFFICER 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 December 2020.

It was moved by Mr. Knapp, seconded by Mr. Monaghan, and unanimously carried that the statement and the list of bills in the amount of \$3,522,632.63 for the month of December 2020 contained in the Chief Financial Officer Report be approved.

CONSTRUCTION FUND PAYMENTS: CONSTRUCTION FUND PAYMENTS

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

2. CHANGE ORDERS: Mr. Lucas stated that there were no Contract Change Orders at this time. CHANGE ORDERS

3. CONTRACT CLOSEOUT AND FINAL PAYMENT APPROVAL: CONTRACT CLOSEOUT

• Contract No. TC-1904-C – WRTP Substation No. 2 Replacement (Philips Brothers Electrical Contractors, Inc.). 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. TC-1904-C
WRTP Substation No. 2 Replacement

It was moved by Mr. Mullen, seconded by Mr. Knapp, and unanimously carried to approve the contract closeout and final payment of Contract No. TC-1904-C – WRTP Substation No. 2 Replacement (Philips Brothers Electrical Contractors, Inc.).

4. PAYMENT OF BILLS: PAYMENT OF BILLS

It was moved by Mr. Knapp, seconded by Mr. Monaghan, 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 \$1,698,427.21, are hereby approved; and (b) the requisitions on the Renewal & Replacement

Fund 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: Mr. Lucas stated that there were no Authorizations to Advertise Contracts at this time.

AUTHORIZATION
TO ADVERTISE
CONTRACTS

AWARD OF CONTRACTS:

AWARD OF
CONTRACTS

• Contract No. P2020-08 – Primary Clarifier Spare Parts (award postponed from December 2020). Mr. Mullen stated that this contract was initially on the Board agenda for the December 15, 2020 meeting but was held over by the Board for additional review at the request of the Engineer. G.M.H. Associates of America had submitted a bid but subsequently withdrew its bid. Eastern Environmental Contractors, Inc. was in full compliance with DELCORA's requirements and may receive this Award.

Contract No.
P2020-08
Primary Clarifier
Spare Parts

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to award Contract No. P2020-08 to Eastern Environmental Contractors, Inc. in the amount of \$288,300.00.

• Contract No. P2020-14 – Removal, Transportation And Disposal Of Dry Ash. Mr. Mullen stated that two bids were received and the lowest qualified bidder was Waste Management of Pennsylvania, Inc. with a bid amount of \$336,892.50 and was in full compliance with DELCORA's requirements.

Contract No.
P2020-14
Dry Ash Disposal

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to award Contract No. P2020-14 to Waste Management of Pennsylvania, Inc. in the amount of \$336,892.50 for a period of six months.

In response to a previous request from Ms. Nichols regarding the 2019 contract amount, Ms. Caulk stated that the 2019 contract amount was \$627,669.00 for one year with an option to renew for an additional six months. The amount approved for the current contract is for a period of six months with an option to renew for an additional six months. Mr. Hurst added that a new piece of ash unloading equipment will be installed which will change the specifications for this contract the next time it is put out for bid.

• Contract No. SEW-2003-CO – Furnishing Equipment, Labor & Supervision For Paving Restoration Services. Mr. Mullen stated that two bids were received and the lowest qualified bidder was A. F. Damon, Inc. with a one-year bid amount of \$179,650.00 and a total two-year bid amount of \$365,620.00, and was in full compliance with DELCORA's requirements.

Contract No.
SEW-2003-CO
Annual Paving
Restoration

It was moved by Mr. Mullen, seconded by Mr. Monaghan, and unanimously carried to award Contract No. SEW-2003-CO to A. F. Damon, Inc. for a two-year contract in the amount of \$365,620.00.

Mr. McNichol noted that there was an error on the bid form from Joseph E. Sucher & Sons for their two-year bid amount. It should have shown a combined total price of \$435,375.00 instead of \$237,900.00 as listed in the meeting minutes of the Operations and Engineering Committee meeting of January 12, 2021.

OLD BUSINESS: Mr. Lucas 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. D'Huy Engineering, Inc. – Proposal Dated January 4, 2021 – For Professional Engineering Services For T-28 Construction And PS-5 Modifications Project 2021 – Total Amount Not To Exceed \$385,000.00 (Capital Funds). D'Huy Engrng. T-28 / PS-5 2021

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 accept D'Huy Engineering's Proposal dated January 4, 2021, for a total amount not to exceed \$385,000.00.

2. Authorization for Professional Services: (Operating Funds) Authorization for Professional Services

A. Bradford Engineering Associates, Inc. – Proposal Dated December 7, 2020 – For Professional Engineering Services For The Preparation Of The 2020 Chapter 94 Report For Edgmont Township – Total Amount Not To Exceed \$6,700.00 (Operating Funds) Bradford Engr. Prepare 2020 Ch. 94 Report for Edgmont Twp.

B. Castle Valley Consultants, Inc. – Proposal Dated December 3, 2020 – Professional Engineering Services For Preparation Of Municipal Wasteload Management Report For The Preserves (Corinne Village) Wastewater Treatment Plant, Pocopson Township, Chester County, PA – Total Amount Not To Exceed \$1,984.00 (Operating Funds) Castle Valley Wasteload Report for Preserves (Corinne Village) WWTP

C. Castle Valley Consultants, Inc. – Proposal Dated December 3, 2020 – Professional Engineering Services For Preparation Of Groundwater Report For The Preserves (Corinne Village) Wastewater Treatment Plant, Pocopson Township, Chester County, PA – Total Amount Not To Exceed \$1,323.00 (Operating Funds) Castle Valley Groundwater Report for Preserves (Corinne Village) WWTP

- D. Castle Valley Consultants, Inc. – Proposal Dated December 3, 2020 – Professional Engineering Services For Preparation Of Municipal Wasteload Management Report For The Riverside Wastewater Treatment Plant, Pocopson Township, Chester County, PA – Total Amount Not To Exceed \$1,984.00 (Operating Funds) Castle Valley Wasteload Report for Riverside WWTP
- E. Castle Valley Consultants, Inc. – Proposal Dated December 3, 2020 – Professional Engineering Services For Preparation Of Groundwater Report For The Riverside Wastewater Treatment Plant, Pocopson Township, Chester County, PA – Total Amount Not To Exceed \$1,224.00 (Operating Funds) Castle Valley Groundwater Report for Riverside WWTP
- F. Power Engineers – Proposal Dated January 6, 2021 – For Professional Engineering Services To Provide Technical Support For GIS, Cityworks, And Granite XP – Total Amount Not To Exceed \$25,000.00 (Operating Funds) Power Engineers GIS / Cityworks / Granite XP Technical Support
- G. Trinity Consultants – Proposal Dated December 21, 2020 – For Professional Services To Provide 2021 Title V Compliance Assistance To DELCORA – Total Amount Not To Exceed \$19,700.00 (Operating Funds) Trinity 2021 Title V Compliance Assistance
- H. Trinity Consultants – Proposal Dated December 21, 2020 – For Professional Services To Provide 2021 Odor Surveys For DELCORA – Total Amount Not To Exceed \$24,600.00 (Operating Funds) Trinity 2021 Odor Surveys

Mr. Mullen stated that the above Items A through H were discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committees to recommend Board approval.

It was moved by Mr. Mullen, seconded by Mr. Knapp, and unanimously carried to approve the Professional Services proposals “A” through “H” listed above.

3. Resolution No. 2021-01 – Discussion And Recommendation For Approval Of Accounts Receivables Factoring. 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. Res. No. 2021-01

It was moved by Mr. Knapp, seconded by Mr. Mullen, and unanimously carried to adopt Resolution No. 2021-01.

In response to a question from Ms. Nichols, Mr. Pileggi stated that this resolution pertains to residential and retail customers only, and does not pertain to Authorities or Wholesale customers.

4. Resolution No. 2021-02 – Discussion And Recommendation For Approval Of Recovery Of Attorney Fees & Costs Re: Delinquent Claims. 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. Res. No. 2021-02

It was moved by Mr. Knapp, seconded by Mr. Monaghan, and unanimously carried to adopt Resolution No. 2021-02.

EXECUTIVE SESSION: There was no Executive Session.

EXECUTIVE
SESSION

ADJOURNMENT: It was moved by Mr. Knapp, seconded by Mr. Monaghan, and unanimously carried to adjourn the meeting at 3:55 P.M. ADJOURNMENT

ATTEST
Secretary