

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

MINUTES

DECEMBER 19, 2023

The Regular Meeting of the Delaware County Regional Water Quality Control Authority was held on Tuesday, December 19, 2023, at 3:30 P.M. The meeting was held in the Board Room of the Administration Building at 100 East Fifth Street, Chester, Pennsylvania and virtually via Zoom.com.

REGULAR
MEETING

Messrs. Kern, Knapp, Monaghan, Moss, Mullen, Nagle, Mesdames Billings, Nichols and Sage, Board Members, constituting a quorum were present.

ROLL CALL

Messrs. Cartafalsa, Cherico, DiSantis, Garner, Hurst, Lehman, Lenton, Rice, Willert, Mesdames Amadio, Bonnett, Byrd, Caulk, B. Garner, and Jackson were also present.

PUBLIC ATTENDANCE: No members of the public were present.

PUBLIC
ATTENDANCE

Mr. Kern, Chairman, 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: Mr. Kern stated that there were no comments or questions received from the public.

PUBLIC

APPROVAL OF MINUTES: It was moved by Mr. Moss, seconded by Ms. Nichols, and unanimously carried that the minutes of the Regular Meeting of November 21, 2023, be approved as submitted.

APPROVAL
OF MINUTES

REPORTS:

REPORTS

1. COMMITTEES:

COMMITTEES

a. Human Resources and Administration. Ms. Nichols stated that the Committee met on December 11, 2023. She noted items requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes.

Human Resources
and Administration

b. Strategic Planning and Goals. Mr. Nagle stated that the Committee met on December 11, 2023. There were no additions to the meeting minutes.

Strategic, Planning
& Goals

- c. Operations and Engineering. Mr. Mullen stated that the Committee met on December 12, 2023. 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 December 13, 2023. 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. Monaghan stated that there was no formal meeting of the Pension Committee and had nothing to report at this time. Pension
- f. Legal Liaison. Ms. Billings stated that there were no legal updates at this time. Legal Liaison
2. CHAIRMAN: Mr. Kern stated that this is the last meeting for Gina Sage, Jim Knapp and Ed Monaghan. He expressed his sincere appreciation to them for their service on the Board. CHAIRMAN
3. EXECUTIVE DIRECTOR: Mr. Willert stated that there were no additions to the written report. He thanked the Board, the Staff and all of the employees for their support and efforts during the year. He wished everyone a Merry Christmas and Happy New Year. EXECUTIVE DIRECTOR
4. DIRECTOR OF ENGINEERING: Mr. Hurst stated that there were no additions to the written report; however, he noted that there was one additional purchase added to the Board agenda since the committee meeting. DIRECTOR OF ENGINEERING
5. DIRECTOR OF OPERATIONS & MAINTENANCE: Mr. DiSantis stated that there were no additions to the written report. He also thanked the Board and employees for their continued support during the year. DIRECTOR OF OPERATIONS & MAINTENANCE
6. SOLICITOR: Mr. Rice stated that there were no updates to report at this time. He wished everyone a safe and Happy Holiday. SOLICITOR
- OPERATING FUND PAYMENTS: OPERATING FUND PAYMENTS
1. CHIEF FINANCIAL OFFICER REPORT: Mr. Cherico 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 November 2023.

It was moved by Mr. Knapp, seconded by Mr. Moss, and unanimously carried that the statement and the list of bills in the amount of \$4,106,278.80 for the month of November 2023 contained in the Chief Financial Officer 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:

CHANGE ORDERS

• Contract No. TC-2009-C – T-28 Construction & PS-5 Modifications – Contract A-General – Change Order No. 2 – Decrease In Contract Amount Of \$10,703.00 To Close Out Contract (Allan Myers). Mr. Kern stated that this contract change order was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
TC-2009-C
T-28 & PS-5
Contract A – General
CO #2

It was moved by Mr. Moss, seconded by Mr. Mullen, and unanimously carried to approve this contract change order.

• Contract No. TC-2009-C – T-28 Construction & PS-5 Modifications – Contract D-Electrical – Change Order No. 1 – Decrease In Contract Amount Of \$35,000.00 To Close Out Contract (Philips Brothers Electrical). Mr. Kern stated that this contract change order was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
TC-2009-C
T-28 & PS-5
Contract D –
Electrical
CO #1

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to approve this contract change order.

• Contract No. TC-2303-C – B-3 UPS Installation – Change Order No. 2 – Increase In Contract Amount Due To Enlargement Of Concrete Pad And New Location, And Installation Of 29 Helical Piles For Support – Increase In The Amount Of \$236,847.00 (SJ Thomas). Mr. Kern stated that this contract change order was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
TC-2303-C
B-3 UPS Install
CO #2

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to approve this contract change order.

- Contract No. SEW-2203-CO – Sewer Maintenance, Repairs & Other Construction Related Projects – Change Order No. 1 – Increase In Contract Amount For Additional Funding For Various Repairs And Projects – Increase In The Amount Of \$600,000.00 (A. J. Jurich). Mr. Kern stated that this contract change order was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
SEW-2203-CO
Annual SM
CO #1

It was moved by Mr. Mullen, seconded by Mr. Nagle, and unanimously carried to approve this contract change order.

Ms. Billings requested the original amount of this contract. Ms. Nichols responded that the original contract price was \$2,045,260 for two years. Ms. Billings requested that a policy be created to determine how much of a contract increase is reasonable without putting the requested additional scope out for bid.

3. CONTRACT CLOSEOUT AND FINAL PAYMENT APPROVAL:

CONTRACT
CLOSEOUT

- Contract No. TC-2009-C – T-28 Construction & PS-5 Modifications – Contract A – General (Allan Myers)
- Contract No. TC-2009-C – T-28 Construction & PS-5 Modifications – Contract D – Electrical (Philips Brothers Electrical)

Contract No.
TC-2009-C
T-28 & PS-5
Contract A -
General

Contract No.
TC-2009-C
T-28 & PS-5
Contract D -
Electrical

Mr. Kern stated that the above contract close-outs were 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. Nagle, seconded by Mr. Mullen, and unanimously carried to approve the above contract close-outs and final payments.

4. PAYMENT OF BILLS:

PAYMENT OF
BILLS

It was moved by Mr. Knapp, seconded by Mr. Moss, 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 \$1,978,246.47 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:

- Contract No. P2024-01 – Replacement Belts For A Belt Filter Press.
- Contract No. P2024-02 – ENDIMAL (Odor Control).

Mr. Kern stated that the above contract advertisements were 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. Moss, seconded by Mr. Mullen, and unanimously carried to advertise the above contracts.

In response to a question from Ms. Nichols, Ms. Caulk stated that the Replacement Belts contract will be advertised and opened publicly at the committee meeting while the Endimal contract will be placed on PennBid as a chemical bid. Also, she stated that only chemicals have been placed on PennBid but she is slowly expanding upon that. Ms. Billings added that there could be guidelines put in place in 2024 as to when we use PennBid.

AWARD OF CONTRACTS: Mr. Kern stated that there were no Contract Awards at this time.

AWARD OF PENNBID ELECTRONIC BIDDING:

Mr. Kern stated that these bids were reviewed by the solicitor, and his comments and recommendations were received. The staff has resolved all of those comments and recommend the following awards.

- Contract No. P2023-08 – Liquid Chlorine In One Ton Cylinder. Mr. Kern stated that one bid was received via the PennBid e-Procurement Program and that the lone bidder was Kuehne Chemical with a total bid amount of \$717,600.0

It was moved by Mr. Mullen, seconded by Mr. Nagle, and unanimously carried to award Contract No. P2023-08 to Kuehne Chemical Company, Inc. in the amount of \$717,600.00.

- Contract No. P2023-09 – Liquid Caustic Soda. Mr. Kern stated that two bids were received via the PennBid e-Procurement Program and that the lowest bidder was PVS Minibulk, Inc. with a total bid amount of \$117,400.00.

AUTHORIZATION
TO ADVERTISE
CONTRACTS

Contract No.
P2024-01

Contract No.
P2024-02

AWARD OF
CONTRACTS

AWARD OF
PENNBID
ELECTRONIC
BIDDING

Contract No.
P2023-08
Liquid Chlorine

Contract No.
P2023-09
Liquid Caustic Soda

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to award Contract No. P2023-09 to PVS Minibulk, Inc. in the amount of \$117,400.00.

- Contract No. P2023-10 – Phosphoric Acid 85%. Mr. Kern stated that two bids were received via the PennBid e-Procurement Program and that the lowest bidder was George S. Coyne Chemical Co., Inc. with a total bid amount of \$357,402.00.

Contract No.
P2023-10
Phosphoric Acid
85%

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to award Contract No. P2023-10 to George S. Coyne Chemical Co., Inc. in the amount of \$357,402.00.

OLD BUSINESS: Mr. Kern 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

Mr. Kern stated that there were no Authorizations for Professional Services using Capital Funds at this time.

2. Authorization for Professional Services: (Operating Funds)

Authorization for
Professional
Services

A. GE Digital – Proposal Dated December 5, 2023 – For Professional Services For Global Care Renewal For The SCADA System For 2024 (GE Digital Is Now Sole Source Provider For Their Software) – Total Amount Not To Exceed \$23,160.03 (Operating Funds). Mr. Kern 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.

GE Digital
Global Care Renewal
For SCADA System
For 2024

It was moved by Mr. Mullen, seconded by Ms. Nichols, and unanimously carried to approve this Professional Services proposal.

B. Smith Instrument Company, Inc. – Proposal Dated December 6, 2023 – For Professional Services To Perform The 2024 Quarterly Flow Meter Calibrations/Verifications – Total Amount Not To Exceed \$30,000.00 (Operating Funds). Mr. Kern 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.

Smith Instrument
Perform 2024
Quarterly Flow Meter
Calibrations

It was moved by Mr. Mullen, seconded by Mr. Nagle, and unanimously carried to approve this Professional Services proposal.

C. Material Matters, Inc. – Proposal Dated December 7, 2023 – For Professional Engineering Services To Provide General Support And Advice – Total Amount Not To Exceed \$10,000.00 (Operating Funds). Mr. Kern 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.

Material Matters
General Support &
Advice

It was moved by Mr. Moss, seconded by Mr. Mullen, and unanimously carried to approve this Professional Services proposal.

3. Approval Of The Health Insurance Caps For 2024:

Health Insurance
Caps for 2024

- Monthly Caps On Authority Contribution For Medical And Dental Premiums For 2024:
 - Single \$ 857.82
 - Parent/Child \$1,529.81
 - Parent/Children \$1,529.81
 - Husband/Wife \$1,973.73
 - Family \$2,610.67

Mr. Kern stated that this item was discussed at the Human Resources and Administration Committee meeting, and it was the consensus of the committee to recommend Board approval. Mr. Kern read aloud the above amounts for each category.

It was moved by Ms. Nichols, seconded by Mr. Mullen, and unanimously carried to approve the Monthly Health Insurance Caps on the Authority Contribution for Medical and Dental Premiums for the year 2024, as listed above.

4. Approval Of The 2024 Committee and Board Meetings Schedule and Authority To Advertise. Mr. Kern stated that this item was discussed at the Human Resources and Administration Committee meeting, and it was the consensus of the committee to recommend Board approval.

DELCORA
Committee and
Board Meetings
Schedule for 2024

It was moved by Ms. Nichols, seconded by Ms. Billings, and unanimously carried to approve the 2024 Committee and Board Meetings schedule and authorize advertisement of same.

5. Approval of the 2024 Holiday Schedule. Mr. Kern stated that this item was discussed at the Human Resources and Administration Committee meeting, and it was the consensus of the committee to recommend Board approval.

2024 Holiday
Schedule

It was moved by Ms. Nichols, seconded by Mr. Moss, and unanimously carried to approve the 2024 Holiday Schedule.

6. Appointments Of Advisors For 2024:

Appointment of
Advisors for 2024

- Auditor (Leitzell & Economidis, PC). Leitzell & Economidis, PC submitted a proposal dated November 6, 2023, to provide professional services to DELCORA to audit the financial statements of the Authority as of and for the year ended December 31, 2023, for a fee not to exceed \$39,000.00.

Auditor

This proposal was discussed at the November Finance Committee meeting and the appointment of Leitzell & Economidis, PC as Auditor was approved at the November 21st Board meeting.

- Pension Advisors.

Pension Advisors

- > CBIZ Investment Advisory Services, LLC Continues As Investment Advisor [CBIZ fee as Fiduciary Investment Manager for the Defined Benefit Pension Plan is .30% of assets]
- > CBIZ Benefits & Insurance Services Continues To Provide Actuarial Services [2024 fee: \$26,500 for recurring services billable quarterly plus \$450 for pension benefit calculations]

- Financial Advisor (Public Financial Management, Inc.) [fee: \$35,000-\$45,000 for each bond issue]

Financial Advisor

- Solicitor (John Rice of Grim, Biehn & Thatcher [fee: Partners \$225/hr.; Associate Attorneys \$200/hr.])

Solicitor

- Engineering Advisor (Weston Solutions, Inc.) [annual fee: \$10,000]

Engineering Advisor

The Pension Advisors, the Financial Advisor, and the Solicitor proposals were discussed at the Human Resources and Administration Committee meeting, and the Engineering Advisor proposal was discussed at the Operations and Engineering Committee meeting. It was the consensus of the committees to recommend Board acceptance of the above Advisor proposals.

It was moved by Mr. Nagle, seconded by Mr. Moss, and unanimously carried to approve the advisor appointments as listed above.

7. Authorization To Purchase:

Authorization to
Purchase

- Liberty Door Systems – Quote #25438 Dated November 21, 2023 – For The Purchase And Installation Of Three (3) FRP Doors At The WRTP Through The PA COSTARS Contract #008-E22-808 – Total Amount Not To Exceed \$29,607.59 (Capital Funds). Mr. Kern 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.

Liberty Door
Systems
3 FRP Doors At
WRTP

It was moved by Ms. Billings, seconded by Mr. Moss, and unanimously carried to approve the above purchase.

- Intercon Truck Equipment, Inc. – Quote #0109951 Dated December 5, 2023 – For The Purchase And Installation Of One Galion 201 Stainless Steel Dump Body Model 433U With Rear Tire Splash Shields And Strobe Lights In Cab Through The PA COSTARS Contract #025-E22-394 – Total Amount Not To Exceed \$43,643.00 (Capital Funds). Mr. Kern 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.

Intercon Truck
Eqpt.
One Stainless Steel
Dump Body

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to approve the above purchase.

- Iron Horse Environmental – Quote #23-1213-RM Dated December 6, 2023 – For The Purchase Of One Complete Roots 68 URAI-DSL Blower Package With Enclosure Through The PA COSTARS Contract #016-E22-258 – Total Amount Not To Exceed \$32,831.00 (Capital Funds) (added to agenda). Mr. Kern stated that this item was not previously discussed at the Operations and Engineering Committee meeting and was added to the agenda. Mr. DiSantis stated that this item is a blower that is used as part of the mixing system in the sludge holding tanks. It will increase the wearability and reduce odor loading to the scrubbers because air is being added into the sludge. Since the tanks are located at the front of the plant, the package includes a sound attenuation closure to ensure the noise will not carry beyond the property. He stated that we are attempting to decrease sulfide loading to the biotower that scrubs the tanks and to the presses. That is what the Endimal chemical addresses and that is quite expensive so we plan to reduce Endimal usage out over time. This purchase will have multiple benefits: increased mixing, less sulfide loading, and less use of Endimal.

Iron Horse
Environmental
One Blower
Package

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to approve the above purchase.

8. Resolution No. 2023-11 – Authorizing The Disposition Of Purchasing Contracts And Purchase Orders Dated 2001 Through 2015. Mr. Kern 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.

Res. No.
2023-11

It was moved by Mr. Mullen, seconded by Ms. Nichols, and unanimously carried to adopt Resolution No. 2023-11.

9. Rate Resolutions – Adoption Of Rate Resolutions For Establishing Sewer Service For The Year 2024: 2024 Rate Resolutions

- Rate Resolution 2023-12 - For Chester City Users
- Rate Resolution 2023-13 - For Upland Borough Users
- Rate Resolution 2023-14 - For Parkside Borough Users
- Rate Resolution 2023-15 - For Chester Township Users
- Rate Resolution 2023-16 - For Trainer Borough Users
- Rate Resolution 2023-17 - For Marcus Hook Borough Users
- Rate Resolution 2023-18 - For Western Wholesale Users
- Rate Resolution 2023-19 - For EDU Wholesale Users
- Rate Resolution 2023-20 - For Retail Industrial Users
- Rate Resolution 2023-21 - For Wholesale Industrial Users
- Rate Resolution 2023-22 - For Eastern Wholesale Users
- Rate Resolution 2023-23 - For Pocopson-Riverside-Chadds Ford Users
- Rate Resolution 2023-24 - For Pocopson-Preserve-Chadds Ford Users
- Rate Resolution 2023-25 - For Rose Valley Borough Users
- Rate Resolution 2023-26 - For Edgmont Township Users
- Rate Resolution 2023-27 - For SWDCMA Users
- Rate Resolution 2023-28 - For Middletown Twp. Sewer Authority Users
- Rate Resolution 2023-29 - For Springhill Farms WWTF Users

A copy of the above rate resolutions was provided to all Board members for their review at the Finance Committee meeting.

Mr. Kern stated that the 2024 rate resolutions 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. Mullen, and unanimously carried to adopt the rate resolutions above, en masse, for establishing sewer service rates for the year 2024.

EXECUTIVE SESSION: There was no Executive Session.

EXECUTIVE
SESSION

ADJOURNMENT: It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to adjourn the regular meeting at 4:00 P.M.

ADJOURNMENT

ATTEST
Secretary