

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

MINUTES

JANUARY 21, 2025 (ON-SITE / VIRTUAL OPTION)

The Regular Meeting of the Delaware County Regional Water Quality Control Authority was held on Tuesday, January 21, 2025, 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, Martin, Moss, Mullen, Nagle, Schuster, and Mesdames Billings, Keffer, and Nichols Board Members, constituting a quorum were present. ROLL CALL

Messrs. Cartafalsa, Cherico, DiSantis, Hurst, Lehman, Rice, and Mesdames Amadio, Bonnett, Garner, and Jackson were also present.

PUBLIC ATTENDANCE: The following were present: Mike Ewall and B. Preston Lyles. No other members of the public were present. PUBLIC

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 COMMENT

2025 REORGANIZATION: 2025 REORGANIZATION

A. Election of Temporary Chairman. Mr. Kern requested a nomination for Temporary Chairman. Ms. Nichols nominated Mr. John Nagle as Temporary Chairman for the purposes of reorganization. Motion was unanimously carried. Election of Temporary Chairman

B. Election of Temporary Secretary. Mr. Kern requested a nomination for Temporary Secretary. Ms. Nichols nominated Mr. Paul Mullen as Temporary Secretary for the purposes of reorganization. Motion was unanimously carried. Election of Temporary Secretary

C. Election of Authority Officers for 2025. Election of Authority Officers for 2025

1. Chairman. Mr. Nagle requested a nomination for Chairman. Ms. Nichols nominated Mr. Jim Kern as Chairman of the Authority. Motion was seconded by Ms. Billings and unanimously carried to appoint Mr. Jim Kern as Chairman. Chairman

Mr. Nagle relinquished the meeting to Mr. Kern.

2. Vice Chairman. Mr. Kern requested a nomination for Vice Chairman. Ms. Nichols nominated Mr. John Nagle as Vice Chairman. Motion was seconded by Ms. Billings and unanimously carried to appoint Mr. John Nagle as Vice Chairman.

Vice Chairman

3. Secretary. Mr. Kern requested a nomination for Secretary. Ms. Nichols nominated Mr. Paul Mullen as Secretary. Motion was seconded by Mr. Nagle and unanimously carried to appoint Mr. Paul Mullen as Secretary.

Secretary

4. Treasurer. Mr. Kern requested a nomination for Treasurer. Ms. Nichols nominated Mr. Anthony Moss as Treasurer. Motion was seconded by Mr. Mullen and unanimously carried to appoint Mr. Anthony Moss as Treasurer.

Treasurer

5. Assistant Secretary/Treasurer. Mr. Kern requested a nomination for Assistant Secretary/Treasurer. Ms. Nichols nominated Ms. Barbarann Keffer as Assistant Secretary/Treasurer. Motion was seconded by Mr. Nagle and unanimously carried to appoint Ms. Barbarann Keffer as Assistant Secretary/Treasurer.

Assistant
Secretary/Treasurer

D. Chairman – Committee Appointments for 2025. Mr. Kern announced the Committee Appointments for 2025.

Committee
Appointments for
2025

He stated the following:

- Mr. Mullen will be Chairman of the Operations & Engineering Committee of the whole.
- Mr. Nagle will be Chairman of the Finance Committee of the whole.
- Ms. Nichols will be Chairperson of the Human Resources & Administration Committee of the whole.
- Ms. Billings will be the Legal Liaison Chairperson, including Mr. Kern, Mr. Mullen and Mr. Martin as members.
- Mr. Schuster will be Chairman of the Strategic Planning and Goals Committee of the whole.
- Mr. Martin will be Chairman of the Pension Board of the whole.

APPOINTMENT OF ADVISORS FOR 2025:

Appointment of
Advisors for 2025

- 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 [2025 fee: \$27,500 for recurring services billable quarterly plus \$450 for pension benefit calculations]

Pension Advisors

- 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 \$230/hr.; Associate Attorneys \$210/hr.] Solicitor
- Engineering Advisor (Weston Solutions, Inc.) [annual fee: \$12,000] Engineering Advisor

The Pension Advisors, the Financial Advisor, and the Solicitor proposals were discussed at the Finance 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 Ms. Billings, seconded by Ms. Nichols, and unanimously carried to approve the appointment of CBIZ Investment Advisory Services, LLC as Pension Plan Investment Advisor for 2025 and CBIZ Benefits & Insurance Services as Pension Actuary for 2025.

It was moved by Ms. Keffer, seconded by Mr. Martin, and unanimously carried to approve the appointment of Scott Shearer of Public Financial Management, Inc. as Financial Advisor for 2025.

It was moved by Ms. Billings, seconded by Ms. Keffer, and unanimously carried to approve the appointment of John Rice of Grim, Biehn & Thatcher as Solicitor for 2025.

It was moved by Mr. Martin, seconded by Ms. Nichols, and unanimously carried to approve the appointment of Roger Lehman of Weston Solutions, Inc. as Engineering Advisor for 2025.

APPROVAL OF MINUTES: It was moved by Mr. Moss, seconded by Mr. Nagle, and unanimously carried, that the minutes of the Regular Meeting of December 17, 2024, 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 January 13, 2025. There were no additions to the meeting minutes. Human Resources and Administration

b. Strategic Planning and Goals. Mr. Nagle reported that the Committee met on January 13, 2025. There were no additions to the meeting minutes. Strategic Planning & Goals

c. Operations and Engineering. Mr. Mullen stated that the Committee met on January 14, 2025. 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. Nagle stated that the Committee met on January 15, 2025. He noted items requiring Board action were considered earlier in the agenda. There were no additions to the meeting minutes. Finance
- e. Pension. Mr. Martin stated that there was no formal meeting of the Pension Committee and had nothing to report at this time. He noted that there will be a Pension Board meeting in February. Pension
- f. Legal Liaison. Ms. Billings stated that she had no report at this time but there will be an Executive Session to provide an update on the Chester bankruptcy. Legal Liaison
2. CHAIRMAN: Mr. Kern stated that there was an Executive Session on January 13th to discuss appointments. He also thanked the Board for re-appointing him as Chairman and appreciates their commitment to our mission. He also thanked the staff for their trust and support this past year. Mr. Kern also noted that he has heard from several individuals about how well run DELCORA is and he stated that is a tribute to Bob Willert and his leadership team, and to the entire organization of dedicated employees. Their efforts are much appreciated by the Board. Mr. Kern also mentioned that the Statement of Financial Interest form for 2024 will be sent out shortly and needs to be returned for inclusion in the Authority's submission to the County by May 1st. CHAIRMAN
- Mr. Kern also mentioned our participation in the wastewaterscan.org program wherein we send in samples of influent from our plant to help track viruses in wastewater. It's been determined that Covid and RSV are high but trending downward, Influenza A started to go down but seems to be picking up again, and Norovirus was high.
3. EXECUTIVE DIRECTOR: In Mr. Willert's absence, Mr. Hurst 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. Rice stated that he had no items to report at this time. He noted that he will provide the Board with an update to the personnel labor negotiations at the Executive Session. SOLICITOR

OPERATING FUND PAYMENTS:

OPERATING
FUND PAYMENTS

1. MONTHLY FINANCIAL 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 December 2024.

It was moved by Ms. Nichols, seconded by Ms. Keffer, and unanimously carried that the statement and the list of bills in the amount of \$4,216,218.76 for the month of December 2024 contained in the Monthly Financial 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. Kern stated that there were no Contract Change Orders at this time.

CHANGE ORDERS

3. CONTRACT CLOSEOUT AND FINAL PAYMENT APPROVAL: Mr. Kern stated that there were no Contract Close-Outs at this time.

CONTRACT
CLOSEOUT

4. PAYMENT OF BILLS:

PAYMENT OF
BILLS

It was moved by Mr. Mullen, seconded by Mr. Schuster, 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 \$620,422.75, 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:

AUTHORIZATION
TO ADVERTISE
CONTRACTS

• Contract No. D-24-03 – Ultraviolet Disinfection System. Mr. Kern stated that this contract advertisement was discussed at the Operations and Engineering Committee meeting, and it was the consensus of the committee to recommend Board approval.

Contract No.
D-24-03
UV Disinfection
System

It was moved by Mr. Mullen, seconded by Ms. Billings, and unanimously carried to advertise Contract No. D-24-03.

AWARD OF CONTRACTS:

AWARD OF
CONTRACTS

• Contract No. P2024-06 – Trash Removal/Recycle/Disposal And Grit/Screenings Relocation; Removal, Hauling & Disposal At Approved Landfill. Mr. Kern stated that two bids were received: J&K Trash Removal, Inc. with a bid amount of \$814,200.00 and J.P. Mascaro & Sons with a bid amount of \$1,274,254.80. Upon Solicitor review, it was determined that the lowest bidder, J&K Trash Removal, did not submit the required permits; however, the Solicitor and staff waived that requirement. Subsequently, J&K Trash Removal was in compliance with DELCORA's requirements.

Contract No.
P2024-06
Trash Removal

It was moved by Mr. Mullen, seconded by Mr. Moss, and unanimously carried to award Contract No. P2024-06 to J&K Trash Removal in the amount of \$814,200.00 and to waive the permit requirement.

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

A. Pennoni – Proposal Dated October 11, 2024 – For Professional Engineering Services For Permitting And Design Services For Lower Chichester Force Main – Total Amount Not To Exceed \$30,000.00 (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.

Pennoni
Lower Chi FM
Permitting & Design

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

2. Authorization for Professional Services: (Operating Funds)

Authorization for
Professional
Services

A. HACH Company – Proposal Dated December 3, 2024 – For Professional Services For The Coverage And Support Of RTC Channel, Includes Ongoing Priority Tech Support, Remote Monitoring, System Alerts, And Monthly Reports. This Also Covers All Parts, Labor, And Travel For Onsite Repairs Of The RTC – Total Amount Not To Exceed \$14,275.00 (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.

HACH Co.
RTC Channel Tech
Support

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

B. LRM, Inc. – Proposal Dated December 12, 2024 – For Professional Instrumentation Service For Incinerators #1 And #2 Annual Calibrations – Total Amount Not To Exceed \$12,000.00 (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.

LRM, Inc.
Annual Calibrations
for Inc. #1 & #2

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

C. LRM, Inc. – Proposal Dated December 12, 2024 – For Professional Instrumentation Service For Flow Meter Calibrations At The WRTP And Pump Stations – Total Amount Not To Exceed \$14,000.00 (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.

LRM, Inc.
Flow Meter
Calibrations at
WRTP & Pump
Stations

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

D. Cavallo Environmental Services, LLC – Proposal Dated January 3, 2025 – For Professional Services To Prepare The 2025 Pollutant Minimization Plan (PMP) Annual Report – Total Amount Not To Exceed \$15,000.00 (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.

Cavallo Env.
Prepare 2025 PMP
Annual Report

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

E. Material Matters – Proposal Dated January 7, 2025 – For Professional Services For General Support And Advice – Total Amount Not To Exceed \$25,000.00 (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

In response to a question from Ms. Billings, Mr. DiSantis stated that Material Matters advises DELCORA on solids handling issues and incinerator air quality. They are also involved in the renewal of our solid waste management permits and support the renewal of the Title V Operating Air Permit. Material Matters is one of a few firms specializing in biosolids, disposal, treatment and related systems. Ms. Billings requested that more detail be included in the minutes. Mr. Hurst added that more detail will also be provided in the future.

It was moved by Mr. Mullen, seconded by Ms. Keffer, and unanimously carried to approve this Professional Services proposal from Material Matters for General Support and Advice on Biosolids and Solids Material Handling.

3. Authorization To Purchase:

Authorization to
Purchase

- Edwin Elliot & Co. – Quote Dated January 12, 2025 – For The Purchase Of Two (2) 24” Model VM Lugged Body Wey Valves And Two (2) Rotork IQ3 Size 20 Electric Actuators – Total Amount Not To Exceed \$64,260.00 (Capital Funds).

Edwin Elliot
2 Way Valves & 2
Actuators

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. Mr. DiSantis stated that the PA COSTARS Contract number was inadvertently omitted on the agenda. Mr. Hurst provided the number: PA COSTARS Contract #016-E23-297.

In response to a question from Mr. Martin, Mr. DiSantis stated that this equipment is for immediate use to replace failed valves at the Central Pump Station. There are pumps that we cannot isolate properly because the valves are about 50 years old and do not operate properly. Mr. Hurst added that this relates to the pump replacement project that is currently underway.

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

There being no further business before the Board, it was moved by Mr. Martin, seconded by Mr. Schuster, and unanimously carried to begin the Executive Session at 3:58 P.M.

EXECUTIVE SESSION: There was an Executive Session held to discuss the labor negotiations and the Chester bankruptcy litigation.

EXECUTIVE
SESSION

Board member Mr. Kenneth Schuster did not participate in the Chester bankruptcy portion of the Executive Session.

ADJOURNMENT: It was moved by Mr. Martin, seconded by Ms. Keffer, and unanimously carried to adjourn the regular meeting after the Executive Session at 4:30 P.M.

ADJOURNMENT