

**Union City Municipal Authority**  
**29 South Main Street, Union City, PA**  
**February 24, 2011**

The special meeting of the Union City Municipal Authority was called to order at 6:38pm by Chairman Kolaja. Board members in attendance were: Dustin Kolaja, Mike Wienczkowski, Bill Hinkle, and Frank Balog. Engineer- Gus Maas, Operations Manager- Dan Brumagin. Guest- Braden McCrillis.

**New Business**

Gus spoke about the meeting that he, Dan, and attorney Tim Sennett attended with the DEP on February 16<sup>th</sup>. He noted the following:

1. On December 31<sup>st</sup> the compliance report was submitted to the DEP which addressed installed aeration in the storage tanks, a new raw water line from the reservoir to the water plant, and a new water storage tank and water line to replace the existing North Tank.
2. The DEP insists that we move forward with the third treatment train which will include new mix tanks, settling basin and a third filter.
3. The DEP stated that being Union City is under a Consent Order Agreement that there could possibly be financial help in the form of additional grant or low interest funding for our projects. Currently PennVest funding is around 1.3%.
4. The old under drains in the existing water filters could be removed and new under drain installed that would allow for the use of more filter media which would help for better organic, manganese, and turbidity removal.
5. The third treatment train could cost somewhere around 4-5 million dollars.
6. The project would include new motors, pumps, filter controls, scada system, etc.
7. The public debt service if Union City had fund entirely by a loan will be approximately an additional \$15.00/month in water charges.
8. The preliminary report must be filed with the DEP by March 11<sup>th</sup>.

Frank made a motion authorizing Hill Engineering to proceed with filing the report by the March 11<sup>th</sup> deadline. Mike seconded the motion. Vote- 4-0, motion carried.

Mike stated that he felt that past failures and direction has contributed to the problems the board now faces with expensive projects that are needed to address the current issues.

Gus stated that once the permit is approved that we will have 360 days to have the project completed for the coming projects but he will asking the DEP for an extension.

Dan asked the board if they would consider having Hill Engineering work on a new inter-municipal agreement between the UCMA and the UTMA Authorities. The current agreement is very cumbersome and confusing. Dan spoke with EJ Brown at the Township and he agreed and has no problems if an easier-to-understand agreement could be developed.

Mike made a motion to have Hill Engineering and the attorney, Tim Wachter, develop a new inter-municipal agreement between UCMA and UTMA. Frank seconded the motion. Vote- 4-0, motion carried.

Matt Handley asked Dan if he could attend the PRWA annual conference in State College so he could get his required CEU credits that are needed.

Mike made a motion to allow Matt to attend the conference. The Authority will pay for the registration fee of \$240.00 plus his hotel expenses but Matt is to pay for travel and any other expenses. Frank seconded the motion. Vote- 4-0, motion carried.

The Union City Full Gospel Church had a water leak due to a frozen water meter. They used 19 thousand gallons of water. Their normal bill for the minimum usage is 2 thousand gallons. They are asking for help with their \$180.32 water/sewer bill.

Bill made a motion to forgo the additional sewer charges, which would be \$80.68, above the normal minimum sewer charge. Frank seconded the motion. Vote- 4-0, motion carried.

Mike brought up that when he paid his water/sewer bill a couple of Saturdays ago, that Mrs. Stauffer from Second Avenue practically killed herself coming down the stairs from the office and was hanging onto the hand railing for dear life. Mrs. Stauffer asked Mike, being that he was a board member, if there was anything that he could do. Mike called Dan to explain what just happened to Mrs. Stauffer and him when paying the bill and wanted to know if the box could be moved to better accommodate the paying customers and prevent a huge liability to the Authority. Mike later picked Dan up and they shoveled and salted the stairs and walkways to the office building.

Dan spoke with the borough manager, Cheryl Capela, if it might be possible to relocate the payment box at the borough building as it is very accessible for the public to make payments. They have two double doors to the building like the UCMA's office and the payment box could be fixed to the one door that does not open like it is currently. The borough office also has two security cameras that monitor this location so the box would be monitored in case there was potential theft and/or vandalism to the box.

The board felt that it would be better for one of our employees to make the trip to retrieve the money in the morning than to have its customer's walk up a hazardous set of steps to pay their water bill.

Frank made the motion to have the payment box relocated to the borough building. Mike seconded the motion. Vote- 4-0, motion carried.

The board asked that the new location be put on the water bills and that a notice be given to Steve Sears to put in the Corry Journal and Bill Hinkle said he would also put it in his news article in the Village Voices.

Bill brought up that when he went to pay his water/sewer bill in December, on the bill due date of the 15<sup>th</sup>, he found the office closed for making payments but that the office employees were working in the office. He feels that the office hours should be changed and that the Authority should be open for payments everyday as long as we have employees in the office that are working. That the Authority is the public's water company and that we should be more willing to work with the customers and have better hours that address their needs.

Mike mentioned the way the office was open in the past as his mother had worked as the secretary for 10 years. Dan also stated what the office hours were in the past and when the doors were opened to the public. Dustin stated that he feels that the Authority should be more consumer-friendly and as long as we have employees working in the office then we should be open to accept payments.

The board asked Dan if the office was open during the 12:00-1:00pm lunch hour. Dan stated that he could not answer that as he had not been told that the office was or was not open. The board stated that they felt the office should be open during the lunch period if it is currently not being done and that the office employees could over for each other over lunch. Dan said he would find out what the current practice is for the lunch time period.

Dan also mentioned that he could help cover the lunch period if one of the employees was not there that day so that the office would be open to accept payments.

Frank made a motion that the office hours be changed from 9:00am to 5:00pm, Monday through Friday, with the office also being open during the 12:00noon-1:00pm lunch time. Mike seconded the motion. Vote- 4-0, motion carried.

The board stated that they would like this done by March 1<sup>st</sup> first if possible.

Dan stated that he is currently working on a purchase order policy. This would also help to give Laurie a heads up on expenditures that will be coming in for payment.

Dan asked that if he did not take out the health insurance, as he is currently insured through his wife's health insurance plan, if he could have the Authority's portion added to his pay. This had been a past practice but Dan does not know what current practice/policy is being followed. The board asked Dan to look into this and come back with his findings and costs for the next monthly board meeting.

Dan asked the board if they would consider having the Federal Government's NOAA weather station reinstalled back at the water plant. Dan stated the importance of monitoring the weather for the government and the Authority and how the weather data is valuable for trending the inflow/infiltration data for the sewage plant. The board directed Dan to make contact with weather service to find out what would be required on their part to accomplish installing a new weather service station.

Matt brought to Dan's attention that Art is currently getting about 5 ½ hours overtime a week and that he felt the he and the other guys should share in some of the overtime by having Art

leave early and the guys would stay over and cover Art hours. The board felt that the employees should be adjusting their schedules to keep all overtime to as much a minimum as possible. Dan explained that Art gets overtime as his pay-week ends on a Saturday and there is no one on the weekend that works that could relieve Art when he gets over his 40 hours for the week.

Dan suggested that Matt could relieve Art on the afternoon of Wednesdays or Thursdays to allow Art to leave an hour or two early to keep his hours down. Dan also suggested that Daryl or Todd could for Art on Fridays, as Matt does not work on Fridays. This would help keep Art's work week hours as close to the 40 hours as possible but that eliminating all overtime for Art would be impossible, as stated prior, there is no one to relieve Art on the weekends.

Frank made the motion to have Matt relieve Art one or two days a week and to have the other employees cover for Art on Fridays to help control Art's overtime. Mike seconded the motion. Vote- 4-0, motion carried.

The board said they understood that it is almost impossible to eliminate all overtime for Art but the guys need to understand the importance of keeping costs under control for the Authority's customers. The board did state that there may be overtime that the guys could/would be sharing in the near future if it is decided to operate the water plant longer hours to help get the water plant into compliance with the regulations.

Dan stated that a new Shut-Off Policy was put into place with the attorney, Tim Wachter's, advice to make sure that we are following postings and collections to the letter of the law.

### **Old Business**

Dan stated that he had received the information that the board had requested that he get from Marty Miesko at Natureworks, Clear Water Associates, Inc.

Mike made the motion to have Marty apply for the aeration permit and that he use Hill Engineering for the engineering approval. Frank seconded the motion. Vote- 4-0, motion carried. Approximate costs for the aeration permit is between \$500-\$1,000.

Mike made a motion to have Marty apply for the necessary chemical permit/s for the reservoir treatment chemicals. Frank seconded the motion. Vote- 4-0, motion carried. No decision was made on what chemical would be used to treat the reservoir at this time.

Mike made a motion to have Marty apply for a NPDES permit that will be required for the 2011 year. Frank seconded the motion. Vote- 4-0, motion carried. Approximate costs of the NPDES permit is between \$250-\$500.

Dan made mention of the facility tour the board members took of the water plant, pump station and sewage plant. This was done at 10:00am on Sunday, February 20, 2011.

Dan stated that he mailed out the sewage plant's roof project cancellation letter to the contractor per the boards direction. Dan stated that the contractor, Roger Gildea from Pipeline Systems, did

follow up with the letter to let the board know that he spoke with Terry about moving the project date until spring to get away from the bad weather that we are having. Dan stated to him that the board also wanted to control costs and felt that this was something that its employees may be able to do in-house to help reduce expenditures. He understood the board wanting to control costs and he was hoping that the board did not look at them as a bad contracting company for not getting the work completed. Dan told him that that was not the case and he knew that Pipeline Systems had done work for the Authority in the past and that there may be future projects that Pipeline might be involved in doing for the Authority.

Dan stated that Ed Weaver, a local contractor, stopped on Wednesday- February 23<sup>rd</sup>, to discuss the sewage plant roof project. He said that he would not be able to help our employees with this project as his liability insurance company recommended that he not do the work with our guys helping him. Frank Balog and other board members stated that they would be willing to assist the Authority employees with the roof project.

Mike stated that he had to leave.

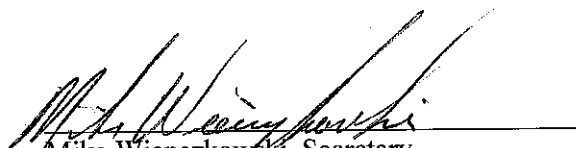
Bill made the motion to adjourn the meeting. Frank seconded the motion. Vote- 4-0, motion carried.

Meeting adjourned at 8:26pm.



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Dustin Kolaja, Chairman



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Mike Wienczkowski, Secretary