

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

MINUTES

MAY 21, 2024 (ON-SITE / VIRTUAL OPTION)

The Regular Meeting of the Delaware County Regional Water Quality Control Authority was held on Tuesday, May 21, 2024, 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, Nagle, Schuster, and Mesdames Billings, Keffer, and Nichols Board Members, constituting a quorum were present. ROLL CALL

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

PUBLIC ATTENDANCE: The following was present: Mike Ewall. 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

APPROVAL OF MINUTES: It was moved by Mr. Martin, seconded by Mr. Nagle, and unanimously carried that the minutes of the Regular Meeting of April 16, 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 May 13, 2024. 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 reported that the Committee met on May 13, 2024. There were no additions to the meeting minutes. Strategic Planning & Goals

c. Operations and Engineering. In Mr. Mullen's absence, Mr. Kern stated that the Committee met on May 14, 2024. He noted items Operations and Engineering

requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes.

- d. Finance. Mr. Nagle stated that the Committee met on May 15, 2024. He noted items requiring Board action would be considered later in the agenda. There were no additions to the meeting minutes. Finance
- e. Pension. In Mr. Mullen's absence, Mr. Kern 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 there was no report at this time but deferred to the solicitor for any legal updates. Legal Liaison
2. CHAIRMAN: Mr. Kern stated that there was an Executive Session held on May 13th to discuss legal issues. He also noted that he and Mr. Nagle will begin the review of the procurement process this month and apologized for the late start on that task. 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. Rice stated that there were no legal updates at this time. 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 April 2024.
- It was moved by Mr. Nagle, seconded by Mr. Moss, and unanimously carried that the statement and the list of bills in the amount of \$4,696,294.24 for the month of April 2024 contained in the Monthly Financial 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:

CHANGE ORDERS

- Contract No. TEW-2206-C – Furnishing Equipment, Labor, & Supervision For Electrical Maintenance, Repairs & Other Construction-Related Projects – Change Order No. 1 – Increase In Contract Amount Of \$86,680.00 (Philips Brothers Electrical Contractors, Inc.). 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.
TEW-2206-C
Electrical Maint. –
CO #1

It was moved by Mr. Moss, seconded by Ms. Nichols, and unanimously carried to approve the above contract change order.

3. CONTRACT CLOSEOUT AND FINAL PAYMENT APPROVAL:
Mr. Kern stated that there were no contract closeouts at this time.

CONTRACT
CLOSEOUT

4. PAYMENT OF BILLS:

PAYMENT OF
BILLS

It was moved by Mr. Nagle, seconded by Mr. Martin, 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 \$1,817,386.93, 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. SEW-2403-CO – Annual Sewer Maintenance.
- Contract No. TC-2404-C – Incinerator – Annual Maintenance & Emergency Repairs 2024.

Contract No.
SEW-2403-CO

Contract No.
TC-2404-C

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. Martin, and unanimously carried to advertise the above contracts.

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

AWARD OF
CONTRACTS

AWARD OF PENNBID ELECTRONIC BIDDING:

AWARD OF
PENNBID

• Contract No. P2024-02 – Endimal (Odor Control) – Rebid. Mr. Kern stated that one bid was received via the PennBid e-Procurement Program and that the lone bidder was George S. Coyne Chemical Company, Inc. with a total bid amount of \$161,000.00. Mr. Kern stated that the bid was reviewed by the solicitor. The solicitor noted that Coyne Chemical failed to provide a Certificate of Authority to do Business in PA; however, Coyne does appear to be registered with the PA Dept. of State, so should be able to provide this Certificate. This is a minor omission and correctable, and he recommends awarding this contract to Coyne Chemical.

Contract No.
P2024-02 (Rebid)
Odor Control

It was moved by Ms. Nichols, seconded by Mr. Moss, and unanimously carried to award Contract No. P2024-02 – Endimal (Odor Control) (Rebid) to George S. Coyne Chemical Company, Inc. in the total bid amount of \$161,000.00 pending receipt of their Certificate of Authority to do Business in PA.

• Contract No. P2024-04 – Sodium Bisulfite 38%. Mr. Kern stated that one bid was received via the PennBid e-Procurement Program and that the lone bidder was George S. Coyne Chemical Company, Inc. with a total bid amount of \$71,236.50. Mr. Kern stated that the bid was reviewed by the solicitor. The solicitor noted that Coyne Chemical failed to sign its bid or had a Bid/Contractor Administrator sign it due to an internal clerical issue. The signature line for the bid was missing or confusing (it fell on a page break). Since this was an internal error and Coyne is the sole bidder with a history of properly executing its bids, this can be overlooked. He recommends the contract be awarded to Coyne with the properly signed bid form.

Contract No.
P2024-04
Sodium Bisulfite

It was moved by Mr. Nagle, seconded by Ms. Nichols, and unanimously carried to award Contract No. P2024-04 – Sodium Bisulfite 38% to George S. Coyne Chemical Company, Inc. in the total bid amount of \$71,236.50 pending receipt of the properly signed bid form.

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. MG Engineering Associates, LLC – Proposal Dated May 9, 2024 – For Professional Services For Master Site Plan Update Including Building Evaluation, Architectural Services, Mechanical Engineering Services, And Site Evaluation – Total Amount Not To Exceed

MG Engineering
Master Site Plan
Update

\$44,900.00 (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.

It was moved by Mr. Moss, seconded by Mr. Martin, and carried, with Mr. Schuster and Ms. Nichols abstaining, to approve this Professional Services proposal.

B. Ryan Appraisal & Real Estate Company – Proposal Dated May 13, 2024 – For Professional Services To Prepare Appraisal Of Two Properties – Total Amount Not To Exceed \$8,000.00 (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.

Ryan Appraisal &
Real Estate
Appraise 2 Properties

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

2. Authorization for Professional Services: (Operating Funds)

Authorization for
Professional
Services

A. Weston Solutions, Inc. – Proposal Dated April 8, 2024 – For Professional Engineering Services To Continue Annual SWMM Modeling For Years 2024 And 2025 – 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.

Weston
Continue Annual
SWMM Modeling for
2024-2025

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

B. Trinity Consultants – Proposal Dated April 26, 2024 – For Professional Services To Provide 2024 Title V Compliance And Reporting Assistance To DELCORA – Total Amount Not To Exceed \$23,300.00 (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.

Trinity Consultants
Provide 2024 Title V
Compliance

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

C. Niessen Consultants – Proposal Dated May 8, 2024 – For Professional Services For Specialized Assistance With The Incinerator System – Total Amount Not To Exceed \$5,000.00 (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.

Niessen Consultants
Incinerator System
Assistance

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

3. Authorization To Purchase:

Authorization to Purchase

- Reiner Pump Systems – Quote Dated April 17, 2024 – For The Purchase Of One (1) Pioneer Prime Pump And One (1) Stationary Base For The WRTP Through PA COSTARS Vendor #359913 – Total Amount Not To Exceed \$56,155.00 (Capital Funds).

Reiner Pump Systems
One Pump/One Base

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.

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

- U.S. Municipal – Quote Dated May 6, 2024 – For The Purchase Of One (1) F-350 Rapidview Inspection Vehicle Through PA COSTARS Contract #016-E22-207 – Total Amount Not To Exceed \$395,173.00 (Capital Funds).

US Municipal
One F-350 Inspection Vehicle

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.

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

- Piotti Solutions, LLC – Quote Dated May 10, 2024 – For The Installation Of A Video Monitoring System For The Muckinipates Pump Station Overflow Point Through PA COSTARS Contract #040-E23-243 – Total Amount Not To Exceed \$27,329.56 (Capital Funds).

Piotti Solutions
Video Monitoring System for Muck PS

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.

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

- Sherwood Logan – Quote Dated April 26, 2024 – For The Purchase Of Various Velodyne Parts For The Polymer Mixing System Through PA COSTARS Contract #016-E23-290 – Total Amount Not To Exceed \$27,485.05 (Capital Funds).

Sherwood Logan
Various Velodyne Parts for Polymer Mixing System

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.

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

4. Resolution No. 2024-05 – Disposition of Records – Accounting Files. Mr. Kern 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. 2024-05

It was moved by Ms. Billings, seconded by Ms. Nichols, and unanimously carried to adopt Resolution 2024-05.

5. Resolution No. 2024-06 – Disposition of Records – Administrative & Engineering Files. 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. Res. No. 2024-06

It was moved by Ms. Nichols, seconded by Mr. Moss, and unanimously carried to adopt Resolution 2024-06.

6. Resolution No. 2024-07 – Approval For The Executive Director Upon Advice Of The Solicitor To Enter Into An Agreement Of Sale To Purchase The City Of Chester Public Works Garage Site At 2nd & Dock Street (Parcel ID# 49-06-00049-00). Mr. Kern stated that this item was discussed at the Operations & Engineering Committee Meeting, and it was the consensus of the committee to recommend Board approval. Res. No. 2024-07

It was moved by Mr. Nagle, seconded by Mr. Martin, and unanimously carried to adopt Resolution 2024-07.

Ms. Nichols noted that the map shows that the parcel number ending in 900 is two lots owned by the City of Chester. Mr. Kern and Mr. Hurst confirmed that we are purchasing these two lots that are adjacent to our current pump station. A new pump station will be built on the newly acquired land which is next to the old pump station. This land purchase was determined to be the most economical way for DELCORA to build a new pump station so we don't have to relocate all of the lines and interceptors. The old pump station will remain in operation during construction.

7. Employment Contract Renewal – Executive Director. 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. Executive Director
Contract Renewal

It was moved by Ms. Nichols, seconded by Mr. Moss, and carried, with a 'nay' vote by Mr. Martin, to approve the Executive Director's Employment Contract Renewal.

Mr. Martin explained his objection to the contract. He thinks the severance provision included in the contract is unnecessarily generous. He noted that his objection does not suggest any dissatisfaction with Mr. Willert or with his performance as Executive Director, and he does not suggest any desire to see any type of change in that regard.

8. Acceptance and Approval of 2023 Audit of DELCORA Financial Statements. Mr. Kern stated that this item was discussed at the Finance Committee meeting and it was the consensus of the committee to recommend approval.

2023 Audit
Approval

It was moved by Ms. Nichols, seconded by Mr. Moss, and unanimously carried to accept and approve the 2023 Audit.

Mr. Willert thanked the Board for their confidence in him to continue as Executive Director for the next three years and appreciates their continued support. He noted that there is a great team of employees here at DELCORA and he looks forward to working with the Board for the next three years.

EXECUTIVE SESSION: There was no Executive Session.

EXECUTIVE
SESSION

ADJOURNMENT: It was moved by Ms. Nichols, seconded by Mr. Martin, and unanimously carried to adjourn the regular meeting at 4:02 P.M.

ADJOURNMENT

ATTEST
Secretary