December 15, 2020

POTTSTOWN BOROUGH AUTHORITY

CALL TO ORDER

Chairman Chomnuk called the meeting to order at 7:10 p.m.

ATTENDANCE

Present were Jeff Chomnuk, Mike Benner, Tom Carroll and David Renn. Also in attendance were Solicitor Vincent Pompo, Authority Manager Justin Keller, Engineer Josh Fox, Public Works Director Doug Yerger, Utilities Director Brent Wagner, Bookkeeper Gerry Keszczyn and Borough Secretary Virginia Takach. Mr. Ecker was absent.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Mr. Benner moved to approve the October 20, 2020 minutes as presented. Mr. Benner seconded the motion and it passed unanimously.

COMMITTEE REPORTS

Planning & Capital

Mr. Renn advised that items will be discussed under the Engineer’s Report.

Townships Meeting Report

Mr. Carroll referred to the report distributed with nothing new to add.

AUTHORITY MANAGER’S REPORT

Manager Keller reported that Borough Council passed the 2021 budget with a 2.9% tax increase. He added that with the reduction in health care costs and cooperation with the Police and AFSCME contracts, Council was able to reduce the increase from 3.5% to 2.9%. Mr. Keller also advised that the assessments for 2021 may result in a $1.5 million increase.

Mr. Keller advised that due to the increase in COVID numbers, Staff is again working on a team and alternate schedules. He also outlined the regulations passed by Council for outdoor dining tents on Borough property. Mr. Keller added that Staff is preparing for Wednesday’s snow storm.

EXECUTIVE SESSION

Chairman Chomnuk recessed the meeting to executive session at 7:15 p.m. for an item of litigation.

The regular meeting resumed at 8:15 p.m.
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AMENDMENT TO GRYPHON ENVIRONMENTAL AGREEMENT

Chairman Chomnuk noted that this agreement has been reviewed by the Board and shared with the Townships.

Mr. Carroll moved to approve and authorize execution of the First Amendment of the Purchase Agreement between Gryphon Environmental and the Pottstown Borough Authority.

Mr. Renn commented that he is not willing to risk a conflict with Gryphon for any further compromise resulting in a delay of this project.

Chairman Chomnuk requested a roll-call vote.

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<td>Renn</td>
<td>yes</td>
<td>Benner</td>
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<td>Carroll</td>
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Motion carried: 4 ayes.

PRESENTATION – FLOW MONITORING PLAN

Engineer Josh Fox, through a virtual presentation, provided the Wastewater Treatment Plant Hydraulic Capacity Study and Flow Monitoring Plan. Mr. Fox outlined the study goals, mainly the Evaluated Hydraulic Restrictions and the Increase Peak Flow by 2,500 gpm or 3.6 MGD as requested by Lower Pottsgrove Township. He noted that the average daily flow is 5mgd and reviewed the flows from the WWTP, August 5 & , 2020, for 40-45 mgd resulting in less than 2 inches of freeboard in the Headworks.

Mr. Fox presented five options to resolve and remediate the issues as follows:

1. Bypass Pumping (Grit to Pre-aeration)
2. Additional Bypass Channel (Headworks/Screening)
   3A. Additional 48-inch Pipe (Grit to Pre-aeration)
   3B. Additional Channel (Grit to Pre-aeration)
4. Memorial Park PS Flow Shedding (Bypass hydraulic restriction)

Mr. Fox also presented maps and explained by-pass pumping and by-pass channels and provided a cost summary of each of the alternative resolutions. Mr. Fox’s recommendation is as follows: Memorial Park Pump Station Flow Shedding, Final coordination with PA DEP, Install 12-inch by-pass, valving, and flow meter and continue to monitor flows and reduce I/I in the system.

Mr. Fox noted other municipalities would need to be considered and would be a 2022 project with no decision being necessary this evening.

PRESENTATION – WWTP HYDRAULIC CAPACITY STUDY AND FLOW MONITORING PLAN

Mr. Fox explained the proposal and goals to address the Flow Monitoring Plan. He presented the summary as follows: Conducted between February and September 2020; Captures 25 discrete wet weather events (WWE) and studied over 26 sewer basins. He also presented graphs for the wet
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weather events and the Prioritization of Drainage Basin- Peaking Factor vs. Inflow and Infiltration. He also presented the 6-year program costs for 20 basins and presented his recommendations as follows:

Establish a long-term flow metering, complete a post -rehab flow monitoring, continue with sewer main replacement program, focus on reducing peaks and target high inflow basins and form an I & I committee to review private properties.

Mr. Keller noted that these studies will be addressed in 2021 as they will benefit the system for decades to come.

EXTENSION OF TIME FOR PAYMENT FOR THE KUMMERER CAPACITY

Solicitor Pompo explained the request of Upper Pottsgrove Township for an extension of the payment as pr the Additional Capacity Agreement. He added that the Township is awaiting a signed agreement from the new developer and recommended an extension of time for the payment to the Authority.

Mr. Carroll moved to grant the request of Upper Pottsgrove Township for the payment due date under Paragraph 6 of the Agreement to Purchase Additional Capacity to March 31, 2021, contingent upon approval by Upper Pottsgrove Township. Mr. Renn seconded the motion and it passed unanimously.

SOLICITOR’S REPORT

Solicitor Pompo referred to the report distributed and reviewed pending legislative matters. He noted that HB885 was approved and requires contract exceeding $10,000 to provide a performance bond, letter of credit or escrow in 100% of the contract amount.

Mr. Keller commented that this may not affect municipal projects as there are no bidding requirements.

ENGINEER’S REPORT

Mr. Fox advised that he continues to work on the capital projects, noting that the Air Scour system is in the final drawings for structural support and the electrical controls are expected to be delivered in December. The UV installation project is being coordinated with PennDOT and he is awaiting final approval of the Public Water Supply Permit, which is all on schedule.

UTILITIES DIRECTOR’S REPORT

Mr. Wagner reported on the turbidity meters for the upgrade of the facility. He also explained the staffing issues and resolutions during the COVID crisis and commended Bryan Fleishman and Jim Maurer for operating the Plant non-stop for almost one week.

Mr. Wagner also advised that the lower pump house break is completed and noted that four times as many rags can be removed with the new equipment. He added that DEP is requiring an upgrade to the pistons and scum equipment. He also advised that he is working with the County and Tower Health to have his Staff considered essential employees and vaccinated.
PUBLIC WORKS DIRECTOR’S REPORT

Mr. Yerger reported that water distribution is working with the leak detector and have found approximately 20 leaks. He noted a lateral break or reverse flow on Queen Street this evening with Mr. Ecker’s assistance and the reason for his absence.

FINANCE REPORT

Mr. Keszczyk referred to the reports distributed, noting that the water revenues are at 92% and expenses at 91%. The sewer revenues are at 91% and expenses at 92%. He also referred to the Authority Utility billing analysis, advising that the payments received were down slightly in November, but now back on track. He is keeping track to see if receivables are affected by this COVID crisis.

Mr. Keszczyk noted that the presentations made by Mr. Fox are being analyzed for costs for a five-year vs. a ten-year plan. He added that the projects are not budgeted in 2021 and could be considered for the 2022 budget. Mr. Keszczyk added that funds are added to the water capital fund at the end of the year.

NEW BUSINESS

2021 MEETING SCHEDULE

Mr. Benner moved to approve and authorize advertisement of the 2021 meeting schedule as presented. Mr. Renn seconded the motion and it passed unanimously.

2021 BOARD APPOINTMENTS

a. Engineer – Mr. Renn moved to retain HRG as the Authority Engineer for 2021. Mr. Carroll seconded the motion and it passed unanimously.

b. Solicitor – Mr. Benner moved to retain Vincent Pompo and Lamb McErlane as the Authority Solicitor for 2021. Mr. Renn seconded the motion and it passed unanimously.

c. Manager – Mr. Benner moved to retain Justin Keller as the Authority Manager for 2021. Mr. Carroll seconded the motion and it passed unanimously.

d. Bookkeeper – Mr. Benner moved to retain Gerry Keszczyk as the Authority Bookkeeper for 2021. Mr. Carroll seconded the motion and it passed unanimously.

ADJOURNMENT

The meeting adjourned at 9:35 p.m. on motion by Mr. Renn.

Submitted by,

Virginia L. Takach, Borough Secretary
for Thomas Carroll, Secretary