

March 19, 2019

## **POTTSTOWN BOROUGH AUTHORITY**

### **CALL TO ORDER**

Chairman Chomnuk called the meeting to order at 7:00 p.m. Present were Tom Carroll, Jeff Chomnuk, Aram Ecker and David Renn. Also in attendance were Authority Manager Justin Keller, Public Works Director Doug Yerger, Bookkeeper Janice Lee, Budget Analyst Gerry Keszczyk, Utilities Director Brent Wagner, Joshua Fox, HRG Engineers and Borough Secretary Virginia Takach. Michael Benner was absent.

### **PUBLIC COMMENT**

None.

### **APPROVAL OF MINUTES**

Mr. Renn moved to approve the January 15, 2019 meeting minutes as presented. Mr. Carroll seconded the motion and it passed unanimously.

### **COMMITTEE REPORTS**

#### **Planning & Capital**

Mr. Renn deferred the dryer status to Mr. Wagner to include in his report. Mr. Renn commented that he would like to discuss subbing out the maintenance and reading of the wastewater meters.

Mr. Fox agreed to discuss the meters in his report.

Mr. Keller reported that he met with Staff to review the upcoming water and sewer main replacement project and which was reviewed at the pre-agenda meeting. He noted that issues presented for Wilson and Warren Streets were addressed and made changes for a full pipe replacement from Washington to Wilson. Mr. Keller advised that certain sections were removed to keep the existing cost but can be addressed later by Staff.

Mr. Keller also advised that during the RFP process for the Authority Engineer, Mr. Fox was asked to provide proposals for certain capital projects and four proposals were received from HRG. The proposals were for the Water Supply Permit Amendment, Wastewater Treatment Plant TDS compliance, the 2019 Water and Sewer replacement project and the Capital Improvement Plan for 2020 through 2022. Any exceedance in pricing would be brought to the Manager for review. Mr. Keller added that the Engineering Inspector applications will be accepted until April 14, 2019.

Mr. Renn stated that he was impressed with the innovative ways that any issues or problems with the dryer have been resolved. He also referred to an article distributed to the Board regarding stormwater fees.

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### Authority-Townships Meeting Report

Mr. Carroll advised that the Townships were concerned about not receiving information in a timely manner and not having the Authority Board minutes until they are approved. He added that the Townships have asked to have an agenda item on the Township meeting agenda for a summary of the Authority meetings.

Mr. Renn commented that the Townships have the option to attend the Authority meeting as well.

### AUTHORITY MANAGER'S REPORT

Mr. Keller reported that applications are being accepted for the Civil Process Engineer, an electrical technician and a lab technician. He also advised that the Colebrookdale Railroad held a ribbon cutting on March 16<sup>th</sup> and Staff will be addressing plans for water and sewer connections into the site. Mr. Keller also noted that the AT&T lease for the Jackson Street tank is being considered with a 5% escalation fee and the T-Mobile lease for the K-Mart tank for a long-term lease with a 5% escalation fee and a \$10,000 signing bonus. He added that Mr. Yerger is in the process of establishing the street paving list with the allowable liquid fuel funds and will be coordinating with PECO and the Water and Sewer replacement projects.

### SOLICITOR'S REPORT

Solicitor Pompo referred to the report distributed and advised that the West Chester stormwater fee case was before the Commonwealth Court oral argument en banc, meaning a panel of seven. This determines whether the case can proceed further.

Mr. Carroll provided pictures and comments regarding the Authority's assistance to the Borough in funding an I and I program for cleaning storm basins.

Solicitor Pompo responded that he understood that the Stormwater program is on hold at this time, adding that there has been discussions, but no action taken. He noted that if it can be made a part of an I & I program, there may be logic to the recommendation.

### ENGINEER'S REPORT

Mr. Fox reported that he is working on the annual wasteload management report. He received the Chapter 94 information from Upper and West Pottsgrove and is awaiting the information from Lower Pottsgrove. All information will be obtained for the timely filing by the end of March.

Mr. Fox advised that the 2019 replacement project is underway and being prioritized. He added that the bids should be advertised and ready for award at the May meeting. Mr. Fox also reviewed Tom Weld's memorandum of February 19, 2019 regarding Flow Metering Services. He discussed the issues of the maintenance of the permanent meters and the temporary flow meters. Mr. Fox outlined the proposals of three difference vendors, being Hach, ADS and WG Malden and the various costs for the installation and maintenance of the meters and data collection. He advised that the proposals include only the North End and Glasgow meters, as the Wastewater Treatment plant

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effluent meter is maintained by Staff. He also added that Hach provides service to Lower Pottsgrove Township.

Mr. Fox compared the costs and options with the three proposals as per Mr. Weld's memorandum and noted that the Engineer's recommendation is to accept the proposal of Hach.

Mr. Carroll moved to authorize the Authority Engineer to proceed with entering into an agreement with Hach for meter maintenance subject to terms and conditions acceptable to the Authority Manager and Authority Solicitor. Mr. Renn seconded the motion.

Mr. Fox noted that he will contact Hach and confirm costs, terms and conditions and will have available for the April meeting.

Mr. Keller commented that it would be ideal if West and Upper Pottsgrove would join in the agreement. Lower Pottsgrove is currently with the Hach company.

The motion carried unanimously.

#### 2019 Water & Sewer Replacement Program

Mr. Fox advised that the bid opening for the 2019 Water & Sewer Replacement program could occur prior to the May meeting and could issue the Notice of Intent to award, which does not bind the Authority in any way, but gets the draft agreement to the apparent low bidder. The notice of award could take place at the May meeting, subject to approval of the Solicitor. He added that a pre-construction meeting could then occur within three days of the Authority meeting.

Mr. Keller commented that he is in agreement with this process.

#### Flow Monitor Plan

Mr. Fox advised that he is working with Staff to identify locations for the four meters for the flow monitoring plan. He noted with an I & I chart, it could identify what the impact of a rainfall event will be within the flows of that basin. This could also allow a prediction during different storm events as to what the flow should be.

Mr. Carroll questioned if the stormwater is clogged and going into the ground, would it not make a difference associated with metering.

Mr. Fox responded that it may depend on where the water is going and it may create local flooding, but would not necessarily impact I & I.

Mr. Carroll moved to task the Borough Manager to bring proposals to the Authority to clean stormwater grates and information on the cost to maintain.

After a brief discussion among the members regarding the legality of the process, the motion died as there was no second to Mr. Carroll's motion.

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### UTILITIES DIRECTOR'S REPORT

Mr. Wagner reported that the use of poly-aluminum chloride, which began in January and the use less chemicals and has been successful. He also explained using sulfuric acid and the process of air scouring.

Mr. Fox advised that if combined, there would be only one application fee for the combined permit applications.

Mr. Wagner added that the purchase will be made under Co-Stars and installed by Staff.

Mr. Wagner also updated the Board on the oil leak at Dresser Run, which is now in the hands of the EPA for resolution.

Mr. Wagner provided an update on the new dryer. He noted that the project is 4-5 weeks behind schedule due to PECO providing gas to the building. There have been a few operational issues and are being addressed promptly by Gryphon. Mr. Wagner also reported that there was a wiring issue, which was resolved and corrected by Staff. He added that there is a 14-day expected startup date and 6 weeks for the dryer to be commissioned and operational.

### PUBLIC WORKS DIRECTOR'S REPORT

Mr. Yerger reported that Staff is working on replacing fire plugs and valve operations in different locations. He added that he is working on the identifying the paving areas and the associated impact on sewer pipes with the expectation of paving four miles of Borough streets.

Mr. Keller added that the Borough will be paving South Keim Street form Cross Street to Industrial Highway and PECO will be paving North Keim Street due to its work in that area.

### FINANCE

Mr. Keszcyk referred to the reports distributed. He advised that the water fund revenues are at 17% and the expenses are at 15% to date. The sewer fund stands at 18% and expenses at 13%. Mr. Keszcyk also advised that the allocations are on target and the O & M for the Pottsgrove's are up to date.

Ms. Lee also noted that the April utility bill will be the first full billing with the rate increase. She added that the Licensing & Inspections Department is diligent in finding outstanding fees during its licensing process. Ms. Lee also noted that there have been no concerns regarding the elimination of cash at the windows and the audit is in the final review process.

### OLD BUSINESS

#### Ordinance No. 2167

Solicitor Pompo referred to the draft changes to the Borough's Ordinance No. 2167 and the changes to the Standard Technical specifications regarding the water mains and appurtenances. He

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also noted that a new issue will be adding a specification for insulation pad for water meter pads, an issue that arose with the Spring Valley Farms Development, in addition to a thermal expansion tank matter. The language discrepancies will be reviewed with the Borough Solicitor to amend the ordinance, along with reviewing the plumbing code.

Mr. Keller advised that the thermal expansion tank matter will be reviewed.

There was a brief discussion regarding fittings, and it was the consensus of the Board to add the words, "where practical" or "unless when obstruction exists" and allow the Engineer to work with the Solicitor for appropriate language.

## **NEW BUSINESS**

### **Leaf Machine**

Mr. Ecker initiated a discussion on street cleaning and questioned the cost of a Borough-wide street cleaning.

Mr. Yerger advised that this was done for approximately three years in a row where the town was divided into zones for one sweep throughout town. He agreed to get a price for cleaning the streets for the next meeting.

Ms. Lee advised that the cost in 2014 was approximately \$15,000 and in 2015 was approximately \$20,000 and funded by money from the Waste Management settlement.

## **EXECUTIVE SESSION**

Chairman Chomnuk recessed the meeting to Executive Session at 8:40 p.m. for a potential litigation matter.

## **ADJOURNMENT**

The meeting adjourned at 9:00 p.m. on motion by Mr. Renn.

Submitted by,

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