

October 20, 2020

## **POTTSTOWN BOROUGH AUTHORITY**

### **CALL TO ORDER**

Chairman Chomnuk called the meeting to order at 7:00 p.m.

### **ATTENDANCE**

Present were Jeff Chomnuk, Aram Ecker, 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 Keszczyk and Borough Secretary Virginia Takach.

Chairman Chomnuk welcomed and introduced Scott Hutt, new West Pottsgrove Township Manager.

### **PUBLIC COMMENT**

None.

### **APPROVAL OF MINUTES**

Mr. Benner moved to approve the September 15, 2020 meeting minutes as presented. Mr. Carroll seconded the motion and it passed unanimously.

### **PRESENTATION - XYLEM/WACHS WATER, VALVE EXERCISING, DAVE LEWIS**

Dave Lewis of Xylem/Wachs Water Company was present and provided an analysis of a valve exercising program. He explained the process of accessing the location by a GIS mapping system and the process of exercising each valve. He noted that most valves are found to be closed when they should be opened. Mr. Lewis added that the data is collected and stored in a GIS system.

Mr. Lewis agreed to provide a list of services the company provides including identifying the valves, reviewing the Borough's existing map of the valves, the number of turns and torque needed on each valve and getting access to the valves. Services also include repairs but not replacements. Mr. Lewis added that services include on-board training of staff members on the project, with staff working with the company. He suggested that staff may visit sites such as Baltimore and Lehigh County. Mr. Lewis confirmed that any data created is turned over to the Borough and would assist in the set-up for the Borough.

Mr. Keszczyk confirmed that the cost was estimated at \$130,000 to complete all 1,800 valves in the system and \$30,000 is budgeted for 2021 and would continue for the next five years. He agreed to provide any additional information in time for the January meeting.

### **COMMITTEE REPORTS**

#### **Planning & Capital**

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

October 20, 2020

### Authority-Townships Meeting Report

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

### AUTHORITY MANAGER'S REPORT

Manager Keller report on the paving project and the trench projects underway. He advised that the Borough is working with PAID and the Business View Magazine for highlighting the Borough. Mr. Keller provided an update on the closure of the King Street Bridge from now until April 2022.

Mr. Keller also reported that the Borough's draft 2021 budget was presented to Council with a proposed tax increase of 3.5%. He added that Council approved the agreement with Upper Pottsgrove Township for increased sewer capacity related to the Kummerer Track development. This will be addressed later on this agenda as well.

Mr. Keller provided an update on the dryer, noting there has been positive testing with the dryer and a meeting is scheduled for October 26<sup>th</sup> to discuss further outstanding items.

Mr. Wagner suggested further discussions be held in executive session.

### SOLICITOR'S REPORT

Solicitor Pompo referred to the report distributed and reviewed pending legislative matters, none of which cause major concern to the Authority. He also provide information regarding Kummerer Development in Upper Pottsgrove and was advised that the Township is requesting an extension to make the payment of \$248,820 from November 13<sup>th</sup> to December 18, 2020. This will allow the developer additional time for settlement on the property and to fund the operations.

Mr. Ecker moved to extend the payment due date under Paragraph 6 of the Agreement to Purchase Additional Capacity to December 18, 2020. Mr. Carroll seconded the motion and it passed unanimously.

Solicitor Pompo also reviewed his conference call with members of PA America regarding Upper Pottsgrove's sale of its sewer system. He noted that the new Attorney for PA America was informed of the proposal and concerns of the Authority. He added that the submission to the PUC was expected to be filed in mid-November with an expected response time period of 6-12 months. He reminded the PA America Attorney of the outstanding syphon cost and also that this is not the Authority's project and that the Authority is not selling anything. Mr. Pompo noted that the new Attorney will be contacting him to schedule a follow-up meeting.

Solicitor Pompo reported that he held a call with the Managers and Solicitors of West and Lower Pottsgrove to provide them with an update on the Gryphon sludge dryer.

Mr. Keszczyk advised that he prepared an outline regarding the tap in fees associated with the syphon reimbursement from Upper Pottsgrove Township.

Mr. Keller added that there is an escrow account in place to cover reasonable costs for the Solicitor and the Authority.

October 20, 2020

Mr. Renn also noted that the original cost estimate for the tap-in fee was anticipated to be much lower than now, due to the high overrun costs, such as drilling into rocks.

Mr. Ecker added that he recalled that the syphon became more of an expense due to delays in non-payments and overruns.

Solicitor Pompo added that he understood there was a letter of credit for what the project was to cost with the first developers, who eventually went under. There was a new developer, with no agreement with the new developer. He added in the end there was no developer to pay for the overage.

#### ENGINEER'S REPORT

Mr. Fox referred to the report distributed and provided an update on the Wastewater Treatment Plant Air Scour project, adding that he will be submitting CoStar quotes in the near future. He also reviewed the LT2 Enhanced Surface Water Rule project and the DEP 1 Log Giardia electronic form being completed by staff. Mr. Fox advised that the DRBC Docket approval has been received.

Mr. Fox provided updates on the 2021-2025 Capital Improvements, including the Air Scour system. He also reviewed the Flow Monitoring Plan to prioritize the 22 basins in the system and will provide a detailed report at the December meeting. He added that he is working with the Townships on the Peak Hydraulic Evaluation and will be further discussed at the November 10<sup>th</sup> Capital meeting and the December Authority meeting. He also assured that he will be working with staff on monitoring the Valve Exercising project.

Mr. Keller added that the Authority discussed being flexible with the Townships and respective of their budgets as these projects will benefit the Townships moving forward.

#### UTILITIES DIRECTOR'S REPORT

Mr. Wagner explained the issue with the Buckman's plant and the Total Dissolved Solids regarding the excessive chlorine and salt in the system. He will be meeting with Plant representatives in the near future. Mr. Wagner provided an update on the successful rebuild of the Lower Pump House, which included the by-pass pumping system. He also reported on the surprise DEP inspection last week, which was beneficial and successful.

Mr. Wagner also reported on the rehabilitation of the Alum tank at the Water Treatment Plant, which was completed by Staff, for a savings of approximately \$75,000. He added that staff will be coating the roof at the plant and provided an outline of the COVID precautions being taken at both plants.

#### PUBLIC WORKS DIRECTOR'S REPORT

Mr. Yerger reported that the fall flushing continues. He added that lead lines were discovered and staff is assisting PECO closing off King Street. He also noted that the sewer crew is assisting in the paving project and the frame and lid projects, while trying to eliminate riser rings.

#### FINANCE REPORT

Mr. Keszczuk referred to the reports distributed, noting that the Water revenues are at 75% and

October 20, 2020

expenses at 70%. The sewer revenues are at 73% and expenses at 72%. He also referred to the Authority Utility billing analysis, advising that the payments received were down slightly in September. He is keeping track to see if receivables are affected by this COVID crisis.

## **NEW BUSINESS**

### **2021 BUDGET**

Mr. Keszczyk referred to the draft 2021 budget distributed. He noted that the Water Fund budget for 2021 is \$7.3 million, which includes the last of the three rate increase and the Sewer fund is at \$9.5 million. The bulk revenue is budgeted at \$2.4 million. Mr. Keszczyk added that the Sewer Lines Account is budgeted at \$190,000.

Mr. Keller added that the budget was presented to Council and will be listed in November and hopefully adopted in December. He will keep the Board advised of any changes prior to the Authority's December meeting.

### **SOLICITOR APPOINTMENT**

Chairman Chomnuk referred to the Solicitor Pompo's request to be reappointed with no change in 2021 fees.

Mr. Keller confirmed that the appointments will be addressed at the December meeting.

### **LITTLE FREE LIBRARY**

Mr. Keller explained the request of Jillion Gantt to install a Little Free Library on a portion of Authority property located in the area of Warren Street, West Street, and Washington Hill Road and requested permission to do so in honor of her mother, Rosanna Robinson.

There were no objections from the Board and Mr. Keller was authorized to coordinate details with Ms. Gantt.

### **2021 WATER AND SEWER REPLACEMENT PROJECT PROPOSAL**

Mr. Keller referred to HRG's proposal for the 2021 Water and Sewer Replacement Project, which will include Cherry, Henry and Spruce Streets with an estimated cost of \$129,850.

Mr. Renn moved to accept and approve HRG's proposal for the 2021 Water and Sewer Replacement Project dated October 9, 2020 in the estimated total compensation amount of \$129,850. Mr. Carroll seconded the motion and it passed unanimously.

## **EXECUTIVE SESSION**

Chairman Chomnuk recessed the meeting to executive session at 8:30 p.m. for an item of potential litigation.

October 20, 2020

ADJOURNMENT

The meeting adjourned at 8:50 p.m. on motion by Mr. Carroll.

Submitted by,

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

EXHIBIT A

**POTTSTOWN BOROUGH AUTHORITY  
SCHEDULE OF WATER RATES – 2020  
January to December, 2020**

**Water Quarterly Service Charge:**

<u>Meter Size</u>	<u>Inside Borough</u>	<u>Outside Borough</u>
5/8"	\$45.00	\$47.00
3/4"	\$45.00	\$47.00
1"	\$85.00	\$87.00
1 1/2"	\$162.00	\$164.00
2"	\$239.00	\$242.00
3"	\$495.00	\$498.00
4"	\$724.00	\$726.00
6"	\$1,353.00	\$1,355.00
8"	\$2,099.00	\$2,101.00
10"	\$2,560.00	\$2,562.00

**Usage Charge:** All Usage (no zones) \$3.35 Per 100 cubic feet

**Unmetered Rates:**

<u>Sprinkler:</u>	<u>Size of Line</u>	<u>Amount per Quarter</u>
	5/8"	\$20.00
	3/4"	\$20.00
	1"	\$ 25.00
	1-1/2"	\$ 30.00
	2"	\$ 40.00
	3"	\$148.84
	4"	\$195.16
	6"	\$297.58
	8"	\$401.66

**Bulk Water:**

Bulk Water Fill Station at Old Reading Pike	
Debit Card Account	\$15.00
Replacement Debit Card	\$20.00
Additional Debit Card (same account)	\$20.00
Bulk water purchase/usage fee	\$4.08 per 1,000 gallons
Bulk water from hydrant	\$20.00 for permit
Bulk water fr hydrant purchase/usage fee	\$3.35 per 100 cubic feet

**Certificate of Final Bill:** \$15.00

**Collection Actions:** Customer shall be responsible for all charges permitted by law and all costs of collection whether collection is made by the Authority or an agent.

**I. TERMINATION OF WATER SERVICE:**

**a. Non-Payment of Sewer or Water Rent:**

Posting of Notice - \$10.00  
Shut off - \$50.00 – fee must be paid and property owner must sign waiver of non-responsibility **PRIOR** to turn on.

**b. Temporary termination at Request of Customer:** (i.e. absence from property)

Shut off - \$25.00  
Turn on - \$25.00 – fee must be paid and property owner must sign waiver of non-responsibility **PRIOR** to turn on.

**Fire Hydrant:** \$45.00 per quarter/ \$180.00 per year

**Meter Testing for Disputed Account:** A deposit of \$75.00 for 5/8" to 1" meters, \$125.00 for 1 1/2" to 2" meters, \$200.00 for 3" meters, \$350.00 for 4" and larger will be required before the meter is tested, which sum will be returned if the meter is found to be registering more than 4% against the consumer, on a flow equal to 1/8 of the diameter of the service, otherwise, the deposit will be retained by the Authority to cover the cost of the test.

**Meters – Deposit for Meter, Backflow, and Hydrant Wrench:**

Removal of a meter at the customer's request is subject to the following charge:

<u>Size of Meter</u>	<u>Charge</u>
5/8"	\$150.00
3/4"	\$250.00
2"	\$1,400.00

**Water Main Extensions:** Project Review Fee: Any Application to extend Authority water mains to service two (2) or more residential units or one (1) or more commercial or industrial units will be subject to preliminary project review by the Authority. The applicant shall subject, in addition to the usual Application to extend water main(s), plot plans and a project review fee. The fee schedule is as follows:

<u>Number of Units</u>	<u>Review Fee</u>
Up to 10 Units	\$1,550.00
In excess of 10 Units	\$5,100.00

The project review fee shall be applied toward legal, engineering and other expenses incurred by the Authority in connection with its review of the proposed plan. Any unused portion of the project review fee shall be refunded to an applicant.

**Water Main Extension Agreements:** Construction escrow, if applicable, based on estimated costs of construction with contingency, engineering inspection and legal fees.

**Tapping Fees:** \$1,764.00 per EDU