BOROUGH OF KUTZTOWN
WATER/WASTEWATER COMMITTEE MEETING
MINUTES OF JUNE 12, 2019

A regular meeting of the Water/Wastewater Committee was held on June 12, 2019 at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:30 p.m. by Mr. Ed Seyler, Chairman. Members present were: Mr. Ed Seyler. Mrs. Arabel Elliott and Dr. Derek Mace were absent. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Jarrad Burkert, Wastewater Plant Manager; Mr. Troy Smith, Water Plant Manager; Mr. Jim Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. Public Attendance: Mr. James Belt and Mr. Randy Schroeder of NaturaLawn; Mr. William Taft representing New Enterprise Stone and Lime; and Borough residents Mrs. Phila Back and Ms. Ladd-Kidder.

APPROVAL OF MINUTES
Approval of the May 8, 2019 minutes was tabled, due to a lack of quorum, until the July meeting.

PUBLIC COMMENTS
Ms. Ladd-Kidder noted she will forward the “red-line” copy of the proposed changes to the Conditional Water Supply Agreement to the Planning Commission.

WATER UTILITIES
Water report:
Gallons pumped for May 2019 – 17,854,000
Daily average pumped May 2019 – 575,935
Precipitation for May 2019 – 8.1"

Resolution to Sell Old Exmark Mower
Mr. Smith noted that at a previous meeting the Committee approved selling the old Exmark Mower, but explained a Resolution will need to be drawn up. Mr. Seyler directed Mr. Smith to have Mrs. Wiand draft the Resolution.

Discuss Relocation of Fence at Water Plant
Mr. Smith explained the relocation of the fence at a cost of $1,550.00. Mr. Khalife and Mr. Seyler directed Mr. Smith to move forward with the project.

Discuss HRG Completing Comprehensive Monitoring Plan required by PADEP
Mr. Smith explained the report is due by August 19, 2019. Mr. Seyler directed Mr. Smith to forward this item to Borough Council for their review and approval.

Off Agenda Items
Mr. Smith explained the filter media has begun arriving and the DEP permit should be received by June 27, 2019. Mr. Smith requested to moved forward with the project on the scheduled start date of July 8th. Mr. Khalife and Mr. Seyler directed Mr. Smith to proceed with the project on July 8th contingent upon receipt of the DEP permit.

Mr. Smith discussed information he would like included in the AMI water meter mailings to customers. Mr. Seyler directed Mr. Smith to forward the following information to Borough Council for discussion and approval: Discuss to approve PMI (Professional Meter Installers), the contracted meter installer, include the following wording on each of their three mailings to Borough residents: “Failure to respond to appointment requests and grant access to your Borough owned water meter will result in your water service being shut-off at the curb. Chapter 217-9 of the Borough Code speaks to service discontinuance and Chapter 217-10 speaks to unrestricted access to a Borough owned meter be granted.” Mr. Seyler also asked to add a note stating that prior to PMI’s third notice, the Borough will place a door hanger notifying the customer of the impending shut off and supply the customer with a shut-off date.

WASTEWATER UTILITIES
Sewer report:
Influent flow for May 2019 – 45,552,000
Effluent flow for May 2019 – 39,608,000
Daily average influent flow May 2019 – 1,469,000
Melted precipitation May 2019 – 8.2”

Note: Rain vs. Flow I&I – Report on Google Drive

Update on DRBC Docket & DEP NPDES Permit
Mr. Burkert noted he is still waiting to receive these items.

Update on USDA Project Status
Mr. Burkert explained the proposal for the shipping container for use with the sludge press has been submitted to the USDA and noted that HRG will attend the July meeting to provide updates and explain the next steps on the USDA project.

Take Action to Hire KU Student Zoe Schultz as a Part-Time Intern in the Wastewater Treatment Plant Lab Beginning in July
Mr. Burkert stated Zoe would be working July through August until she starts her fall semester. Mr. Seyler directed Mr. Burkert to forward the request to hire a part-time summer intern at the rate of $8.00 per hour to Borough Council for review and approval.

Review KU Student Flow Metering
Mr. Burkert explained that he is planning on conducting flow monitoring through a project with KU students at three locations on campus prior to the pump station locations. Mr. Burkert also noted he will obtain pricing to rent or purchase the three flow meters.

Township Connections
Representatives of NaturaLawn, 509 College Blvd., explained they are requesting to have one meter line installed to meter the drinking water for the address and a separate line to meter the water which will be used for mixing chemicals for the business. Mr. Burkert noted the meter reading from the drinking water meter will be used for the sewer charge calculation. Mr. Burkert also noted the water for mixing chemicals will strictly be used for the business trucks and won’t be processed through the sewer, and the labor and equipment for the installation of the separate meters will be invoiced to Belt Enterprise/NaturaLawn. Mr. Seyler directed Mr. Burkert to forward the request to Borough Council for review and approval.

Off Agenda Items
Mr. Burkert stated a trial effluent flow meter has been installed and he is obtaining pricing to replace the raw influent meter, and noted that when both meters are purchased and installed they will provide more accurate readings.

Discussion Regarding the Downtown Consulting Presentations and Selection
There was no discussion on this topic.

ADJOURNMENT
There being no further business to discuss the meeting ended at 8:19 p.m.

cc: W/WW Committee
   Gabriel Khalife, Borough Manager
   Troy Smith, Water Plant Manager
   Jarrad Burkert, Wastewater Plant Manager
   Jim Schlegel, Mayor