A regular meeting of the Water/Wastewater Committee was held on November 13, 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. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Troy Smith, Water Plant Manager; Mr. Jarrad Burkert, Wastewater Plant Manager, and Ms. Jill Remick, Recording Secretary. Public Attendance: Mr. Brian Preski representing Water Specialties Co.; Borough residents Mrs. Phila Back and Ms. Ladd-Kidder.

**APPROVAL OF MINUTES**
The October 9, 2019 minutes were reviewed by members. Motion by Dr. Mace and seconded by Mrs. Elliott to approve the October 9, 2019 minutes as written. The motion passed by unanimous vote.

**PUBLIC COMMENTS**
There were no public comments.

**WATER UTILITIES**
Water report:
- Gallons pumped for September 2019 – 20,345,000
- Daily average pumped September 2019 – 656,290
- Precipitation for September 2019 – 7.7"

**Discussion with Brian Preski of Pennsylvania Water Specialties Company**
**Regarding Cross Connection Control Program**
Mr. Preski explained the laws regarding contaminants which can enter the water system due to cross connections. Mr. Preski further explained the program the Pennsylvania Water Specialties Company offers municipalities which assists with back flow prevention. Mr. Smith noted to the Committee that this is a necessary protection, and while the Borough does have backflow preventers in place, the Borough does not have a testing program in place. Motion by Dr. Derek Mace and seconded by Mrs. Elliott to recommend Borough Council enter into an agreement with the Pennsylvania Water Specialties Company to implement a Cross Connection Control Program, beginning with the commercial customers, and to forward the agreement to Mr. Mooney for review. The motion passed by unanimous vote.
Discuss Invoicing Kutztown University for 22 AMI Water Nodes to be Installed by PMI for AMI System
Mr. Smith explained the cost to the Borough would be $3,036.00, which would then be billed to the University for installation of water nodes on the Kutztown University meters. The Committee recommended Mr. Smith move forward with the installation of the nodes and to contact the University regarding the billing.

Update on Nitrate Plant Situation
Mr. Smith explained that Keystone Engineering made changes to the PLC Control Board and the system is now running water through more vessels at a slower rate. Mr. Smith noted he has seen improved results and he shouldn’t need to purchase the new equipment in 2020.

Update on Foundry 8” Meter, Brine Tank Ladder & CFE Water Tap Projects
Mr. Smith noted the Foundry meter and brine tank ladder will be installed by Desco in November, and he is waiting on DEP for the permit before moving forward with the CFE Water Tap Projects.

Discussion of 2020 budget
Mr. Khalife discussed with Committee members the budget shortfall due to the large projects required under the Water Budget. Members discussed the projects and implementing a water rate increase. Motion by Dr. Mace and seconded by Mrs. Elliott to recommend Borough Council approve a 5% water rate increase, and a monthly $2.00 per meter charge for an infrastructure improvements fund. The motion passed by unanimous vote.

Off Agenda Items
Mr. Smith noted that a small Kutztown Area Middle School class will be taking a tour of the Water Treatment Plant as part of a “Future City” special class regarding their sustainable water supply project.

WASTEWATER UTILITIES
Sewer report:
Influent flow for September 2019 – 27,648,000
Effluent flow for September 2019 – 26,971,000
Daily average influent flow September 2019 – 891,871
Melted precipitation September 2019 – 8.7”

Update on NPDES Permit
The Borough’s comment letter was discussed via conference call between Mr. Burkert, HRG and DEP. While Mr. Burkert explained that much of the discussion with DEP was clarification, there will be an increase in testing, increase in monitoring and some new parameters will need to be met. All of these new requirements will mean an increase in cost for the Borough and an increase in the Wastewater Testing Budget.
Discuss DEP Plant Inspection
Mr. Burkert noted no violations were issued but he will need to change the way the Wastewater Department does their reporting.

Update on Status of Briar Cliff, College Gardens & Sludge Press Projects
Mr. Burkert and Mr. Khalife explained HRG will need to submit a grant application on the Borough’s behalf for the Sludge Press Project. Mr. Khalife is looking to obtain a bond for the Briar Cliff and College Garden projects.

Motion by Mrs. Elliott and seconded by Dr. Mace to recommend Borough Council take action on the proposed Resolution requesting a PA Small Water and Sewer Program grant of $379,660.00, from the Commonwealth Financing Authority, to be used for the Solids Handling Improvements Project at the Wastewater Treatment Plant; and to approve a 15% match by the Borough. The motion passed by unanimous vote.

Discuss Zoe Shultz Continuing a Laboratory Internship Starting the Spring Semester
Mr. Burkert discussed Zoe Shultz returning as a laboratory intern at the Wastewater Treatment Plant. Committee members directed Mr. Burkert to move forward with the process.

Recommend Approval for HRG to Prepare an Application for Funding Assistance to the Commonwealth Finance Authority (CFA) PA Small Water and Sewer Program for Installation of a New Solids Dewatering Press at the Wastewater Treatment Plant.
Motion by Mrs. Elliott and seconded by Dr. Mace to recommend Borough Council take action to authorize HRG to prepare a funding assistance application with the Commonwealth Finance Authority PA Small Water and Sewer Program, for installation of a new Solids Dewatering Press at the Wastewater Treatment Plant. The motion passed by unanimous vote.

Discussion of 2020 budget
Committee members reviewed and discussed a sewer rate comparison sheet.

Off Agenda Items
There were no off agenda items to discuss.

ADJOURNMENT
There being no further business to discuss, motion by Dr. Mace and seconded by Mrs. Elliott to adjourn the meeting. The motion carried and the meeting was adjourned at 9:12 p.m.

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