BOROUGH OF KUTZTOWN
WATER/WASTEWATER COMMITTEE MEETING
MINUTES OF OCTOBER 9, 2019

A regular meeting of the Water/Wastewater Committee was held on October 9, 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. Jim Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. Public Attendance: Mr. William Taft representing New Enterprise Stone and Lime; Mr. Walter Hess, KMA Member; and Borough residents Mrs. Phila Back and Ms. Ladd-Kidder.

APPROVAL OF MINUTES
The September 11, 2019 minutes were reviewed by members. Motion by Dr. Mace and seconded by Mrs. Elliott to approve the September 11, 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 – 20,297,000
Daily average pumped September 2019 – 676,566
Precipitation for September 2019 – 1.7"

Annual Donation to Berks Nature/Wellhead Protection
Members reviewed the proposal from Berks Nature requesting the Borough’s annual donation. Motion by Mrs. Elliott and seconded by Dr. Mace to recommend Borough Council approve the annual donation in the amount of $15,000.00. The motion passed by unanimous vote.

Update on Nitrate Vessel High Head Pressure Situation
Mr. Smith explained the Water Department was able to clean a fractal plate, but this did not rectify the problem. Mr. Smith explained he may need to bring in Keystone Engineering to reprogram the nitrate plant PLC.

Update on Backflow Prevention Program Contract
Committee members directed Mr. Khalife to contact Mr. Mooney and inquire if he had reviewed the contract.
Discuss Allentown & Auburn Railroad’s Request to use Borough Hydrant for Steam Engine this weekend 10/12 and 10/13
Mr. Smith explained this practice has been done in the past and the hydrant will be metered and a bill will be forwarded to Allentown and Auburn. Motion by Dr. Mace and seconded by Mrs. Elliott to allow Allentown & Auburn Railroad to use a Borough hydrant for steam engine rides on October 11, 12 and 13, 2019 and to forward a bill for payment. The motion passed by unanimous vote.

Discussion of 2020 budget
Members reviewed the draft budget with Mr. Khalife.

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

WASTEWATER UTILITIES
Sewer report:
Influent flow for September 2019 – 21,673,000
Effluent flow for September 2019 – 23,972,000
Daily average influent flow September 2019 – 722,000
Melted precipitation September 2019 – 1.3”

Discuss Total Phosphorous Loadings
This item was tabled until the November Water/Wastewater meeting.

Update on Influent & Effluent Flow Meters
It was reported that both new meters have been installed and the numbers being received are more appropriate than what the previous meters were transmitting. Mr. Burkert will review the data at the November meeting.

Update on Manhole Protection
The sewer personnel have installed approximately 12 “donuts” throughout town.

Update on Sewer GIS Mapping
This item was tabled until the November meeting.

Discuss Draft NPDES Permit & Authorize HRG to Submit a Comment Letter on Behalf of the Borough
Committee members reviewed HRG’s comment letter to the PA Dept. of Environmental Protection in regards to the NPDES permit. Motion by Dr. Mace and seconded by Mrs. Elliott to authorize Mr. Khalife to sign the comment letter, drafted by HRG, and to authorize HRG to submit the comment letter on behalf of the Borough of Kutztown. The motion passed by unanimous vote.

Discussion of 2020 budget
Committee members reviewed the draft budget and discussed implementing an Infrastructure Fund charge and directed Mr. Khalife to investigate options of a flat dollar fee for both water and sewer.
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 8:30 p.m.

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