BOROUGH OF KUTZTOWN
WATER/WASTEWATER COMMITTEE MEETING
MINUTES OF FEBRUARY 10, 2021

A regular meeting of the Water/Wastewater Committee was held on Wednesday, February 10, 2021 via a zoom meeting.

The meeting was called to order at 7:38 p.m. by Mr. Ed Seyler, Chairman. Members present were: Mr. Ed Seyler and Dr. Derek Mace. Mr. Hull was absent from the meeting with no communication to Committee members. Also in attendance: Mr. Gabriel Khalife, Borough Manager; Mr. Jarrad Burkert, Wastewater Plant Manager; Mr. Troy Smith, Water Plant Manager; Mr. James Schlegel, Mayor; and Ms. Jill Remick, Recording Secretary. Public Attendance: Mr. Larry Lloyd representing Berks Nature; Todd Underwood representing the EAC; Lisa Ladd-Kidder, Water Hess, and Steph Stewart.

APPROVAL OF MINUTES
The January 13, 2021 meeting minutes were reviewed by members. Motion by Dr. Mace and seconded by Mr. Seyler to approve the January 13, 2021 minutes as written. The motion passed by unanimous vote.

PUBLIC COMMENTS
Dr. Mace introduced the idea of a Kutztown Residential Native Tree Planting 50/50 Grant Project. Mr. Larry Lloyd spoke on the idea and explained he would assist with the project, under the scope of a tree planting initiative/climate action plan through Berks Nature. Mr. Lloyd, Mr. Underwood and Committee members further discussed the project. Motion by Dr. Mace and seconded by Mr. Seyler to forward the project idea to Borough Council for approval, and to allocate $3,000.00 to support and create the Kutztown Residential Native Tree Planting 50/50 Grant Project. The motion passed by unanimous vote.

WATER UTILITIES
Water report:
Gallons pumped for January 2021 – 17,373,000
Daily average pumped January 2021 – 560,419
Precipitation for January 2021 – 3.2”

Update Well Pump 3A
Mr. Smith explained the motor is blown on Well Pump 3A and discussed the options of repairing the motor versus replacing the motor. Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough Council approve Kohl Bros. Inc. replace the motor
on Well Pump 3A, at the Water Treatment Plant, at a cost of $21,000.00. The motion passed by unanimous vote.

**Update AMI**
Mr. Smith noted the project is close to completion. Ms. Remick explained one resident has not complied with an appointment and that water meter has been estimated for over one year. The Committee directed Mr. Khalife to speak with Mr. Mooney on the next steps regarding this matter. Ms. Remick noted she will forward the specific information to Mr. Khalife.

**Discuss HRG Begin Working on Our O&M Manual and USSP as Required by PADEP (this was budgeted)**
Mr. Smith explained this is required and due in August. He would like HRG to begin the process now. Motion by Dr. Mace and seconded by Mr. Seyler to move forward with the process. The motion passed by unanimous vote.

**Discuss Backflow Repairs**
Mr. Smith stated he would like to hire HRG to handle the repairs on the Borough’s failed backflow equipment. Motion by Dr. Mace and seconded by Mr. Seyler to move forward and hire HRG to handle the repairs. The motion passed by unanimous vote.

**Review the Request for an Additional 3.275 EDUs of Water for 15305 Kutztown Road. (Note: This is billed through KMA)**
This is an existing KMA water customer. Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough Council approve KMA’s request for an additional 3.275 EDUs of water for 15305 Kutztown Rd, with the condition that the EDUs be held for one year. The motion passed by unanimous vote.

**Off Agenda Items**
Mr. Khalife and Mr. Smith explained there is a request for 1 EDU of water for a vacant property on Commons Road. The Borough currently has an existing water line on Commons Road and KMA services other nearby properties. Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough Council approve KMA’s request for 1 EDU of water to service the vacant lot on Commons Road, with the condition that the EDU be held for one year. The motion passed by unanimous vote.

**WASTEWATER UTILITIES**
Sewer report:
Influent flow for January 2021 – 34,439,000
Effluent flow for January 2021 – 32,258,000
Daily Average Influent Flow January 2021 – 1,111,000
Melted precipitation January 2021 – 3.2”

**Review the Request for 2.509 EDUs of Sewer for 15305 Kutztown Road. (Note: This is billed through BOK)**
This is an existing Borough sewer customer. Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough Council approve the request for an additional 2.509 EDUs of water for 15305 Kutztown Rd, with the condition that the EDUs be held for one year. The motion passed by unanimous vote.

**Review HRG Bid Tab Sheet for the College Gardens/Briar Cliff Pump Station Projects**
Motion by Dr. Mace and seconded by Mr. Seyler to award the College Garden/Briar Cliff Pump Station Project Base Bid Lump Sum amount, of $263,840.04, to Descco Design and Construction, Inc. The motion passed by unanimous vote.

Motion by Dr. Mace and seconded by Mr. Seyler to reject the College Garden/Briar Cliff Pump Station Project Alternate Generator Bid amount, of $48,443.04, from Descco Design and Construction Inc. The motion passed by unanimous vote.

**Approve Payment to Mr. Rehab in the amount of $168,489.27 (Note: This calculation is their invoice amount minus their retribution for costs incurred due to debris they had left in our system.)**
Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough take action to approve a payment to Mr. Rehab, in the amount of $168,489.27, for the CIIP Lining Project at the College Garden/Briar Cliff Pump Station, with the notation that this payment calculation is their invoice amount minus their retribution for costs incurred due to debris they had left in our system. The motion passed by unanimous vote.

**Update on the Recirculation Pumps**
Mr. Burkert provided an update to the committee and noted both pumps are now online and operational.

**321 E. Walnut St. Sewer Credit Request**
Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough take action to approve the sewer credit request for 321-351 E. Walnut Street, in the amount of $1,392.55, since the water was not processed through the Sewer Treatment Plant. The motion passed by unanimous vote.

**11 E. Main St. Sewer Credit Request**
Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough take action to approve the sewer credit request for 11 E. Main Street, in the amount of $288.39, since the water was not processed through the Sewer Treatment Plant. The motion passed by unanimous vote.

**Update on KU Intern Projects**
Mr. Burkert explained the intern will be analyzing data to evaluate any decrease in I&I and electric usage in regards to the completion of the College Garden Drive/Briar Cliff Pump Station project completion.

**Off Agenda Items**
Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough take action to approve the 2021-2023 Sludge Hauling contract to Miller's Sanitary Services, Inc. with a unit price of .0770 per gallon. The motion passed by unanimous vote.

Mr. Burkert asked the Committee to consider a monetary payment or stipend for Anna Hull, the KU Intern, for her internship work in the lab at the Sewer Plant. Motion by Dr. Mace and seconded by Mr. Seyler to recommend Borough take action to approve a $900.00 stipend, to Anna Hull, for her laboratory internship work at the Sewer Treatment Plant. The motion passed by unanimous vote. Mr. Khalife recommended the stipend be split into two payments, with the last payment being made upon completion of her work.

Mr. Burkert explained to the Committee that the GIS work needs to move forward, and noted items he would like to see completed on the sewer side of mapping. Mr. Khalife noted he will meet with department heads to discuss the next steps.

ADJOURNMENT
There being no further business to discuss, motion Dr. Mace and seconded by Mr. Seyler to adjourn the meeting. The motion carried and the meeting was adjourned at 9:15 p.m.

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