

January 16, 2018

POTTSTOWN BOROUGH AUTHORITY

REORGANIZATION

CALL TO ORDER

Attorney Mark Thompson was present for Solicitor Vincent Pompo and called the meeting to order at 7:00 p.m. Present were Tom Carroll, David Renn, Aram Ecker, Jeff Chomnuk and Mike Benner. Also in attendance were Interim Authority Manager Justin Keller, Public Works Director Doug Yerger, Bookkeeper Janice Lee, Utilities Director Brent Wagner, Tom Weld, Cardno/BCM Engineers and Borough Secretary Virginia Takach.

Attorney Thompson requested nominations for the position of Chairman.

Mr. Carroll moved to retain the same order of the Board as existed for 2017. Mr. Renn seconded the motion and it passed unanimously.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Mr. Benner moved to approve the December 19, 2017 meeting minutes as presented. Mr. Carroll seconded the motion and it passed unanimously.

COMMITTEE REPORTS

Planning & Capital

Mr. Renn reported that the water main on Bleim Road for the Spring Valley Development is nearing completion, along with the security systems for the Water and Wastewater Treatment Plants. He added that the time line on the New Hanover Square Tank is awaiting built out plans from the Township.

Mr. Weld requested that the Kepler Road bid project be addressed on the agenda. A pre-construction meeting is scheduled for January 23rd.

Mr. Yerger noted that the Washington Hill Tank is still in the testing process with expectation of being in service within a week.

Mr. Renn referred to the attachment in the Engineer's report outlining the incentives for construction during the upcoming dryer project. He added that in a single prime it works well, but not with multiple primes. The five-year plan is also included in the Engineer's report.

Mr. Carroll requested that the topic of valves be listed on the Planning & Capital Committee agenda. He commented on the importance of knowing the location of valves and having a valve exercise program. He also requested that a piping replacement program be considered, possibly 5 or 6 blocks at a time.

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Mr. Yerger explained the present valve project as staff and time allows. He added that a number of open-left turn valves are in the system since the 1960's. He advised that the industry standard is open-left.

Mr. Carroll also noted that Asset Management is a computer program. He added that it would be more cost effective to have a long rang plan for pipe replacement.

After a brief discussion among the Board, Chairman Chomnuk noted that these items will be listed on the upcoming Planning &Capital agendas.

Mr. Weld also referred to Attachment B in the Engineer's Report outlining the dryer project schedule. He noted that he received the final drawings to go out to bid. Griffin will attend the pre-bid meeting on January 22nd. Mr. Weld added that a notice to proceed in early March can be issued pending receipt of the permits and requested authorization to proceed with the bid process

Authority-Townships Meeting Report

Mr. Carroll advised that topics of discussion included bar screens, grant applications, and the capital plan project to 2021. He advised that the Enterprise system in not working properly and suggested separating servers. Mr. Carroll also noted that there was a request for a monthly update on the Asset Management. He added that there was a concern regarding the sludge haulers causing damage to the roadways and there was a suggestion of increasing the hauler rates, possibly in 2019. Mr. Carroll also provided an update on development in the Townships.

INTERIM AUTHORITY MANAGER'S REPORT

Mr. Keller updated the Utilities Administrator position, noting that three of the qualified candidates will be scheduled for a second interview this week. He also reported on the recent PECO outage in the 200 block of High Street, resulting from an underground electrical fire. Mr. Keller also advised that at Council's January meeting, there was a cost-reduction committee formed to reexamine the 2018 budget, with the focus on the General Fund.

SOLICITOR'S REPORT

Attorney Thompson explained the agreement between the Spring Valley Farm and Financial Security Agreement for extension of the water main, the PRV Chamber Easement agreement and the Blanket Easement agreement discharge of the water from the New Hanover Square Tank. He added that there was a minor party change and the new agreements are with Lower Pottsgrove Township. Attorney Thompson also advised that the agreements do not need to be reapproved. They are in order and prepared for execution by the Authority officials.

Attorney Thompson also referred to the report distributed advising that SB597 provides the ability of the Attorney General's office to review accounts and financial matters with the bill to be paid by the appropriate Authority. He added that it may not apply to smaller authorities such as the Pottstown Borough authority, but is being considered by the legislature.

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ENGINEER'S REPORT

Mr. Weld advised that the items in the report have been addressed.

UTILITIES DIRECTOR'S REPORT

Mr. Wagner reported that the security projects should be completed within the next three weeks and the gates will be closed. He added that the two-year PLC project is complete and noted that the plants dealt with the freezing temperatures with no damage. Mr. Wagner also reported that a final inspection of the dryer took place with everything in good order. He added that there was a record income of \$2.7 million for bulk.

Mr. Wagner also reported that power outages occurred due to not having a dual system and the plants dealt with the emergency for four hours with no damage occurring. He also noted that the Asset Management Plan is moving forward, adding that the consultant recommended a pharmaceutical company for assistance in the operations, adding that Staff has been using a consultant on an as-needed basis, as previously recommended by Mr. Weld.

Mr. Wagner announced that Robert Maul retired and will not be replacing the position at the present time. He added that Staff has met compliance with the Class B sludge.

PUBLIC WORKS DIRECTOR'S REPORT

Mr. Yerger reported that 27 leaks were discovered through the leak survey with the largest ones already repaired. He added that there have been 12 major main breaks so far this year. Mr. Yerger also noted that contractors will return in better weather to finish the repairs at the cross at Wilson Street.

FINANCE

Ms. Lee reported that as of year-end, the water revenues were at 107% and expenses at 97%. The sewer revenues were at 98% and the expenses at 100%, due to certain funds being moved to the capital sewer fund. Ms. Lee also reported a discussion with Mr. Plenderleith regarding the high flow modifications at the headworks, which needed approval to continue with the engineering. The project has not been approved but they have been doing the engineering.

Mr. Wagner advised that he is proceeding with the grant, which is due by the end of February and needs to proceed with the bar screen to get the grant.

Ms. Lee referred to the Planning & Capital project report, Headworks/Replace Bar Screen – total cost \$1,060,00. She noted that \$110,00 is expected to be spent this year and \$915,000 in 2019.

Mr. Keller added that it is in the budget and needs the engineering drawing completed. The package is almost final and requested approval from the Authority for the expenditure of the funds for engineering, which is already budgeted. The grant is approximately \$500,000.

Mr. Wagner noted that the bar screen is approximately \$320,000 and a price not to exceed \$44,000 was provided by HRG Engineers in Harrisburg.

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Mr. Keller added that it is a good price and is needed for the grant.

Mr. Carroll moved to expend the funds to prepare the engineering drawings and documents associated with the bar screen project. Mr. Benner seconded the motion and it passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Appointments

Chairman Chomnuk confirmed that Mr. Renn will remain as Chair of the Planning & Capital Projects Committee and Mr. Carroll will continue to represent the Authority at the monthly Townships' meetings.

Dryer Bids

Mr. Carroll moved to go out to bid for the Dryer Replacement Project, Contracts No. 158, 159 & 161. Mr. Renn seconded the motion and it passed unanimously.

Chapter 95 Reports

Mr. Weld explained the annual Department of Environmental Protection reports, which is the Authority's responsibility to submit. These include the past conditions of the system with the Borough and the Townships, the five-year accomplishments and the five-year projection. He added that the cost is \$2,800.

Mr. Ecker moved to authorize the Engineer to prepare the 2016-2017 Chapter 95 reports in an amount not to exceed \$2,800. Mr. Renn seconded the motion and it passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:55 p.m. on motion by Mr. Renn.

Submitted by,

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