

The regularly scheduled monthly meeting of the Municipal Authority of the Borough of Sinking Spring was opened on Tuesday, June 12, 2007, at 7:30 p.m., at the Sinking Spring Borough Hall, by Mr. Francis Butkus. The following Authority members were present:

Francis Butkus
Shawn Schwartz
Paul Roth
Richard Biggs (absent)
Dennis Leiby

Others present were: Mr. Alex Morrison, ARRO Consulting, Municipal Authority Engineer; Mr. John A. Hoffert Jr., Authority Solicitor; and Ms. Elizabeth White, Municipal Authority Secretary/Treasurer, who recorded the minutes of the proceedings. Council Representatives included; Mrs. Barbara Kutz and Mr. George Butkus.

APPROVAL OF MEETING MINUTES:

Mr. Butkus asked if everyone had a chance to look over last months meeting minutes and if there were any errors or corrections. Hearing none he asked for a motion to approve the minutes. Motion was made by Mr. Leiby; seconded by Mr. Schwartz. Motion carried.

ENGINEERS REPORT:

Mr. Morrison presented the Engineers Report dated June 12, 2007. Copy attached.

Sewer System Televising Project:

Mr. Morrison stated that Mr. Ritter has completed the review of the tapes and has prepared a report describing the deficiencies found and related recommendations to correct the deficiencies. Mr. Morrison handed out the report and went over the notes. Copy on file in Borough office.

Mr. Morrison mentioned that there is one manhole section in the sewer line on Broad Street that has an extreme amount of leaks. He stated that there are two ways that it could be fixed. One way is to dig it up and replace it which would cost about \$70,000.00. The other way is to line it which would be about \$50,000.00. Mr. George Butkus asked if that section would be replaced when they expand that line. Mr. Morrison stated yes. Mr. Morrison mentioned that if we would replace it the price ARRO put together included the price for a 12 inch line since that is what it would be expanded to if we replace the whole line. Mr. Francis Butkus asked about going with a 15 inch line. Mr. Morrison stated that we could and that it would not be that much of a price difference.

ENGINEERS REPORT: (Cont.)

Mr. Butkus stated that technically this is normal maintenance and upkeep that should have been done over the years. He mentioned that the Borough has over \$500,000.00 in the sewer revenue account which he believes is supposed to be ear marked for maintenance and upkeep. He stated that it is his opinion that this all should be done as Mr. Morrison recommended and it should come from the Borough's maintenance fund. Mr. Hoffert stated that he is not sure that we should wait. He stated that he agrees with Mr. Butkus but suggested that we consider going ahead and getting it done promptly and ask for reimbursement in accordance with the terms of the agreement. Discussion ensued.

Mr. Butkus asked if it would behoove us to look at this one section of pipe from manholes 186 and 187 down stream to the 15 inch line and get a price on what that would cost to bring that up, and then when that development takes place on the golf course could it be backed charged on them at that time. Mr. Hoffert stated that he didn't know why we couldn't. Mr. Morrison stated that he could get an opinion of cost.

Mr. Butkus stated that if we could put this off for one more month, and if Mr. Morrison can get us the numbers for next meeting, he thinks that we should do the job once and do it right. Mr. Butkus asked for a motion to hold it off for one more month and take it up at next months meeting. Motion was made by Mr. Schwartz; seconded by Mr. Leiby. Motion carried.

Mountain Home Road Sanitary System Additions Project:

Mr. Morrison mentioned that there was a bid opening on Monday June 11, 2007. He stated that bids were received from E. Kuser, Inc. and Wexcon, Inc. with E. Kuser, Inc. being the apparent low bidder at \$220,787.35. He stated that Mr. Hoffert and ARRO have reviewed the bid documentation from E. Kuser, Inc. which seems to be in order. Mr. Morrison recommended that if the Authority's decision is to go forward with this project that they make a motion to issue notice of intent to award to Mr. Kuser so that we could have their contractual documents returned to us and reviewed for the next meeting. Mr. Leiby made the motion seconded by Mr. Schwartz. Motion carried.

Upgrade and Minor Wastewater Treatment Plant Expansion:

Mr. Morrison mentioned that he did hand out a PSA (Professional Service Agreement) tonight. He stated that in accordance with the study that they had prepared, ARRO looked at what it would take to do the design through the bidding phase. He stated that the PSA does not include the construction services. He stated that after they design and bid it and get closer to actually constructing it he will come back with another PSA just for the construction services. He stated that he does that mainly so that he knows what personnel he has available and it helps him with his estimating.

ENGINEERS REPORT: (Cont.)

Mr. Morrison mentioned that there are two other things that are not in the PSA that he wanted to make the Authority aware of. He stated that this is based on us doing a letter to Spring Township and being relieved of the land development and going through that process. He mentioned that if Spring turns around and says no, and we have to do full land development plan and go to all the meetings then he would have to come back with an estimate for that effort. Mr. Morrison mentioned that the other item that is not in the PSA is the act 537 planning. He stated that he had his planner talk to Renee Woods, the PaDEP representative for this area. He stated that she indicated that some planning would have to be done but did not give a scope of whether it is more or less based on a corrective action plan due to us being in a hydraulic overload, which would be a minimal amount of work, or whether it would be a full blown act 537 plan update which is a lot of work. He stated that since he did not know the scope of that planning effort he did not put it in the PSA.

Mr. Morrison stated that when they do a design project there are four distinct parts. They present the design criteria to the Authority, which we have already done with the study. Then we have a thirty percent where we take the design to a point where we know all the pieces of equipment, the layout, get some hydraulics done and bring it back to the Authority to show it to them again. He stated that at each step the Authority will say yes lets continue that way we don't get real far ahead of ourselves and find out we want to change our minds on something. Then at eighty percent they will bring it back to the Authority again. He mentioned that at each phase they will provide a cost update. He stated that from eighty to one hundred there is very little that really changes other then they are cleaning up things like the electrical. He stated that many times they would issue to DEP for the permit at eighty percent because they don't really care about the electrical. He stated that they would have to do a survey of the area.

Mr. Morrison mentioned that when they have completed the specs they will give all of the front end documents to Mr. Hoffert to review and input on. Mr. Morrison continued to go over the PSA. Mr. Morrison did request that the Authority designate one person that they would communicate with through out the project. He also mentioned that all permits would be in the Authority's name and that the Authority would be responsible for all of the permit fees. He mentioned that the Delaware River Basin Commission has become rather extreme in their charges.

Mr. Butkus asked for a motion. Motion was made by Mr. Schwartz; seconded by Mr. Leiby to accept the PSA. Motion carried.

Chapter 94 Report:

Mr. Morrison stated that there has been no response from DEP.

ENGINEERS REPORT: (Cont.)**Letters:**

Mr. Morrison mentioned that there were various letters that went out. Two of them concerning the Dunkin Donuts Plan review, the Invitation to Bid for Mountain Home Road, and a letter to ADS regarding narrative reports and DVD's.

Mr. Morrison mentioned that there is still a payment due to ADS that we held because there was so much turmoil between the turn over from Severn Trent to ADS and in there they changed managers two or three times and we wanted to have the strong hold of having their money to make sure that they performed. He mentioned that they are getting closer to finalizing their paperwork and releasing the liens.

Mr. Leiby asked about the laterals that are leaking and if we were going to notify the homeowners. Mr. Morrison stated that typically you own the lateral to the edge of the roadway and the laterals that they could see leaking near the sewer you can grout from the sewer. He mentioned that we would probably fix all of those and then the next time you go through if you can see that they are still leaking you can notify the homeowner and let them know that we fixed our end and now they have to fix theirs.

MR. JOHN HOFFERT - SOLICITOR:

Mr. Hoffert stated that he did review the contracts and that he totally concurs with the award to E. Kuser, Inc. He also mentioned that he looked at the Professional Service Agreement which he believes that to the extent that they have proposed the agreement, at this time, it is adequate and that they don't have to go beyond that point.

Mr. Hoffert also mentioned that he spoke to Mr. Harman, attorney for APR, and faxed him a letter confirming that there would be no cost assessed against APR for the installation of the transmission line by the Authority across their property. He stated that he is expecting to receive their signed agreement in the next day or so.

MR. FRANCIS BUTKUS - CHAIRMAN:

Mr. Butkus mentioned that at the meeting with Spring Township, Mr. Bitz and Mr. Vaughn made the statement that the reason that the pump station was never built was because we never told them to. Mr. Butkus stated that the statement was blatantly wrong. He stated that they were told to build the pump station four times, which shows in the minutes (copies were given to Mr. Hoffert) and they asked us to not make them hook up. Mr. Hoffert asked if he should send them a letter responding to that. Mr. Butkus stated that at least Mr. Lillis should be notified of

MR. FRANCIS BUTKUS - CHAIRMAN (Cont.)

this. He also stated that he thinks it would be a good idea to let Ms. Masano and the South Heidelberg Authority Chairman know this because Spotts highlighted that in their chapter 94 report that we did not build their pump station, but we were not required to, Spring was. He stated that Spring Township begged off on doing this. Mr. Hoffert suggested that in the next couple weeks he do a rough draft letter to them and have Mr. Butkus review it. Mr. Morrison mentioned that the original design of the Cacoosing Creek Interceptor had the pump station in up around manhole 208. He stated that they begged off at that point and we agreed that we would not build it until they had about 50,000 gpd worth of flow. He stated that there was some angst on their part about using their Cacoosing Creek Interceptor that they had paid for, for transporting sewage. He stated that after that ARRO did a re-design for the pump station to be at the treatment plant which is a more operator friendly place for the staff. He stated that as he recalls Gannett Flemming reviewed it and made it bigger than we did and added some things to it. He stated that we were going to proceed then and Spring asked again for us to stop.

Mr. Butkus stated that at the meeting with Spring they brought up that we designed and put in their parallel line and according to Spring that is our line. Mr. Morrison stated that it was true. Mr. Butkus asked if we were then responsible for its maintenance and upkeep. Mr. Hoffert stated that unless we have a contractual assignment to somebody else he would think that we would be. Mr. Morrison stated that it very well may be in the agreement that they pay for the maintenance. Mr. Butkus asked Mr. Hoffert if he would check on that. Mr. Hoffert stated that he would. Mr. Butkus stated that we would all be better off to know where we are at with that particular part.

Mr. Butkus mentioned that he and George Butkus went to the meeting in Lower Heidelberg when they announced that they were going to dissolve their authority. He stated that it is going to turn out to be a bit more complicated than they had first thought. Mr. Leiby asked about the 134 connections that we were missing. Ms. White stated that she had called Mr. Scull and asked for a listing of all of the properties that flow to the Sinking Spring WWTP and that she had already received it. She stated that she had someone working on it but when she looked it over there were a lot of errors so she started the process all over her self.

MR. GEORGE BUTKUS:

Mr. George Butkus mentioned that he had a request from Council. He stated that Council is interested in purchasing, for the Authority, three filing cabinets so that the records provided by Mr. Binder may be stored in locked filing cabinets. He stated that the records are currently being kept in the converted walk in cooler in the basement which the Authority has put a lock on. He stated that Council would also like to keep records in there and if the Authority records are in locked cabinets then they would be kept confidential. Mr. Leiby mentioned that the Authority would be given the keys to the cabinets so that only they would have access to them.

MR. GEORGE BUTKUS: (Cont.)

Mr. George Butkus mentioned that Council did authorize to have Reading Electric do an IR Film of the electronics at the plant to help figure out were certain electronics are starting to go bad. He stated that given the current events it may be a mute point now. He mentioned that the Sewer plant experienced a power surge from the severe storms that we experienced today which appears to have fried most of the electronics.

He also mentioned that Council approved Mr. Hillibush to order the squeegees and such for the clarifiers so that at his convenience, and the ability of the plant to handle one clarifier going down at a time, they can start doing maintenance. He also mentioned that ARRO is preparing to go out to bid to have the cat walk blasted and painted on the old round sludge digester.

Mr. Butkus also mentioned that later this month the Sewer Plant is having two open houses. One for the industrial users and one for the residence.

Mr. Francis Butkus asked what the boards feeling was on the file cabinets. Mr. Leiby asked if three cabinets would be enough. Mr. Butkus stated that they would have to be good cabinets, like he has for his business, which are the brand name of Meridian, they are sturdy and have safety features on them. Mr. George Butkus suggested that some one from the Authority coordinate with the Admin. Committee about this. Mr. Francis Butkus asked Ms. White if she has been in the room in the basement yet. Ms. White stated that she has not been down there since he put the lock on the door. He asked how much file cabinet space is taken up by the Authority records in the back room now. Ms. White stated that there is one full cabinet and one other drawer. Mr. Butkus stated that he would meet with the Admin. Committee and that he thinks that we will need four cabinets unless they are the big ones. Mr. Leiby made a motion for Mr. Butkus to meet with the Admin. Committee about the cabinets; seconded by Mr. Roth. Motion carried.

AUDIT REPORT:

Mr. Butkus mentioned that we received the completed audit report. Mr. Butkus quickly reviewed the reports and stated that every thing looked good. Mr. Hoffert stated that he went through it quickly also and that it looked fine.

APPROVAL OF BILLS:

Mr. Butkus stated that we have a bill from Reinsel Kuntz Leshner for the preparation of the audit in the amount of \$2,475.00. Motion was made by Mr. Leiby to pay the bill; seconded by Mr. Roth. Motion carried.

APPROVAL OF BILLS: (Cont.)

Mr. Butkus stated that we have a bill from The Reading Eagle for the Audit posting in the amount of \$189.75. Motion was made by Mr. Roth; second by Mr. Leiby to pay the bill. Motion carried.

Mr. Butkus stated that we have three bills from ARRO Consulting totaling \$8,992.80. Motion was made by Mr. Leiby to pay the bills; seconded by Mr. Schwartz. Motion carried.

Mr. Butkus stated that we have a bill from Mr. Hoffert for services rendered through June 12, 2007 in the amount of \$550.00. Motion was made by Mr. Leiby to pay the bill; seconded by Mr. Schwartz. Motion carried.

Mr. Butkus stated that we have a bill for \$240.00 from Ms. White for services rendered for May 2007. Motion was made by Mr. Leiby to pay the bill; seconded by Mr. Roth. Motion carried.

TREASURER'S REPORT:

Mr. Butkus asked if everyone had received a copy of the Treasurer's Report dated June 12, 2007 and if anyone had any questions. Hearing none he asked for a motion to accept the Treasurers Report. Motion was made by Mr. Roth to accept the Treasurer's Report; seconded by Mr. Leiby. Motion carried.

ADJOURNMENT:

Mr. Butkus asked if there was anything else for the good of the order.

Mr. Schwartz made a motion to adjourn; seconded by Mr. Roth. Motion carried.

Respectfully Submitted,

Elizabeth White
Municipal Authority Secretary/Treasurer