

**THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BEDFORD  
MONTHLY MEETING AGENDA  
1<sup>st</sup> MONDAY OF EACH MONTH @ 4:30 P.M.**

**PRESENT:**

\_\_\_ LARRY JOHNSON, CHAIRMAN  
\_\_\_ LARRY MYERS, 1<sup>ST</sup> VICE CHAIRMAN  
\_\_\_ CHRIS BULLINGTON, 2<sup>ND</sup> VICE CHAIRMAN/TREASURER  
\_\_\_ MATT BULLINGTON, SECRETARY  
\_\_\_ SCOTT MOXLEY, ASST. SECRETARY/ASST. TREASURER  
\_\_\_ MICHAEL TAYLOR, AUTHORITY MEMBER  
\_\_\_ JEREMY SPEICHER, AUTHORITY MEMBER

\_\_\_ BARBARA DIEHL, BOROUGH MANAGER  
\_\_\_ BEVERLY GELLER, BOROUGH SECRETARY  
\_\_\_ MISTY HIZER, ASST. BOROUGH SECRETARY  
\_\_\_ JOHN FLICK, WWTP SUPERINTENDENT  
\_\_\_ BRAD FOOR, WTP SUPERINTENDENT  
\_\_\_ BO FORD, PWD SUPERINTENDENT  
  
\_\_\_ TIM COOPER, AUTHORITY ENGINEER/SMAI  
\_\_\_ JOHN CLABAUGH, AUTHORITY ENGINEER/SMAI  
\_\_\_ DEAN CRABTREE, AUTHORITY SOLICITOR

**OTHERS PRESENT:**

\_\_\_\_\_  
\_\_\_\_\_

**CALL TO ORDER.**

**MINUTES OF MEETING(S):** Regular September 18, 2018 Meeting.

Approved As Submitted – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Approved As Corrected – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Modifications:

\_\_\_\_\_  
\_\_\_\_\_

**CHECKS:** September 18, 2018 to October 1, 2018

To approve the following list of checks paid from the Borough of Bedford's Fund-08 Sewer Account, the Borough of Bedford's Fund-06 Water Account, as well as the list of unpaid Municipal Authority Fund-10 Account Invoices.

Approved As Submitted – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Approved As Corrected – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Modifications:

\_\_\_\_\_  
\_\_\_\_\_

**TREASURER'S REPORT:** October 1, 2018 Treasurer Report(s) and Requisition #11 (2018) to transfer \$55,131.<sup>00</sup> from Fund 10 to Fund 8.

To approve the Treasurer's Report.

Approved As Submitted – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Approved As Corrected – Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

Modifications:

\_\_\_\_\_  
\_\_\_\_\_

**BID OPENINGS (if any):**

**VISITORS RECOGNIZED:**

NAME:

TOPIC:

**OLD AUTHORITY BUSINESS (MABB):**

- Discussion on email received from BTMA on 08/08/18 re: Omni payment/settlement.
- Resolution of Water Rates (TBD)

**OLD AUTHORITY BUSINESS (BBWA):**

- Deed Transfers, Etc. – being done by Solicitor Crabtree’s office  
*(Document prepared by Solicitor Crabtree – awaiting signature by Tom Oster)*
- DEP Deadline – Smith Dam Breach or Rehabilitation

**SOLICITOR’S REPORT:**

- Current agreement with Bedford Township – New Draft Needs Finalized
- Agreement with Township on Water (document to be prepared by Solicitor Crabtree)  
(Rate of \$5.25/1000 gallons)
- Signature from Tom Oster (detailed above under Deed Transfer info)
- Recommend Authority grant permission to have Bedford Borough Watershed property surveyed due to recent discrepancies on Bailey/Eichelberger property.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

**BOROUGH MANAGER’S REPORT:**

1. Water System Report – Information below reflects data through September 16<sup>th</sup>  
***Updated report will be presented during Authority Workshop Sessions (to better reflect data):***
  - The water elevation in the Smith Reservoir is above the spillway by 0.82’.
  - The water elevation in the Todd Reservoir is below the spillway by 0.19’.
  - The Smith Reservoir is 2.87’ higher than it was last year. The Todd Reservoir is 1.26’ higher than it was last year.
  - In August, we recycled an average of 67,000 gpd from the filters and clarifiers back into the Todd Reservoir.
  - The average daily minimum river flows in August were approximately 162.76% of last year’s flows.
  - 2018 year to date total gallons pumped from the Raystown Branch of the Juniata River = 28.762 MG. Through the end of September 2017, we pumped 113.338 MG and through the end of September 2016, we pumped 125.723 MG.
  - In August 2018, the average daily WTP production of water was .462 MGD. In August of 2017, the average daily WTP Production of water was .427 MGD.
  - 2018 year to date total precipitation = 43.66”. Through the end of September 2017, we had 35.42” of precipitation and through the end of September 2016 we had 23.05” of precipitation.

2. A CD in the Water Authority's name at Hometown Bank matures October 11, 2018. Seeking approval to shop for the best rate and term to reinvest the approximate \$261,832.47.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

3. Approval of the Engineering Retainer Agreement with The EADS Group for services 'on an as needed basis for the remainder of 2018'.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

4. Discussion on BTMA's request to shut off water to BBWA customers for failure to pay BTMA sewer fees. Attorney Crabtree stated BTMA has the right to direct the shut-off of water by BBWA, however, it would be the responsibility of BBWA to post shut-off notices and actually do the shut-offs. BTMA could send notices to its customers informing them of their request to BBWA for shut-off if their account is not paid by a certain date. Attorney Crabtree also noted that there would need to be good communication between the BTMA and BBWA to ensure there hasn't been any last-minute payments before shut-offs commence. BBWA is permitted to charge BTMA for additional clerical costs, as well as the cost of shut-off. All shut-offs involving residential tenants are required to be in compliance with the Utility Service Tenants Rights Act (USTRA), which basically requires at least 37 days' notice to the landlord and at least 30 days' notice to the tenant before shut off can occur. *Tabled until further discussion with Township and Amy Melius.*

5. Discussion on roof needed at Wastewater Treatment Plant. *Quote attached.*

6. Reminder to Authority that I will begin working on the 2018 Budgets. We will be discussing the proposed budget at our November 5<sup>th</sup> and November 20<sup>th</sup> meetings (as well as the annual three (3.0%) percent increase which was agreed upon several years ago) and then the 2019 Budget will need to be officially adopted at our December 18<sup>th</sup> meeting.

7. Request SMAI to present their Engineering Retainer Agreement for 2019 at the November 20<sup>th</sup> Meeting. Review, discussion and approval would occur during the December 3<sup>rd</sup> Authority Meeting.

**PUBLIC WORKS SUPERINTENDENT'S (Bo Ford) REPORT:**

- Due to the amount of rain fall, a few sewer lines backed up into homes on the west end of town
- Started to search to see where the flow begins
- Continuing to clean storm grates frequently due to grass clippings and now leaves on the road
- Researching the condition of the storm water lines in the future sewer line project areas
- Plan to rebuild 5 storm boxes.

**WASTEWATER SUPERINTENDENT'S REPORT (John Flick):**

- Plant operations returning to normal after high flows - CSO has been used 7 times so far this year for a total of 17 days
- This week is our annual WETT test
- Working on replacing ORP sensors
- There currently are 2 gas sensors that are failing. Replacements will be ordered and installed when Everett Springer is onsite for fall calibrations
- Plant is operating well

- Portable pH meters are deployed
- Maintenance is being performed according to schedule
- Working with Brad Foor on the replacement of the backflow preventer – once installed the one in the main control building will be removed and the fire system will be placed back online and confirmed as operational
- Through the rain storms we have noticed several leaks in the main control roof and also in the south control roof
- Working on prices for portable flow meter

**WATER SUPERINTENDENT’S (Brad Foor) REPORT:**

- Recently finished the quarterly meter reading. Working on re-reads and fixing broken meters.
- Working on annual leak detection survey. Three (3) leaks found to date, but haven’t completed the entire system due to weather. Fixed the 4” main on Woodland Dr.
- Rented a brush hog/ tractor for mowing reservoirs and right of ways. Mowing has been completed.
- Plant survived all the flood water issues with a little dosage change.
- Plant SCADA system updated by Steve, one of our computer guys.
- Issue with a flow control valve that gives us our Stern Pac %, a replacement has been ordered.
- No additional updates on the upcoming timber sale or backflow at the WWTP.
- No progress on Solar panels, probably due to wet weather
- We our planning on mowing, weed eating, completing the leak repairs and black topping in October

**ENGINEER’S REPORT:**

**WASTEWATER**

**1. 2018 SANITARY SEWER REPLACEMENT PROJECT**

- D.J. Wisor & Sons has completed most of the final restoration and we have scheduled a substantial completion inspection for Thursday, October 4<sup>th</sup>, at 10:00 am.

**2. CONSENT ORDER & AGREEMENT (COA)/ CSO REMOVAL PROJECT**

- We are continuing on the final design phase for the sanitary sewer and working to include the water main replacement in areas where paving overlays will be done. We expect to have the sewer design complete shortly and will concentrate on the water design and permitting. DEP told us at the August 27<sup>th</sup> PENNVEST planning consultation that we need to submit a minor permit application for the water line replacement. We are working on that permit application and will submit it as soon as the water design is complete. Unfortunately, that means we would not have permits in time for the PENNVEST application deadline of October 31<sup>st</sup> for approval at PENNVEST’s January meeting. We are now more likely to submit to PENNVEST by the February 6<sup>th</sup> deadline for the May PENNVEST meeting. That would mean construction wouldn’t start until the summer of 2019, unless we request a Letter of No Prejudice from PENNVEST to start construction earlier.

- This delay would still leave us well within the timeline for the consent order. For reference, below is the proposed timeline we previously discussed:

<b><u>Task</u></b>	<b><u>Projected Completion Date</u></b>
Begin Project Design	February 1, 2018
Submit Permit Applications	February 1, 2019
Complete Final Plan Revisions & Specs	May 1, 2019
Receive DEP Approval of Permits	June 1, 2019
Receive Approval of PennDOT HOP	July 1, 2019
Submit PENNVEST Funding Application	August 1, 2019
Complete Acquisition of Easements	September 15, 2019
Receive PENNVEST Funding Offer	October 31, 2019
Advertise for Construction Bids	January 1, 2020

Open Construction Bids	February 15, 2020
Award Contract for Construction	March 15, 2020
PENNVEST Loan Closing	April 15, 2020
Issue Notice to Proceed for Construction	April 30, 2020
Complete Construction of Phase 1 Improvements	July 30, 2021
Complete Flow Metering to Determine if Sufficient Flow Removed to Abandon CSO	February 28, 2022
Develop and Implement Plan for Testing of Private Laterals in CSO Tributary Area	April 30, 2022
Complete Private Lateral Repairs	November 30, 2022
Abandon CSO	December 31, 2022

- We discussed at the last meeting the reluctance of the personnel from Mountain Valley Apartments to allow us to construct a new sanitary sewer along the western edge of their property. We looked at two additional options for serving the adjacent buildings and prepared cost estimates for each option. The Mountain Valley option is the least expensive and the closest alternative would be \$18,000 more expensive. We will work with Attorney Crabtree on acquiring the necessary easement.

- During the PENNVEST meeting we discussed the possibility of adding some additional items to the PENNVEST water loan. Items such as new meters and leak detection equipment were mentioned as possibilities. Between now and February we need to be giving some thought toward what you might wish to include in the funding application.

### **3. BEDFORD TOWNSHIP PUMP STATION METERING PROJECT**

- The Bedford Township Municipal Authority received DEP Construction Permit approval for the Old Bedford Village pump station capacity increase and are waiting for approval of a DEP Chapter 106 permit application for construction within a floodplain. They were not selected for a small facilities grant from DCED, but intend to move forward with construction once the permit is received.

- I will be discussing flows being seen at several of the pump stations during the recent rainfall with BTMA at their regular meeting on Wednesday. Several of their pump stations had both pumps running for entire days during the flooding event. It appears there may be a significant amount of inflow/infiltration occurring somewhere within their system and BTMA intends to investigate it immediately.

### **4. FLOW METERING AT BTMA CONNECTIONS POINTS**

- We are currently working on cost estimates for the installation of metering equipment to be installed at each of the BTMA connection locations. We expect to have this information for the mid-month meeting. We are currently waiting for some quotes from manufacturers.

### **5. BTMA AREA 4- CAMP SUNSHINE**

- Construction on the Camp Sunshine is continuing with Guyer Brothers now expecting the project to be complete by the end of November. Work has continued to have several delays due to weather and high groundwater conditions, and Guyers have requested a 30 day extension. It is likely that connection notices will be sent out to all new customers by December 1<sup>st</sup> and customers will be given until June 1<sup>st</sup> to connect because of the approaching winter season. It is expected that most of the new customers are not likely to connect until the spring of 2019.

### **6. BTMA AREAS 5 & 6- CARA HEIGHTS/SUNRISE TERRACE & SUNNYBROOK/ HAFER**

- Stiffler McGraw is currently working on preliminary design of these sanitary sewer extensions that will add approximately 150 customers to the system. The design is expected to be complete by early 2019 and construction could potentially start sometime in early 2020 depending on permitting and funding.

## 7. INDUSTRIAL DISCHARGE LIMITS AND PRETREATMENT

- We prepared an update of the limits and requirements for organizations that release industrial discharge into the sanitary sewer and provided a draft of the updated requirements for you to review. The Township Municipal Authority is prepared to adopt the new regulations. Are there any questions or concerns on the proposed requirements? We would like to implement this by the end of the year and develop a plan for periodic monitoring of all industrial dischargers. The cost of this plan is being split evenly between the MABB and BTMA.

- We received a Wastewater Evaluation Status Report and Corrective Action Plan from Kennametal's consultant on August 31<sup>st</sup>. The document outlines the steps Kennametal is planning to take to address their industrial discharge situation. A subsequent conference call was held this past week to discuss the contents of the plan and answer questions. Kennametal will be installing new water quality monitoring equipment and performing a pilot test on treatment alternatives over the next couple of months. We expect they will complete their evaluation of alternatives and present their findings and an implementation schedule by the end of the year. We will be continuing to meet with their representatives on a monthly basis to monitor progress. Our next conference call is scheduled for this Thursday at 1:00 pm.

## 8. TREATMENT PLANT ORGANIC RE-RATING

- We submitted the DEP permit application to re-rate the Wastewater Treatment plant organically so that the permit could be increased from 2100 lbs/day to 3000 lbs/day. We received confirmation last week that the increase has been approved.

## WATER

### 1. J.C. SMITH RESERVOIR DAM

-June 25, 2018 Review Comment Letter from DEP - RE: 2017 Annual Inspection - Smith Dam: *"Representatives of the Department met with the Borough at the dam on May 16, 2018. The Borough expressed interest with regards to breaching the dam and deregulating the structure. It was noted that the breach alternatives would require a full breach and downstream area impacts analysis so that a decision can be made regarding the breach specifics. **We request that the results of this analysis, a conceptual plan, and a schedule to perform the breach be provided to our office by December 31, 2018.** Should the Borough decide to keep the dam, conceptual plans addressing the spillway capacity should be provided to our office for review by the same date."*

- We are currently working on scheduling a conference call with DEP prior to the next MABB so we can discuss our plan with them since the combining of the Authorities and the change of consultants. We will be requesting an extension of the December 31<sup>st</sup> deadline.

- We are currently working on gathering some preliminary information needed to perform the downstream analysis. We will not proceed with the analysis until after the DEP call, which will include field surveys of downstream channel and drainage structures, computer modeling, and preparation of Hydrologic and Hydraulic Report.

- We are currently working on a Request for Proposals to be sent to Geotechnical firms to review the report previously prepared by Geo Mechanics in 2009 for the dam and provide comments and recommendations. That will be finalized after the DEP call and sent out.

## **2. ANNUAL DAM INSPECTIONS**

- EADS completed field work in April and submitted the report this fall. They have also indicated they will update the Emergency Action Plans (referenced in DEP's Annual Inspection review comment letter) using the new CEMPlanner electronic format. (We are waiting for confirmation that EADS is still planning to complete the update. If not, Stiffler McGraw will complete it.)

## **3. SOURCE DEVELOPMENT**

- "Water Services / Sources Analysis" dated March 15, 2018 presented during previous Water Authority meetings - discussion / comments. I will be reviewing this document.

- Well Field Development:

- Foor Tract: will wait for Authority direction on this.
- Dishong Well Field: Will contact Casselberry regarding schedule for well investigation / testing work if the Authority wishes to pursue this.

## **4. NORTH SIDE WATER SYSTEM IMPROVEMENT PROJECT**

- An application for grant funding for this project was submitted to the Commonwealth Financing Authority. Total estimated project cost is \$495,000. Authority 15% match is \$74,250. Unfortunately, we found out last week the project was not selected for funding.

## **6. BEDFORD & EAST STREETS WATER LINE REPLACEMENT**

- We were asked to prepare cost estimates for the replacement of existing cast iron mains in these streets between Pitt and John Streets. These are areas where sewer lines were recently replaced and these streets are in the Borough's 2019 paving schedule, which is expected to begin on June 1<sup>st</sup>. We would need to get started on the design of these replacements as soon as possible to have the construction work done prior to the paving work.

- Two cost estimates were prepared and provided to the Authority members last month. One cost estimate includes lines within Pitt and Penn Streets (State roads) that are not part of the Borough paving project, while the second estimate does not include work within the state roads. The difference in construction cost is approximately \$43,000.

## **7. MISCELLANEOUS ITEMS FROM PREVIOUS REPORTS**

- A. **Capital Improvements Projects list and estimated costs** – *See updated project list with cost estimates dated October 2017. No updates*
- B. **Drought Contingency Plan / Supplemental Water Source** – *Updated Drought Plan in draft form. Review trigger levels to reflect current operating conditions. Borough and Township Authorities working on a new agreement to reflect current operating and supplemental water supply conditions. No updates*
- C. **Cross Connection Control Program - Backflow Preventer at Borough Garage / WWTP** - *Wastewater plant operators / staff planning to complete the installation.*

D. **Clark Water Line Extension** - *Private water line along Donahoe Manor Road - 2" water line with a master meter installed at the connection to the Authority's existing water line along Donahoe Manor Road. Clark still plans to do this - EADS to provide Clark with proposal to provide engineering assistance.*

**STORMWATER**

**1. SOUTHWEST BOROUGH FLOODING**

- During the recent flooding, many homes in the southwest portion of the Borough experienced severe flooding and washouts. This has been an ongoing issue for many years. In touring the area, it appears that a significant portion of this runoff is coming into the Borough from development within the Township. Manager Diehl has asked me to set up a meeting with the Township Supervisors to discuss the situation. We have made preliminary contact with Greg Crist, Chairman, about the situation and hope to set up a meeting to formally discuss the problem.

**NEW AUTHORITY BUSINESS:**

**CHAIRPERSON'S BUSINESS:**

**ADJOURNMENT:** Motion by: \_\_\_\_\_

**REMINDERS:**

*Next Authority Workshop Session ~ Tuesday, October 16<sup>th</sup> @ 4:30 p.m.*

*Next Authority Meeting ~ Monday, November 5, 2018 @ 4:30 p.m.*