

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

PRESENT:

- | | |
|--|---|
| <input type="checkbox"/> LARRY JOHNSON, CHAIRMAN | <input type="checkbox"/> BARBARA DIEHL, BOROUGH MANAGER |
| <input type="checkbox"/> LARRY MYERS, 1 ST VICE CHAIRMAN | <input type="checkbox"/> BEVERLY GELLER, BOROUGH SECRETARY |
| <input type="checkbox"/> CHRIS BULLINGTON, 2 ND VICE CHAIRMAN/TREASURER | <input type="checkbox"/> MISTY HIZER, ASST. BOROUGH SECRETARY |
| <input type="checkbox"/> MATT BULLINGTON, SECRETARY | <input type="checkbox"/> JOHN FLICK, WWTP SUPERINTENDENT |
| <input type="checkbox"/> SCOTT MOXLEY, ASST. SECRETARY/ASST. TREASURER | <input type="checkbox"/> BRAD FOOR, WTP SUPERINTENDENT |
| <input type="checkbox"/> MICHAEL TAYLOR, AUTHORITY MEMBER | <input type="checkbox"/> BO FORD, PWD SUPERINTENDENT |
| <input type="checkbox"/> JEREMY SPEICHER, AUTHORITY MEMBER | |
| | <input type="checkbox"/> TIM COOPER, AUTHORITY ENGINEER/SMAI |
| | <input type="checkbox"/> JOHN CLABAUGH, AUTHORITY ENGINEER/SMAI |
| | <input type="checkbox"/> DEAN CRABTREE, AUTHORITY SOLICITOR |

OTHERS PRESENT:

CALL TO ORDER.

MINUTES OF MEETING(S): Regular October 1, 2018 Meeting and Minutes from October 16, 2018 Authority Workshop Meeting.

Approved As Submitted – Motion _____ Second _____ Vote (____ - ____)

Approved As Corrected – Motion _____ Second _____ Vote (____ - ____)

Modifications:

CHECKS: October 2, 2018 to November 5, 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: November 5, 2018 Treasurer Report(s) and Requisition #12 (2018) to transfer \$55,131.⁰⁰ 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 OMNI

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)

BOROUGH MANAGER'S REPORT:

1. Water System Report – Information below reflects data through October 14th:
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 0.17’.
 - The Smith Reservoir is 5.86’ higher than it was last year. The Todd Reservoir is 0.15’ higher than it was last year.
 - In September, we recycled an average of 99,000 gpd from the filters and clarifiers back into the Todd Reservoir.
 - The average daily minimum river flows in September were approximately 3290.25% of last year’s flows.
 - 2018 year to date total gallons pumped from the Raystown Branch of the Juniata River = 31.700 MG. Through the end of October 2017, we pumped 139.603 MG and through the end of October 2016, we pumped 167.253 MG.
 - In September 2018, the average daily WTP production of water was .437 MGD. In September of 2017, the average daily WTP Production of water was .309 MGD.
 - 2018 year to date total precipitation = 51.06”. Through the end of October 2017, we had 41.42” of precipitation and through the end of October 2016 we had 24.78” of precipitation.
2. 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.*

3. Continuously working on the 2018 Budgets. We will be discussing the proposed budget at our November 20th and December 3rd meetings (as well as the annual three (3.0%) percent increase) and then the 2019 Budget will need to be officially adopted at our December 18th meeting.

ENGINEER'S REPORT:

WASTEWATER

1. 2018 SANITARY SEWER REPLACEMENT PROJECT

- D.J. Wisor & Sons has completed the final restoration and a substantial completion inspection was held on Thursday, October 4th. There were no items noted that need the contractor's attention. We have received the final paperwork from Wisor and Final Payment Request No. 4, in the amount of \$17,711.59, for the Authority's approval. The final contract price ended up at \$354,231.88, while the original contract price was \$409,070.00.

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

- We have the sanitary sewer design completed and we are now concentrating on finalizing the water design, environmental reviews, and permitting. We are still working toward submitting funding applications to PENNVEST by the February 6th deadline for the May PENNVEST meeting. Meeting that deadline will be dependent on DEP permit review times, since permits need to be in hand before the funding applications can be submitted.

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

<u>Task</u>	<u>Projected Completion Date</u>
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

- 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. BTMA- OLD BEDFORD VILLAGE PUMP STATION

- The Bedford Township Municipal Authority received DEP Construction Permit approval for the Old Bedford Village pump station capacity increase and are still waiting for approval of a DEP Chapter 106 permit application for construction within a floodplain. They have authorized moving forward with bidding and construction once the permit is received.

4. FLOW METERING AT BTMA CONNECTION POINTS

- At the last meeting we provided cost estimates for the installation of metering equipment to be located at each of the BTMA connection locations. We can answer any questions you may have on this and will wait for authorization from the Authority before proceeding with anything.

- If the Authority is planning to use the information gathered with these meters for billing purposes, the language within the Intermunicipal Agreement currently under review will need to be revised. The Agreement states that water meter usage records will be used for billing and the meters would be used to determine sewage discharges that exceed the water usage by 20 percent.

- I discussed high flows being seen at several of the pump stations during the recent rainfall event with BTMA. 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. They are currently working on the installation of a permanent flow meter on the Kaleidoscope Road Pump Station. It appears much of the extra flow seems to be coming from upstream of this area.

5. BTMA AREA 4- CAMP SUNSHINE

- Construction on the Camp Sunshine area 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. It is likely that connection notices will be sent out to all new customers by December 1st and customers will be given until June 1st 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 in December. We would like to implement this by the end of the year and develop a plan for periodic monitoring of all industrial dischargers, but will need the Authority to formally adopt the regulations. The cost of this plan is being split evenly between the MABB and BTMA.

- Kennametal will be installing new water quality monitoring equipment and performing a pilot test on treatment alternatives over the next couple of months. They have selected a vendor to work with on their pilot test. 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 and they will also be providing periodic updates by email. They are already at least 2 weeks behind the schedule originally provided, but indicated they still expect to have their final recommendations completed by the end of the year. We have a teleconference scheduled just prior to this meeting and hope to be able to provide updated information.

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 had a conference call with DEP on October 17th to discuss our proposed activities with them since the combining of the Authorities and the change of consultants. We requested an extension of the December 31st deadline to allow additional time for the Authority to evaluate the available options in greater detail. DEP asked that we provide a scope of what that evaluation would include along with a timeline for completion. We have prepared a proposal that includes the options to be evaluated and a timeline and will present it at this meeting. We have told DEP that we would submit this information to DEP following authorization by the Authority.

- Following the DEP call, we began work on the downstream analysis, which will include field surveys of the downstream channel and drainage structures, computer modeling, and preparation of Hydrologic and Hydraulic Report. Based on our DEP call, it appears that it may be necessary to perform a downstream analysis for the stream below the spillway as well. We had previously been told that DEP said all the flow from the breach would have to go to the original stream, but they told us that was not the case.

- We recently sent out a Request for Proposals to two Geotechnical firms to review the report previously prepared by Geo Mechanics in 2009 for the dam and provide comments and recommendations. We hope to have proposals to perform the work from them by the mid-month workshop meeting.

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 has completed the update.)

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. BEDFORD & EAST STREETS WATER LINE REPLACEMENT

- We are continuing on the design 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 1st. We hope to get the design of these replacements completed and the contract out to bid in early 2019 to have the construction work done prior to the paving work.

5. WATERSHED PROPERTY SURVEYS

- As approved at the last meeting, we have started gathering preliminary information on the properties to be surveyed. The actual surveying is not likely to occur until after deer season for safety reasons.

6. WTP FILTER NO. 2 FAILURE

- John Whitmore reported an issue with Filter #2 to SMA. Specifically, Filter #2 was experiencing high turbidity in the treated water which caused the filter to shut down. He investigated and found an apparent failure within the media retention system. This system is located at the bottom of the filter and is beneath the entirety of the filter media. The only way to directly inspect the media retention screens is to remove the media from the filter itself. Based on the report from John, SMA staff contacted the filter manufacturer. The manufacturer reported that the Water Authority had Filter #1 and Filter #3 rebuilt within the past few years but has not completed media replacement or maintenance upgrades to Filter #2. They recommended completing those tasks as part of the repairs for Filter #2. They have provided a quote to complete that work of \$49,738 for Authority approval.

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. Had a meeting with Clark last week and looked at other potential options which we will discuss with the Authority at this meeting.*

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. We have had preliminary discussions with Greg Crist, Chairman of the Supervisors, about the situation and hope to set up a meeting to formally discuss the problem.

PUBLIC SERVICES DIRECTOR (Brad Foor) REPORT:

- Leak Detection Survey Completed
- Solar Panel Update

PUBLIC WORKS SUPERINTENDENT'S (Bo Ford) REPORT:

- Rebuilt Storm Boxes by Bedford Gazette and on Preston Street; Rebuilding Storm Box on Railroad Street

WASTEWATER SUPERINTENDENT'S REPORT (John Flick):

- Plant is operating well.
- Finished up the annual WETT test the first week of October.
- We are still waiting on the results from the contract lab on the aquatic results.
- Started hauling bio solids to Natali Bros. farm. Due to weather we have been waiting to continue.
- Replaced failed temperature transmitter in digester 1 and is now back online.
- Annual plant inspection was on October 17th. (All went well)
- During the review at the end of the inspection, Mr. Clark asked if I would be interested in a revisit with the DEP operator outreach program.
- Have been contacted by Walter Higgins with the possibility of hosting a plant operation course.
- Raw pump 3 went down on October 16th, motor replacement was looked at. Cost \$23,000 for replacement. IM Motors took motor to make repairs.
- Raw pump 3 is due back any day.
- We have received parts to start the relocation of the backflow preventer.
- Piping was replaced on the fire line and brought the fire system back up and flushed the system.
- Conducted tours of the facility for the 9th grade class from Bedford High School 10/30 & 11/1.
- Have been placing the portable pH meter out in the area around Walmart DC center.
- Been working with probes in the SBR tanks trying to get the ORP sensors working as they should and not having much luck with them. Continuing efforts.
- Started working Dustin Shaffer into the weekend rotation and he is progressing well
- Both generators have been serviced and checked into the pre-low oil pressure alarm light being on. Problem is in the control board and tech didn't feel as we should get concerned. Control board is \$1,500 to replace.
- Normal maintenance is being performed as per schedule .
- Been working with Brad Foor to bring him up to speed on WWTP. He was a great help thru the tours.
- Working on getting prices for equipment in the lab that needs updated.

WATER SUPERINTENDENT'S (John Whitmore) REPORT:

- Under Drain Issue on Filter 2

NEW AUTHORITY BUSINESS:

CHAIRPERSON'S BUSINESS:

ADJOURNMENT: Motion by: _____

REMINDERS:

Next Authority Workshop Session ~ Tuesday, November 20th @ 4:30 p.m.
Invite to attend Council's Budget Workshop – Monday, November 19th (3:30-6:30pm)
Next Authority Meeting ~ Monday, December 3rd @ 4:30 p.m.