

**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                                   | ___ BARBARA DIEHL, BOROUGH MANAGER         |
| ___ LARRY MYERS, 1 <sup>ST</sup> VICE CHAIRMAN                | ___ BEVERLY GELLER, BOROUGH SECRETARY      |
| ___ CHRIS BULLINGTON, 2 <sup>ND</sup> VICE CHAIRMAN/TREASURER | ___ MISTY HIZER, ASST. BOROUGH SECRETARY   |
| ___ MATT BULLINGTON, SECRETARY                                | ___ BRAD FOOR, PUBLIC SERVICES DIRECTOR    |
| ___ SCOTT MOXLEY, ASST. SECRETARY/ASST. TREASURER             | ___ BO FORD, PWD SUPERINTENDENT            |
| ___ MICHAEL TAYLOR, AUTHORITY MEMBER                          | ___ JOHN FLICK, WWTP SUPERINTENDENT        |
| ___ JEREMY SPEICHER, AUTHORITY MEMBER                         | ___ JOHN WHITMORE, WTP 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 November 5, 2018 Meeting and Minutes from November 20, 2018 Authority Workshop Meeting.

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

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

Modifications:

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

**CHECKS:** November 6, 2018 to December 3, 2018

To approve the attached 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:** December 3, 2018 Treasurer Report(s) and Requisition #2 Water (2018) to transfer \$80,000.<sup>00</sup> from Fund 10 to Fund 6.

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. 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.*
2. Reminder – the Municipal Authority will join Council & the Bedford Borough Water Authority for a dinner on Thursday, December 13<sup>th</sup> at 4:30pm. The location will be at Bad Boyz Bistro. Our hope is that this holiday dinner will give Council, the Authority, Solicitor, Engineers and the employees an opportunity to gather as one and enjoy the fellowship.
3. Distribution of the 2019 Meeting Schedule.
4. Distribution of the 2019 Water & Wastewater Weekend/Holiday Work Schedule for employees.
5. 2019 Scheduled Meetings with Township Municipal Authority are:  
    Wednesday, March 27<sup>th</sup> @ 8am ~ Township Building  
    Wednesday, September 25<sup>th</sup> @ 8am ~ Township Building
6. Motion to adopt the 2019 Budgets for Fund 10 and Fund 12.

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

7. Adopt Resolution 04-2018, which amends “Attachment “D” Schedule of Rates and Fees” of the Authority’s Rules and Regulations, that increases the rate per 1,000 gallons of water used by three (3.0%) percent or from \$12.60 to \$13.00. The increase will take effect for customer usage for the first (1<sup>st</sup>) quarter in 2019.

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

8. Adopt Resolution 05-2018, which amends Authority’s Schedule of Rates that increases the rate per 1,000 gallons of sewer used by three (3.0%) percent or from \$13.00 to \$13.45. The increase will take effect for customer usage for the first (1<sup>st</sup>) quarter in 2019.

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

9. Motion to approve the Engineering Services Agreement with Stiffler, McGraw, & Associates, Inc. for 2019.

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

**ENGINEER’S REPORT:**

**WASTEWATER**

**1. 2018 SANITARY SEWER REPLACEMENT PROJECT**

- We have submitted the necessary DEP permit applications and are still working toward submitting funding applications to PENNVEST by the February 6<sup>th</sup> 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. We have been in contact with DEP and they said they will do what they can to speed up the process. We will be continuing to make final edits to the plans over the next few months to have a detailed set of bidding plans and specifications.

- 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	April 30, 2022

of Private Laterals in CSO Tributary Area  
Complete Private Lateral Repairs  
Abandon CSO

November 30, 2022  
December 31, 2022

- We previously 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. As directed last month we are working with Brad Foor and meter suppliers to develop a cost estimates for potential metering upgrade options. We hope to have that information available for discussion at the December workshop meeting.

## **2. 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 was to install a pilot treatment system during the last week of November and they are to contact us for a site visit once the system is in place. They were to complete their evaluation of alternatives and present their findings and an implementation schedule by the end of the year, but it appears that is going to be difficult for them to complete. We will be continuing to meet with their representatives monthly, by teleconference, to monitor progress and they are also to be providing periodic updates by email. We have a teleconference scheduled just prior to this meeting and hope to be able to provide updated information.

## **3. FLOW METERING AT BTMA CONNECTION POINTS**

- As authorized at last month's meeting we have started the preliminary design for installing flow meters at all the BTMA connection points to the MABB system.

## **4. 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 is 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. We contacted DEP last week and they said the permit has not been finalized.

## **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 mid-December. 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 in early 2019 and customers will be given until June 1<sup>st</sup> to connect because of the approaching winter season.

## **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.

## **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."*

- Following the November workshop meeting we sent an email to DEP that detailed our proposed study and requested a one year extension to complete the study. We have not received a response from DEP, but we have started on the preliminary stages of the study.

- We are continuing to work on the downstream analysis of the original channel, which includes field surveys of the downstream channel and drainage structures, computer modeling, and preparation of Hydrologic and Hydraulic Report.

- We notified Rizzo International, Inc. of Pittsburgh that their proposal was selected to review the report previously prepared by Geo Mechanics in 2009 for the dam and provide comments and recommendations. We expect their report to be completed by the end of January.

### **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. BEDFORD & EAST STREETS WATER LINE REPLACEMENT/ CLARK EXTENSION**

- We are nearing the completion of 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 1<sup>st</sup>. We have also started the work necessary to add the water extension toward the Clark Building into the project. We hope to get the design completed and the contract out to bid in early 2019 to have the construction work done prior to the paving work.

### **4. WATERSHED PROPERTY SURVEYS**

- We have started gathering preliminary information on the properties to be surveyed. Most of the surveying is not likely to occur until after deer season for safety reasons.

## **5. WTP FILTER NO. 2 FAILURE**

- Borough personnel recently removed all the filter media and found that the media retention system has failed as expected. The filter manufacturer will now be contacted to come in to rebuild the filter as they had quoted in the amount of \$49,738.

## **6. 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. Several projects now included in CSO project.*
- 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.*

## **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:**



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

- Finished pouring of concrete for the storm box on East Penn St.
- Continuing to keep storm boxes clear of leaves and snow to prevent flooding.
- Helped in the removal of sand from the filter at the water plant.
- Completed inspection of problem areas in the sewer collection system before Thanksgiving

### **WATER SUPERINTENDENT'S (John Whitmore) REPORT:**

- Removal of filter media and under drains of filter #2
- Finished all water break asphalt patches
- Replaced several chemical feed lines
- Winterized Plant and all pump pits and outbuildings

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

- Plant is operating well
- October reports completed
- WETT test results have been mailed
- Planning to install mixer on digester 1 on Sunday 12/2 (nicest day per weather forecast)
- Coolant reservoir on the SBR Generator broke at the fill neck. Temporary repairs have been completed and parts are ordered.
- Display screen on the HMI screen in SBR control room is freezing up, malfunctioning
- Bio-Solid land application is complete for 2018 due to weather, although storage has not been emptied
- Still working on probes in SBR tanks
- Normal maintenance is being performed
- No CSO discharges

**NEW AUTHORITY BUSINESS:**

**CHAIRPERSON'S BUSINESS:**

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

**REMINDERS:**

*Christmas Dinner – Bad Boyz Bistro – Thursday, December 13<sup>th</sup> @ 4:30pm*  
*Next Authority Workshop Session ~ Tuesday, December 18<sup>th</sup> @ 4:30 p.m.*  
*Next Monthly Authority Meeting ~ Monday, January 7<sup>th</sup> @ 4:30 p.m.*