

**THE MUNICIPAL AUTHORITY OF THE BOROUGH OF BEDFORD  
MONTHLY AGENDA  
2<sup>nd</sup> MONDAY OF EACH MONTH @ 4:00 P.M.**

**PRESENT:**

- |   |  |
|---|--|
| ___ MATT BULLINGTON, 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   |
| ___ JIM GONSMAN, SECRETARY                                    | ___ BRAD FOOR, PUBLIC SERVICES DIRECTOR    |
| ___ SCOTT MOXLEY, ASST. SECRETARY/ASST. TREASURER             | ___ TIM COOPER, AUTHORITY ENGINEER/SMAI    |
| ___ JEREMY SPEICHER, AUTHORITY MEMBER                         | ___ JOHN CLABAUGH, AUTHORITY ENGINEER/SMAI |
| ___ MICHAEL MEEHAN, AUTHORITY MEMBER                          | ___ DEAN CRABTREE, AUTHORITY SOLICITOR     |

**OTHERS PRESENT:**

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

**CALL TO ORDER**

**MINUTES OF MEETING(S):** September 14, 2020 Meeting

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

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

Modifications:

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

**CHECKS:** September 15, 2020 to October 12, 2020 – and 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:** October 12, 2020 and transfer of \$125,000.00 from the Sewer Public Funds Money Market Account to Fund 10 Sinking Fund and \$50,000.00 from the Water Public Funds Money Market Account to Fund 10 Sinking Fund.

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

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

Modifications:

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

**REQUISITIONS:** Requisition #7-2020 Water – Fund 10 to 6 ---\$125,000.00  
Requisition #7-2020 Sewer – Fund 10 to 8 ---\$125,000.00

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

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

Modifications:

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**VISITORS RECOGNIZED:**

**OLD AUTHORITY BUSINESS:**

**BID OPENINGS (if any):**

➤

**PENNVEST PROJECT (JENS DAMGAARD, ESQUIRE):**

➤

**SOLICITOR'S REPORT:**

➤

**BOROUGH MANAGER'S REPORT:**

- 2021 Paving – Map Sent Via Email on 10/09/2020
- Further discussion on stormwater revenue options
- Continued discussion on J.C. Smith Dam (from September Meeting)
- Follow-up from MABB & BTMA Meeting held on 09.23.2020
- Further discussion on implementation of shut off door tag fee (draft attached)
- Discussion on one-year post-construction warranty notification (still working on)
- Update on Solar Panel Installation
- Update on Borough Building Renovation Plans - *Timetable on FD Project & Borough Renovation*
- Reminder to Authority that I have begun working on the 2021 Budgets. We will be discussing the proposed budget at our November 9<sup>th</sup> and November 30<sup>th</sup> meetings (as well as the annual percentage increase) and then the 2021 Budget will need to be officially adopted at our December 14<sup>th</sup> meeting.
- Request SMAI to present their Engineering Retainer Agreement for 2021 at the November 9<sup>th</sup> Meeting. Review, discussion, and approval would occur during the November 30<sup>th</sup> Authority Meeting.

**PUBLIC SERVICE DIRECTOR'S UPDATE (Brad Foor):**

- Public Works Department update
- Water Treatment Plant update
- Wastewater Treatment Plant update

**ENGINEER'S UPDATE (Tim Cooper/John Clabaugh):**

**WASTEWATER & WATER**

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

- Kukurin Contracting (Contract 2019-2) has submitted Pay Estimate No. 10 in the amount of **\$330,639.90** for the Authority to approve for work completed in September. (The payment is separated as follows: Sewer=\$111,323.85, Water=\$219,316.05.)
- Continental Construction (Contract 2019-3) has submitted Pay Estimate No. 11 in the amount of **\$5,984.62** for the Authority to approve for work completed in September. (The payment is separated as follows: Sewer= \$3,894.62, Water= \$2,090.00.)
- We have prepared requisitions for the Authority to request funds from PENNVEST to pay the Construction, Interest and Engineering costs for this month. The PENNVEST requisitions we have prepared are as follows:

Sewer Requisition No. 11     \$ 120,263.43 (Engineering= \$2,386.00, Interest= \$2,658.96)  
Water Requisition No. 11     \$ 259,245.82 (Engineering= \$37,120.72, Interest= \$2,809.05)

- ***Motion to authorize Pay Estimate No. 10 in the amount of \$330,639.90 for Kukurin Contracting and Pay Estimate No. 11 for Continental Construction in the amount of \$5,984.62, Sewer Requisition No. 11 in the amount of \$120,263.43 and Water Requisition No. 11 in the amount of \$259,245.82.***

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

- A Project Budget Status Report is attached. Again, this month, we were not able to submit the \$2,090.00 attributed to water for Continental because DEP has not approved the only change order we have had in the system. We have contacted PENNVEST and DEP to get this corrected. We will work with Bev on the amounts to be written on checks once the PENNVEST funds have been deposited.
- A Substantial Completion Inspection was held for both contracts and punch lists were generated with issues that need to be addressed by the contractors.
- Kukurin is finishing up the overlay of Pitt Street and punch list items. Continental has finished the overlay of the Township streets and has only punch list items remaining to be completed. We are issuing a Certificate of Substantial Completion for both contracts as of the dates when the paving overlays were completed. This will start the one-year warranty period. We will re-visit some of the yard areas in the Spring to see if grass has established and we will tour the entire project area in 11 months to see if there are any issues to be addressed before the warranty runs out.

- For reference, below is the condensed timeline for the Consent Order Agreement (COA):

<u>Task</u>	<u>COA Date</u>	<u>Status</u>
Open Construction Bids	February 15, 2020	7/1/2019
Award Contract for Construction	March 15, 2020	8/20/2019
PENNVEST Loan Closing	April 15, 2020	11/26/2019
Issue Notice to Proceed for Construction	April 30, 2020	10/14/2019
Complete Construction of Phase 1 Improvements	July 30, 2021	10/08/2020
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	

## **2. DALESMEN DISTILLERY/BREWERY**

- We recently received and reviewed plans and support documentation for the proposed grease interceptor to be installed at the facility. Our findings are outlined in a letter from L.J. Seidel, P.E. of our office dated October 6, 2020. While it appears the proposed grease handling facility should work in this application, it does not meet the requirements of the grease trap regulations recently approved by the Authority.
- Based on the information provided, waivers of the following rules and regulations would need to be granted by the Authority:
  - Waiver of the requirement for the grease interceptor to be located outside.
  - Waiver of the minimum size requirement of 750 gallons.
- If the Authority wishes to approve these waivers, we recommend that the following conditions be incorporated within the approval:
  - Require increased short-term inspection frequency of the system to confirm no grease carry-over into the sanitary sewer.
  - Require that they install an upsized tank (Sheier Model GB-250, 277-gallon capacity) to accommodate increased loadings from facility expansion.

## **3. BEDFORD AREA HIGH SCHOOL EXPANSION**

- There are still a few minor issues the designers will need to address regarding water, sanitary sewer, and storm water and we noted our concerns in a response to their second submittal but have not received a reply. Our biggest concern is that they are proposing a second connection to the sanitary sewer on Watson Street and do not show a grease trap on this connection. We have asked for clarification on what facilities will be connected to this line. We have not received a response from the designers on these issues for several months.
- We were contacted recently by another consultant that is working on the geothermal system that is to be constructed on the Middle School property and we are working with them to avoid any conflicts with existing water lines and sanitary sewers that are on the site.

**WASTEWATER**

**1. INDUSTRIAL DISCHARGE LIMITS AND PRETREATMENT**

- Baseline sample acquisition for individual industries is completed and we have completed the sampling for the Headworks Analysis.
- We had a meeting between staff of both Authorities to discuss the next steps of the program and how we will move forward with the permitting of industries. There are currently nine industries that we believe will need to be issued permits.
- We have been trying to stay in communication with Kennametal as they get closer to starting up and testing their pretreatment facility. We want to make sure they are following the proper testing protocol and they were not initially responding to our requests for additional information prior to testing their facility, but that appears to have been addressed. Testing on their new system was expected to take place this month, but we have not had any recent communication with them.
- Bedford Burn Off has not performed any new testing on their updated batch process. It is our understanding that they are low on production and not generating enough process discharge to get the representative samples we would need. They are still not discharging process water to the sanitary sewer and because of the current low flows, it may be more economical to continue hauling waste.

**2. FLOW METERING AT BTMA CONNECTION POINTS**

- Construction on the contract to meter BTMA connections to the MABB is complete, all meters are in operation and Substantial Completion was issued last week. We are continuing to monitor the meters to make sure the information we are getting is consistent and accurate. So far, we are pleased with the information we are getting from all the meters except for one and we are working on fine tuning that with level adjustments and the use of portable meters to compare flows. We are comfortable that Kukurin has completed everything required of them in the contract and have received a final payment request from them. Kukurin submitted Pay Estimate No. 6 in the amount of **\$11,815.28** for the Authority to review and approve. I have notified BTMA that you would be considering approval of the final payment at this meeting.

➤ *Motion to authorize Pay Estimate No. 6 for Kukurin Contracting in the amount of \$11,815.28.*

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

**3. CHEMICAL FEED OPTIONS FOR WWTP**

- SMA provided a schematic plan and cost estimate for consideration by the Authority at a previous meeting. We have included costs for this in our budget recommendations for 2020 and can begin working on this design when the Authority wishes to do so. Based on John Flick’s recent investigations, consideration is being given to switching from ferrous sulfate addition at the plant to a different chemical. This should not affect the design of the storage tanks and feed system, since the same system could be used for any of the chemicals being proposed. However, a chemical supplier has indicated they may be willing to provide a double wall tank on-site. We will be investigating this possibility further. A decision on the chemical to be used will need to be made before any DEP construction permits are submitted.

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

- Stiffler McGraw is currently working on design and permitting for these sanitary sewer extensions that will add approximately 150 customers to the system. The design is expected to be complete soon and permit applications will be submitted. The BTMA has chosen to put a hold on the construction of this work for the time being and will decide at a later date when to proceed with construction.

### **WATER**

#### **1. J.C. SMITH RESERVOIR DAM/ WATER SYSTEM EVALUATION**

- We submitted H2O grant applications for the projects selected by the Authority, but unfortunately none of our projects were selected for the grant funding.
  - Now that the H2O program grant recipients have been released, the Authority will need to decide on the scope of the project we will move forward with. We assume that, based upon the current agreement with the State, MABB will continue with the Smith Dam improvements at a minimum. Based on the attached spreadsheet, you will see that the required work includes an estimated cost of \$5,534,000. This cost includes placeholders for contingency and soft costs. It does not include costs associated with the acquisition of property to accommodate the new fill slope on the downstream side of the embankment.
  - We have also included “optional work”. Prior to providing an Engineering Services Agreement (ESA), we will need to know whether MABB intends to include these items. We would strongly suggest completing the outlet pipe lining at a minimum while the dam is drained. As to the dredging activities, it will never be cheaper to dredge than when the dewatering activities are already accounted for as they would be in the case of a major upgrade. However, we understand that MABB may not have sufficient funds available to include those activities at this time.
  - As to the proposed system needs discussed outside of the Smith Reservoir Rehabilitation Project, we will need to know whether MABB intends to include any of the other projects in this ESA or if you intend to postpone those projects while awaiting other funding opportunities.
  - Once a scope has been confirmed, we will prepare an Agreement for your consideration. Since it may be a month or so until the Agreement is approved, would the Authority authorize that the preliminary surveying begin immediately to avoid potential conflicts with hunting season and potentially cold and severe weather?
- ***Motion to approve immediate preliminary surveying for the Smith Reservoir Rehabilitation Project.***

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

#### **2. CHEMICAL FEED OPTION AT WTP**

- SMA provided a schematic plan and cost estimate for consideration by the Authority at a previous meeting. This item was included in the overall water system report as one of 2 schematic options to address chemical feed on the site. This work can be included in the overall water treatment plant project when it is completed. If the overall project is not done, this should be considered separately in 2021.

### **3. EMERGENCY ACTION PLANS (EAP)**

- SMA updated the EAP for both dams, including inundation maps for both structures. This has all been uploaded to the DEP website and we responded to comments from DEP. The information has been uploaded and we are still waiting for DEP and/or PEMA approval.

### **4. DEP REGULATORY ASSISTANCE**

- SMA staff continues to assist the MABB operational staff with updating and generating several reports and plans required by the DEP. Among the things we have been working on are:
  - Uninterrupted System Service Plan (USSP)-plan was completed and submitted in August. DEP has accepted the report and had no further comment.
  - Source Water Protection Plan- ongoing 15% complete. This may not move very quickly because part of the process is conducting public meetings, which currently is a problem.
- There are a few items coming up regarding DEP/EPA regulatory compliance:
  1. Corrective Action Plan for the Lakewood Booster Station because of the findings of the USSP. Will result in the need for an emergency generator on site. John Whitmore is currently working on this.
  2. EPA is sending letters out to water systems that serve between 3,300 and 50,000 people requiring the completion of America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment. The assessments need to be completed and certified by June 30, 2021. SMA is preparing a proposal that can be used for budgeting this expense for early in 2021. We hope to have that proposal completed for this meeting.

### **5. CLARK WATER EXTENSION**

- All lines have been installed and tested and the Clark Building is connected to the system. We will probably schedule a walkthrough inspection and will need as-built drawings from Clark before the line is officially turned over to the Authority.

## **STORMWATER**

### **1. SOUTHWEST BOROUGH FLOODING**

- Many homes in the southwest portion of the Borough have experienced severe flooding and washouts, and there have also been issues in areas below the Barclay Manor Development. These have been ongoing issues for many years. It appears that a significant portion of this runoff is coming into the Borough from development within the Township. We last met with the Township Supervisors, PENNVEST and DEP representatives to discuss funding options for potential projects on Monday, July 29, 2019. We learned about what types of projects would be eligible and how they could potentially be funded. The Township indicated they would look into the situation and get back to us. The only thing we have received from the Township was a request to mark out areas where we felt curbing should be installed in Barclay Manor. We responded with a conceptual plan showing where we thought curb, inlets, pipes and ditches should be placed within the existing development.
- A follow-up meeting was held on September 10, 2020 and it does not appear that the Township has done a significant amount of work toward correcting the situation.

**NEW AUTHORITY BUSINESS:**



**CHAIRPERSON'S BUSINESS:**



**ADJOURNMENT:**            Motion \_\_\_\_\_ Time \_\_\_\_\_

**REMINDERS:**

**Monthly Authority Meeting ~ Monday, November 9<sup>th</sup> @ 4:00 p.m.**

***End of Year Budget Meeting ~ Monday, November 30<sup>th</sup> @ 4:00 p.m.***

**Monthly Authority Meeting ~ Monday, December 14<sup>th</sup> @ 4:00 p.m.**