

**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:**

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**CALL TO ORDER**

**MINUTES OF MEETING(S):** October 12, 2020 Meeting

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

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

Modifications:

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**CHECKS:** October 13, 2020 to November 9, 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:

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**TREASURER’S REPORT:** November 9, 2020

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

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

Modifications:

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**REQUISITIONS:** Requisition #8-2020 Water – Fund 10 to 6 ---\$46,050.00  
Requisition #7-2020 Sewer – Fund 10 to 8 ---\$93,050.00

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

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

Modifications:

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**VISITORS RECOGNIZED:**

- Dena Sigler and Chris Simons – 443 S. Bedford Street – Curbing

**OLD AUTHORITY BUSINESS:**

**BID OPENINGS (if any):**

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

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**SOLICITOR’S REPORT:**

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**BOROUGH MANAGER’S REPORT:**

- Further discussion on implementation of shut off door tag fee (attached).

*Motion to approve a shut off door tag fee of \$25.00.*

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

- Reminder to the Authority that work is ongoing for the 2021 Budgets. Tentatively, we will be discussing the proposed budget at our 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.
- SMAI is in the process of setting their 2021 rates and will present a draft of their Engineering Retainer Agreement for 2021 at the November 30th 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. 11 in the amount of **\$213,430.39** for the Authority to approve for work completed in October. (The payment is separated as follows: Sewer=\$103,590.10 Water=\$109,840.29.)
- Continental Construction (Contract 2019-3) has submitted Pay Estimate No. 12 in the amount of **\$242,261.82** for the Authority to approve for work completed in September. (The payment is separated as follows: Sewer= \$168,927.03, Water= \$73,334.79.)
- 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. 12     \$ 283,593.06 (Engineering= \$8,345.26, Interest= \$2,730.67)  
 Water Requisition No. 12     \$ 208,950.38 (Engineering= \$12,880.63, Interest= \$2,849.67)

➤ ***Motion to authorize Pay Estimate No. 11 in the amount of \$213,430.39 for Kukurin Contracting and Pay Estimate No. 12 for Continental Construction in the amount of \$242,261.82, Sewer Requisition No. 12 in the amount of \$283,593.06 and Water Requisition No. 12 in the amount of \$208,950.38.***

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

- A Project Budget Status Report is attached. We were able to submit the \$2,090.00 attributed to water for Continental, which we couldn’t last month, since DEP has finally approved the change order. The 2,090 is also included in this requisition. We will work with Bev on the amounts to be written on checks once the PENNVEST funds have been deposited.
- Both contracts have completed the punch lists that were generated with issues that need to be addressed by the contractors. 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. Final Inspections were held with PennDOT and Bedford Township for their streets. There were no issues with state roadways, but there is some settlement on a Township street that Continental will need to address in the spring.
- For reference, below is the condensed timeline for the Consent Order Agreement (COA):

<b><u>Task</u></b>	<b><u>COA Date</u></b>	<b><u>Status</u></b>
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**

- Based on our discussion at last month's meeting, a letter was sent to the consultants for the project outlining what the Authority agreed to. As you will recall:
  - Waivers of the following rules and regulations were 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.
  - The following conditions were 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 (Shier Model GB-250, 277-gallon capacity) to accommodate increase 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, although they have contacted us recently with a few questions and appeared to be working on a response.

## **WASTEWATER**

### **1. INDUSTRIAL DISCHARGE LIMITS AND PRETREATMENT**

- There are currently nine industries that we believe will need to be issued permits and we are working on developing the permits.
- We have been trying to stay in communication with Kennametal as they continue starting up and testing their pretreatment facility. Testing on their new system this month and initial results were not good, but that is improving with adjustments being made to the system.
- 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.

### **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 month. 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 we had a few issues with level adjustments and the use of portable meters to compare flows. It should be noted that it was necessary to discharge from the CSO during last week's high flows.

### **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. 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 H20 grant applications for the projects selected by the Authority, but unfortunately none of our projects were selected for the grant funding.
- We discussed with MABB the specific scope of this project that they would like to include moving forward. At this point, we have prepared an engineering services agreement associated with that scope for consideration by MABB.

### **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.
- It has been conveyed to us by MABB staff that there is a desire to budget for completion of design activities and possibly construction activities associated with this project in 2021. As such, we will be reviewing the costs and scope of this project briefly with MABB at the meeting.

### **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. However, we learned this month that the Township is working to obtain a grant to construct some stormwater detention facilities at the southern end of the Borough.

**NEW AUTHORITY BUSINESS:**



**CHAIRPERSON'S BUSINESS:**



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

**REMINDERS:**

*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.*