# BEDFORD BOROUGH WATER AUTHORITY
# MONTHLY MEETING AGENDA
# 4:00 P.M.

**PRESENT:**

____ G. MARTELL, AUTHORITY MEMBER
____ R. MELLOTT, AUTHORITY MEMBER
____ M. BULLINGTON, AUTHORITY MEMBER
____ J. SPEICHER, AUTHORITY MEMBER
____ T. OSTER, AUTHORITY MEMBER
____ D. CRABTREE, AUTHORITY SOLICITOR
____ B. DIEHL, BOROUGH MANAGER
____ B. GELLER, BOROUGH SECRETARY
____ J. HOUSEL, WATER DEPARTMENT SUPT.
____ B. FOOR, ASST. WATER DEPARTMENT SUPT.
____ A. KEIRN, AUTHORITY ENGINEER

OTHERS PRESENT: _____
_____

**CALL TO ORDER.**

**MINUTES OF MEETING(S):** Regular January 18, 2016 Meeting.

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

**CHECKS:** January 18, 2016 through February 14, 2016
**CHECKS:** February 15, 2016

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

**TREASURER'S REPORT:** February 15, 2016

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

**BID OPENINGS** (if any):

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**VISITORS RECOGNIZED**: 3 TO 5 MINUTES SPEAKING TIME PER VISITOR/TOPIC.

Name: Topic:

**OLD AUTHORITY BUSINESS:**

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**SOLICITOR'S REPORT:**

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**WATER SUPERINTENDENT'S (Jim Housel) REPORT:**

- Update on Cross-Training

**WATER DISTRIBUTION SYSTEM SUPERINTENDENT'S (Brad Foor) REPORT:**

- ONGOING - Further discussion with Authority on Sale of Timber – *in planning stages*
- ONGOING - Discussion on meter pit for WWTP – *backflow preventer needs to go above ground (maintenance building could be a potential place for it or install a new enclosure device) – more details to follow. Budgeted Expense in 2016 – Approx. $30,000*
- *Update on Ash Lawn Drive –*
- Water Break – Thursday, February 4th & Friday, February 5th (Lakewood Manor – 5132 Forrest Ave.)

**BOROUGH MANAGER'S REPORT:**

1. Distribute Monthly Budget Report – January (Prior Year's), April (Jan. – Mar.), July (Jan. – June), & October (Jan. – Sept.)

2. Water System Report – most recent data available:
   - The water elevation in the Smith Reservoir is below the spillway by 0.60'.
   - The water elevation in the Todd Reservoir is below the spillway by 0.29'.
   - The Smith Reservoir is 0.42' higher than it was last year. The Todd Reservoir is 1.54' higher than it was last year.
   - In January, we recycled an average of 50,000 gpd from the filters and clarifiers back into the Todd Reservoir.
   - The average daily minimum river flows in January were approximately 244.81% of last year's flows.
   - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 21.694 MG. Through the end of February 2015 we pumped 50.922 MG and through the end of February 2014 we pumped 12.893 MG.
   - In January 2016, the average daily WTP production of water was .489 MGD. In January of 2015, the average daily WTP Production of water was .513 MGD.
   - 2016 year to date total precipitation = 2.25". Through the end of February 2015 we had 2.07" of precipitation and through the end of February 2014 we had 1.59" of precipitation.

3. Collection of the 2016 Statement of Financial Interests Form.

4. Update on Severn Trent visit to WTP on Thursday, January 14th.
   ~ Examined facilities, gathered information and Manager Diehl will provide the final items to them in order to complete their development of a proposal for the operation and maintenance of the water facilities.

5. Update on 2015 Audit being done by Wessel & Company.

6. Update on utility software conversion from InHANCE to MUNILINK – go live day is March 11th.

7. I will be in State College March 16th thru March 18th – attending a PML Training for the Borough. Literature attached. I shall commute each day.

8. I have asked both Aaron Keirn and Brad Foor to attend the Municipal Authority's Meeting on Tuesday, February 16th for a discussion on a potential dam removal. Early stage discussion, however we do have concerns with our existing water line that could be affected over a long period of time due to river flow, etc.

9. For the large water project this year, the Authority does have an option of putting those funds in an investment account (typically a CD) and borrow the money using those funds as collateral. Reason being, we could get a very low rate on the loan since its cash-secured and we keep our investment.
   (Example - We put the money into a CD that is paying 0.20%, the loan rate would be 2.20%. You continue to earn the interest on the CD as well. One might like doing this because at the end of the loan term, we still have the cash and the asset that was financed. It helps from starting over to build cash reserves.) *Just a thought.*

10. Motion to concur with Borough Council's hiring of Misty Hizer as Assistant Borough Secretary. Misty will begin employment on Monday, February 22, 2016.

    Motion _____ Second _____ Vote ( ____ - ____ )

11. Motion to approve the Engineering Services Agreement with EADS for 2016.

    Motion _____ Second _____ Vote ( ____ - ____ )

**ENGINEER'S REPORT**

1. Reservoirs / Dams

   A. J.C. Smith Reservoir Dam:

      i.) Completing concept plan to address spillway capacity and seepage issues at the dam. Preliminary spillway capacity analysis information submitted to DEP with annual dam inspection report.

      ii.) Well Field Development - Reviewing and plotting additional deeds for properties near proposed well sites #3 and #4 (Township Building / Shed Road area).

   B. Annual Dam Inspections - No Report

2. Projects

   A. Division Street Water Line Replacement

      1) Advertised for Bids - Bid Opening scheduled for 11:00 AM February 26, 2016.

      2) Tentative Schedule:

| | |
|---|---|
| **Open Bids** | **Friday, February 26, 2016** |
| Award Construction Contract | Monday, March 21, 2016 (Regular Meeting) |
| Notice To Proceed | April 2016 |
| Construction | April - September 2016 (allow 150 days) |

3. Miscellaneous Items -

   A. Capital Improvements Projects list and estimated costs – Review again in 2016?

   B. Drought Contingency Plan – Revised DRAFT plan forwarded to Authority staff for review. Recommend developing new agreement with BTMA to reflect current operating and supplemental water supply conditions. **(No Change)**

   C. Todd Water Storage Tank Maintenance - Staff reviewing WTP process control adjustments to increase chlorine contact time. Need to test system to evaluate plant operations while the Todd Tank is out of service. Consider installation of mixing system to help reduce Disinfection By-Product (DBP) formation in the tank. **(No Change)**

   D. Cross Connection Control Program - Working on draft revisions to Rules and Regulations for Authority staff review and comment. Copy of preliminary plan for meter and backflow preventer installation at WWTP provided in November for Authority staff to review. **(No Change)**

   E. WTP Electrical Service - OH electric service installation completed at WTP. Installation was reviewed and approved by Commonwealth Code. No other issues to report. Recommend tabling other work to address neutral/ground bonding and wiring.

4. Meeting w/ ISO Fire Protection Field Analyst and staff on Thursday (2/18) to discuss information needed to update fire protection classification.

**NEW AUTHORITY BUSINESS:**

**CHAIRPERSON'S BUSINESS:**

**ADJOURNMENT:** Motion by: _____

***Next Authority Meeting ~ Monday, March 21st @ 4pm***