

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

PRESENT:

- | | |
|---|---|
| <p>____ R. MELLOTT, CHAIRMAN</p> <p>____ G. MARTELL, 1st VICE CHAIRMAN</p> <p>____ T. OSTER, 2nd VICE CHAIRMAN/TREASURER</p> <p>____ J. SPEICHER, SECRETARY</p> <p>____ M. BULLINGTON, ASST SEC/ASST TREAS</p> <p>____ D. CRABTREE, AUTHORITY SOLICITOR</p> | <p>____ B. DIEHL, BOROUGH MANAGER</p> <p>____ B. GELLER, BOROUGH SECRETARY</p> <p>____ J. HOUSEL, WATER DEPARTMENT SUPT.</p> <p>____ B. FOOR, ASST. WATER DEPARTMENT SUPT.</p> <p>____ A. KEIRN, AUTHORITY ENGINEER</p> |
|---|---|

OTHERS PRESENT: _____

CALL TO ORDER.

MINUTES OF MEETING(S): Regular February 15, 2016 Meeting.

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

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

Modifications: _____

CHECKS: February 15, 2016 through March 20, 2016

CHECKS: March 21, 2016

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

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

Modifications: _____

TREASURER’S REPORT: March 21, 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:

Tom O'Neal

Presentation of Report to Authority
(Re: Sale of Timber on Borough Property)

John Zembower

Ashlawn Drive

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 –*
- Meters were read last week – finishing up this week (training new employees)
- Water Break – Brian Derabasse Property – Friday, February 19th
- Fire – S. Richard Street – Saturday, February 20th

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 1.03'.
 - The water elevation in the Todd Reservoir is below the spillway by 0.26'.
 - The Smith Reservoir is 0.94' lower than it was last year. The Todd Reservoir is 0.30' lower than it was last year.
 - In February, we recycled an average of 57,000 gpd from the filters and clarifiers back into the Todd Reservoir.
 - The average daily minimum river flows in February were approximately 398.08% of last year's flows.
 - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 37.023 MG. Through the end of March 2015 we pumped 58.638 MG and through the end of March 2014 we pumped 28.611 MG.
 - In February 2016, the average daily WTP production of water was .572 MGD. In February of 2015, the average daily WTP Production of water was .502 MGD.
 - 2016 year to date total precipitation = 5.10". Through the end of March 2015 we had 4.83" of precipitation and through the end of March 2014 we had 3.85" of precipitation.

3. Update on Severn Trent visit to WTP on Tuesday, March 1st.
4. Update on 2015 Audit being done by Wessel & Company.
5. Update on utility software conversion from InHANCE to MUNILINK –
 - a. Training occurred earlier today
 - b. Go-Live day is scheduled for mid-April.
6. Update on the PML Training (March 16th through March 18th) in State College.
7. Contract Negotiations
8. Chapter 110 Report – currently working on and will be submitted later this week.
9. Currently working on Water Allocation Permit (due April 27th) – additional input and information from Aaron Keim, Jim Housel and Brad Foor.
10. Have (2) individuals interested in Water Authority.
 - a. Sean T. Bardell, ABR, SRS,
Broker/Owner - PA State Certified Appraiser
Howard Hanna Bardell Realty - 121 East Penn Street
 - b. Pamela (Miller) Anderson – 231 E. Watson Street
Former CIA – relocated back to Bedford

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 - Field work will be tentatively scheduled for April 2016.

2. Projects

A. Division Street Water Line Replacement

- 1) Bids opened on February 26, 2016. Guyer Brothers, Inc. is the low bidder (see attached Bid Results; Bid Report submitted separately).

Summary – Contract 2015-01

	Guyer Brothers, Inc.	Excavating Associates, Inc.
Base Bid	\$370,775.00	\$429,799.00
Alternate Bid No. 1	94,270.50	\$103,794.00
Total (PVC Pipe)	\$465,045.50	\$533,593.00
Alternate Pipe Bid for Base Bid	\$27,895.00	\$25,820.00
Alternate Pipe Bid for Alternate Bid No. 1	6,300.00	\$5,880.00
Alternate Pipe Bid Subtotal	\$34,195.00	\$31,700.00
Total (DIP)	\$499,240.50	\$565,293.00

- 2) Township Road Alteration Permit - Financial Security requirements update.
- 3) Contract Award - Recommend awarding contract to Guyer Brothers, Inc. Discussion, motion / approval by Board.
- 4) Tentative Schedule:
 Award Construction Contract Monday, March 21, 2016 (Regular Meeting)
 Notice To Proceed April 2016 (pending schedule discussion w/ contractor)
 Construction April - September 2016 (allow 150 days)
- 5) Discuss construction inspection services - Full time inspection estimated budget amount was \$35,000.

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)**

BUSINESS:

CHAIRPERSON’S BUSINESS:

ADJOURNMENT: Motion by: _____

Next Authority Meeting ~ Monday, April 18th @ 4pm