

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

**PRESENT:**

- |   |   |
|---|---|
| <p>____ R. MELLOTT, CHAIRMAN</p> <p>____ G. MARTELL, 1<sup>st</sup> VICE CHAIRMAN</p> <p>____ T. OSTER, 2<sup>nd</sup> 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 March 21, 2016 Meeting.

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

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

Modifications: \_\_\_\_\_  
\_\_\_\_\_

**CHECKS:** March 21, 2016 through April 17, 2016

**CHECKS:** April 18, 2016

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

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

Modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TREASURER’S REPORT:** April 18, 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:**

- Further discussion on removal of dam (request of Borough Council).

**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:**

- 1<sup>st</sup> Week of Water System Flushing – Tuesday, April 19<sup>th</sup> thru Friday, April 22<sup>nd</sup>
- 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 –*

**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 1.48'.
  - The water elevation in the Todd Reservoir is below the spillway by 0.31'.
  - The Smith Reservoir is 0.79' lower than it was last year. The Todd Reservoir is 0.34' lower than it was last year.
  - In March, we recycled an average of 51,000 gpd from the filters and clarifiers back into the Todd Reservoir.
  - The average daily minimum river flows in March were approximately 38.45% of last year's flows.
  - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 54.411 MG. Through the end of April 2015 we pumped 62.779 MG and through the end of April 2014 we pumped 28.611 MG.
  - In March 2016, the average daily WTP production of water was .535 MGD. In March of 2015, the average daily WTP Production of water was .477 MGD.
  - 2016 year to date total precipitation = 6.18". Through the end of April 2015 we had 9.75" of precipitation and through the end of April 2014 we had 7.80" of precipitation.
3. Update on 2015 Audit being done by Wessel & Company.
4. Update on utility software conversion from InHANCE to MUNILINK –

5. Personnel & Contract Negotiations – ***Request Executive Session.***
6. Chapter 110 Report – submitted on March 28<sup>th</sup>.
7. Water Allocation Permit – submitted on Friday, April 8<sup>th</sup>.

## **ENGINEER’S REPORT**

- 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 - See updated DRAFT plan for well sites #3 and #4 sent by email last week. Review/discuss estimated area required and next steps.
  - B. Annual Dam Inspections - Field work tentatively scheduled for April 2016.
2. Projects
- A. Division Street Water Line Replacement
    - 1) Contract awarded to Guyer Brothers, Inc. for \$465,045.50 (Base and Alt. Bid #1 using PVC pipe). Received executed contract documents from contractor - Authority to sign Agreement (4 copies) today. Waiting for Guyer Brothers, Inc. to provide Letter of Credit (see Item 2 below).
    - 2) Township Road Alteration Permit - Borough Mgr. coordinating w/ bank to provide Letter of Credit for Township road work related to project. Guyer Brothers, Inc. to provide Letter of Credit to Authority for same amount.
    - 3) Tentative Schedule:

Notice To Proceed	April / May 2016
Anticipated Start	End of May 2016 (per discussion w/ contractor)
Construction	June - July 2016 +/- (per discussion w/ contractor)
    - 4) Construction inspection services - Updated project budget emailed on 4/6/14 - estimated fee for full time inspection is \$20,000 based on contractor's estimated time to complete project of 2 months.
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. Emergency Action Plans for dams - PA DEP / PEMA converting to an electronic format to "...*minimize plan preparation time and financial burden to dam owners.*" Submitted current electronic files for Smith and Todd Reservoir Dams to DEP.
    - A. Keirn is scheduled to attend workshop on 4/29 to learn new system.

## **BUSINESS:**

## **CHAIRPERSON’S BUSINESS:**

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

***Next Authority Meeting ~ Monday, May 16th @ 4pm***