

**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 April 18, 2016 Meeting.

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

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

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

**CHECKS:** April 18, 2016 through May 15, 2016

**CHECKS:** May 16, 2016

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

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

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

**TREASURER’S REPORT:** May 16, 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:**

Barbara Casteel (Amanda Casteel – 810 Preston Street)

**Topic:**

Invoice for 1<sup>st</sup> Qtr 2016 – High Usage

**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:**

- 2<sup>nd</sup> Week of Water System Flushing – Tuesday, April 26<sup>th</sup> thru Friday, April 29<sup>th</sup>
- 3<sup>rd</sup> Week of Water System Flushing – Tuesday, May 3<sup>rd</sup> thru Friday, May 6<sup>th</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* – estimate from Guyer Brothers – pending
- WATER BREAK – Tuesday, May 3<sup>rd</sup> – 4” a.c. line on N. Thomas Street
- WATER BREAK – Friday, May 6<sup>th</sup> – 4” a.c. line on N. Thomas Street
- WATER BREAK – Thursday, May 12<sup>th</sup> – 4” a.c. line on N. Thomas Street

**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 1.50’.
  - The water elevation in the Todd Reservoir is below the spillway by 0.28’.
  - The Smith Reservoir is 0.74’ lower than it was last year. The Todd Reservoir is 0.26’ higher than it was last year.
  - In April, we recycled an average of 52,000 gpd from the filters and clarifiers back into the Todd Reservoir.
  - The average daily minimum river flows in April were approximately 33.52% of last year’s flows.
  - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 72.723 MG. Through the end of May 2015 we pumped 65.895 MG and through the end of May 2014 we pumped 28.611 MG.
  - In April 2016, the average daily WTP production of water was .542 MGD. In April of 2015, the average daily WTP Production of water was .466 MGD.
  - 2016 year to date total precipitation = 7.90”. Through the end of May 2015 we had 12.31” of precipitation and through the end of May 2014 we had 11.32” of precipitation.

3. Update on 2015 Audit being done by Wessel & Company.
4. Update on utility software conversion from InHANCE to MUNILINK –
5. Brad Foor and I met with Dave Sollars & Steve Miller from LB Water on Wednesday, May 4<sup>th</sup> to discuss our current meter reading equipment. This SENSUS equipment was purchased from L/B Water back in December of 2006. These hand held meters have become obsolete (with repair) due to their 10-year life span. At the time, we purchased (2) Series 5002 Hand Held Reading devices as well as (60) meters, (2) charging stands, (1) AUTOREAD software package and (2) SENSUS auto guns. The approximate expense back then was \$34,422.50.
  - a. Dave is working on a quote for us, which I shall present at the June Authority Meeting.
  - b. This quote will be for basically the same material as listed above, with the exception that we have requested a combination of (200) meters. The new system is called a Series 6500 and was just released.
  - c. Quote should be approximately \$40K. *Could be lower, this is just an estimate.*
  - d. Our current system:
    - i. Approximately 2250 on system.
    - ii. 500+ have been upgraded to radio reads.
    - iii. We need to continue our plan upgrade to radio reads.
6. Personnel & Contract Negotiations – ***Request Executive Session.***
7. Aaron and the staff at EADS have prepared a DRAFT of our 2015 Water Quality Report. Within the next few weeks, this will be sent to the printer. They will print 2500 of these, fold them and we will need to label them for preparation of the mailing via the Post Office - 2100 copies of these will be mailed and the remaining amount will be bulk dropped. Mailing will occur on/before the week of June 20<sup>th</sup> ~

## **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 2015 annual dam inspection report.
    - ii.) Well Field Development - Contacted Real Estate agents and forwarded draft plan and location information for them to provide quotes for appraisals.
  - B. Annual Dam Inspections - Field work completed April 20, 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).
    - 2) Township Road Alteration Permit - Provided Letter of Credit to Township before their meeting on May 3. Twp. solicitor requested revisions. Jim at FNB to provided revised letter for Township's meeting on Tuesday, May 3. Guyer Brothers, Inc. provided Letter of Credit to Authority on form included in Bid Documents.

- 3) Tentative Schedule:
  - Notice to Proceed                      May or early June 2016 (exact date to be determined)
  - Anticipated Start                      After Memorial Day holiday
  - Construction                              June - July 2016 +/- (per discussion w/ contractor)
- 4) Pre-construction meeting to be tentatively scheduled for next week.

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 - Attended PA DEP / PEMA workshop on 4/29 - existing EAPs were downloaded to an electronic format and all future revisions / updates will be submitted, reviewed, and approved electronically.
- F. 2015 Consumer Confidence Report - DRAFT copy of report submitted for review and comment.

**NEW AUTHORITY BUSINESS:**

**CHAIRPERSON’S BUSINESS:**

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

***Next Authority Meeting ~ Monday, June 20<sup>th</sup> @ 4pm***