

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

PRESENT:

- | | |
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| <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> |
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OTHERS PRESENT: _____

CALL TO ORDER.

MINUTES OF MEETING(S): Regular May 16, 2016 Meeting.

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

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

Modifications: _____

CHECKS: May 16, 2016 through June 19, 2016

CHECKS: June 20, 2016

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

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

Modifications: _____

TREASURER’S REPORT: June 20, 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:

Jerry Moyer
Tom Krall (Severn Trent)

Topic:

Reading and billing meters monthly
Contracting Out WWTP & WTP

OLD AUTHORITY BUSINESS:

- Further discussion on removal of dam (request of Borough Council).
 - PA One Call sent from SMAI on 05-18-16 -- Council requested SMAI to perform a cost estimate

SOLICITOR'S REPORT:

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WATER SUPERINTENDENT'S (Jim Housel) REPORT:

- Update on Cross-Training
- *Last Water Authority Meeting for Superintendent Housel*

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 – estimate from Guyer Brothers – pending*
- *Update on Water Project – Division Street Water Line Replacement*
 - *Water Break by Guyer Brothers on 06-15-16 – 491 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 1.74'.
 - The water elevation in the Todd Reservoir is below the spillway by 0.24'.
 - The Smith Reservoir is 0.91' lower than it was last year. The Todd Reservoir is 0.24' higher than it was last year.
 - In May, 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 May were approximately 173.09% of last year's flows.
 - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 93.505 MG. Through the end of June 2015 we pumped 78.733 MG and through the end of June 2014 we pumped 28.611 MG.
 - In May 2016, the average daily WTP production of water was .497 MGD. In May of 2015, the average daily WTP Production of water was .406 MGD.
 - 2016 year to date total precipitation = 13.34". Through the end of June 2015 we had 21.86" of precipitation and through the end of June 2014 we had 18.25" of precipitation.
3. Update on 2015 Audit being done by Wessel & Company.

4. Update on utility software conversion from InHANCE to MUNILINK – go live date was May 24th.
5. TABLED FROM May 16th Meeting: **Proposal came in on 05-16-16 for \$40,435.00**
Brad Foor and I met with Dave Sollars & Steve Miller from LB Water on Wednesday, May 4th 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. Motion to concur with Borough Council’s offer of full-time employment to Misty Hizer as Assistant Borough Secretary. Misty will begin full-time employment on Monday, June 27, 2016.

Motion _____ Second _____ Vote (____ - ____)

7. The 2015 Water Quality Report was printed, taped, labeled and will be distributed later this week. A total of 2500 was printed/folded by P/S Printing. Together Bev and Misty (along with the help of Tom Oster) did all the taping and labeling in preparation of the mailing via the Post Office - 2100 copies of these will be mailed and the remaining amount will be bulk dropped.
8. Motion to have SMAI prepare the “Request for Proposal” (RFP) with regards to contracting out the Water & Wastewater Treatment Plants.

Motion _____ Second _____ Vote (____ - ____)

9. Personnel & Contract Negotiations – **Request Executive Session.**

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. **(No Change)**
 - ii.) Well Field Development - Received one quote for appraisal - \$2,500. Trying to obtain another quote.
 - B. Annual Dam Inspections - Field work completed April 20, 2016.

2. Projects -

Contract No. 2015-01: Division Street Water Line Replacement - Guyer Brothers, Inc.

Project Status:

Notice to Proceed – May 31, 2016

Final Payment (Completion) – October 27, 2016 (150 calendar days)

Contract Amount - \$465,045.50 (Base and Alt. Bid #1 using PVC pipe)

Contract Time Elapsed (as of 6/20/16) – 20 days (13%)

Work Completed (as of 6/20/16) - \$ 188,343.50 (40 %)

Work completed since last Authority meeting: 8" and 6" water line installation complete in Orchard Way, Fallowfield, Division Street, N. Julianna St., Industrial Ave., and N. Thomas St.; 2" water line installation complete in Oak Crest Drive.

Payment request this month: Application #1 - for \$ 169,509.15

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.

C. Todd Water Storage Tank Maintenance - 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. Preliminary plan for meter and backflow preventer installation at WWTP provided to Guyer Brothers, Inc. for proposal.

E. WTP Process Control Adjustments - Recent programming modifications and work at WTP to lower filter flow rates and increase chlorine contact time.

NEW AUTHORITY BUSINESS:

CHAIRPERSON'S BUSINESS:

ADJOURNMENT: Motion by: _____

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