

**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>____ B. FOOR, WATER DEPARTMENT SUPT.</p> <p>____ A. KEIRN, AUTHORITY ENGINEER</p>
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OTHERS PRESENT: _____

CALL TO ORDER.

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

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

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

Modifications: _____

CHECKS: August 15, 2016 through September 18, 2016

CHECKS: September 19, 2016

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

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

Modifications: _____

TREASURER’S REPORT: September 19, 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:

Tom O'Neil

Topic:

Forestry

OLD AUTHORITY BUSINESS:

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SOLICITOR'S REPORT:

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WATER SUPERINTENDENT'S (Brad Foor) REPORT:

- ONGOING - Further discussion with Authority on Sale of Timber –
 - *Tom O'Neil called on June 24th but was unable to attend the July Meeting. Our timber would go for a better sale price this fall. Perhaps a couple of 'sale blocks of timber' would be possible.*
- 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 – Quote from Guyer Brothers (\$30,400) Aaron spoke with John Clabaugh (Engineer for MABB) – he will provide Aaron with as-built drawings which show the piping/plumbing and where protection devices were installed. Once received, Aaron and I will review and arrange a site visit to see what may be required.*
- *Update on Water Project – Division Street Water Line Replacement*
- Ron from Aqua-Tech South came in and did a leak survey on our entire system and found 7 leaks which all have been fixed.
 - 8-22-16 145 Betsy Ave. (Leak was on customer side of meter pit)
 - 8-22-16 Fort Museum (Meter bottom plate broke, fixed)
 - 8-24-16 131-133 E. Penn St. (8" CIP main repaired)
 - 8-30-16 126 Vista Ave (¾" service line repaired)
 - 8-31-16 120 Court Street (4" A.C. main repaired)
 - 9-4-16 123 Chamberlain Street (6" main repaired)
 - 9-7-16 127 Cumberland Road (¾" service line replaced)
 - 9-8-16 1 Lincoln Drive (6" main repaired - Township helped)
 - 9-15-16 224 Railroad Street (6" CIP main repaired - Guyer Bros. assisted)

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 19.57'.
 - The water elevation in the Todd Reservoir is below the spillway by 2.44'.
 - The Smith Reservoir is 9.89' lower than it was last year. The Todd Reservoir is 0.26' higher than it was last year.
 - In August, we recycled an average of 61,000 gpd from the filters and clarifiers back into the Todd Reservoir.
 - The average daily minimum river flows in August were approximately 143.29% of last year's flows.
 - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 123.100 MG. Through the end of September 2015 we pumped 97.243 MG and through the end of September 2014 we pumped 60.759 MG.

- In August 2016, the average daily WTP production of water was .502 MGD. In August of 2015, the average daily WTP Production of water was .363 MGD.
- 2016 year to date total precipitation = 20.37". Through the end of September 2015 we had 28.53" of precipitation and through the end of September 2014 we had 23.58" of precipitation.

3. MOTION to accept the 2017 Water Authority's Pension Plan Minimum Municipal Obligation (MMO) of \$57,751.⁹³.

*FYI: The 2016 Water Authority's Pension Plan MMO was \$54,718.⁸⁰
The 2015 Water Authority's Pension Plan MMO was \$52,578.⁴²*

Motion _____ Second _____ Vote (____ - ____)

4. On Tuesday, August 30th – we issued a Mandatory Water Conservation Notice. (Sample of Press Release sent to Authority Members).
5. In creation of the website, Misty has found several discrepancies:
- a. NSF Fee: \$25 fee is authorized, but the bank fee (\$12.00 charged to us by FNB) is not shown in Rules and Regulations. Total charged for a return check is \$37.00.
 - b. Labor Rates for Meter Testing: Amount not noted in the Rules and Regulations. Can we authorize and list it as "Current Labor Rate"? Ex. Recent meter tested – took 3 hours of time – we charged \$100.00 at current rates should have been \$168.54.
 - c. Monthly Interest: Currently authorized at 2% per month on the outstanding balance. Needs to be rescinded.

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 2015 annual dam inspection report. **(No Change)**
 - ii.) Well Field Development - From August report: Using \$2,200 per acre based on the current appraised land values of the properties (\$122,000 / \$2,169.69 per acre; \$134,000 / \$1,983.33 per acre) and an estimated 26 acres that might be needed to develop two (2) wells (assuming both are productive and it is feasible to use both wells), an estimated value of the land to start with is about \$57,200.
- 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 9/9/16 – 101 days (67%)
Work Completed: As of 9/9/16 - \$ 373,435.45 (80%)
Retainage: 5% (\$18,671.77)
Amount to Finish: \$91,610.05

Work completed since last Authority meeting: Restoration work, paving.

Payment request this month: Application #4 - for \$ 76,411.02

3. Miscellaneous Items -

- A. Capital Improvements Projects list and estimated costs – Review and update as part of 2017 Budget preparation.
- 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 - 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 - Coordinating with Authority staff to review as-built drawings for wastewater plant showing existing meter and protection devices installed and to schedule site visit. Working on draft revisions to Rules and Regulations for Authority staff review and comment.

NEW AUTHORITY BUSINESS:

CHAIRPERSON’S BUSINESS: *Request Executive Session – Contract Negotiation*

ADJOURNMENT: Motion by: _____

Next Authority Meeting ~ Monday, October 17th @ 4pm