

**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, ASST SEC/ASST TREAS</p> <p>____ M. BULLINGTON, SECRETARY</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 September 19, 2016 Meeting.

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

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

Modifications: _____

CHECKS: September 19, 2016 through October 16, 2016

CHECKS: October 17, 2016

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

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

Modifications: _____

TREASURER’S REPORT: October 17, 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:

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SOLICITOR'S REPORT:

- Request Executive Session (End of Meeting) – to discuss potential legal matters (the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest).

WATER SUPERINTENDENT'S (Brad Foor) REPORT:

- ONGOING - Further discussion with Authority on Sale of Timber – Tom O'Neil
- 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*
- Update on Cross-Training of new employees
- Status of current water drought situation – (Mandatory Water Conservation Notice)
- Water Break on 09/08/16 & 09/09/16 – 1 Lincoln Drive
- Water Break on 09/21/16 – 400 N. George 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 11.90'.
 - The water elevation in the Todd Reservoir is below the spillway by 4.44'.
 - The Smith Reservoir is 9.49' lower than it was last year. The Todd Reservoir is 0.39' higher than it was last year.
 - In September, we recycled an average of 48,000 gpd from the filters and clarifiers back into the Todd Reservoir.
 - The average daily minimum river flows in September were approximately 150.60% of last year's flows.
 - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 147.230 MG. Through the end of October 2015 we pumped 133.885 MG and through the end of October 2014 we pumped 84.538 MG.
 - In September 2016, the average daily WTP production of water was .355 MGD. In September of 2015, the average daily WTP Production of water was .273 MGD.
 - 2016 year to date total precipitation = 24.41". Through the end of October 2015 we had 31.73" of precipitation and through the end of October 2014 we had 26.90" of precipitation.
3. On Tuesday, August 30th – we issued a Mandatory Water Conservation Notice. (Sample of Press Release sent to Authority Members).

2016-10-17

4. Reminder to Authority that I will begin working on the 2017 Budgets. We will be discussing the proposed budget at our November 21st meeting (as well as the annual three (3.0%) percent increase which was agreed upon several years ago) and then the 2017 Budget will need to be officially adopted at our December 19th meeting.
5. Accept quote from Guyer Brothers to extend water service along Harriette Drive (Route 30W). Quote attached in packet.

Motion _____ Second _____ Vote (____ - ____)

6. Motion to adopt Resolution 01-2016 – authorizing the Chairman and Vice Chairman as the officials to execute all documents pertaining to submitting an application to the PA Small Water and Sewer Program in the amount of \$161,000.00 from the Commonwealth Financing Authority to be used for the Chamberlain Street Water Line Replacement Project.

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 – To be discussed during Executive Session.
 - 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 10/17/16 – 139 days (93%)
Work Completed:	As of 10/17/16 - \$ 373,435.45 (80%)
Retainage:	5% (\$18,671.77)
Amount to Finish:	\$91,610.05 (To be deducted – Change Order)

Work completed since last Authority meeting: Punch List items, project close-out documentation.

Payment request this month: None

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. 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.
- D. Water Service Request for Harriette Drive (RT 30W)
- E. Chemical Feed Enclosure for WTP
- F. PA Small Water and Sewer Grant application – Chamberlain Street Water Line Replacement

NEW AUTHORITY BUSINESS:

CHAIRPERSON’S BUSINESS:

ADJOURNMENT: Motion by: _____

Next Authority Meeting ~ Monday, November 21st @ 4pm