

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

**PRESENT:**

<input type="checkbox"/> R. MELLOTT, CHAIRMAN <input type="checkbox"/> G. MARTELL, 1 <sup>st</sup> VICE CHAIRMAN <input type="checkbox"/> T. OSTER, 2 <sup>nd</sup> VICE CHAIRMAN/TREASURER <input type="checkbox"/> J. SPEICHER, ASST SEC/ASST TREAS <input type="checkbox"/> M. BULLINGTON, SECRETARY	<input type="checkbox"/> D. CRABTREE, AUTHORITY SOLICITOR <input type="checkbox"/> B. DIEHL, BOROUGH MANAGER <input type="checkbox"/> B. GELLER, BOROUGH SECRETARY <input type="checkbox"/> B. FOOR, WATER DEPARTMENT SUPT. <input type="checkbox"/> A. KEIRN, AUTHORITY ENGINEER
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Incoming 2017 Authority Members:     MYERS, LARRY     CALHOUN, SARAH

OTHERS PRESENT: \_\_\_\_\_  
\_\_\_\_\_

**CALL TO ORDER.**

**MINUTES OF MEETING(S):** Regular November 21, 2016 Meeting.

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

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

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

**CHECKS:** November 21, 2016 through December 18, 2016

**CHECKS:** December 19, 2016

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

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

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

**TREASURER’S REPORT:** December 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:**

**Topic:**

**OLD AUTHORITY BUSINESS:**

1.

**SOLICITOR'S REPORT:**

2.

**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 Cross-Training of new employees

**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 6.13'.
  - The water elevation in the Todd Reservoir is below the spillway by 3.07'.
  - The Smith Reservoir is 3.83' lower than it was last year. The Todd Reservoir is 2.99' higher than it was last year.
  - In November, we recycled an average of 71,000 gpd from the filters and clarifiers back into the Todd Reservoir.
  - The average daily minimum river flows in November were approximately 76.52% of last year's flows.
  - 2016 year to date total gallons pumped from the Raystown Branch of the Juniata River = 210.215 MG. Through the end of December 2015, we pumped 174.343 MG and through the end of December 2014 we pumped 134.669 MG.
  - In November 2016, the average daily WTP production of water was .444 MGD. In November of 2015, the average daily WTP Production of water was .374 MGD.
  - 2016 year to date total precipitation = 28.29". Through the end of December 2015, we had 36.76" of precipitation and through the end of December 2014 we had 30.91" of precipitation.
3. Further discussion on the Three-Party Agreement request from Marcia Kay Fisher (104 E Penn Street) for a release of any responsibility prior to her meter if a water line is teed off her service line for an irrigation system for the Public Square housing the Veteran's Monument. "The League of Pretty Good Guys" are working with a landscape architect and are raising funds to install the irrigation system. Connecting to the service line of Ms. Fisher would save boring under the street.

- 4. FNB is suggesting that the Authority move some funds from the current Preferred Interest Checking Account into a Public Funds Money Market Account. The Money Market Account would allow us to write 6 checks a month. The change would increase the basis points from 17 to 40. Minimum funds required in the Money Market Account would be \$5000.00. Any increases by the Fed would also increase basis points on this account.

Example ---Average Balance of \$1,137,176.47 on November Bank Statement –  
 17 basis points (0.17%) – Interest \$161.10  
 40 basis Points (0.40%) – Interest \$379.06

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

- 5. Distribution of the 2017 Budget Book.
- 6. Adopt Resolution 2-2016, which amends ““Attachment “D” Schedule of Rates and Fees”” of the Authority’s Rules and Regulations, that increases the rate per 1,000 gallons of water used by three (3.0%) percent or from \$11.85 to \$12.20. The increase will take effect for customer usage for the first (1<sup>st</sup>) quarter in 2017. The annual three (3.0%) percent increase was agreed upon in 2007. Additionally, changing Article IV (Article 4) – Section 4.01 to reference the NSF charged when a check is returned and changing Article V (Article 5) – Section 5.02 to reference current labor rates to be used when a consumer requests that a water meter be tested for accuracy.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

- 7. Motion to adopt the 2017 Budget.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote ( \_\_\_\_ - \_\_\_\_ )

- 8. Request Executive Session (End of Meeting) – to discuss personnel matters.

**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.
    - ii.) Well Field Development - Property access status update - recent request for appraisal proposals. DRAFT option agreement being reviewed.
  - B. Annual Dam Inspections - Report completed and ready for submission to DEP this week.
- 2. Projects

2017 Water Line Projects (Proposed / Budgeted)

**Chamberlain Street** - Replace existing 6" Transite water line w/ approx. 820' of 6" PVC  
 Estimated Project Cost: \$161,000 (Submitted CFA Small Water and Sewer Grant application in October)

2016-12-19

**Lakewood Manor** - Replace existing water lines in Lincoln Drive and Reed Blvd. w/ approx. 750' of 10" and 425' of 8" PVC (Township - Road Restoration Costs)

Estimated Project Cost: \$285,900

Estimated Total Engineering Fee for both projects is about \$44,000 (not including Construction Inspection)

3. Miscellaneous Items -

- A. Capital Improvements Projects list and estimated costs – Updating water overlay of Municipal Authority sewer rehab. project map. Intent is to coordinate water line and sewer line upgrade work to minimize disruption in streets.
- 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 - Coordinate site visit to WWTP with Authority staff to review existing meter and protection devices installed. Revisions to Rules and Regulations for Authority staff review and comment. (No Change)
- D. Water Service Request for Harriette Drive (RT 30W) - Authority authorized EADS to submit PADOT Highway Occupancy Permit application for Rt 30 crossing. Application submitted on December 13.
- E. Chemical Feed Enclosure for WTP - Budget costs for prefab fiberglass shelters ranged from \$9,000 to almost \$16,000; quote for precast concrete structure \$17,500 (including electrical package). Wood framed utility / storage structures not a good option due to hazard rating of chemical.
- F. EADS Operations Assistance Services - Agreement signed in November. Initial meeting w/ operators / staff scheduled for Wednesday, December 21.

**NEW AUTHORITY BUSINESS:**

**CHAIRPERSON'S BUSINESS:**

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

*Next Authority Meeting ~ January 16<sup>th</sup> @ 4pm*