

## MUNICIPAL AUTHORITY MINUTES

The Municipal Authority of the Borough of Bedford met on the above date at 4:00 p.m. with members Matt Bullington, Larry Myers, Michael Meehan, Scott Moxley, Jim Gonsman and Chris Bullington in attendance. Borough Manager Barbara Diehl, Public Services Director Brad Foor, Assistant Borough Secretary Misty Hizer, and Tim Cooper, PE, of Stiffler, McGraw & Associates, Inc. were also present.

Authority Member Jeremy Speicher, Borough Secretary Beverly Geller, and John Clabaugh, PE, of Stiffler, McGraw & Associates, Inc. were absent.

Motion was made by Mr. Meehan, seconded by Mr. Chris Bullington, to approve the Minutes of the August 10, 2020 Meeting. Motion was carried by unanimous vote (6-0).

Motion was made by Mr. Gonsman, seconded by Mr. Myers, to approve the list of unpaid Municipal Authority Fund 10 Invoices from August 11, 2020 to September 14, 2020. Motion approved by unanimous vote (6-0).

Motion was made by Mr. Gonsman, seconded by Mr. Moxley, to approve the September 14, 2020 Treasurer's Report. Motion approved by unanimous vote (6-0).

Mr. Bullington asked Solicitor Crabtree if the flow meters are billable at this point in the project. Mr. Cooper noted there is language in the existing agreement with the Bedford Township Municipal Authority (BTMA) referencing a meter surcharge and Solicitor Crabtree stated the surcharge is enforceable. Solicitor Crabtree also noted that BTMA is currently reviewing changes to the existing agreement. Mr. Chris Bullington asked Manager Diehl to request the proposed changes prior to the joint meeting scheduled for September 23, 2020 at 4:30 p.m.

Manager Diehl discussed stormwater issues originating from Bedford Township in the Barclay Manor development. Bedford Township is considering re-grading the road to assist with run-off. Mr. Cooper suggested curbing, storm boxes and piping be installed as a more economical avenue. Manager Diehl noted an existing agreement from 1981 between Bedford Borough and Bedford Township stating Bedford Township is responsible for a portion of Oakwood Drive.

Manager Diehl noted that she is still working on 2021 paving details and is awaiting a meeting with PennDOT personnel. Bedford Township usually requests immediate restoration of their streets, however, township engineer Kevin Hartman requested this be delayed until 2021. Should the Authority delay any restoration work, this could compromise PENNVEST grant/loan funding and could present a hardship for the authority should this funding not be received. The Authority directed Mr. Cooper to proceed with paving of the Bedford Township affected streets from the CSO project, specifically Hibbs and Laurel.

Manager Diehl revisited the topic of stormwater revenue generation and sought direction on how best to move forward for 2021. Mr. Chris Bullington expressed concern about implementing a fee without having a shovel-ready project. Mr. Cooper noted that a nearby municipality had a tiered approach, which is also possible for the Authority. Mr. Cooper also noted that a 1980s stormwater study showed a multi-million-dollar project at that time. The Authority would need to know what Bedford Township is doing in order to determine specifications of materials necessary to remediate the issues in Bedford Borough. Mr. Myers

stated he would like to identify a couple of small projects that don't overlap issues originating from Bedford Township. Manager Diehl suggested the Authority consider opting for a small study to justify implementing a fee.

Manager Diehl discussed the implementation of a shut off door tag fee. Water/sewer customers who fail to pay after 3 mailed notices receive a door tag warning about shut off. Due to the amount of man hours involved, as well as vehicle fuel, etc. for upwards of 50 tags per quarter, the Authority authorized the drafting of a resolution to establish a \$25 door tag fee.

Manager Diehl noted there is no update or progress on the solar panel project.

Mr. Chris Bullington exited the meeting at 4:58 p.m.

Renovations of the Borough building are moving along and on target for a spring 2020 completion date. The September hearing regarding the Hollington property eminent domain filing was postponed by the court and has not been rescheduled yet. Solicitor Crabtree has requested an evidentiary hearing.

Mr. Foor updated the Authority on progress made by the Public Works department in replacing three storm boxes and repairing three additional storm boxes. The budget for replacement/repair of storm boxes in 2020 has been exhausted. On the water side, both reservoirs are within one foot of being full and have been maintaining a good level. A reminder will be issued to customers regarding the voluntary conservation request. The water department continues to cross-train at the water plant and aerators were installed in the reservoirs, which has resulted in a drop of iron manganese in the water. The wastewater treatment plan is running well and staff continues to experiment with different chemicals. Crews are prepping for winter with routine maintenance.

Manager Diehl noted the Mid-State is willing to erect the new salt shed in order for the Borough to relocate existing salt inventory before demolishing the existing salt shed. A Co-Stars contract has been entered into for 2021.

## **ENGINEER'S UPDATE (Tim Cooper/John Clabaugh):**

### **WASTEWATER & WATER**

#### **1. CONSENT ORDER & AGREEMENT (COA)/ CSO REMOVAL PROJECT**

- Kukurin Contracting (Contract 2019-2) did not submit a Pay Estimate for the Authority to approve for work completed in August. They did not complete any pay items during the month.
- Continental Construction (Contract 2019-3) has submitted Pay Estimate No. 10 in the amount of \$191,845.23 for the Authority to approve for work completed in August. (The payment is separated as follows: Sewer = \$134,349.55, Water = \$57,495.68).
- We have prepared requisitions for the Authority to request funds from PENNVEST to pay the Construction and Engineering costs for this month. The PENNVEST requisitions we have prepared are as follows:

Sewer Requisition No. 10 \$ 161,807.67 (Engineering = \$24,936.04, Interest = \$2,521.48)  
 Water Requisition No. 10 \$ 58,486.82 (Engineering = \$6,357.23, Interest = \$2,589.27)

***Motion was made by Mr. Gonsman, seconded by Mr. Meehan, to approve Pay Estimate No. 10 from Continental Construction in the amount of \$191,845.23, along with PENNVEST Sewer Requisition No. 10 in the amount of 161,807.67 and PENNVEST Water Requisition No. 10 in the amount of 58,486.82. Motion carried by unanimous vote (5-0).***

- A Project Budget Status Report is attached. The amount of the checks to be written this month will differ slightly from what is shown on the PENNVEST requisitions due to a small glitch in the PENNVEST system that would not allow us to submit some information into the electronic requisition. This should be corrected by next month's requisition. We will provide the revised checks amounts to Bev for processing. The revision results in all payments being made to the Contractor but payment of \$7,955.35 to Stiffler McGraw will be deferred until next month.
- Kukurin is nearly complete with their contract, with only the overlay of Pitt Street and some yard restoration remaining to be completed. All pipe is in the ground and tested. Kukurin should be complete in the next two weeks.
- Continental is nearly complete with their contract, with only some yard restoration remaining to be completed. The Township has requested that the paving overlay on Hibbs and Laurel be delayed until next year when the remainder of the overlay work will be completed. All pipe is in the ground and tested. Continental should be complete in the next week.
- We expect both contractors to request final inspection in the next two weeks.
- Mr. Cooper noted the inspection line item is overbudget and a surplus of \$40,000 on the water side. Mr. Cooper suggested amending the engineering services agreement to move the \$40,000 surplus to the inspection line in order to cover the deficit.

***Motion was made by Mr. Myers, seconded by Mr. Meehan, to approve amending the engineering services agreement for re-allocation of a surplus of \$40,000 to the inspection line item. Motion carried by unanimous vote (5-0).***

- Mr. Cooper also noted paving concerns on Lafayette Avenue. Cracks are forming and New Enterprise Stone & Lime will be returning to seal the cracks. Issues will be discussed with the contractor during an upcoming walk-through and an extended warranty will be requested for a two-year warranty in lieu of the standard one-year warranty.

<b><u>Task</u></b>	<b><u>COA Date</u></b>	<b><u>Status</u></b>
Open Construction Bids	February 15, 2020	7/1/2019
Award Contract for Construction	March 15, 2020	8/20/19
PENNVEST Loan Closing	April 15, 2020	11/26/19
Issue Notice to Proceed for Construction	April 30, 2020	10/14/19
Complete Construction of Phase 1 Improvements	July 30, 2021	
Complete Flow Metering to Determine if Sufficient Flow Removed to Abandon CSO	February 28, 2022	
Develop and Implement Plan for Testing of Private Laterals in CSO Tributary Area	April 30, 2022	

Complete Private Lateral Repairs  
Abandon CSO

November 30, 2022  
December 31, 2022

## **2. DALESMEN DISTILLERY/BREWERY**

- We recently had a teleconference with the Engineers for the project to discuss the requirements for grease traps that were passed by the Authority. They are proposing a grease trap that does not appear to meet the requirements. We are currently reviewing their proposed system and, as we said before, we are trying to work with them as they develop a design for the grease trap since the project was started before the regulations were in place. Due to site constraints, it appears the trap will be installed within the building. We will also be working with them on what they will need to do to be in compliance with the industrial discharge regulations.

## **3. BEDFORD AREA HIGH SCHOOL EXPANSION**

- There are still a few minor issues the designers will need to address regarding water, sanitary sewer, and storm water and we noted our concerns in a response to their second submittal but have not received a reply. Our biggest concern is that they are proposing a second connection to the sanitary sewer on Watson Street and do not show a grease trap on this connection. We have asked for clarification on what facilities will be connected to this line.

## **WASTEWATER**

- Baseline sample acquisition for individual industries is completed and we have completed the sampling for the Headworks Analysis.

- We had a meeting between staff of both Authorities to discuss the next steps of the program and how we will move forward with the permitting of industries. There are currently nine industries that we believe will need to be issued permits.

- We have been trying to stay in communication with Kennametal as they get closer to starting up and testing their pretreatment facility. We want to make sure they are following the proper testing protocol and they were not initially responding to our requests for additional information prior to testing their facility, but that appears to have been addressed. Testing on their new system is expected to take place this month.

- Bedford Burn Off has not performed any new testing on their updated batch process. It is our understanding that they are low on production and not generating enough process discharge to get the representative samples we would need. They are still not discharging process water to the sanitary sewer and because of the current low flows, it may be more economical to continue hauling waste.

## **2. FLOW METERING AT BTMA CONNECTION POINTS**

- Kukurin Contracting is completing final restoration of the metering sites and all sites are up and running. We are beginning to gather data, but it appears that some of the information may not be totally accurate. We are continuing to work with the Contractor to fine tune the system and once that is done, and we feel comfortable with the numbers we are getting, we will be in a position to share the information with

everyone. Kukurin submitted Pay Estimate No. 5 in the amount of **\$38,145.82** for the Authority to review and approve. After this payment \$11,815.28 will still be retained.

***Motion was made by Mr. Myers, seconded by Mr. Moxley, to authorize Pay Estimate No. 5 for Kukurin Contracting in the amount of \$38,145.82. Motion carried by unanimous vote (5-0).***

### **3. CHEMICAL FEED OPTIONS FOR WWTP**

-SMA provided a schematic plan and cost estimate for consideration by the Authority at a previous meeting. We have included costs for this in our budget recommendations for 2020 and can begin working on this design when the Authority wishes to do so. Based on John Flick's recent investigations, consideration is being given to switching from ferrous sulfate addition at the plant to a different chemical. This would not affect the design of the storage tanks and feed system, since the same system could be used for any of the chemicals being proposed. A decision on the chemical to be used will need to be made before any DEP construction permits are submitted.

### **4. BTMA AREAS 5 & 6- CARA HEIGHTS/SUNRISE TERRACE & SUNNYBROOK/ HAFER**

- Stiffler McGraw is currently working on design of these sanitary sewer extensions that will add approximately 150 customers to the system. The design is expected to be complete this Summer and permit applications will be submitted. The BTMA has chosen to put a hold on the construction of this work for the time being and will decide at a later date when to proceed with construction.

## **WATER**

### **1. J.C. SMITH RESERVOIR DAM/ WATER SYSTEM EVALUATION**

- We submitted H2O grant applications for the projects selected by the Authority, but unfortunately none of our projects were selected for the grant funding.

- Now that the H2O program grant recipients have been released, the Authority will need to decide on the scope of the project we will move forward with. We assume that, based upon the current agreement with the State, MABB will continue with the Smith Dam improvements at a minimum. Based on the attached spreadsheet, you will see that the required work includes an estimated cost of \$5,534,000. This cost includes placeholders for contingency and soft costs. It does not include costs associated with the acquisition of property to accommodate the new fill slope on the downstream side of the embankment.

- We have also included "optional work". Prior to providing an Engineering Services Agreement (ESA), we will need to know whether MABB intends to include these items. We would strongly suggest completing the outlet pipe lining at a minimum while the dam is drained. As to the dredging activities, it will never be cheaper to dredge than when the dewatering activities are already accounted for as they would be in the case of a major upgrade. However, we understand that MABB may not have sufficient funds available to include those activities at this time.

- As to the proposed system needs discussed outside of the Smith Reservoir Rehabilitation Project, we will need to know whether MABB intends to include any of the other projects in this ESA or if you intend to postpone those projects while awaiting other funding opportunities.
- Once a scope has been confirmed, we will prepare an Agreement for your consideration.

## **2. CHEMICAL FEED OPTION AT WTP**

- SMA provided a schematic plan and cost estimate for consideration by the Authority at a previous meeting. This item was included in the overall water system report as one of 2 schematic options to address chemical feed on the site. This work can be included in the overall water treatment plant project when it is completed. If the overall project is not done, this should be considered separately in 2021.

## **3. EMERGENCY ACTION PLANS (EAP)**

- SMA has updated the EAP for both dams, including inundation maps for both structures. This has all been uploaded to the DEP website and we responded to comments from DEP. The information has been uploaded and we are waiting for DEP and/or PEMA approval.

## **4. DEP REGULATORY ASSISTANCE**

- SMA staff continues to assist the MABB operational staff with updating and generating several reports and plans required by the DEP. Among the things we have been working on are:
  - Uninterrupted System Service Plan (USSP)-plan was completed and submitted in August.
  - Source Water Protection Plan- ongoing 15% complete.
- There are a few items coming up regarding DEP/EPA regulatory compliance:
  1. Corrective Action Plan for the Lakewood Booster Station because of the findings of the USSP. May result in the need for an emergency generator on site.
  2. EPA is sending letters out to water systems that serve between 3,300 and 50,000 people requiring the completion of America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment. The assessments need to be completed and certified by June 30, 2021. SMA is looking into the costs for preparing this and will provide a proposal that can be used for budgeting this expense for early in 2021.

## **5. CLARK WATER EXTENSION**

- All lines have been installed and tested. The only item remaining is the completion of the meter vault and connection to the Clark buildings. Stiffler McGraw provided an inspector on site during construction. These costs are invoiced to the Authority and Clark will reimburse the Authority. We will probably schedule a walkthrough inspection and will need as-built drawings from Clark before the line is officially turned over to the Authority.

## **STORMWATER**

### **1. SOUTHWEST BOROUGH FLOODING**

- Many homes in the southwest portion of the Borough have experienced severe flooding and washouts, and there have also been issues in areas below the Barclay Manor Development. These have been ongoing issues for many years. It appears that a significant portion of this runoff is coming into the Borough from development within the Township. We were able to meet with the Township Supervisors, PENNVEST and DEP representatives to discuss funding options for potential projects on Monday, July 29, 2019. We learned about what types of projects would be eligible and how they could potentially be funded. The Township indicated they would look into the situation and get back to us. The only thing we have received from the Township was a request to mark out areas where we felt curbing should be installed in Barclay Manor. We responded with a conceptual plan showing where we thought curb, inlets, pipes and ditches should be placed within the existing development.

- A follow-up meeting was held on September 10, 2020 and it does not appear that the Township has done a significant amount of work toward correcting the situation.

There being no further business, a motion to adjourn was made at 5:40 p.m.