

**BELLEFONTE BOROUGH AUTHORITY MEETING
JANUARY 5, 2016**

CALL TO ORDER

The regular meeting of the Bellefonte Borough Authority was called to order at 6:00 p.m. by Authority Chair Joe Beigle in the Bellefonte Borough Municipal Building.

Pledge of Allegiance:

ROLL CALL

Members Present: Beigle, Badger, Brown, Halderman, Thal, Clark,

Members Excused:

Staff Present: Ralph Stewart, Borough Manager
Eric Lundy, Nittany Engineering
Bob Cook, WWTP
Matt Auman, Public Works

Guests:

REORGANIZATION

The Authority wanted to retain the current officers so there was no reorganization.

APPROVAL OF MINUTES

Mr. Halderman made a motion to approve the minutes of December 15, 2015. Mr. Clark seconded the motion. A voice vote was unanimous to accept the minutes as presented.

COMMUNICATIONS

ORAL

- None

WRITTEN

- A letter from Dennis G. Swartzlander, Environmental Group Manager, Clean Water Program, Pennsylvania Department of Environmental Protection regarding the Act 537 Planning Project that is related to the upgrades at the Wastewater Treatment Plant. They are not asking for any additional EDU's other than what was shown in the supplemental report provided to Bob for the Borough's Chapter 94 report.

A lot of paperwork has been submitted to the DEP to begin the approval process. Mr. Stewart feels they will review the planning documents and once everything is approved it will be open for public comments. It will take approximately 90-120 days for them to evaluate everything once full submittal has been made.

Eric said full submittal has not been made. They approved the plan of what is being planned for. A lot of the planning has been done. Now the documents need to be compiled into one report, reviewing all the options considered, going through cost estimates for all the options considered and honing on the preferred option based on cost effectiveness and what needs to be done. It is then submitted to local planning agencies such as the Spring Township Planning Commission, Centre County Planning Agency, and Bellefonte Planning Commission. Once comments are received from these agencies they are added to the report and then it is publicly advertised for review. A copy will be at the Borough office for people to come in to review it and comment on it. There is a thirty-day comment period. All the comments will be addressed, which is any and all comments in that report and then it is submitted to DEP. Once it gets there they have the 90-120 days to review it.

- A letter from Kimberly George, Council 83 Representative, AFSCME, AFL-CIO, regarding unsafe acts at the Water Plant. AFSCME is the union that represents our Public Works people. The Borough is aware of the issues. The letter isn't specific in exactly what they are talking about when they say the unsafe practices. Mr. Stewart feels the best way to resolve this is to meet with them and be sure to understand exactly what their concerns are and give them an update on the process of where things are. Mr. Beigle would like everything in writing.

Fluoride is still being added to the water. A letter was received from DEP listing the last few steps to discontinue fluoride. You need to do one more round of direct notification and then wait thirty days and then you can stop fluoridating. This will be discussed further in an Executive Session at the end of the meeting.

COMMITTEE REPORTS

Finance Committee –

Mr. Badger provided the finance report beginning with the Water Fund. There was a net income of \$249,306.17. The balances are as of December 31, 2015. The Checking Account balance is \$273,952.68. The Reliance Checking Account balance is \$349,950.47. The Water Meter Loan balance is \$5,328.41. The Corning Pump House Loan is \$334,625.36.

For the Sewer Fund there was a net loss of \$24,150.42. The balances are as of December 31, 2015. The Checking Account balance is \$266,017.07. The Bond Redemption Checking Account balance is \$245,579.40. The Money Market Fund is \$1,090,947.66. The Sludge Money Market is \$77,547.67. The Reliance Loan balance is \$681,329.74. The Plant Upgrade Loan balance is \$3,632,881.95.

Mr. Thal made a motion to approve the Finance Report. Mr. Clark seconded the motion. A voice vote was unanimous.

ENGINEER'S REPORT:

Water Report - by Eric Lundy

Corning Pump House - Pump Upgrades – NEA, Strouse Electric, West Penn Power and Bellefonte representatives met onsite on December 16, 2015 to review the installation of the proposed Pad Mount Transformer Pad. Strouse plans to initially install the Pad Mount Transformer Pad. West Penn Power noted potential delays on their end related to their ability to get 3 Phase -480V power to the site within the contract timeframes.

Mr. Stewart will contact Jay Tamborini and Jolene about this situation and to see if they can push things along.

NEA received change orders from Strouse Electric on December 8, 2015 detailing the additional costs for this revised gear. Those change orders were related to the 1200 AMP Transfer Switch and the added electrical cabinet and cabling. NEA has issued several questions to the Strouse Electric regarding the Transfer Switch change order and is awaiting their response.

Tom Buynak, PE, is scheduled to perform construction management at the Corning Pump House. Per our discussions with the Borough Tom will generally be involved 2-4 hours per day while construction activities are occurring.

Corning Pump House – Optimization Study – Dan Mattern in conjunction with NEA (Jason Little) are currently working on the optimization study. NEA has requested Corning Tank Level set points (e.g. High/Low tank levels) from the Borough for use in this study.

Big Spring Cover Replacement - NEA has begun work on the Public Water Supply Permit application. It will be a blue cover with a 30 mil thickness. Once the permit is received it is recommended that the project be bid out. Mr. Stewart said there will need to be a set of specs for the job. Hopefully it will be replaced by spring or early summer.

Matt Auman -

12/14/15 – Worked on removing Penn Eagle pump station

12/15/15 – Finished removing Penn Eagle pump station

12/28/15 – Move 6” fire line on Cherry Alley for Garmin project

Sewer Report - by Bob Decker

Sludge (Volute) Press Replacement

Based on the continued issues with the existing sludge press and reduced solids content (performance for a belt unit), BBA has approved a contract for a new sludge press with performance considerations.

The sludge press was evaluated at the facility through a pilot process prior to approval.

NEA will be providing design and coordinating contract installation services on the new sludge press over the coming months.

Mr. Thal made a motion to approve purchase of the Sludge Press Replacement. Mr. Clark seconded the motion. A voice vote was unanimous.

Phosphorous Treatment

The installation is complete. The system will be monitored and compared to the existing process testing prior to relying on the new automation for alum addition and subsequent phosphorous levels.

Return activated Sludge - Piping

NEA held a pre-construction meeting with the contractor and staff at the facility to review the schedule and remaining issues. The contractor has provided a schedule with a mid-January start date (see attached “official” schedule).

The project has a Substantial Completion date of February 15th and Final Completion date of March 15th.

Mr. Badger made a motion to approve the engineering fees. Mr. Clark seconded the motion. Mr. Halderman feels the costs are a little high. Mr. Lundy stated the rule of thumb with costs is 10% for design and permitting; and then depending on the scope and type of project and 5-7 ½% that would cover the bid/contract administration and inspection. For initial budgeting purposes you are looking at 15-17 ½%. Once the project is defined and they understand what their scope needs to be they look at who is doing the work, what it will take to do it, put things on a spread sheet and estimate hours and then come up with the cost. Bob was pleased that it came out to be 10.9% overall. Bob is willing to talk with the Authority and discuss how they came up with their costs. Mr. Stewart, Mr. Beigle and Mr. Halderman will meet with Bob Decker to discuss the costs. A voice vote was unanimous.

WWTP Major Upgrade Project (RBC Replacement) – DEP Planning Special Study

NEA/BBA has received approval for the Task Activity Report (study scope) sent to the DEP for the study (refer to attached letter from DEP 12/15/15)

NEA/BBA has contacted SBWJA in regards to any potential substantial increases required for capacity beyond (outside) the current 2014 Chapter 94 report. SBWJA indicated no substantial increases pending (refer to attached letter from SBWJA 12/23/15).

NEA is currently preparing the Special Study at this time. We anticipate the study to be complete in January and a copy to be distributed to various planning agencies for comment. After comments are received from the planning agencies, the document will be advertised (newspaper) for public comment.

WWTP – Project Cost/Schedule/Contracts

The Sludge Press (Volute) and Return Activated Sludge Piping projects have been setup as separate (standalone) projects due to the potential for failure prior to the Major Project. We have revised the design contracts to reflect these changes.

<u>Project</u>	<u>NEA Design Contract</u>
Return Activated Sludge (RAS)	15-001N
Sludge Press (Volute)	15-001F
Major Upgrade Project	15-073

Bob Cook -

The bulk water sales for December was 52,000 gallons

December 3rd our Maintenance Department returned to the Spicer Farm to dig remaining soil pits, for the Soil Scientists to complete the soil profile evaluation.

December 9th received a phone call from an adjacent property owner at the Spicer Farm with questions/comments/concerns regarding biosolids land application.

December 10th RBC Train One, Unit 7, was placed back in service (bearing was replaced).

A Preconstruction meeting was held on December 22nd for the Return Activated Sludge Piping Project, with McCrossin, Nittany Engineering and a Plant Staff. Projected start date January 18, 2016. On January 4, 2016 I received a revised start date of January 25, 2016.

December 29th forwarded the signed Proposal along with a Purchase Order Number to ENVIREP for the Volute Press. It will take 16 weeks for delivery.

OLD BUSINESS

- Mr. Halderman made a motion to approve the Wastewater Engineering Retainer Agreement and the Water System Engineering Lump Sum Retainer Agreement. Mr. Clark seconded the motion. A voice vote was unanimous.

- Mr. Stewart is looking for someone to review the finance proposals.

NEW BUSINESS

- None

EXECUTIVE SESSION

- The Authority went into Executive Session.

ADJOURNMENT

- Mr. Beigle adjourned the January 5, 2016 meeting of the Bellefonte Borough Authority at 7:40 p.m.