

**BELLEFONTE BOROUGH AUTHORITY MEETING  
DECEMBER 15, 2015**

**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, Brown, Halderman, Thal, Clark

Members Excused: Badger, Scott

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

Guests: R. Tim Smith; Deb Smith;

**APPROVAL OF MINUTES**

Mr. Halderman made a motion to approve the minutes of November 3, 2015. Mr. Thal seconded the motion. A voice vote was unanimous to accept the minutes as presented.

**COMMUNICATIONS**

**ORAL**

- None

**WRITTEN**

- An email from Deb Smith regarding the fluoride decision.
- An article from a magazine “Fixing America’s Broken Water Infrastructure System”.
- A letter from Thomas S. Schrack, McQuaide Blasko providing the 2016 rates, which are Attorney Rate, \$130.00 per hour; and Paralegal Rate, \$55.00 per hour.  
Mr. Halderman made a motion to approve Thomas S. Schrack, McQuaide Blasko, as the 2016 Authority attorney. Mr. Brown seconded the motion. A voice vote was unanimous.

- A letter from Thomas S. Schrack, McQuaide Blasko, stating he cannot represent Council or the Authority in the appeals to discontinue fluoridation because of a conflict of interest.
- A memo from Mr. Stewart informing Authority that appeals have been received from Robert Scott Huffard; Dr. Deborah C. Smith; Bellefonte Borough Council; Edward C. Presnal; Elaine Loughlin; and Robert Timothy Smith.
- An amendment to the appeal submitted by Borough Council has some supplemental information that was supplied.
- The NPDES Compliance Inspection Report was included in the packets. The second page of the report speaks to the nitrogen and phosphorous loading. It was reported in various places that the Authority was not in compliance. The report clearly says that there is a decent amount of capacity in both areas.

## **COMMITTEE REPORTS**

### **Finance Committee –**

Ms. Walker provided the Finance Reports beginning with the Water Fund. The numbers are as of November 30, 2015. There was a net income of \$70,727.97. The cash balance for the checking account is \$308,110.34. The Corning Upgrade Account is \$349,950.47. The Water Meter Loan balance is \$18,138.57; the Corning Pump House upgrade loan is \$336,498.60. The Water Meter Loan will be paid off in March.

The Sewer Fund net income is \$14,859.43. The Sewer Fund balances as of November 30, 2015 are: Checking Account - \$305,609.86; The Bond Redemption Account, which is restricted for upgrades is \$245,579.40; the Money Market Fund has \$1,090,947.66. The Reliance Loan balance is \$685,129.20; the Plant Upgrade loan is \$3,655,721.43.

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

Ms. Walker reviewed the budgets. They are both balanced budgets. Tonight a decision needs to be made regarding rates. The Water Fund as presented does not show a rate increase. If it were raised \$.10 per 1,000 gallons it would net approximately \$25,000.00 per year. In the coming year there are several concerns. One is that there is still a vacancy in the supervisory positions. It has been a year and it will probably be another year before the position can be filled and there is an appropriate amount of supervisory personnel because of financing issues. There are a number of loans and the cash balance is only \$300,000.00. That is the only cash available for a multi-million dollar aging water system. He feels a little bump is better than waiting for a big bump down the road. Currently the rate per 1,000 gallons is \$5.40. Mr. Beigle feels that there needs to be three part-time workers. Average usage per household is 15,000 – 18,000 gallons per quarter. A commercial water tap is based on gallons per day usage. The rate is established by a formula. Mr. Stewart stated per classification you have to have uniform rates. There was an increase from Coke, but that goes into the Bulk Water Fund. Mr. Stewart stated a portion of that is supposed to go to the Authority. Mr. Beigle feels there is a lot of money in the

Bulk Water Fund and once the obligations are taken care of on the Waterfront Project he is going to ask Council to give a portion of it to the Authority. Mr. Halderman would like to see the increase be \$.15 instead of \$.10.

Mr. Halderman made a motion to increase the Water Rate by \$.15 per 1,000 gallons. Mr. Clark seconded the motion. A voice vote was unanimous. This will be effective as of January 1, 2016.

The Sewer Fund Budget is shown with a rate increase of \$7.00 per quarter. The sewer fund is struggling. Nittany did a study of the rates and the Authority was not breaking even with money and revenue coming in compared to the amount of debt there is. There is a new big project coming on board and things are not breaking even with the cash flow yet. After the bond on the sewer plant is paid off in 2019 things should begin turning around financially.

Mr. Halderman made a motion to increase the sewer rates by \$7.00 per quarter. Mr. Clark seconded the motion. A voice vote was unanimous.

### **ENGINEER'S REPORT:**

#### Water Report - by Eric Lundy

Corning Pump House - Pump Upgrades – The project is underway. NEA met with the Bellefonte Historic Commission on 11/24 and 12/8 to review impacts to the Corning Pump House. The Historic Board approved of the plans to mount the transfer switch equipment onto the side of the Corning Pump Building. The Historic Board requested that the mini-split system to be ground mounted. NEA is preparing a detail to request that Strouse ground mount the mini-split system and will also request any additional cost information on this scope change.

NEA received permit approved drawings in November 2015. The contractor, Strouse Electric, was issued Notice to proceed on 11/10/15. The pump motors were delivered to the Borough on 12/3/15. NEA has received submittals from Strouse Electric on the revised 1200 AMP transfer switch.

NEA received change orders from Strouse Electric on 12/8/15 detailing the additional costs for this revised gear. Those change orders were related to 1200 AMP Transfer Switch and the added electrical cabinet and cabling and have been attached. The Transfer Switch is required for emergency power but the Authority will need to review whether they would like to purchase the electrical cabinet and cabling. NEA has requested a project schedule from the Contractor and anticipates their work starting the week of 12/14/15. NEA anticipates a time extension will need to be granted due to the lead time of the 1200 AMP Transfer Switch. The Transfer Switch submittals have been reviewed and approved but Strouse Electric is waiting on approval of their proposed change orders prior to ordering.

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 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 received from two (2) suppliers/installers and provided a summary of findings and items for the Authority to consider prior to deciding on how to proceed with the cover replacement. Attached is a copy of the summary correspondence for Authority to review and discuss. The decision and estimate was to replace the cover in-kind as opposed to putting a pool on top.

The Authority would like a blue cover rather than tan. The blue cover is guaranteed for 10-years. It is a medium blue. It was suggested that you could let water run on the cover once a week to keep it clean. It was suggested that the Attorney be consulted to be sure this does not need to go out to bid.

Mr. Clark made a motion to get a blue cover with a 10-year warranty for the Big Spring pending the advice from the Solicitor. Mr. Halderman seconded the motion. This project will probably be done late spring or summer depending on permitting and if bidding is required. A voice vote was unanimous.

Corning Pump House – Optimization Study - NEA has developed a total probable project estimate of \$730,000.00 to re-paint the interior, the exterior and install the recommended upgrades per the Inspection Report conducted by Utility Services 5 plus years ago.

Based on this total project estimate and the assumption that a 15 year loan at 4.5% - 6% will be necessary to fund this estimated total project cost, we estimate that the user rates for the customers served by the Corning Tank would need to be increased by approximately \$38.00 to \$42.00 per quarter to cover estimated debt service for the entire cost of the project.

Therefore, the resulting user rates are estimated at \$58 to \$62 per quarter plus the \$5.40 per 1,000 gallons for each metered connection.

A report detailing the above has been provided to the Authority.

Mr. Stewart suggested begin nibbling on the amount and start with an increase of \$5.00 on the flat rate and look for a grant that would help bring down the cost. The increase would begin in January and would be kept separate to build up for the project. A note will be sent out informing them why the rates are being increased.

Mr. Halderman made a motion to raise the rate on the Corning System \$5.00 per quarter. Mr. Thal seconded the motion. A voice vote was unanimous.

Philatelic Library Fire & Sprinkler Service– Matt and Eric received submittals on October 27<sup>th</sup> for the proposed water service and meter pit installation for this project and are proceeding with review of submittals and provided appropriate comments and approvals.

Matt Auman -

- 11/13/15 – Installed fire hydrant at new CNG station on Transfer Road
- 11/24/15 – Started looking for leak on North Thomas Street
- 12/03/15 – Looked for leak down around Nittany Terrace
- 12/08/15 – Fixed water leak at lateral going to Straley’s
- 12/09/15 – Repaired 4” water main break at Curtin Street and Wilson Street

Sewer Report - by Bob Decker

### 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.

NEA notified DEP of the installation and corresponding contract with HACH (please see attached correspondence to DEP – dated November 7<sup>th</sup>).

### Return activated Sludge - Piping

NEA notified DEP of the upcoming project (please see attached correspondence to DEP – dated November 9<sup>th</sup>).

BBA coordinated the agreement/bonds/insurance review with the Authority solicitor from the approved bid.

The project agreement was executed on December 2<sup>nd</sup> (see attached Agreement) with a Notice to Proceed of December 15<sup>th</sup>. The project has a Substantial Completion date of February 15<sup>th</sup> and Final Completion date of March 15<sup>th</sup>.

### WWTP Major Upgrade Project – DEP Planning Special Study

NEA has forwarded a Task Activity Report (scope) to the DEP for the study.

NEA is preparing the Special Study at this time. We anticipate the study to be complete in January.

### Odor Control

NEA has received information from a supplier for covering the (future) Activated Sludge temporary sludge storing tanks.

The project budget has been amended to include the covers.

### WWTP Upgrade Project

Based on ongoing evaluation and facility needs, including request for additional Planning, Odor Control evaluation/implementation and the need to break out the Sludge Press and Return Activated Sludge Piping replacement due to failures, we have revised the contracts to reflect these changes. Please find attached for your consideration our proposal for Professional Design, Permitting, Bidding and Construction Management Services for the aforementioned items.

We have provided this proposal to upgrade the identified equipment and/or processes that need replaced due to age and condition. We also will be looking to increase the Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) loading based on the increase in loading seen over the last few years. Although we have not exceeded the loading, there are times where peak instantaneously loading has spiked and we want to address the future loading to ensure the proposed treatment can effectively treat these spikes. We will evaluate the loading increase via PADEP planning, Special Study. Page 2 of his November 25, 2015 letter breaks down costs. Mr. Stewart stated the Authority did not request the Odor Control. The Authority should go to SBWJA or the Townships and show them the cost and see what they would like to do. This is included in the 537 so it will be available for Public or Municipal comment. The full amount was borrowed, but SBWJA will be paying their share, so the whole amount won't be needed. The total cost won't be known until it is bid out. You have to be careful because what

you put in planning must be implemented without doing planning amendments. It was recommended to list the Odor Control as an alternate in the planning process.

Mr. Thal made a motion to proceed. Mr. Brown seconded the motion. A voice vote was unanimous.

Bob Cook -

The bulk water sales for November was 137,500 gallons

November 12<sup>th</sup> received three letters of interest for the Lab Tech position from staff at the WWTP.

Mr. Stewart stated the three applicants are on-hold. The Personnel Committee has made a decision and he will expand at a later point.

November 12<sup>th</sup> our Maintenance Dept. dug several pits with a backhoe for the Soil Scientists & DEP to conduct soil profile evaluations at the Spicer Farm.

November 13<sup>th</sup> Jeff Tate was on-site to prep and mill two areas in need of paving.

November 17<sup>th</sup> & 18<sup>th</sup> two individuals from Tetra Tech were in to conduct a Pretreatment Audit for EPA.

November 18<sup>th</sup> Jeff Tate paved the two areas that were prepped for paving.

November 18<sup>th</sup> The Meter Guy was on-site to calibrate flow meters.

November 24<sup>th</sup> our Maintenance Department had land applied all stored biosolids at the WWTP, approximately 675 tons of biosolids were land applied during the month of November.

Today there was a meeting with McCrossin and Nittany Engineering and the pipe supplier. Two of the elbows in the bottom of the tunnel area are no longer available. It is a 16" elbow. They can engineer a new one. They have no idea of the cost and the time frame. Someone suggested instead of using the elbow use a "T" and put a cap on the end of it. He is waiting to see what the cost of the fittings will be. The "T" would work. Mr. Halderman suggested putting a flange on it.

The calibrated flow meters was in the Chapter 94 report, which SBWJA sees.

**OLD BUSINESS**

- Mr. Stewart reported at the last meeting the Authority approved the purchase of the Volute press, but an estimate was not available on what it would take to do the installation. Since then Bob put in an estimate so the total price is approximately \$507,000.00. It can be ordered through Co-Stars. The installation will need to be bid out.

Mr. Clark made a motion to approve the installation of the Volute press. Mr. Brown seconded the motion. A voice vote was unanimous.

- A report was received from AECOM on the JCI Contract.

- Mr. Halderman received an email from PA1 Call recommending the installation of tracer wire on the end of the sewer laterals.

- It was recommended to ask Paul Badger to review the information regarding the new bank financing and provide a recommendation.

### **EXECUTIVE SESSION**

- The Authority went into Executive Session to handle a legal matter.

### **NEW BUSINESS**

- None

### **ADJOURNMENT**

- Mr. Brown made a motion to adjourn the December 15, 2015 meeting of the Bellefonte Borough Authority at 8:15 p.m. Mr. Halderman seconded the motion. A voice vote was unanimous.