

**BELLEFONTE BOROUGH
AUTHORITY
MEETING MINUTES
(Virtual Meeting)
May 5, 2020 – 6 p.m.
236 West Lamb Street, Bellefonte, PA 16823
www.bellefonte.net**

CALL TO ORDER:

The virtual meeting of the May 5, 2020, Bellefonte Borough Authority was called to order at 6 p.m.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

AUTHORITY MEMBERS

PRESENT VIA ZOOM:

Mr. Joe Falcone
Mr. Brian Walker
Mr. Doug Johnson
Mr. Joe Beigle
Mr. Greg Brown

EXCUSED: Mr. Frank (Buddy) Halderman
Mr. Mike Schmidt

STAFF: Mr. Ralph Stewart
Mr. Bob Cook
Mr. Matt Auman

MINUTES:

**Mr. Johnson moved to approve the March 3, 2020 Authority meeting minutes.
Mr. Falcone seconded the motion.
Motion carried.**

ORAL:

Mr. Stewart asked that the Authority go into Executive Session at the end of the meeting.

With regard to the Authority virtual meeting, public comment can be emailed, and letters can be dropped off at the Borough Building drop box by 3:30 p.m. the day of the meeting. A phone number could also be provided, and a phone call can be made during the meeting. There was no oral or written public comment at tonight's meeting, per Mr. Stewart.

COMMUNICATIONS WRITTEN: Nothing presented.

FINANCE COMMITTEE REPORT:

Water/Sewer Fund Report

Mr. Falcone gave a brief financial report. There was a footnote to the financials that on April 30 most residents continued to pay their water bill and he remarked that that was encouraging.

Revenue is a bit slow as expected from the past six weeks. Expenses matched both on water and wastewater funds. Water fund income was -\$43,000. There was one significant expense of \$78,000 which dropped the number for the water meter maintenance program. That was expected.

The sewer fund is trailing a bit in revenue due to lack of activity in late March and April 2020. Expenses followed suit and there was a net income of \$257,000.00. Bank accounts were noted in the report.

Mr. Stewart offered that the Borough was working with persons who were having trouble paying their bills. An administrative decision was made not to terminate service or shut off any services if they were having trouble paying their utility bills. That information was put on the website back in March.

In March, all water meter installation appointments were suspended. Before that, the program was going well. Any expenditures over \$1,000, need manager approval before spending the money, even if it was in the budget just to keep things in check. Revenues are being watched carefully.

Mr. Johnson moved to approve the treasurer's report.

Mr. Brown seconded the motion.

Motion carried.

ENGINEER REPORT - WATER

Nothing to report for May 2020.

ENGINEER REPORT – SEWER

There were a few equipment warranties issues that were being worked on. The performance period was being adjusted. The NPDES permitting analysis is due prior to May 9, 2020. The sludge permit updated. The revision has been forwarded to the DEP.

The airport had a pretreatment permit amendment and there are some minor modifications to the Deicing fluid management to facilitate recycling of spent fluid coming to the WWTP for disposal. As a result, the permit documentation will be updated.

OLD BUSINESS:

Violation Letter Notice from the Borough

This letter was a requirement of the DEP and the wording of the letter was from the DEP. A test was missed, and an explanation letter needed to be sent. There was a retest and no results came above contaminant levels to speak of.

Mr. Auman stated that the Borough was late on a sample and notification needed to be sent that the sample was missed. It was taken the following month, and everything was below the required limits. The missed test was from 2018.

Mr. Stewart stated that a few calls were received from residents.

Award for Sustainability Finalist

Mr. Stewart stated that the award was received in the mail from EVOQUA.

Rural Water Conference March 2020

The conference was cancelled in March. It has been cancelled completely for 2020. Additional training will be added in Central Pa for credits for the conference that was missed.

The economic effects of the pandemic were discussed briefly. Flushing system for unoccupied buildings was discussed. Water sitting in pipes without flushing after sitting for a while is a safety concern.

Crew/Staff Schedule

Mr. Stewart discussed briefly the staff/crew's staggered hours and on-call schedule during the COVID-19 emergency. He was thankful that the staff and crew remain healthy.

Water Billing

The water billing is based on meter reading and the Borough estimated the last reading to prevent someone going out reading meters. He does not know if that will be the case again this month.

They were trying to adjust people power and how much it takes to do things, cutting back where the Borough can. Authority members concurred.

NEW BUSINESS:

Mr. Auman – Water Report

Emergency repairs are being done and basic maintenance. April 2 the hydrants were flushed in Parkview Heights. April 6 a service line leak was repaired at 7303 Forge Road. A 6-inch main was repaired at High and School Street. April 7 cleaning and cameraing of sewers was done. April 14 replaced curb at 719 Willowbank Street. April 15 deleted service line across 139 St. Paul Street which was an old service line to a garage. April 16 the water and sewer lateral was replaced on High Street. The service line to Governor's Pub will be worked on next week.

The water leak at High and School and the meter replacement program were discussed briefly.

Mr. Cook – Sewer Report

Bulk water sales for April was approximately 16,300 gallons. April 8 the PA DEP Chapter 94 report appears to be complete and accurate. April 15 the new dump truck was received. April 16 results of the wet test were mailed to the DEP. April 21 DEP conducted a site inspection at the Spicer Pond and no issues were reported. Three applications were reviewed for the WWTP operator position. April 30 the WWTP equipment was posted on Municibid.

There was an engineer tour conducted in March 2020. Mr. Cook was not involved with this tour.

Mr. Stewart stated that interviews were conducted for the wastewater operator applicants. Things are progressing and there is a person of interest. An offer will be extended in the near future.

A reservoir pump was replaced last fall and it was sent back in February to see about rebuilding it. It will be about \$5,000 to rebuild it. This would be kept as a spare.

ADJOURNMENT:

Meeting adjourned at 6:40 p.m.

EXECUTIVE SESSION – Legal