

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

February 9, 2015

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Gregg Heny
		Jason Scott
		Dondi Smeltzer
		Vacancy
Benner	Dan Hoffman	
	William Hughes	
	Timothy Miller	
Walker	Ted Onufrak	

GUESTS: None

EXECUTIVE DIRECTOR: N. Warren Miller

CONSULTING SOLICITOR: Robert Mix, Esq.

EMPLOYEES: Toby Dashner and Kelly Gill

CALL TO ORDER:

The February 9, 2015, Regular Meeting of the Spring-Benner-Walker Joint Authority was called to order at 7:00 P.M. by Timothy Miller, Chairman. Mr. T. Miller thanked everyone for attending and stated that the meeting would be recorded for transcription.

ROLL CALL:

William Hughes, Secretary, took Roll Call, recording seven members present. Mr. McDowell was absent. It was noted that the Board currently has a vacancy for Spring Township. Mr. T. Miller, Chairman, noted that with a quorum present, the Spring-Benner-Walker Joint Authority was permitted to conduct business under the laws of Pennsylvania.

PLEDGE OF ALLEGIANCE:

Mr. T. Miller, Chairman, led the Board members and Employees in the Pledge of Allegiance.

MEETING CANCELLATION: Mr. T. Miller indicated the January 26, 2015 meeting was cancelled due to inclement weather.

APPROVAL OF MEETING MINUTES:

Mr. T. Miller asked the Board if there were any questions and/or changes to the January 12, 2015 meeting minutes as presented. **Mr. Heny moved, seconded by Mr. Smeltzer to approve the Minutes of the January 12, 2015 Regular Meeting as presented.** 7 ayes, 0 nays, 1 absent, 1 vacancy. **The motion carried.**

CORRESPONDENCE:

ELA Group, Inc. – We received a letter from Todd H. Smith of the ELA Group, Inc. requesting the Authority provide an intent to serve letter for SCI Rockview Restricted Housing additions and renovations in the amount of 5.60 EDUs. Mr. W. Miller informed the Board that this would simply involve moving the existing inmates around with no additional personnel. At times, SCI Rockview/SCI Benner exceed their allotted 550,000 gallons per day but there are also occasions when they are under the allotment. Mr. W. Miller has provided a letter of intent to Todd Smith which stated an official request will need submitted once the Commonwealth is ready to move forward with the permitting process.

Thank You – We received a note from Joshua & Jessica Ickes of Buffalo Run Road thanking the Authority for everything we do for the community. Mrs. Gill indicated that she is unaware of anything in particular that would have prompted this type of note.

FINANCIAL REPORTS:

Treasurer's Report: Mr. Onufrak reviewed the financial reports for the period ending 12/31/2014. Mr. T. Miller asked if there were any questions pertaining to the reports. **Mr. Heny moved, seconded by Mr. Scott to approve the Treasurer's Report as presented.** 7 ayes, 0 nays, 1 absent, 1 vacancy. **The motion carried.**

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-48 – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-48. **Mr. Hoffman moved, seconded by Mr. Heny to approve Revenue Requisition 2012-48 payable to SBWJA in the amount of \$81,051.83. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.**

GUESTS:

Personnel Handbook – Toby Dashner attended the meeting to inquire about the recent changes associated with the accrual of paid time off (PTO). Mr. Dashner indicated some employees were upset with the last minute notification which did not permit the employees to ensure they stored enough PTO to accommodate the changes.

Mr. W. Miller informed the Board that the Personnel Handbook states that PTO will accrue based on years of service; however, it has been a long-standing practice of this Authority to grant the PTO for the entire year in advance. With the recent review of the Family and Medical Leave Act (FMLA) and recommendations by our solicitor, we have decided it would be in the Authority's best interest to start following our handbook by having the employees accrue their PTO. This will allow the Authority to better manage its PTO and accurately maintain its accounting records.

The Board discussed an implementation process and recommended the issue be turned over to the personnel committee for a recommendation at a future Board meeting. Mr. T. Miller stated that he would like to maintain the same committees as the previous year for the first few months of 2015. If any Board member is interested in changing committees, please let him know. The committees would remain as follows:

Personnel: Dan Hoffman, Chair; Jason Scott, member; Dennis McDowell, member

Finance: Ted Onufrak, Chair; Gregg Heny, member

Facilities: William Hughes, Chair; Dondi Smeltzer, member and Board Vacancy

EXECUTIVE DIRECTOR'S REPORT:

Bellefonte Borough Upgrades/ NEA Letter – Mr. W. Miller has mailed a letter to Robert Decker of Nittany Engineering regarding the Treatment Plant upgrades but hasn't received any response.

Musser Subdivision – Mr. W. Miller has recently been contacted by Tom Bowes regarding the Musser Subdivision at the intersection of Weaver Hill Road and Feidler Road in Spring Township. Mr. Bowes has been hired by Joseph Musser, owner of the subdivision, to assist with making the lots buildable. Due to the high nitrate level in the groundwater, an on-lot sewer system is not permitted by the PA DEP. Mr. Musser is looking to petition Spring Township to add the Airport Road area back into the Township's Act 537 Plan. Mr. W. Miller believes public water should also be extended to the area due to the high nitrate levels in the groundwater.

FMLA – Mr. Mix has reviewed our existing employee Personnel Handbook and recommended two changes for approval in the future. One change pertaining to FMLA and the other regarding the Authority's employment policy regarding the hiring of relatives. Mr. Heny reviewed the provisions and suggested adding grandparents to the list of relatives. The provisions provided by the solicitor were also directed to the Personnel Committee for a recommendation at a future meeting.

Mr. Hoffman will schedule a personnel committee meeting upon Mr. McDowell's return.

Hiring of Maintenance Employee – Mr. W. Miller informed the Board that Seth Holt will begin employment with our Authority on 02/16/2015 as part of the maintenance department. Mr. Holt is from the Julian area and has a background in plumbing. Mr. T Miller suggested having Mr. Holt attend a meeting for an introduction to the Board.

Benner Township Meeting – Mr. W. Miller and Mr. T. Miller attended the Benner Township Supervisors meeting on 02/02/2015 to provide updates with the Benner Township Water Authority, Bellefonte Borough and upcoming projects.

Township Meetings – Mr. W. Miller also attended a Walker Township Supervisors meeting to speak with the Supervisors regarding Authority issues. He has also spoke to Bill MacMath, Spring Township, about attending their Supervisor's meeting, but has not heard back from Spring Township.

SOLICITOR'S REPORT: Mr. Mix had nothing to report.

OLD BUSINESS:

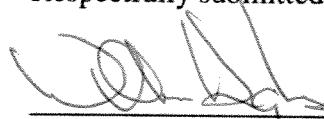
Muni-Link Billing Software – Mr. Hoffman inquired about the transition into the new billing software. Mrs. Gill reported the staff has been using the new software since 12/19/2014 and is pleased with the ease of use.

NEW BUSINESS: There was no New Business presented for discussion.

ADJOURNMENT:

Mr. Heny moved, seconded by Mr. Hughes to adjourn the meeting at 8:13 p.m. 7 ayes, 0 nays, 1 absent, 1 vacancy. The motion carried.

Respectfully submitted,



William Hughes, Secretary



Kelly J. Gill, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____