

SPRING-BENNER-WALKER JOINT AUTHORITY

REGULAR MEETING

January 12, 2015

ATTENDANCE:

AUTHORITY MEMBERS:	Spring	Gregg Heny Jason Scott Dondi Smeltzer
	Benner	William Hughes Timothy Miller
	Walker	Dennis McDowell

GUEST: None Present

EXECUTIVE DIRECTOR: N. Warren Miller

CONSULTING SOLICITOR: Robert Mix, Esq.

EMPLOYEES: Tasha Dutton

CALL TO ORDER:

The January 12, 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 six members present. Mr. Onufrak and Mr. Hoffman were absent. It was also noted that there is a Board vacancy in Walker 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.

ELECTION OF OFFICERS: Mr. T. Miller appointed Robert A. Mix, Temporary Chairman, to conduct the election of officers for 2015. Mr. Mix stated that he has been asked to proceed with single nominations. Mr. Mix opened the nominations as follows:

OFFICE OF CHAIRMAN: Mr. Scott nominated Mr. Timothy Miller, as Chairman, Mr. McDowell seconded the nomination. With no other nominations, Mr. Scott moved, seconded by Mr. McDowell, that nominations for Office of Chairman be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. Mix cast the unanimous ballot electing Mr. Timothy Miller as Chairman.

Mr. Mix turned the office of Chairman over to Mr. T. Miller.

OFFICE OF VICE-CHAIRMAN: Mr. Hughes nominated Mr. Dennis McDowell as Vice-Chairman, Mr. T. Miller seconded the nomination. With no other nominations, Mr. Hughes moved, seconded by Mr. T. Miller, that nominations for Office of Vice-Chairman be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller asked Mr. Hughes to cast the unanimous ballot electing Mr. Dennis McDowell as Vice-Chairman.

OFFICE OF SECRETARY: Mr. Heny nominated Mr. William Hughes as Secretary, Mr. Smeltzer seconded the nomination. With no other nominations, Mr. Heny moved, seconded by Mr. Smeltzer, that nominations for Office of Secretary be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller asked Mr. McDowell to cast the unanimous ballot electing Mr. William Hughes as Secretary.

Assistant Secretary: Mr. Hughes nominated Mr. Dondi Smeltzer as Assistant Secretary, Mr. McDowell seconded the nomination. With no other nominations, Mr. Hughes moved, seconded by Mr. McDowell, that nominations for Assistant Secretary be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller asked Mr. Hughes to cast the unanimous ballot electing Mr. Dondi Smeltzer as Assistant Secretary.

OFFICE OF TREASURER: Mr. Smeltzer nominated Mr. Ted Onufrak as Treasurer, Mr. Hughes seconded the nomination. With no other nominations, Mr. Smeltzer moved, seconded by Mr. Hughes, that nominations for Office of Treasurer be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller asked Mr. Hughes to cast the unanimous ballot electing Mr. Ted Onufrak as Treasurer.

Assistant Treasurer: Mr. Scott nominated Mr. Gregg Heny as Assistant Treasurer, Mr. Hughes seconded the nomination. With no other nominations, Mr. Scott moved, seconded by Mr. Hughes, that nominations for Office of Assistant Treasurer be closed. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller asked Mr. Hughes to cast the unanimous ballot electing Mr. Gregg Heny as Assistant Treasurer.

Attached is a list of Officers for 2015 that is made a part of these official Minutes.

Retaining Professional Services for 2015 – Mr. Hughes moved, seconded by Mr. Scott to retain Solicitor – Lee, Green & Reiter. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried. Mr. T. Miller thanked Mr. Mix for his exceptional legal services.

Retaining Professional Services for 2015 – Mr. Hughes moved, seconded by Mr. Scott to retain Consulting Engineer – Gwin Dobson & Foreman. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried.

Retaining Professional Services for 2015- Mr. Hughes moved, seconded by Mr. Scott to retain Accountant – Baker Tilly Virchow Krause, LLP (formerly known as Parente Beard). 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried.

APPROVAL OF MEETING MINUTES:

Mr. Hughes moved, seconded by Mr. Heny to approve the Minutes of the December 8, 2014 Regular Meeting as presented. 6 ayes, 0 nays, 2 absent, 1 vacancy. The motion carried.

Thank You – Mr. T. Miller read a thank you card forwarded by our employee, Tasha Dutton, and her family for the food platter given by the Authority for her grandmother-in-law's death.

Thank You – Mr. T. Miller also read a thank you card forwarded by our employee, Eric Rogers, and his family for the meat platter given by the Authority for his grandmother's death.

CORRESPONDENCE:

Centre Hall Potter Sewer Authority – We received a letter from David Hartnett, Plant Manager, of Centre Hall Potter Sewer Authority thanking our Authority for our assistance last month for the use of our video and vactor trucks. Mr. Hartnett also commended our employee, Chad Decker, for his outstanding work ethic and professionalism.

Jack Thorpe – We received a letter from Jack Thorpe requesting the reduced user fee be granted for his property located at 875 Spring Creek Road. Our Authority personnel have confirmed there is no electricity serving the property. Mr. W. Miller stated that the well would not be functional without electricity; therefore, he would recommend granting Mr. Thorpe the reduced user fee of \$32.50 per quarter. **Mr. Hughes moved, seconded by Mr. Scott to grant Mr. Thorpe of 875 Spring Creek Road the reduced user fee of \$32.50 per quarter.** 6 ayes, 0 nays, 2 absent, 1 vacancy. **The motion carried.**

Nittany Engineering & Associates (NEA)- Robert Decker of Nittany Engineering & Associates has provided our Authority with a written response to our 12/01/2014 letter regarding the capital projects at the Bellefonte Borough's treatment plant. The Board discussed the letter Mr. Decker forwarded to our Authority regarding our questions pertaining to the Treatment Plant upgrades. Mr. Johnson feels that Mr. Decker did not fully answer the questions. It was noted that there were concerns with the operations of the two (2) activated sludge aeration tanks being decreased to one (1) and the possibility of the Treatment plant being in organic over loading. Mr. W. Miller provided the Board with his response to Mr. Decker's December 18, 2014 letter and at that time the Board suggested that Mr. Johnson give his professional recommendations prior to sending the letter.

Mr. Smeltzer asked about funding these upgrades and when they will begin. Bellefonte Borough is scheduled to begin construction in the Fall and has been applying for grant money to help alleviate some of the costs associated with the upgrades. Mr. W. Miller stated that Bellefonte Borough has asked if the Authority would like to be included with their financing; however, the Authority has declined and will secure our own funding.

APPROVAL OF PAYMENTS:

Approval of Requisitions:

Revenue Fund Requisition 2012-47 – Mr. T. Miller asked if there were any questions regarding the presentation of Revenue Fund Requisition #2012-47. Mr. W. Miller reminded everyone that this Revenue Fund Requisition is higher than normal due to the length of time between meetings. It was also noted that the purchase of the 2015 Ford F-350 service truck and SCADA System upgrade were included on this requisition. **Mr. Hughes moved, seconded by Mr. McDowell to approve Revenue Requisition 2012-47 payable to SBWJA in the amount of \$159,759.77.** 6 ayes, 0 nays, 2 absent, 1 vacancy. **The motion carried.**

EXECUTIVE DIRECTOR'S REPORT:

CONTRACTED SERVICES - Mr. W. Miller informed the Board that he had attended Gregg Township Sewer Authority's meeting to discuss contracted services. Mr. W. Miller indicated they would like our assistance on an emergency basis and will contact us as needed.

Mr. W. Miller also spoke with Mr. Shaffer regarding our Authority providing services to Walker Township Water Association.

Mr. W. Miller stated that it will be very hard to budget the income for contracted services due to being unsure of what services would be rendered and how often.

Reappointment - The Benner Township Supervisors re-appointed Timothy Miller for another five (5) year term with SBWJA. Mr. W. Miller took a moment to welcome Mr. T. Miller back to the Board.

2014 Capital Improvements – Mr. W. Miller reviewed the year end purchases with the Board. The 2015 Ford F-350 service truck was ordered and should be delivered the end of January. It was also noted that the Authority purchased three (3) MSA AirHawk II self-contained breathing apparatus in 2014 to replace outdated units.

Personnel/Nepotism Clause – The Authority established a Nepotism Clause in the late 1990's. Mr. W. Miller asked if the Authority would consider revising this section of the SBWJA's Personnel Handbook. Mr. Heny stated that he would recommend there be a section stating that relatives cannot be supervised by other relatives due to disciplinary actions and raises. Mr. Smeltzer stated that he would be concerned with conflicts between relatives. Mr. Scott stated that he had seen a married couple work together at Spring Township without problems. Mr. W. Miller stated that a decision did not need to be made at this time and that this could be discussed at a later date. Mr. T. Miller requested that Mr. W. Miller draft a revision of the Personnel Handbook for discussion at a future meeting; therefore, the absent Board members can express their thoughts.

Temporary R-O-W Agreement – Mr. T. Miller stated that the Authority will be executing a Temporary R-O-W agreement for 131 and 151 Bel Air Hills Road. The agreement will allow the Authority temporary access to correct a sewer lateral issue. Mr. W. Miller informed the Board that these two (2) properties currently share one (1) 4" sewer lateral, which is not permitted on our system. It is unsure how this was approved in the early 1980's. The Authority will dig up the area where the two (2) laterals connect and will then install a new 4" lateral for 151 Bel Air Hills Road and the old lateral will remain serving 131 Bel Air Hills Road.

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

OLD BUSINESS:

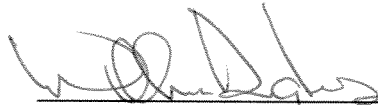
Vactor Truck – Mr. Smeltzer questioned the status of the new Vactor Truck. Mr. W. Miller signed the purchase order on 12/23/2014 and the truck should arrive in June or July of this year.

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

ADJOURNMENT:

Mr. Scott moved, seconded by Mr. Heny to adjourn the meeting at 8:03 p.m. 6 ayes, 0 nays, 2 absent, 1 vacancy. **The motion carried.**

Respectfully submitted,



William Hughes, Secretary



Tasha L. Dutton, Recording Secretary

CC: Benner Township _____
Spring Township _____
Walker Township _____

**Spring-Benner-Walker
Joint Authority**

2015 OFFICERS & MEMBERS

OFFICERS:

Timothy Miller –Chairman
Dennis McDowell – Vice Chairman
William Hughes –Secretary
Dondi Smeltzer – Assistant Secretary
Ted Onufrak – Treasurer
Gregg Heny - Assistant Treasurer

MEMBERS:

Dan Hoffman
Jason Scott
Walker Township Vacancy